

**William A. Shine  
Great Neck South High School**

**Student Handbook  
2024-2025**



***“Our **Orange** and **Blue**  
starts with an Extraordinary You”***

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## Bell Schedules

Each day will be classified as an “A” day or “B” day so that alternate day classes, such as science labs and gym, can be scheduled.

### Daily Time Schedule

<b>Period</b>	<b>Begin</b>	<b>End</b>
1	7:59	8:39
2	8:43	9:26
3	9:30	10:10
4	10:14	10:54
5	10:58	11:38
6	11:42	12:22
7	12:26	1:06
8	1:10	1:50
9	1:54	2:33

### 2 Hour Delayed Schedule

<b>Period</b>	<b>Begin</b>	<b>End</b>
1	9:59	10:22
2	10:26	10:52
3	10:56	11:19
4	11:23	11:53
5	11:57	12:27
6	12:31	1:01
7	1:05	1:35
8	1:39	2:09
9	2:13	2:33

## Principal's Letter

Dear Students,

Welcome to the 2024-25 school year! I hope that your summer has been a relaxing one and has provided you with the opportunity to begin a new school year refreshed and ready to learn. The start of a new school year is a time of dreaming of the future, for developing new hopes and for fresh beginnings. The student handbook contains information that will help ease your transition back to school.

Our school motto, "Our Orange and Blue starts with an Extraordinary You" reminds us all to remain focused on being our most extraordinary self in order to be successful academically and socially. I encourage you to keep our motto in mind when you begin the school year. Make good decisions, focus on your growth and most of all be extraordinary!

Use this handbook to learn (or refer to) all of the procedures here at South High School. It is good to keep it handy and to incorporate it into your daily routine. Many of the answers to the questions you have can be found in this handbook. Please use it as a guide. It will help you to be successful students.

Our goal at South High is to provide all of our students with equal opportunities for academic and social success. As a result of staying focused on your academics and by getting involved in the many extra-curricular activities we offer, you will provide yourself with the ability to be extraordinary as you represent our orange and blue! You will create experiences that will remain with you throughout your life.

I wish you a very successful and fun year at South High!!

Sincerely,

Mr. Adam T. Hopkins  
Interim Principal

## **Student Government Officers**

President  
Christopher Fukuda

Vice President  
Yutong Ren

Secretary  
Alvin Li

Treasurer  
David Feng

*The Student Government is the voice of the students and requires active participation to be successful. Representatives are expected to attend monthly meetings.*

## **Parent Teacher Organization**

Presidents  
Antoinette Capodanno, Anita Cheung, Sharon Dickey

Executive Vice President  
Elena Keung

Vice Presidents  
Shipei Chang, Mo Chen, Charlotte Chiu, Yvonne Fein, Eric Hui, Matthew Jagoda, Joyce Jing, Erin Lee-Kennedy, Korina Lau, Jie Liu, Ofer Melamed, Hallie Mohel, Yuan Wang, Ying Xu, Ellen Yi

Recording Secretary  
Grace Cho

Treasurer  
Mary Lau

*All student government representatives, board of education representatives and shared decision-making representatives will be elected in September.*

*Refer to the district website for board of education members and central administration.*

## Survival Kit Welcome to South!

### WHERE TO GET HELP IF YOU...

Are Lost	See Map of School
Feel Courses are a Hassle	Counselors - Guidance
Have Locker Trouble	Mr. DiPasquale's Office
Just Want to Talk	Counselors - Guidance
Need Books/Supplies	School Store
Have a Question about Clubs	Mr. DiPasquale/Mr. Sepe
Have a Question about Sports	Physical Education Office
Have a Question about School Regulations (A-K)	Mr. DePaola
Have a Question about School Regulations (L-Z)	Mr. DiPasquale
Drop Off a Note for an Excused Absence/Lateness	Attendance Office
Need an Early Dismissal Pass	Attendance Office
Are ill	Nurse's Office
Need Working Papers	Nurse's Office
Need Information Regarding Courses	Guidance Office
Are Interested in Student Government	Ms. Callaghan/Ms. Forie
Need a Parking Permit	Ms. Schiereck
Need an I.D. Card	Library
Need to Fill Out Forms for Lost or Damaged Items	Main Office
Find/Lose/Damage something valuable (book, jewelry, phone, etc.)	Main Office

**School Store** - Open daily from 7:40 a.m. until 8:00 a.m. for students to buy school supplies and review books. It is located in the Math corridor (700 section).

**Lost and Found** - Open daily. It is located in the hallway across from the Main Office.

[School Website](#) - A great resource for information. It is updated regularly with information.

### Testing and Extra Help Days 2024-2025

Subject	Extra Help Day	Test Day
Mathematics	Thursday	Monday
Science	Monday	Tuesday
Social Studies	Tuesday	Wednesday
World Languages	Wednesday	Thursday
English	Thursday	Friday

**Help is available in every subject every day after school, except Friday. The priority day for help in any subject is the day prior to test day.**

In the event that the class does not meet on the assigned test day, the teacher may test on the next school day. During weeks that have holidays or snow days, doubling up on tests will be inevitable. Quizzes can be given any day.

