

**STUDENT HANDBOOK
2024-2025**



John L. Miller Great Neck North High School
35 Polo Road
Great Neck, NY 11023
(516) 441-4700

Dear Students,

Welcome to the 2024-2025 school year! Each new beginning brings with it an invitation for you to reflect on your personal goals and to make choices about how you will participate in the J.L.M. Great Neck North High School community. I look forward to discovering how each of you will contribute to the academic, co-curricular, and the spirit of “Blazer Pride” within the school.

J.L.M. Great Neck North High School has a long-standing commitment to excellence. To that end, the faculty and staff work hard to create a broad range of opportunities for students to explore their interests, discover their potential, and achieve their goals. As a community, we encourage each other to challenge ourselves, work hard, and try new things without fear of making a mistake.

While we work on our personal goals, we share a responsibility to provide a supportive, respectful climate for all members of our community. You all bring to this community different interests, different talents, different experiences, and different needs. It takes a commitment from all of us to create a place that allows each member of our community to explore his or her various interests and to use his or her unique talents. We must each commit to behaving honorably, treating each other kindly, and celebrating each other’s achievements.

This handbook should serve as a guide as you navigate your four years at J.L.M. Great Neck North High School. It articulates J.L.M. Great Neck North High School’s core beliefs, policies, and procedures. It provides an introduction to the many resources available and to your rights and responsibilities as a J.L.M. Great Neck North High School student. Please familiarize yourself with the contents of the handbook, share it with your parents, and refer to it throughout the year.

Please feel free to speak with me, Mr. Levine, Ms. Snyder, Ms. Behar, Mr. Calderaro or Mr. Ceasar throughout the year as questions or issues arise. We look forward to supporting you in your endeavors. My best wishes to each of you for an exciting and rewarding school year!

Sincerely,

Dan Holtzman
Principal

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Board of Education

Grant Toch, President
Donna Peirez, Vice President
Joanne Chan, Trustee
Steve Chen, Trustee
Rebecca Sassouni, Trustee

Central Office Staff

Dr. Kenneth R. Bossert, Superintendent
John O'Keefe, Deputy Superintendent
Dr. Stephen C. Lando, Assistant Superintendent for Secondary Education
Diana Haanraadts, Assistant Superintendent for Elementary Education
Dr. Joseph Hickey, Assistant Superintendent for Special Education and Pupil Services

North High School Administration

Dr. Dan Holtzman, Principal
Mr. Ronald Levine, Assistant Principal
Ms. Kathlyne Snyder, Assistant Principal

I. GREAT NECK NORTH HIGH SCHOOL OVERVIEW

Great Neck North High School's Mission

Members of the Great Neck North High School community provide an innovative and collaborative educational environment that supports academic excellence and the social and emotional growth of all students so that they may become life-long learners and compassionate, productive members of a diverse, global society.

We Strive To:

- Treat others with honesty and respect.
- Interact with others in a trusting spirit of openness and support.
- Recognize and honor each person's talents and unique abilities.
- Collaborate with students, faculty, staff, and others in our community.
- Build relationships that promote enthusiasm, unity, motivation, and encouragement.
- Continuously seek best practice in order to improve the quality of what we do.
- Support and foster each other's development and engagement in the learning process.
- Set a standard that nurtures students and one another.

School Phone Numbers

Dan Holtzman, Principal	441-4711
Ronald Levine, Assistant Principal	441-4702
Kathlyne Snyder, Assistant Principal	441-4703
Cathlene Behar, Dean of Students	441-4704
Michael Calderaro, Dean of Students	441-4705
Christopher Ceasar, Dean of Students	441-4706

Main Office	441-4700	Attendance	441-4715
Art	441-4750	Business/Practical Arts	441-4741
English	441-4744	Guidance	441-4720
Health	441-4747	Foreign Language	441-4748
Library/Media Center	441-4749	Math	441-4750
Music	441-4751	Nurse's Office	441-4710
Physical Education	441-4752	Science	441-4754
Social Studies	441-4755	Special Education	441-3040
Study Skills	441-4758		

GREAT NECK NORTH – JOHN L. MILLER FACULTY AND STAFF

Principal

Dr. Dan Holtzman

Assistant Principals

Ronald Levine
Kathlyne Snyder

Dean of Students

Cathlene Behar
Michael Calderaro
Christopher Ceasar

Counselors

Michael Neary, DH
Kimberly Bruno
Jordana Cohen
Kristen Corrigan
Peter Hidasi
Jennifer O'Hara
Amanda Reilly
Corinne Tortorice
Kimi Semder

Psychologists

Anton Berzins
David Cheng
Kristan Melo
Gabiella Caputo

Social Worker

Oana Scholl

Nurse

Annemarie Baumel
Adele Hacker-Tehrani

Office Staff

Kristy Carlo
Louise Fernandez
Loretta Peskin
Barbara Pfrogner
Sara Rietbroek
Siobhan Tomazic
JoAnne Zehnder

Tech/Staff Developer

Maya Lerner

Community School

Edward Baluyut
Kieran Griffin
Jennifer McKnight

Business / F&CS

Kevin Spellman, DH
Cara Accardi
Lindsay Barrera
Richard Marchese
Sharon Miller
John Reynolds
Grace Ringen
Paul Rodriguez

English

Matt Blackstone, DH
Ed Baluyut
Cathlene Behar
Salvatore Casto
Jeffrey Gilden
Kieran Griffin
Thomas Hahn
Brian Hartwig
Anna McGovern
Sarah Ketcham
Michael Schad
Loren Tunick
Neetu Verma
Ashley Zaikowski

ENL

Alison Eckert
Erin Lee

Fine/Performing Arts

Pamela Levy, DH
Joseph Giacalone
Christopher Giordano
Christine Hakanjin
Emily Man
Dina Materia
Esther Noh
Jacqueline Tomlet

Health

Kathleen Carpenter, DH
Lauren Baron
Alexandra Bellini
Matthew Ring

Library/Media Center

Maya Lerner, DH
Cecilia Hirsch
Matthew Resnick

World Languages

Madalyn Deluccia, DH
Johanna Asvestas
Hanna Bokhour
Pan Sam Chan
Caitlin Healy
Israel Henriquez
Bessie Karanikolas
Johanne Lynch
Yamit Nassiri
Denis Villacorta

Mathematics

Joseph Bonvicino, DH
Randi Albertelli
Vicky Anastasis
Colin Cubinski
Katelyn Hughes
Joe Lipani
Michael McDermott
Jamie Melendez
Jennifer Petito
Elana Sichel
Jeffrey Sirotkin
Nick Turkovich
Gregory Yager
John Zak