## Department Phone Numbers

A complete list of our faculty can be found on the [Departments](#) page of our Great Neck South High School website.

### **Main Office (441-4800)**

Adam T. Hopkins, Interim Principal  
Thomas DePaola, Acting Assistant Principal (A-K)  
Michael DiPasquale, Assistant Principal (L-Z)

### **Deans**

Tara Schiereck (A-H) **441-4804**  
Peter Gottfried (I-P) **441-4805**  
Nicholas Sepe (Q-Z) **441-4806**

### **Attendance (441-4815)**

### **Art (441-4840)**

Karen Cuchel, Department Head

### **Business/Technology (441-4841)**

John Motchkavitz, Department Head

### **Career Internship Program (441-4862)**

Nicole Kinsey

### **English (441-4844)**

David Manuel, Department Head

### **Guidance (441-4820)**

Jo-AnnEyre Cruz, Department Head

### **Health (441-4847)**

Jane Callaghan, Department Head

### **Library (441-4849)**

Jennifer Scheinberg, Department Head

### **Mathematics (441-4850)**

Neel Chugh, Department Head

### **Nurses (441-4810)**

Yelena Kostochko  
Mary Queally

### **Performing Arts (441-4851)**

Michael Schwartz, Department Head

### **Physical Education (441-4852)**

Don Herr, Department Head

### **Psychologists**

Jacqueline Scott (A-K) **441-4836**  
Lauren Ferguson (L-Z) **441-4835**

### **Science (441-4854)**

Courtney Knacke, Department Head

### **Social Studies (441-4855)**

Alex Redito, Department Head

### **Social Worker (441-4837)**

Joan Greenberg, Department Head

### **Special Education (441-4856)**

James Morrow, Department Head

### **Study Skills (441-4858)**

Ana Tavares, Department Head

### **World Languages (441-4848)**

Gala Handler, Department Head

## Important Phone Numbers

COPAY: 466-2509

Friendly Taxi: 466-0066

Great Neck Library: 466-8055

Great Neck Post Office: 482-5013

Mental Health Helpline: 489-2322

Nassau County Drug &

Alcohol Helpline: 481-4000

Youth Crisis Hotline: 1-800-448-4663

## Clubs and Activities

### How To Form A New Club

To form a new club a student needs to find an advisor on staff, prepare a proposed charter explaining the purpose of the club and a list of at least ten interested students. This proposal should be submitted to Mr. DiPasquale for approval before it is sent to the Board of Education and Superintendent for final approval.

**A full list of our clubs and activities can be found on our school website by following this link:**

<https://greatneckk12nyus-32-us-east1-01.preview.finalsitedn.com/students/clubs-and-activities>

## Interscholastic Sports

Any student interested in playing on a sports team can contact the Athletic Director for information. All students planning to participate in the sports program must have a doctor's physical exam prior to trying out for a team.

Student Athletes must be in attendance at school by 12 noon in order to participate in games or practices. Students must travel to and from scheduled competitions with transportation provided by the school district.

**A full list of our sports teams can be found on our school website by following this link:**

<https://shs.greatneck.k12.ny.us/athletics/contact/coaching-staff>



## **Emergency School Closing, Delayed Opening and Early Dismissal Procedures**

### **Emergency School Closing**

Emergency school closings are made by the Superintendent based on police department reports on road conditions from local villages and Nassau County, area weather reports on road conditions, checks of road conditions by school district personnel, and recommendations of the bus company serving the district. The decision must be made before 5:30 a.m. Families are notified via ParentSquare and text message and the information is posted on the [Great Neck Public Schools Website](#) . (If you are not notified via ParentSquare, please contact our office at 441-4800).

School closing or delayed opening announcements are provided by the following radio stations and TV channels:

WGSM-AM 740	WGBB-AM 1240	Cablevision Channels 12 and 25
WINS-AM 1010	WALK-FM 97.5	Cablevision Channel 75

### **Delayed Opening**

Delayed openings delay the opening of school by one or two hours. The delayed school opening schedule is as follows

Grades	1 Hour Delay	2 Hour Delay
9-12	8:59 a.m.	9:59 a.m.

A delayed school opening means bus schedules will also be delayed one or two hours. For example, if your child's bus is normally scheduled to arrive at 7:54 a.m., a 1 hour delay will change it to 8:54 a.m.; a 2 hour delay, to 9:54 a.m.

The breakfast program will not be available when there is a delayed opening.

A delayed opening is subject to change if the weather and/or road conditions remain hazardous. The Superintendent retains the option to issue a subsequent order directing a school closing when the potential for a hazardous situation exists.

### **Early Dismissal**

Early dismissals are considered when there is a weather forecast predicting a severe storm that may result in traffic problems at the regular school dismissal time. In the event of an early dismissal, senior drivers will be instructed to wait until the buses have left to leave campus in order to optimize everyone's safety. If bad weather is predicted, parents should carefully consider whether or not their new drivers should drive to school that day. The time of day an alert is announced and the availability of school buses will determine whether early dismissal is possible. Early dismissal will be reported on radio, internet and cable TV, where possible. ParentSquare will be used to contact parents by phone, text and email.