Physical Education

Mitch Braun, DH
Justin Cisario
Erik Connolly
Marisol Mahler
Marlese Swarsen

Science

Jessica York, DH
Chris Bambino
Jordan Barbach
Jessica Baylis
Brianna Castagna
Christopher Ceasar
Jenna Ciani
John Cimilluca
Laura Kachmar
Puneet Khosla
Tako Lawson
Catherine Leong
Maya Lerner
Alexa Menno
Alan Schorn
Matthew Singer
Alison Widawsky

Social Studies

Laura Talamo, DH
Stephanie Aguado
Paul Becker
Scott Eckers
Samantha Gallagher
Jeremy Goldstein
John Mannebach
Thomas McDonald
Lauren McNamara
Eric Ragot
Jennifer McKnight

Special Education

Cara McCormack, DH
Carissa Appierto
Melissa Baldassarri
Alyssa Boll
Olga Calderera
Michael Calderaro
Carmelo Carbone
Genevieve Carpenter
Christina Caruso
Susan Chung
Russell Cohen
Michelle Fast
Maria Fiore
Amy Ford
Susan Giampetruzzi
Lindsay Haskel
James Kinder
Donna Kramer
Michael Lewis
Lindsay Milleisen
Jennifer Nastri
Patrick Polit
Jaime Reyna
Kenneth Rice
Gail Schwartz
Ana Senra-Silva
Blair Silver
Erika Stark
Andrew Starr
Joan Varghese
Danielle Verderose

Study Skills

Jodi Kahn, DH
Libra Lane
Adina Raso

Teaching Assistants

Elena Bucher
Mary Campisi
Elizabeth Castelli
Dominic Costa
Maryann Derych
Agnieszka Dulaski
Farshad Fathi
Susan Geringer
Ashley Gould
Kevin Graham
Josh Hakimian
Orly Mayourian
Mike Meehan
Donna Palmieri
Jean Passarette
Steven Steiner
Monique Wright
Kathy Yee

Paraprofessionals

Lisa Affrunti
Beatriz Arroyo
Christine Campbell
Carol Caracciolo
Heather Fagan
Kim Green
Jenna Gregorio-Antz
Barbara Kaczor
Almeta Moody
Carmen Rivera
Yerin Son
Rosa Tautonico
Gitika Vazirani

Food Services Staff

Michelle Fox
Catherine Gant
Kamaljit Kaur

Custodial Staff

Stephen Meere, Head
Kevin Meigh, Asst.
Thomas Burns
Eddy Cheriell
Stephane Francois
Cavrel Howell
John Knight
Edwin Mejias
Christian Mijango
Daniel Rojas
Ernesto Trinidad

Bell Schedules - Please refer to emailed schedules.

Class Schedule and Cycle

We follow a nine-period day in a two-day cycle. This means each school day is assigned as Day A or Day B regardless of the day of the week. Please note that a planned, full-district day off from school does not count in the cycle...meaning that if Monday is Day A and there is a holiday or other *planned* day off on Tuesday, then Wednesday is a Day B. If there is a full-district *unplanned* day off (such as a snow day), then Monday would be a Day A, Tuesday (snow day, Day B) is skipped, and Wednesday is a Day A. Cycle days are always announced during morning announcements.

Example:	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 1	A	B	A	B	A
WEEK 2	B	A	B	A	B

Advisory

All ninth and tenth graders are assigned to an Advisory group of approximately twelve to fifteen students, one to three peer leaders, and one faculty facilitator. Peer leaders are trained in a mandatory class that emphasizes leadership skills and group processing. **The Advisory groups meet every Wednesday and attendance is mandatory (see Advisory schedule above).**

The faculty advisor and peer leaders lead students in a variety of activities designed to develop a support group that will help them become positively involved in high school life during these critical years. The Advisory also serves to help students cope with any academic or social concerns that may develop over the course of the school year. Guidance counselors work very closely with advisors and meet with them throughout the year. Advisories have proven to be a very positive experience in the school, bringing students together, helping students develop better social skills, nurturing student leadership, encouraging involvement in social activities, and promoting better decision-making.

II. SCHOOL AND COMMUNITY SERVICES

Announcements

Morning announcements will be made at the start of the school day over the PA system. Afternoon announcements will be made at the conclusion of ninth period. A student may submit an announcement by filling out a form in the main office.

Communication with Families

It is essential that the school be able to communicate with parents during the school year. We have three convenient ways to do this:

1. Great Neck Public Schools Website: www.greatneck.k12.ny.us
This gives families district-wide information including: department-specific information, updated calendar events, school closings, Board of Education meetings, and messages from the Superintendent of Schools. **The site also has a link to direct you to North High's website for information specific to our school.**
2. ParentSquare Notification
This informs parents about a variety of events from school closings or delays to important happenings that impact all students. Please make sure your phone information and email addresses are up-to-date on the Great Neck Website.
3. Campus Parent Portal
This informs parents in real time about student attendance, schedules, grades, progress reports and reports cards.

Cancellations/Delayed Opening of School

Announcements canceling or delaying school will be sent by the district through ParentSquare and posted to the district website. Please do not call the main office asking about closings or delays. Local news stations will also have the information about delays or closings. When school is canceled, the cycle calendar is not changed, that day counts in the cycle.

Debts

Any senior who fails to settle debts will not receive his/her graduation tickets until the debt has been paid or alternative arrangements have been made. Any unpaid district fee or charge left unpaid at the end of the school year will be carried forward to the following school year. Debts are considered to be debts of the student to the district.

Emergency Protocols

Every emergency presents a unique set of variables which will be evaluated prior to a decision to use ParentSquare. Those variables include the nature of the emergency, time of the

emergency, estimated duration of the emergency, impact on the immediate safety of the students, and direction given by law enforcement, emergency services agencies, and others.

Fire Drills

New York State requires that schools partake in a prerequisite number of fire drills throughout the school year. All drills will be announced ahead of time. For the duration of every drill, all students must follow the direction of school personnel, remain silent, and move as quickly as possible. When the fire alarm sounds, all work is to be stopped immediately. Students will leave classrooms, aided by the faculty member in the classroom, and move to the exit designated on the "Fire Exit" card posted in every classroom. At the end of the drill, an administrator will signal that it is safe to re-enter the building. At all times during the drill, there is to be no talking so that emergency instructions can be given and heard. In the event of a carbon monoxide detection/emergency, the same protocols are to be followed.

Reporting a false alarm is a felony and anyone caught doing so will be suspended and will face criminal charges.

Lockout and Lockdown Drills

Lockout drills (threat outside of the building or in the vicinity) and Lockdown drills (threat or hazard inside of the school building) are regularly scheduled and the number of drills and the variables we present students and staff with far exceeds what the state requires from public schools. All Lockout and Lockdown drills will be announced ahead of time. In addition, we partner regularly with law enforcement to attain real time feedback several times each school year to allow students and staff to hone their preparedness in the event of a situation where such action is warranted. Staff also participate in tabletop exercises as part of their preparedness training.

Other Drills

Students will also experience evacuation drills (a call to move students and faculty from one location to another), shelter in place drills (weather-related) and hold in place drills (keeps students in place while dealing with short term emergency when we need the halls cleared) so that they reach an acceptable level of preparedness for any and all scenarios.

Field Trips

Completed permission slips signed by a parent or guardian must be received by the school at least one week in advance of a field trip. Students are responsible for notifying their teachers in advance of the trip and for making up all work missed due to the field trip. Students on field trips are governed by all school policies, including the Code of Conduct. Faculty members may request that a student not be allowed to participate. Such requests will be made directly to the teacher in charge of the trip.

Guidance Services

The Guidance Department assists and supports every student in finding success as a learner, sustaining feelings of self-worth, acquiring decision-making and problem-solving skills, growing in emotional awareness, maintaining healthy interpersonal relationships and acquiring knowledge of further educational and career opportunities.

Counseling

Counseling involves a student-counselor relationship in which a student has the freedom to express ideas and feelings. The student is encouraged to seek information and discuss reasons for choices before acting upon them. This assistance helps the student assume responsibility for plans and decisions. There are many occasions when problems of an academic or personal nature interfere with achievement. On these occasions, a counselor can assist students and parents. Through counseling or information-giving, the counselor is prepared to help the student deal with needs or problems that may present themselves, whether of a personal, social-emotional, or academic nature. The objective is ultimately to help students advocate for themselves. If necessary, a referral to outside resources can be made. A student's guidance counselor will remain with them for all four years of high school, right up to and through the college planning phase. Please call the Guidance Office or visit the Guidance Department's web page for more information.

Assignment of Counselors

All high school students are assigned to a counselor. A change in counselor assignment will not be made without good cause. Such requests must be in written form and addressed to the Guidance Department Head and the Principal.

Guidance Appointments

Students who wish to see their counselor should either email their counselor or come to the Guidance Department and sign up on the counselor's weekly appointment calendar. Appointments should be made during the student's free or lunch period and should not infringe upon class time.

Parents or guardians who wish to make a personal appointment with their child's guidance counselor are requested to contact the Guidance Office at 441-4720.

Health Services

The school nurse is concerned with the overall health and well-being of the student and how their health impacts the educational environment and process. It is important for the parent/guardian to keep the nurse informed of any health concerns. All information will be treated with sensitivity and confidentiality. Please complete form number 109 titled *Confidential Health Concerns* annually and submit it to the Nurse's Office at the beginning of

each school year. For matters of an urgent nature that require immediate attention, please contact the nurse via telephone at 441-4710.

New York State requires that ALL tenth-grade students submit evidence of a current physical examination by October of sophomore year.

A medical note is to be submitted to the Nurse's Office for any illness, injury, or medical condition that affects the student's ability to attend school or safely participate in physical education or sports. Accidents and injuries occurring on school grounds are to be reported to the teacher/staff member in charge of the activity and to the nurse who will provide appropriate care and advise as to further follow up. All students are insured for accidental injury during school hours.

Please consider the following when deciding whether or not to attend school:

- **Can you be attentive and learn with your current symptoms?**
- **Will your symptoms affect other students and staff?**

As per NYS regulations, mandated screenings for scoliosis, vision, and hearing will be done by the nurse at the appropriate time unless a current notation from a physician is on file. Parents/guardians will be notified in writing of any deficits or concerns that are noted during the screenings. Please go to the nurse's website for current information, details regarding athletics, and all other matters pertaining to the health office.

Vaccination Requirements

On June 13, 2019, Governor Andrew M. Cuomo signed legislation that removed non-medical exemptions from school vaccination requirements for children. Chapter 35 repealed a section of State law that previously exempted children whose parent or guardian held "genuine and sincere religious beliefs" in opposition to immunizations. Chapter 35 eliminates this religious exemption effective immediately. Public school districts can no longer admit children who are out of compliance with the State's mandatory vaccination requirements.

On June 14, 2019, the State Education Department, Office of Children and Family Services and Department of Health issued a joint statement on the "Legislation Removing Non-Medical Exemption from School Vaccination Requirements." The June 14, 2019 Joint statement is available at https://ocfs.ny.gov/main/childcare/assets/new_legislation_joint_statement.pdf, and is enclosed for your convenience.

Children who are currently attending public school with a previously-granted religious exemption will be required to receive the first age appropriate dose in each immunization series by **June 28, 2019** in order to remain in school. In addition, by **July 14, 2019**, parents and guardians of such children must show that they have made appointments for all required follow-up doses.

Mental Health Services

School Psychologist

School Psychologists are uniquely qualified members of our faculty who can provide direct educational, behavioral, and mental health services for students, as well as work with families, school administrators, teachers, and other professionals to create supportive learning and social environments for all students. To meet with the school psychologist, students may request an appointment through the Guidance Office. In the case of an urgent matter, students can come directly to the psychologist's office, which is located in the Guidance Suite.

Social Worker

School social workers are trained mental health professionals with a degree in social work who provide services related to a person's social-emotional adjustment to school and/or society. They serve as the link between the home, school, and community in providing direct as well as indirect services to students, families and school personnel to promote and support students' academic and social success. Our school social worker is available to meet with students, parents or families. Individual or group counseling sessions can be arranged and, when necessary, referrals to other agencies can be made. Appointments can be made through the Guidance Office.

	A	SK Questions
Become	A	ware
Take	A	ction

Our guidance staff and mental health team strive to be aware of changes in a student that are cause for concern. Keep in mind the **AAA** guidelines above. If you have concern for a peer, please refer your concerns to the guidance department or administrator as soon as possible.

North High School is dedicated to ensuring students have access to the comprehensive academic, behavioral, social-emotional, and mental health services they need to be successful in school, at home, and throughout life.

Resource Areas

Library Media Center (LMC)

The Library Media Center (LMC) at Great Neck North High School serves as an extension of the classroom, offering a welcoming and inclusive environment where students can access resources to support both their academic and personal growth. We are dedicated to providing a space that fosters independent research, critical thinking, and a love of reading.