The Superintendent will decide if a regular order of dismissal (high schools, middle schools, elementary) or a reversed order will take place. If the regular order of dismissal is followed, every effort will be made to set up an earlier bus schedule that will allow additional time to transport high school and middle school students and have the buses arrive at the elementary schools just before or at the regular dismissal time.

## Campus Regulations

We solicit everyone's help and cooperation to abide by our campus regulations. We want to maintain an atmosphere in South High of which everyone can be proud. Hopefully, with appropriate concern and discretion, additional rules and regulations or further restrictions will not be necessary.

### Code of Dress

A student's dress, grooming and appearance, including hairstyle/color, jewelry, make-up and nails, shall:

- be safe and not disrupt or interfere with the educational process.
- include footwear appropriate to the activity.
- not include items that are vulgar, obscene, libelous, or that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- not include gang-related clothing or symbols.

However, other items may be questionable. Things like bare midriff garments, short shorts, rolled waistbands to shorten pants, skirts or shorts, tops resembling undergarments or visible undergarments have caused distraction and, as a result, students should avoid garments that are going to cause distraction or otherwise unnecessary attention to them or their bodies.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension. Please use good sense and be sensitive to those around you.

### Cutting

If a student has an unexcused absence from class, an automated phone call will be made to the house to notify the parent. If this was an excused absence, please clear it with the Attendance Office, unexcused absences will result in disciplinary action. Students and parents can check the Infinite Campus portal to view their attendance history.

### Hall Passage

- Students may go to lockers between periods and during the first ten minutes. After the first ten minutes they may pass through the halls individually.
- Lunch may be eaten in class only with permission of the teacher.
- Students should be aware that classes are in session and therefore be quiet and respectful while in the hallways.

Staff members will be on duty throughout the building to assure compliance with the above rules and regulations. However, the fact that no staff member is present at any given time does not absolve the student from the responsibility for complying with these regulations. Students should be quiet when passing through classroom hallways.

### **9th and 10th Grade Study Hall**

9th and 10th grade students will be assigned to a quiet study during any of their free periods.

### **Attendance in Study Hall**

Attendance in study hall will be checked daily. Violators will be referred to an administrator.

### **Passes**

Students assigned to study halls will be permitted to use other facilities only if they secure a pass prior to the period in question. Study hall staff members will not issue passes. Students must plan ahead. Any teacher may give a student a pass to meet with him/her or for the student to use a particular facility as long as this pass does not permit the student to miss a class or part of a class, or a specific assignment. A student who secures a pass beforehand must go to the study hall first, present the pass, have his/her attendance checked and then proceed to the location stated on the pass.

### **Food Deliveries**

Students may not receive deliveries of food (Uber Eats, Grubhub, etc.) during school hours.

### **When a Teacher is Absent**

When a teacher is absent and that class is not covered by another faculty member, aide, or substitute teacher, students must go to the department head or an administrator.

### **Parking Privileges**

Students who have parking privileges may not drive off campus during and return during the school day for any reason. Students who have doctor appointments etc. must be picked up and signed out from the attendance office. If a child is driving themselves home, when they are sick, permission must be given by the school nurse as well as the parent, and the child may not return to school that day.

Students who are signed out of school early may not drive another student, who is signed out early, without parent permission of both the driver's parent/guardian and the parent/guardian of the passenger by telephone and or in person.

## Code of Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. **Engage in disorderly conduct** and/or disrupt the normal operation of the school community, such as: using language or gestures that are profane, lewd, vulgar or abusive; obstructing vehicular or pedestrian traffic; trespassing in school buildings, other than the one they regularly attend, without permission from the administrator in charge of the building and computer/electronic communications misuses, including any unauthorized use of computers, software, or internet/intranet account, accessing inappropriate websites, or any other violation of the district's acceptable use policy.
- B. **Engage in conduct that is insubordinate**, such as: failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect; missing class, leaving school without permission, chronic lateness and/or absenteeism; failing to report for detention.
- C. **Engage in violent conduct** such as: committing an act of violence (hitting, kicking, punching, and scratching) upon a student, teacher, administrator or any other person on school property or attempting to do so; intentionally damaging or destroying the personal property of a student, teacher administrator, or other district employee or any person on school property, including graffiti or arson. A student possessing a weapon, displaying what appears to be a weapon, threatening to use any weapon will result in a suspension and a mandatory Superintendent's hearing.
- D. **Engage in conduct that endangers the safety, morals, health or welfare of others** such as: lying or withholding information to impede an inquiry or investigation by proper authority; stealing property of others; defamation of persons or groups by demeaning them; discrimination, which includes use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner; harassment; intimidation or bullying (actions or statements that put an individual in emotional distress or fear of bodily harm); hazing; selling, using or possessing obscene material; using obscene or abusive language or gestures; smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco; possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substance or being under the influence of either on school property, at a school function, or a school bus, or when representing the school; gambling; indecent exposure, that is exposure to sight of the private parts of the body; initiating a report warning of fire or other catastrophe, misuse of 911, or discharging a fire extinguisher; forging a document or correspondence.
- E. **Engage in misconduct on the school bus or at a designated bus stop**, such as: excessive noise, pushing, shoving and fighting; behavior that might distract the bus driver or jeopardizes the safety of self and others.
- F. **Engage in any form of academic misconduct**, such as: plagiarism, cheating, copying, altering records or assisting another student in any of the above actions.

## Parking Regulations

### Seniors

Parking is a senior privilege only. All seniors who wish to drive a car on our grounds and use our parking lots must secure a parking permit from the main office. In order to receive a permit the student will have to submit a copy of his/her senior driving license, registration form for the car, proof of attendance at our quarterly auto safety meeting and a signed parent permission slip. Students must have a senior license by the first day of each quarter in order to qualify. Seniors who do not have a permit will be considered violators and will be subject to disciplinary action. Parking spaces are awarded by a lottery and carpooling system. Priority will be given to students who carpool. Please note: given the limited number of parking spots, no student can be guaranteed a spot. The best way to get a parking spot is to carpool. See Dean Schiereck for help finding a carpool partner or for details on the carpool blog.

### Eligibility

Seniors need to be in good standing with regard to attendance and behavior in order to drive. Poor attendance or discipline problems can result in parking suspensions.

### Juniors

No junior will be permitted to drive a car on our grounds. Juniors are not permitted to drive to campus during regents' week or AP exams. Juniors violating this rule will be subject to disciplinary action in school and may relinquish their senior driving privileges.

### Parking Violations

All cars, driven by staff, students or visitors, will receive summonses from the Lake Success Police if they are parked illegally. All traffic regulations as posted are enforced by the Lake Success Police Department.

- No student parking on the school side of the mall at any time (by order of the fire marshal)
- No parking on the expressway side of the mall during school hours (by order of the fire marshal)
- No parking in driveways or walkways (a white line must appear on both sides of the parking space)
- No parking on the grass
- No unauthorized parking in spaces for the handicapped or alongside curbs painted yellow
- We must enforce these regulations in order to ensure a safe environment, and to provide ample parking for those with a legitimate need. Neighboring lots are not available for student parking. Students park there at their own risk and are subject to towing.

### Facts

- Driving in Nassau County with a junior license is illegal (regardless of the age of the driver or license possessed by passengers in the car).
- You must be 18 years old to have a senior license in Nassau County with certain exceptions. The only 17 year olds who can drive legally in Nassau County are those who have received a blue card, have passed a Motor Vehicle Driving Test and have been issued a senior license. Out-of-state licenses that do not comply with the above are invalid in Nassau County. The Board of Education provides bus service for almost 90% of our students.
- The Board of Education has expanded its after school buses so that there is a bus leaving almost every half hour from 3:30 p.m. until 6:00 p.m.
- The speed limit on campus is 20 mph.

## Computer/iPad/Internet Use

*Please refer to the District "Computer Network and Internet Acceptable Use Policy."*

### **Using Student Google Accounts on School Computers**

Students should log out of their Google accounts after using a school or any computer other than their own, to protect their files.

### **Selections from the Great Neck South High School iPad Acceptable Use Policy.**

You can find a link to the SHS iPad Acceptable Use Policy and Form on the South High website.

Students:

- should bring the iPad to school each day, charged
- should remain signed in with their school issued iTunes account, not a personal iTunes
- cannot photograph, record or share digital images or recordings of anyone without his or her permission
- may install content (apps, books, games, music, videos, etc.) on the school-issued iPad as long as the content is educational, appropriate, and complies with copyright and all other applicable laws.
- should use iPads for instructional or academic use only while in school.
- may install iOS updates only upon notification from school personnel. These updates should be done outside of the school day.
- may NOT turn off the iPads location services or the Find My iPad setting. Students who turn off such settings make it significantly less likely that a lost or stolen iPad will be recovered.
- should use their school-issued Google email accounts via the Web (the mail app will not work in school). Personal email accounts cannot be accessed in school.
- will create and remain logged in using a unique Apple ID made from their school-issued email address. This account will be used to sync the iPad with the district's management system in order for students to receive "pushed" apps and to download free educational apps on their own.
- shall respect copyright laws and licensing agreements pertaining to materials stored on a school-issued iPad.
- are responsible for 50% of the repair or replacement cost for the FIRST instance of accidental damage or documented theft or for 100% of the replacement cost for loss or undocumented theft. Refer to District-Issued Portable Electronic Devices Board Policy #8332.
- are responsible for taking proper care of the iPad and its accessories. Any damage, loss, or theft must be reported immediately to a dean. Expenses incurred to repair or replace an iPad assigned to a student due to accidental damage or documented theft will be equally shared by the District and the Parent/Guardian. Costs associated with purposeful or repeated damage, loss or undocumented theft will be completely borne by the Parent/Guardian. These items may include, but are not limited to, the exact cases, USB Power Adapters, Apple USB cables and styli that were assigned.