Resources and Services Available:

- **Books and Digital Resources:** The LMC offers an extensive collection of physical books, including fiction, non-fiction, and reference materials. Additionally, students can access e-books and audiobooks through our Sora subscription.
- **Magazines and Newspapers:** Stay informed with our selection of magazines and newspapers providing up-to-date information on current events and popular culture.
- **Online Databases:** Access a wide range of academic journals, newspapers, and scholarly resources through our online databases, essential for thorough and reliable research.
- **Technology Access:** Numerous computer stations are available for schoolwork and research. The LMC also provides access to printers and other technology resources to support your academic needs.
- **Study Spaces:** The LMC offers individual study areas and tables for small groups engaged in quiet, focused work. Students needing to collaborate on teacher-assigned group projects may request permission to use the LMC classroom. The library is a designated quiet space for study, while the cafeteria is available for socializing.
- **Tech Help for School-Issued iPads:** If you encounter any issues with your school-issued iPad, the LMC staff is available to assist you. Whether it's a technical problem, a question about how to use specific features, or help with connecting to school resources, we're here to support you.
- **Film and Documentary Access:** Our Swank subscription provides access to a variety of educational and entertainment videos, including both fiction and non-fiction content.
- **Research Assistance:** LMC personnel are available to assist students with developing research skills, finding reliable sources, and properly citing their work. We can also guide you in effectively using our databases and search tools.
- **Mindfulness and Relaxation:** The LMC offers a space to decompress with activities such as puzzles, games, and coloring. It is a quiet place where students can take a break and relax.
- **Makerspace:** Our makerspace is a collaborative area equipped with tools and technology, including 3D printers, coding software, Cricut printers, DJ equipment, VR headsets, art supplies, and robotics kits, enabling students to explore creative and innovative projects.

LMC Expectations:

- All students must tap or sign in upon entering the library.
- The LMC is an area of quiet study. Students should use the space to research, read, study, or complete assignments. Quiet discussion related to study is permitted.
- No food is allowed in the LMC. Silent use of electronic devices, such as texting, is permitted.
- Students visiting during a class period must present a pass from their teacher.
- Appropriate use of computers and technology is expected, in accordance with the district's Acceptable Use Policy.
- Library materials are a shared resource; students are asked to take care of books and materials and return them on time. Lost or damaged items must be paid for.

Library Hours:

The LMC is open daily from 7:30 AM to 3:00 PM. On select school days, extended hours are available until 5:00 PM.

Study Skills Center

Study skills are the skills you need to enable you to study and learn efficiently – they are an important set of transferable life skills appropriate to learners across all disciplines. Students identified for study skills will, among other things, learn to **develop a personal approach to studying and learning**. For example, organizational skills, note-taking, time management, prioritizing, learning how to analyze, problem solving, critical reading, academic referencing, and the self-discipline that is required to remain motivated.

Visitor Protocol

The staff of Great Neck North must be sure that students and staff are safe and that teaching and learning is not disrupted. We must be aware of who is in the building and the purpose of their visit at any given time. We have a vestibule with a wired entry system so nobody can enter the building without the knowledge of security. The vestibule with its double doors allows the simple drop off of typical items without parents having to enter the building and allows time for security to verify appointments before allowing entry into the building. In addition, we have the following in place:

1. All visitors, once allowed entry, must run a photo ID through our system and receive an entry badge that must be displayed prominently before going elsewhere in the building. The badge must be returned upon exiting for scanning purposes. Badges are not required at Open House, PTO events, or other school-sponsored events open to the public.
2. We consider visitors who are not properly accounted for and are not wearing a visitor's badge as trespassing. A school staff member will escort them to the main office.
3. Under no circumstances are students to grant building access to unauthorized visitors.
4. Visitors wishing to meet with a teacher or administrator must have an appointment. Visitors are not allowed unmonitored access to the building. Visitors will be escorted to their appointment by staff.
5. If a visitor engages in disruptive, abusive, or inappropriate behavior, the school administrator may restrict or deny future visits. In such a case, the school administrator will meet with the visitor and present the decision in writing.
6. Alumni are considered visitors and may not make unannounced visits. Alumni wishing to visit, must make contact with the party(ies) they wish to visit and be received at the front desk before entering the building. Visitations in most cases will be after school hours, unless otherwise authorized by the high school administration.

This protocol has been developed to set clear expectations for our visitors and to continue to provide a safe environment for our students, staff, and visitors alike.

Open Campus

Open campus is a privilege that is available to students who are able to assume responsibility for their unassigned time. Students may be assigned closed campus or a supervised lunch period if problems related to discipline or attendance arise.

III. ACADEMICS

Academic Reports

Academic reports are prepared periodically to convey information related to achievement, effort and/or attitude. Report cards and progress reports are issued via the Parent Portal. Students and parents will be alerted by email or text message when report cards and progress reports are available for viewing. The term dates and report card dates are listed later in this document and on the school website. Please contact the main office (441-4700) if you cannot access an academic report.

Academic Integrity

Academic integrity refers to truthful, honest, and responsible scholarship. As a student, you are expected to submit original work and give proper credit to other people's ideas. Honoring academic integrity means you will do all of the following:

- Create and express your own ideas in coursework
- Acknowledge all sources of information
- Complete assignments, including homework, independently or acknowledge collaboration
- Accurately report results when conducting your own research or with respect to lab work
- Demonstrate honesty during examinations.

Academic integrity is the foundation for success. Learning how to express original ideas, cite sources, work independently, and report results accurately and honestly are skills that carry students beyond their academic career. Dishonesty not only cheats the student of valuable learning experiences, but can result in a failing grade on assignments or a failing grade in a course.

Academic Dishonesty

Students who commit acts of dishonesty in the academic forum are subject to disciplinary action and academic penalty. Academic dishonesty consists of a student acting to obtain, or assisting in another student obtaining, credit for work which is not the student's own, including plagiarism (see definition below).

Definition of Plagiarism

“Plagiarism is copying another person’s text or idea and passing the copied material as our own work. ...You must delineate (i.e., separate and identify) the copied text from your text and give credit to (i.e., cite the source) the source of the copied text to avoid accusations of plagiarism. Plagiarism is considered fraud and has potentially harsh consequences including loss of job, loss of reputation, and the assignment of a reduced or failing grade in a course.”

Quoted from “Plagiarism: What It Is and How to Avoid It”, Peter Cobbet, PhD, August 2016.

Plagiarism may be accidental or purposeful, subtle or blatant. However, students are held to the same standards whether or not they knew they were plagiarizing and regardless of the percentage of plagiarism in a document.

You may not even know you are plagiarizing. It is your responsibility to make certain that you understand the difference between quoting and paraphrasing, as well as the proper way to cite and delineate quoted material. Seek the help of your teacher if you need further clarification.