## School Communication

Each student has been provided with his/her own email address. Students are expected to check this email account daily as it will be a primary vehicle for school communication.

### Email

Great Neck South faculty may be contacted directly by email (first initial last name@greatneck.k12.ny.us) or by calling the appropriate department number listed in this handbook.

Email is a useful way of contacting teachers, but the medium also has limitations; this includes a restrictive filtering system that often places emails from outside of the district into the junk email folder.

In addition, please keep in mind that email creates a permanent record. Please observe the following guidelines when emailing teaching staff.

- E-mail is an excellent medium for short notes regarding notification of events and other logistics. It does not lend itself to extensive dialogue as it has no nuance. This is achieved through the regular channels of conferences, report cards and conversations.
- Please put the student's name and topic in the subject of the e-mail.
- Please leave a telephone number in your email where you can be reached during the school day so that teachers have the option of getting back to you by phone.
- It may take up to two days to get a response from a teacher. If it has been two days and you have not heard back from the teacher, please call the teacher and/or Department Head. If you still do not get a response, please contact an administrator.
- Teachers are frequently unable to read their email during their teaching day. Please call in same day messages. To avoid confusion, please do not call and email about the same issue on the same day.
- Please bear in mind that teachers may not read email during vacations and on weekends.
- Parents should contact the attendance office to get work when students are out or plan to be out three days or more. Teachers will make every effort to provide work. If students are out for less than three days they should make use of teacher websites when available and/or contact their peers to get missed work.

### Student Portal

Each student can view his/her schedule, progress, attendance and report cards through the Portal. In addition, student surveys may be completed on this site. Students can log into their portal accounts by using their GNPS Google email and passwords

## Safety & Security

### Fire Drills/Evacuation Drills

Fire Drill regulations must be adhered to strictly regardless of the time of day or student assignment. In order to ensure everyone's safety, students and staff should remain quiet so that they can hear directions. **During a drill, students who do not follow directions of staff personnel will be subject to disciplinary action.**

1. Students who are in a class at the time that the bells ring must follow the directions of the teacher without hesitation.
2. Students who are unassigned must stop what they are doing and move swiftly to the nearest exit.
3. All students once outside the building will move with all haste away from the building. Instructions will be given at that point indicating whether or not it is safe to re-enter the building.
4. Students are not to walk through the halls but must leave the building at the nearest exit.
5. All students are expected to stop what they are doing regardless of what it is and regardless of whether it is a drill or a real emergency. This means that if they are in the cafeteria they are to leave lunches on the table. It also means that they are to leave lounges, stage areas and all other parts of the building without question.
6. In all non-evacuating events, students should go immediately to the nearest supervised classroom or office area and await further instructions from the administration or police.

### Identification Cards

Students will be provided with a laminated Student Identification Card with his/her picture affixed. In an effort to make our school as safe an environment as possible, we require our students to display their ID cards upon arrival to the building and to have them available throughout the day. Students will "tap in" upon arrival to the building. Having each student "tap in" enables our security staff to account for every student in the building and helps ensure that no students are here who do not belong.

### Lockers

Lockers are school property. Students are reminded that they are not to bring valuables to school. They are also asked to maintain strict security of their locker combinations, not sharing this number with anyone. Students are reminded to try the lock to make sure that it is secured after closing. Students who bring valuables to school for a specific reason are encouraged to bring the same to the main office for proper security in our safe when the valuable item is not in use. Items that are too large for our safe will be secured in an administrative office. These items could be cameras, calculators, musical instruments, sporting equipment, or whatever else the student deems valuable. Students whose property is damaged or missing should report this fact to the Main Office and fill out a form stating particulars.

### Visitors

Students are asked not to bring any visitors to school. Students are encouraged to report to any member of the faculty, or any office personnel, strangers in the building.



## Academic Integrity

Great Neck South High School is built upon a strong foundation of reason, respect, and responsibility. Integrity is evident when an individual acts in an open, honest and responsible manner. Respect for self and others and the beliefs of a civil community support an environment of academic integrity. It includes a commitment not to engage in or tolerate acts of falsification, misrepresentation, or deception. Individuals must take responsibility for their own honesty and should discourage misconduct by others.

The staff of Great Neck South High School pledges to honor the civic values and ethical conduct reflected in personal accountability, honesty, and respect for the rights and work of others. A culture of respect begins with the staff's efforts to create a high school environment in which there is a total commitment to truth.

### Parent Responsibilities

1. To teach children the values of honesty and personal integrity.
2. To support the school in reinforcing these values.
3. To understand the definitions and rules of academic integrity.
4. To remind children that they represent not only themselves, but also their family, school and community.
5. To work with the school to reduce the amount of pressure on students so that they feel less tempted to cheat.

### Student Responsibilities

1. Take pride in completing our own work.
2. Make it our responsibility to complete assignments and evaluate procedures without using "illegal" resources or other students' work.
3. Studying and being prepared so there is no need to cheat.

### Teacher Responsibilities

1. Set clear standards in regard to quizzes, exams and activities about what is unacceptable behavior in the classroom. Monitor and enforce those standards.
2. Set clear standards in regard to out of class assignments and what is unacceptable behavior. Monitor and enforce those standards.

*Staff members, students and parents must be dedicated to maintaining and supporting the principle of personal accountability. Integrity is fundamental to teaching and learning and to the process of honest assessment of student progress.*

**Field Trips**

Students on field trips during school hours, after school hours, or overnight are considered to be in school and must be under the supervision of an approved chaperone at all times. Students will be held to the affidavit, which they and their parents sign prior to the field trip. Students on field trips are to adhere to all rules as if they were in school. It is our expectation that students will inform all of their teachers prior to the trip. Students are expected to make up any work and/or exams missed while on a trip. Please note, students are expected to limit out-of-school overnight trips to one activity (DECA, Robotics, etc.) per year. When in question, please discuss with your club advisor.

**Library Procedures**

The South High library is available to all students who wish to use the excellent growing collection of materials. The library may be used before school, during school and after school for those with an academic purpose. Students are expected to maintain a quiet working atmosphere and are reminded that food or beverages (except water bottles) are not permitted in the library.

**Obligations**

Students are responsible for returning all textbooks, library books, uniforms and equipment loaned to them during the year. Leaving the book or piece of equipment in an office or with a teacher is not sufficient. It is the student's responsibility to secure the book card in exchange for the book. This card should then be destroyed. Seniors are required to clear their obligations before receiving their yearbook, cap and gown and graduation tickets.

**Plagiarism**

Plagiarism is defined as presenting the thoughts, writings and ideas of other people as your own. Integrity of the academic process requires that credit be given where credit is due. Accordingly, it is unethical to present as one's own work, the ideas, representations, or words of another or to permit another to present one's own work without customary and proper acknowledgment of sources. According to the Board of Education regulations, the minimum penalty for plagiarism is a zero for the assignment and notation on the offender's record.

## Return of Assessments - Secondary Students

In order for assessments to have significance in the learning continuum and to provide meaningful feedback to teacher and student, the following provisions are inherent in an effective teacher/learning process:

1. Assessments should be constructed to determine curriculum achievement and/or to expand on assigned subject matter.
2. Students should be apprised of the content, parameters and expectations of tests and assessments in a timely fashion.
3. Assessments – both the questions and the student responses – should be returned to the students with prompt feedback about their understanding and performance. Suggested time frames are as follows:
  - a. Quizzes 2 to 3 days
  - b. Exams 1 week
  - c. Essays and essay exams 2 weeks
  - d. Projects and research papers 3 weeks
4. If a longer period for return of assessment is required, students and department heads should be informed of the probable return date.
5. Assessment is the foundation for understanding what is/is not learned, and becomes the bridge to future achievement. Written assessments, including tests, quizzes and papers should be reviewed and processed as a learning tool in a variety of ways, including the review of tests in class, individual conferences, and the creation of assignments based on the results of those tests.
6. The processing of assessment is the mutual responsibility of students, teachers and parents.
  - a. Teachers are responsible for creating assessments that are both formative and summative and whose end result is to facilitate student achievement.
  - b. Parents are responsible for helping to guide their children in their studies.
  - c. Students are responsible for using assessments thoughtfully, realizing that their active engagement in the learning process is the single most important ingredient of achievement.
7. Students should have possession of their assessments, both questions and responses, for future reference and study; teachers may retain copies. (Under compelling circumstances, exceptions may be made with the approval of the department head and the building principal.)
8. Department heads are responsible for previewing and securing departmental and individual teacher final examinations.

## Grading System

### Course Expectation Sheets

Course expectation sheets are posted on each department's web page on the South High School website. The student is expected to share these expectations with his/her parent(s) and is held responsible for the fulfillment of the expectations contained within.

### Interim Reports

Interim reports are posted on the portal four times a year at approximately mid-quarter. A message will be sent home via ParentSquare notifying you that reports are available. If you do not receive a message, please contact the Main Office. The student's total absences from each class will be listed. The number of absences is cumulative. Parents are urged to contact teachers regarding concerns.

### Grade Reporting

Report cards are posted on the portal four times a year. All quarterly grades are in letters, A, A-, B+, B, B-, etc. All final grades are in numbers. Students also receive a comment that may include an attitude rating on the report card for each quarter. (O = Outstanding, S = Satisfactory, U= Unsatisfactory). The attitude rating is determined after careful consideration of many factors, some of which are cooperation, courtesy, effort, initiative, punctuality, respect for others, responsibility and self-control.

Each quarter for a full year course is worth 22% toward the final grade. Each quarter for a semester course is worth 44% toward the final grade. The Regents or final exam is worth 12% toward a student's final grade. The teacher may use discretion in raising or lowering the grade, based on the student's contribution, participation and performance. The teacher will give special consideration to an evaluation of how the student performed toward the end of the year.