Examples of plagiarism and other forms of academic dishonesty may include but are not limited to the following:

- Communicating with another student during an examination or quiz
- Copying material during an examination or quiz
- Copying another person’s assignment
- Allowing a student to copy from one’s examination or quiz
- Allowing a student to copy from one’s assignment
- Using unauthorized notes or devices during an examination or quiz
- Using unauthorized notes, online resources, or devices
- Obtaining, removing, accepting, or sharing a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher
- Submitting a paper or project which is not the student’s work, including issues related to plagiarism (see definition below)
- Sharing or supplying a student with a paper, project, or assignment that assists them in obtaining credit for that work, including issues related to plagiarism
- Changing answers and seeking credit on an assignment or examination after the work has been graded and returned
- Altering a teacher’s grading system
- Failing to cite with quotation marks the written words or symbols of another author
- Failing to cite the author and sources of materials used in a composition
- Failing to cite research materials in a bibliography or inaccurately attributing ideas to a source
- Failing to name a person quoted in an oral report
- Failing to cite an author whose works are paraphrased or summarized
- Presenting another person’s creative work or ideas as one’s own in essays, poems, music, art, computer programs or other projects

- Copying or paraphrasing ideas from literary criticism or study aids without documentation
- Receiving inappropriate outside assistance that significantly alters or replaces the student's original work

Consequences

If a teacher suspects a student of academic dishonesty, the teacher will consult his/her department head to determine if the student has violated the school's policy. If so, as an academic consequence, the student may receive no credit for any work involved in the violation. However, the teacher, with department head approval, may discuss alternative ways for the student to receive credit.

The teacher will discuss the assignment, the violation, and the academic consequences for the violation with the student and the student's parent(s)/guardian(s). The teacher will also notify the administration about the violation and its academic consequences; the teacher may also make specific, appropriate recommendations for additional consequences, if this is not the student's first offense.

An administrator may also discuss the violation with the student. If this is not the student's first offense, the administrator will determine appropriate disciplinary consequences in addition to the academic consequence. The administrator will communicate these additional consequences to the student and his/her parents, according to school discipline protocol.

Students have the right to appeal disciplinary decisions to the Principal.

Awarding of Credit

At JLM Great Neck North High School, all courses are assigned credit values based on the number of class meetings per cycle, whether the course meets for one semester or the full year, and the amount of preparation required to meet acceptable standards of performance.

22 credit units, including physical education, are required for graduation. (Unit=1 year of study)

Required Courses

English	4 units
Social Studies	4 units
Mathematics	3 units
Science	3 units
Foreign Language	1 unit
Health Education 11	½ unit
Physical Education	2 units (1/2 unit in all four years)
Computer*	½ unit
Practical Arts**	½ unit
Art, Music, or Drama***	1 unit

*Students may satisfy this requirement by taking any course in computer studies or any elective course with a computer component that satisfies the computer literacy requirement.

**Any course in business, family and consumer science, technology education, or stagecraft.

***All courses in fine and performing arts meet this requirement.

Electives

Students must supplement the above requirements with additional electives of their choice to obtain a total of at least 22 units of credit, including physical education.

Course Load

Unless otherwise approved by an administrator, all students are required to take at least six (6) courses every year, in addition to physical education.

Assessments

Testing Days Schedule

Major tests are permitted to be given on the following days, but quizzes or spot assessments that are less than 10 (ten) minutes in length may be given on any day. The test days for the 2024-2025 school year are:

Monday: World Languages, Science, Social Studies
Tuesday: Math, Business, English, Health
Wednesday: No testing - *may* be used if there was no class on the assigned testing day
Thursday: World Languages, Science, Fine and Performing Arts
Friday: Math, Business, Health

Please note: English and social studies have an additional “floating” test day that can be used for the type of written assessments often used in these disciplines, typically requiring little to no preparation.

If a student is absent for an exam, they must be prepared to take the assessment upon their return. **A student with an unexcused absence for an assessment forfeits the right to make up the exam.** It should be stressed that the goal for all students is to take exams as scheduled. If an exam is missed for unavoidable reasons, taking the make-up exam must take precedence over any other activity or appointment in the students’ schedule.

Extra Help Schedule

Monday: Math, English, Business
Tuesday: *flexible extra help day - used for additional extra help, when offered*
Wednesday: World Languages, Science, Fine and Performing Arts
Thursday: Social Studies, Health

Each department has an office, or designated classrooms, where students can go after school for extra help on that department's extra help day. During that extra help session, students have the opportunity to make up missed work, take an exam, or receive additional instruction to reinforce or re-teach material. In addition to the extra help day, students can make an appointment with their teachers for a mutually convenient time.

Regents and Final Examinations

Regents Exams are often the culminating test for many of the core curriculum subjects and are scheduled in January, June and August by New York State. In courses where there is no Regents Exam, a final will often be the culminating assessment. The Regents or final exam grade will count no less than 1/9 of the final course grade. Although a student's Regents Exam cannot be reviewed in class, a student has the right to examine a test paper under supervision. If you wish to re-take a Regents Exam, your transcript will reflect the higher score obtained, but your final course average will not be re-computed.

Grades

Determining accurate, fair and appropriate grades is an important responsibility of each teacher at JLM Great Neck North High School. At the beginning of each course, teachers must explain their grading practice to students. Students are welcome to ask their teachers about any grades they have received. Department heads, administrators, counselors, and parents may make similar inquiries about grades. However, no grade shall be changed without just cause and only the teacher may change a grade.

Grade Scale

Letter grades are used to signal the level at which a student is performing. These are the letter grades and the numerical equivalents:

A+ 97-100	B+ 87-89	C+ 77-79	D 65-69
A 93-96	B 83-86	C 73-76	F 64 and below
A- 90-92	B- 80-82	C- 70-72	P Passing

Letter grades are used so that the emphasis throughout the year is on growth and development and not on numerical averages.

In order to earn a passing grade, a student must *demonstrate a minimum mastery of at least 65% of the subject matter and be present and participate in a minimum of 85% of the class sessions* in a given marking period. The number of absences per quarter is indicated on the report card. Participation/Attendance is an integral part of the course requirement.

Inability to meet the minimum mastery and minimum attendance requirements may result in an incomplete or failing grade.

Grade Reporting

Marking Periods

MARKING PERIOD	LAST DAY of the Term	Report Cards available to students
Term 1	November 8, 2024	November 15, 2024
Term 2	January 24, 2025	January 31, 2025
Term 3	April 11, 2025	April 25, 2025
Term 4	June 27, 2025	June 30, 2025

Graduation Requirements

In order to participate in the graduation ceremonies, students must have completed all of the graduation requirements as outlined in the Course Information Catalog, found on the Guidance Department's webpage. If a student fails to complete his/her requirements and still desires to participate in the ceremonies, that student must petition the Principal in writing for permission to participate. The Principal or his designee will meet with the student and then make a determination based upon the anticipated date that all coursework will be completed and based upon the student's past school record. An actual diploma will not be awarded until such time as all graduation requirements are completed.