Each quarter students are entitled to know the range of their numerical grade within plus or minus one point. (e.g. 81-83, students should ask their teachers for that information.)

## **Sexual Harassment Policy**

Policies on Sexual Harassment of students and staff were adopted by the Board of Education in March, 1995:

It is the policy of the Great Neck Public Schools to maintain a learning and working environment that is free from sexual harassment. When a student or staff member (male or female) is subjected to unwelcome behavior that is sexual in nature, it is "sexual harassment" and is inappropriate, harmful, and against the law. Any student or parent of a student, or staff member who alleges sexual harassment by a staff member or student in the school district may complain directly to a teacher, counselor, building administrator, central administrator, Board of Education, or the District's Title IX Compliance Officer at (441-9015).

Filing a complaint, grievance, or otherwise reporting sexual harassment will not reflect on the individual's status, nor will it affect grades, educational opportunities, future employment or work assignments. Any act of retaliation against the complainant is a violation of human rights law.

## **Policy of Non-Discrimination**

Statement required by 1975 regulations promulgated pursuant to Title IX of Federal Educational Amendments of 1972.

"The Great Neck Union Free School District, 345 Lakeville Road, does not discriminate on the basis of sex in the educational programs or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of non-discrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs, course offerings and student activities."

"The district officials responsible for the coordination of activities relating to compliance with Title IX are Ms. Jennifer Kirby and Dr. Stephen Lando, Phipps Administration Building, 345 Lakeville Road, 441-4050 or 441-4011. The official will provide information, including compliant procedures to any student or employee who feels that her or his rights under Title IX may have been violated by the district or its officials."

## **Board of Education No Smoking Policy**

Smoking including e-cigarettes by students is prohibited in all school buildings, on school grounds, in school buses, or at any school function or activity.

### **First Offense:**

1. A student is given a verbal reminder in a positive manner by the staff member present. The student's name is reported to the dean.
2. The student will be required to attend a support group.
3. A parent conference will be scheduled, and will include a member of the support group staff.
4. The student will be required to view a video on the effects of smoking.

### **Second Offense:**

1. All the steps of the first offense will be repeated.
2. The student will be suspended from the regular school program.

## Attendance Regulations

Recognizing that attendance is an important aspect of the education environment at South High School, the Student Handbook includes the following regulations governing attendance:

### 1. Types of Absences

Every absence is either legal or illegal as defined by The New York State Department of Education. Attendance is taken in every class and absences are reflected on the portal by the end of the day. It is crucial that students be in their classes and that they be in their classes on time.

#### Legal Absence

- A. Sickness.
- B. Severe sickness in family or death in family.
- C. Impassable roads.
- D. Religious observance (on days established by the Comm. of Education, provided a written explanation is presented to the attendance office in advance of the day of observance).
- E. Required to be in court.
- F. If a student is absent from school, the parent can call the Attendance Office (441-4815) that day and report the absence.

#### Illegal Absence

- A. Unlawful detention (“overslept,” “out of town,” “needed at home,” “taking a trip,” etc.)
- B. Truancy
- C. Illegal employment (keeping a pupil out of school for work of any kind unless proper arrangements are made and permission is obtained from school authorities) Illegal absences will appear in Infinite Campus as “Unqualified Absence – Parent Note/Called.”

### 2. Certification of Legal Absences

The State Department of Education directs that no absence be classified legal until a written explanation, signed by the parent of record, has been received by the school attendance office. Teachers are not required to assist pupils in making up work missed during illegal absences.

### 3. Special Circumstances Pertaining to Illegal Absences

We urge you to plan family trips and events in accordance with the school calendar as attendance is integral to academic success.

- A. Anticipated absence: When a student knows in advance that he/she will be absent for one or more full days he/she must present a duly signed explanation to the attendance office in advance of the absence if he/she wishes to be permitted to make up the work missed. The student may then approach the teachers to obtain assignments in advance of the absence.
- B. This work should be made up within one week after return if credit is desired. A student who fails to meet this requirement will receive a grade of “zero” for the work missed.
- C. College visitation: Since a college visitation by a student actively engaged in the college selection process is usually planned in advance, the procedures applicable to an anticipated absence also apply to a college visitation. There is an additional requirement, however, that the student advises his/her counselor of the pending visit to the college and that the counselor indicates his/her awareness of the visit by initialing the written explanation before it is presented to the attendance office.

### 4. Daily Attendance

Student attendance is taken daily in each period. Students who arrive late should sign in at the security desk at the main entrance.

## **5. Tardiness**

Tardiness to class including first period will be recorded. It is important for students to be in class on time. Students arriving late to school without a legal excuse will be considered cutting.

## **6. Dismissal from School**

There are three ways in which a student can be dismissed from school and be eligible to make up work missed.

- A. Dismissal by the Attendance Office: Parents must call the Attendance Office to arrange for early dismissal. Parents are directed to wait in their vehicle for their child. Their child will then be called out of class and asked to report to the attendance office to receive a pass. Your child will present the pass to the security guard before exiting the building.
- B. Dismissal by the School Nurse: A student who becomes ill during the school day should present him/herself to the school nurse who will determine the degree of illness. Where circumstances warrant the nurse, will contact a parent and arrange for the student's dismissal.
- C. Dismissal by Principal: A dismissal without a proper written request may be arranged if a student presents a verbal explanation to the principal (or assistant principal) who contacts the parent or guardian.

## **7. Leaving School without Permission**

Once a student's presence in school has been recorded she/he should, under no circumstances, expect to be able to make up work missed if she/he has missed classes by leaving school without permission.

## **8. Presence in School for less than a Full Day**

On rare occasions, a student who is ill or who would not be present for a full day for some other valid reason may feel it necessary to appear in school to take a single test or to obtain material from her/his locker. If such an occasion arises, the student must report her/his presence to school to the attendance office, present a signed note from a parent and be instructed on what procedure to follow upon leaving the building.

## **9. Attendance During A.P. Exams**

Students who have morning exams may go to lunch after the exam and are expected to go to class for the balance of the day. Students with afternoon exams are expected to go to class in the morning and eat lunch. Students will be excused from classes only with a note from a parent and are expected to leave the school premises.

## Great Neck Public Schools Schedule Change Practices

### **Schedule Changes**

All schedule changes will follow procedures posted on each school's guidance website. Typically, students may add a new course to their schedule within the first two (2) weeks of the start of the course, replacing one (1) elective course with another shall be done within the first two (2) weeks of the start of the course.

### **Dropping a Course**

Provided that the resulting schedule maintains the course load required by state law and Board of Education Policy, a student may drop a full-year course up until the mid-point of the 2nd marking period, and a half-year course up until the mid-point of the first quarter in which that course is taken. Students will not be permitted to drop a course after these deadlines.

### **Course Level Changes—High School**

Students may change course level (for example, AP to Honors, Honors to Regents) up to the midpoint of the 2nd marking period. Students will not be permitted to change course levels after this deadline. Grades will not follow from one level course to another. NOTE: Students who remain in an Advanced Placement course but who do not sit for the corresponding examination will have the AP course designation removed from their transcript and be assigned the course grade which they otherwise would have received.

### **Course Level Changes—Middle School**

Students may change course level (for example, Regents to Non-Regents) up until the end of the 2nd marking period. Students will not be permitted to change course levels after this deadline. Grades will not follow from one level course to another.

### **Exceptions**

Exceptions to the add/drop deadlines may be made for ungraded and support classes such as study skills unless these courses are required by State Law, Board of Education Policy, Individualized Education Plan, or 504 accommodation.

***In cases of compelling educational need, these practices may be overridden by the building principal in consultation with the teacher, department head, and guidance counselor.***



## Alternative Educational Programs

### A. BOCES/Career Training Program

Students electing skill training in any of the following courses will receive three credits per year toward graduation. Enrolled students spend 2 ½ hours per day at the BOCES Skill Center either in the morning or afternoon sessions. The remainder of the day is spent in the home school enrolled in courses necessary to meet graduation requirements. Students' transportation from the home school to the BOCES Center is provided by the Great Neck Public Schools. Please talk with your Guidance Counselor about BOCES course offerings.

The CO-OP Program offers students an opportunity to receive paid on-the-job training in each student's selected area of interest. Arrangements are made with cooperating employers to provide training to students in conjunction with part-time employment. Opportunities are offered in any of the three following noted areas: Industrial Co-Op, Business Co-Op, and Distributive Co-Op.

School credit is given toward graduation for the work experience of 600 hours per calendar year. Credits awarded in this program are also acceptable for admission into post high school institutions. For further details concerning the Career Training Program, contact the school counselor or Program Director at 441-4820.

### B. Career Internship Program

This program provides an opportunity for students to experience a "career" or field of Interest before they leave the high school environment. Every student will have the opportunity to select their individual internship. This community-based learning experience will allow students to become familiar with the skills and attitudes necessary for success in a profession or career while developing future goals as an enhancement of classroom learning. Juniors and Seniors will have the opportunity to: develop workplace readiness skills and self-awareness, personal talents and abilities, learn to apply information about the work world, learn by doing, focus on strengths, explore opportunities and develop overall skills necessary to be successful in careers and lifelong learning. This is an after school, volunteer program. For more information contact your Guidance Counselor.

### C. Independent Study Program

Provisions have been made for students who wish to deepen their experience in existing courses or who wish to explore areas not offered in school curriculum. This opportunity is offered in the Independent Study Program. Students considering an Independent Study Project must talk with their guidance counselor and complete an application.

### D. TESL

The purpose of TESL is to teach English to speakers of other languages who are foreign born and recent arrivals in this country. The four basic communication goals are emphasized through a variety of activities. TESL also helps the foreign-born student adjust as quickly as possible to the mainstream of the school and community. Attempts are made to group students according to background and ability in English.