Homework

Homework plays an important role in introducing and/or reinforcing material that has been or will be explored in the classroom setting. Homework assignments are increasingly being delivered through electronic outlets. Whether delivered electronically or in a more traditional manner, any and all homework must be assigned prior to 3:00PM in order to be considered a valid assignment due the following school day.

Incomplete Work

If a student is unable to complete assignments or exams prior to the close of a marking period due to extenuating circumstances (e.g. illness), a student shall receive an "I" in place of a grade and will be expected to complete all makeup work within the first two weeks of the following quarter. Failure to do so may result in a grade based on work received or the lack thereof. In the case of fourth quarter incomplete grades, students must make arrangements with their guidance counselor and teachers to complete necessary work during the summer so that a grade may be entered in a timely manner.

Making Up Work

Students must see the teacher as soon as possible upon return from an absence to arrange to make up missed work. The student will be allowed one (1) day of make-up time for each day of absence, unless special arrangements are made with individual teachers. If a student is absent the day that a test or project is due, it is expected that the test and/or project will be taken or handed in the day the student reports back to school.

If a student is in school for any part of the day the absence policy does not apply, and students must turn in projects or take tests missed or turn in work on that day or at the teacher's discretion.

No credit will be given for work missed due to a class cut or unexcused absence.

Schedule Changes

All schedule changes will follow procedures posted on our Guidance Department 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 proper course load required by state law and the Board of Education policy, which means six (6) courses plus physical education, a student may drop a full-year course up until the mid-point of the second marking period, and a half-year course up until the mid-point of the first marking period in which the course is taken. Students will not be permitted to drop a course beyond these deadlines.

Course Level Changes

Students may change course level (for example, AP to honors, honors to Regents) up until the mid-point of the second marking period. Students will not be permitted to change course levels after this deadline. Grades will not follow from one course level to another.

NOTE: Students who remain in an Advanced Placement course but 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.

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.

IV. 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 District facilities, equipment and property.

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. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. The Board recognizes the need to make its expectations for student conduct while on District property or engaged in a District 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 may be subject to disciplinary action, up to and including suspension from school, when they:

1. Engage in conduct that is disorderly and/or disrupts the normal operation of the school community.

Examples of disorderly conduct include, but are not limited to:

- A. Obstructing vehicular or pedestrian traffic.
- B. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
- C. Using language or gestures that are profane, lewd, vulgar, abusive, or threatening.
- D. Display or use of personal electronic devices, such as, but not limited to, cell phones or digital cameras in a manner that is in violation of District policy.
- E. Computer/electronic communications misuse, including any unauthorized use of computers, software, cell phones, digital cameras, or internet/intranet account; accessing inappropriate websites; any other violation of [Policy 4526 Computer Network and Internet Acceptable Use for Students And Staff](#) and [Policy 4528 Acceptable Use of Remote Instruction](#) or use of any electronic device to engage in harassing, bullying or sexting. Sexting is defined as sending sexually explicit messages, photographs, or videos electronically.
- F. Using drones on or above District property except as authorized by school personnel with the permission of the Superintendents of Schools or designee.

2. Engage in conduct that is insubordinate.

Examples of insubordinate conduct include, but are not limited to:

- A. Failing to comply with the reasonable directions of teachers, school administrators or other District employees in charge of students or otherwise demonstrating disrespect.
- B. Missing class, leaving school without permission, chronic lateness and/or absenteeism.
- C. Failing to report for detention.
- D. Failing to vacate school grounds at the conclusion of school authorized activities.

3. Engage in conduct that is violent.

Examples of violent conduct include, but are not limited to:

- A. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other District employee or attempting to do so.
- B. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person on District property or attempting to do so.
- C. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on District property or at a District function.
- D. Displaying what appears to be a weapon.
- E. Threatening to use any weapon.
- F. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person on District property, including graffiti or arson.
- G. Intentionally damaging or destroying District property.

4. Engage in any conduct that endangers the safety, morals, health or welfare of others.

Examples of such conduct include, but are not limited to:

- A. Lying or withholding information to impede inquiry or investigation by proper authority.
- B. Stealing, misappropriating, or misusing the property of other students, school personnel or any other person on school property or attending a school function.
- C. Defamation, which includes making false statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
- D. Discrimination, which includes the use of age, ancestry, color, creed, disability, ethnic group, gender (including gender expression and identity),

genetic predisposition, marital status, national origin, parental status, physical characteristics, actual or perceived race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists), religion, religious practice, reproductive health decisions, sex, sexual orientation, or weight as a basis for treating another in a negative manner.

- E. Harassment, which includes a severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
- F. Intimidation or bullying, including cyberbullying, which includes engaging in actions or statements that put an individual in emotional distress or fear of bodily harm.
- G. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any District sponsored activity, organization, club or team.
- H. Selling, using, possessing or distributing obscene material.
- I. Using obscene or abusive language or gestures.
- J. Smoking (the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco, cannabis or cannabinoid hemp) and all other tobacco use or the use of electronic cigarettes and other products containing nicotine, except for current FDA-approved smoking cessation products, are also prohibited. Electronic cigarettes or e-cigarettes, known collectively as ENDS – Electronic Nicotine Delivery Systems, are defined as electronic devices that deliver vapor that is inhaled by an individual user (including but not limited to pens, e-pipes, e-hookah, e-cigars, vaporizers, vapor pipes, vape pens or any other personal vaporizing device, and includes any refill, cartridge or other component used in such a device.
- K. Possessing, consuming, selling, distributing, manufacturing or exchanging alcoholic beverages or illegal substances, or synthetic versions thereof whether specifically illegal or not, or being under the influence of such substances on District property, at a District function, on a school bus, or when representing the school district.
- L. Gambling.
- M. Indecent exposure, that is, exposure to sight of the private parts of the body.
- N. Initiating a report warning of fire, bomb threat or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- O. Forging any school related document or correspondence.
- P. Knowingly making false statements or knowingly submitting false information to school staff during a disciplinary process.
- Q. Selling, using, possessing or distributing firearms.
- R. Hiding evidence of an illegal act or school violation.

5. Engage in misconduct while on a school bus or at a designated school bus stop.

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

6. Engage in any form of academic misconduct.

Examples of academic misconduct include, but are not limited to:

- A. Plagiarism.
- B. Cheating.
- C. Copying.
- D. Altering records, including altering the work of others without permission.
- E. Assisting another student in any of the above actions.

Conduct Guidelines

The complete Code of Conduct (BOE policy 5300) can be found on the GNPS website.

We urge all students to use the high school experience in the most positive way to prepare for life in an open and free society where the pursuit of happiness is guaranteed for all through a commitment in law that no one can infringe upon the rights and protections of others. Our school follows this democratic model. Our most important community values are kindness, respect, and acceptance.

Bullying and Cyberbullying

Bullying and Cyberbullying are strictly prohibited on school grounds, on property immediately adjacent to school grounds, at school-sponsored or school-related activities, functions or programs whether on or off school grounds, at school bus stops, on school buses, or through the use of technology or an electronic device, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of school.

Bullying is defined as the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at the victim that causes physical or emotional harm to the victim or damage to the victim's property, places the victim in reasonable fear of harm to himself or of damage to his property, creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying is defined as bullying through the use of technology or any electronic communication, which shall include but is not limited to electronic mail, internet communications, instant messaging, posting on social networking sites, or facsimile communications. Cyber-bullying includes creating a web page or blog in which the creator assumes the identity of another person, the knowing impersonation of another person as the author of posted content or messages, or the distribution by electronic means or communication of messages that meets the definition of bullying above, whether distributed directly or creating a posting that may be accessed by one or more persons.

A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is strictly prohibited.

Discipline for Bullying, Cyberbullying, and Retaliation

Students who are found through investigation to have bullied, cyber-bullied or retaliated against a student who reported acts of bullying may be subject to disciplinary action. Discipline imposed, depending on the nature and severity of the bullying, cyberbullying or retaliation can range from a verbal warning to expulsion, subject to applicable procedural requirements.

School Administration will notify local law enforcement if it believes that criminal charges may be pursued.

Athletic Events

When attending athletic events, please keep these points in mind:

1. Profanity and obscene language are forbidden at all times.
2. Opponents are to be treated with respect.
3. School personnel, coaches from both schools, and officials are to be respected and obeyed at all times by GNNHS students. In particular, name-calling and other remarks addressed to specific individuals are causes for immediate disciplinary action.
4. Booing, taunting, the use of offensive chants, or "cheers" are forbidden.
5. Any student creating a dangerous situation by misconduct, either as an individual or as part of a group, will be removed from the contest and may be subject to discipline.

Bus Transportation

Students using bus transportation must follow all school rules and regulations and obey the instructions of the bus driver. Violation of these rules will result in disciplinary action, which may include banishment from the bus. Parents will be notified of bus-related offenses.

Consumption of Food and Beverages

1. Food may ONLY be consumed in the cafeteria or in our outdoor spaces. Only in special cases and/or for educational purposes may food be consumed outside the designated areas, which is at the discretion of the supervising faculty member.
2. **Food may not be delivered to the school by an outside party during the school day.**
3. Beverages may be consumed in the cafeteria and outdoor spaces
4. Beverages may not be consumed near electronic equipment, during science labs, and in the library.
5. Water is always permitted throughout the school building. Alcoholic and other illegal beverages are strictly forbidden.
6. Inappropriate consumption of food or beverages may result in confiscation by any faculty member. Subsequent offenses may result in further disciplinary action.

Corridor Usage

From 8:00AM to 2:33PM, all academic corridors must be kept clear and quiet so as not to disturb classes. When class is in session, students need permission and proof of release in order to move from one section of the building to another.

Students may not eat, loiter, sit or congregate in the hallways. Furthermore, students must follow the directions of any faculty or staff member at any time. Students who refuse to identify themselves or refuse to cooperate with staff are subject to disciplinary action.

The athletic wing, including the weight room, locker rooms, and gymnasium, is restricted to those students without express permission to be there. Students with free periods or on lunch may not be in the athletic wing.

Cell Phone Usage

When students are in class, all cellular phones will be stowed away in a phone bag located in the front of the classroom unless a teacher allows the use of phones for instructional purposes. It is understood that when students are not in class, they are permitted to use their phones in a safe and quiet way. Any student who engages in phone use that does not adhere to the aforementioned rules, will first receive a warning. Additional incidents of improper phone usage during class or elsewhere in the building may result in the confiscation of the student's phone and/or in disciplinary action.

Student Dress

As per BOE policy 5300.25:

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district

personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

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

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

Students who violate the student dress code will 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 will 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 will be subject to further discipline, up to and including out-of-school suspension.

Students who are dressed inappropriately may be sent home or asked to change into clothing provided by the school.

Driving

Legally licensed senior drivers may drive to school and park in the designated lot(s). **As determined by state law, only students with an adult license are allowed to drive to school. Board of Education policy prohibits any driving during the school day.** All students wishing to drive to school must register any car they will drive with the Main Office by providing a copy of their driver's license, insurance, and registration. *Students who drive irresponsibly, or who break any of the rules concerning driving and parking may not only forfeit the privilege of driving to school but also be subject to disciplinary action.*

No students should drive or be driven by other students during the school day. Any student who is found in violation of this rule is subject to disciplinary action.

Drugs and Alcohol

JLM Great Neck North High School has no tolerance for the use, possession, purchase, sale, or distribution of alcohol, controlled substances, paraphernalia, vaping devices and cartridges. Students who are in violation of this policy shall be suspended from school immediately and may receive additional consequences from civil authorities. Students may be placed on behavior plans, be referred to counseling, or referred to the Superintendent for possible expulsion.

Gambling

Gambling in any form, electronic or otherwise, is not permitted anywhere on school grounds or at school sponsored events.

Graffiti and Vandalism

Students who do not respect school property or the property of others will be disciplined, in addition to having to pay restitution for damages incurred. In some cases, law enforcement may be called in to investigate. This is particularly applicable when it pertains to the destruction of property in our bathrooms.

Harassment and Discrimination

Students are obligated to maintain a learning environment that is free from harassment and discrimination of any kind, including sexual harassment. It is a violation of this policy for any member of the school community to harass another. Discrimination and harassment on the basis of, but not limited to, sex, race, color, national origin, sexual orientation, gender identity, age, religion or creed, disability, choice of association, political affiliation, appearance or lifestyle and language preference are prohibited.

Sexual harassment may include, but is not limited to assaults, threats, inappropriate touching, intentionally blocking movement, comments, gestures, looks, or written communication of a sexual or derogatory nature; continuing to express sexual interest after being informed that the interest is unwelcome; leering, voyeurism or stalking, obscene gestures, actions or materials; displaying lewd or sexually explicit photographs or other materials, including clothing.

In most cases, the student who feels sexually harassed makes the judgment that the actions are sexual harassment. That individual's feelings and reactions to inappropriate behavior determine whether sexual harassment has taken place. RACIAL, ETHNIC, GENDER, AGE, SEXUAL ORIENTATION, GENDER IDENTITY, DISABILITY, CHOICE OF ASSOCIATION, POLITICAL AFFILIATION, APPEARANCE, LIFE STYLE, LANGUAGE PREFERENCE, OR RELIGIOUS HARASSMENT is any unwanted physical or verbal attention, directed toward any racial, ethnic, gender, age, sexual orientation, gender identity, disability, choice of association, political affiliation, appearance, life style, language preference, or religious group that makes a person feel inferior or uncomfortable. This attention may include inappropriate comments, name calling, jokes, and/or graffiti.

The above definitions do not define all possible types of harassment; they are examples of actions that may be defined as harassment. Of course, there are other actions not listed here that may be harassment.

We have a commitment to maintaining an educational environment and workplace where bigotry and intolerance, including discrimination on the basis of color, race, national origin, sex, sexual orientation, gender identity, religion, disability, or age, are not tolerated. Any form of

intimidation, threat, coercion, and/or harassment that insults the dignity of others and interferes with their freedom to learn or work is unacceptable.

Hazing

Hazing is prohibited by state law and is forbidden at J.L.M. - North High School. The law defines hazing as “any conduct or method of initiation into any student organization... which willfully or recklessly endangers the physical or mental health of any student or other person.” Examples of hazing include, but are not limited to, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor or beverage, drug or other substances or any other brutal treatment or forced physical activity which physically endangers someone or subjects them to extreme mental stress. Incidents of hazing must be reported to an administrator as soon as is practicable.

Lockers

Students must use their assigned lockers and are responsible for their condition. Students should keep lockers locked. Under no circumstances is a student to give his or her combination to another person. Make certain your locker is locked at all times. Lockers are not burglar proof and are not intended for the keeping of valuables, such as cell phones, musical instruments, watches, jewelry, or considerable amounts of money. Property lost or stolen must be replaced by the student. The school has no insurance covering personal loss.

Lockers are school property, and as such, should not be decorated or written on. If a student damages the finish of a locker, he or she will be held responsible for restitution. Problems with lockers or requests for repairs should be reported immediately to the Assistant Principal's secretary. Tampering with the locker mechanism to keep the door from locking may cause damage to the door and result in loss of locker privileges.

Promoting or Advertising

Promotion of outside commercial activities in or around the school is strictly prohibited.

Weapons and Violence

Weapons of any kind on campus or at any school sponsored activity are prohibited. Any student who brings a weapon onto school property is subject to disciplinary action, including possible suspension and/or expulsion from school. Students who fight at any time for any reason will be suspended from school.

Search Policy

Lockers and other equipment and facilities provided by the school for use by the students are the property of the school and are subject to search at any time for any reason. A student's person, personal belongings, and automobile/bicycle/or other form of transportation are

subject to search when a staff member has reasonable suspicion to believe that the student is in possession of anything, the possession of which is a violation. It is the practice of the administration to notify the police promptly in situations involving possible violations of state or federal law.

Grounds for Discipline

Administrative action may include assignment of detention, loss of privileges, in-school suspension or out-of-school suspension. Grounds for such disciplinary action include, but are not limited to:

- Arson
- Assault
- Being under the influence of alcohol or any controlled substance not prescribed for the user.
- Creation of an emergency situation without justification
- Class Cutting
- Cell Phone misuse
- Destruction of property
- Disrespectful behavior/Insubordination
- Disrupting a school activity or the educational process
- Endangering the safety and well-being of others
- Fighting/Roughhousing
- Forgery or fraud
- Harassment - verbal abuse, intimidation by threat or innuendo
- Hazing/Initiation
- Involvement with firecrackers, fire extinguishers, false alarms, snow balls, water guns, and other items.
- Leaving school grounds without authorization or without following dismissal procedures
- Lying to a faculty member
- Plagiarism
- Possession, sale, purchase or use of tobacco products, alcohol or drugs
- Possession of a weapon
- Presence in unauthorized areas
- Profanity/Inappropriate language
- Theft
- Truancy
- Vandalism
- Virtual inappropriateness
- Violation of a school policy

Student Identification – ID badges must be worn at all times!

The purpose of student identification badges is to enhance the security of all students on the J.L.M Great Neck North High School campus. Ensuring the safety and security for all students and staff is our top priority each and every day. Additionally, the student identification badges will serve to expedite the school lunch process, transactions in the library, and make it much more convenient to access the school photocopy machines. Each student will have a student identification badge unique to North High.

A student's identification badge authorizes a student to be on campus. EVERY student must wear their ID badge at all times while on school grounds. It is crucial that we be able to identify everyone on campus. Additionally:

1. Identification badges must be worn around the neck on a lanyard at all times throughout the school day.
2. Identification badges must be presented to any school staff member or person of authority upon request. *Note:* Refusing to provide your identification badge is considered insubordination, violating the Code of Conduct.
3. The identification badge must remain as issued, not decorated with stickers, photos, etc.
4. Lost, stolen, altered, damaged, or defaced ID cards must be replaced immediately. Arrangements for replacements can be made through the main office. Replacement IDs are \$10.00 and payable by personal check only.
5. Students are excused from wearing identification badges during classes where they present a hazard to student safety as determined by the teacher. They should be properly secured during these times.
6. If a student is not wearing their identification badge, the student will be sent to the office. The deans will assign the consequence.

Temporary IDs

1. A student who forgets their ID will be issued a temporary ID upon entry into the building.
2. The temporary ID sticker must be visible on the student at all times.
3. **A student who is issued a temporary ID will forfeit their open campus on that day.**
4. Reports will be run regularly and students who repeatedly require a temporary ID will face consequences such as detention, closed campus, in-school suspension and/or a parent meeting, depending upon the specifics of the infraction.

Attendance

Attendance is taken and recorded on a period by period basis. Our automated call system makes its first call after the third period and its second call in the evening for the purpose of reporting on whether or not a student was present in class.

Attendance Objectives

1. To confirm that students are meeting compulsory attendance requirements.
2. To know the whereabouts of every student for safety and school management reasons.
3. To identify individual and group attendance patterns.
4. To provide data to develop interventions to help close the gap in student performance, given the high correlation between attendance and achievement.

Absences

For each day a student is absent, a parent/guardian **MUST** call the absentee line at 441-4715 prior to the start of the school day. Upon return to school, a student must present the attendance office with either a medical note or parent/guardian note within 24 hours of being absent to avoid disciplinary action. For absences longer than three days, a medical note **MUST** be provided. **Parents may not call or notify the school beyond the acceptable window of time in regard to reporting absences.**

Arriving at school beyond 11:00AM may prohibit the participation in any extracurricular or athletic activity.

Excessive absences are problematic, regardless of whether the absence is excused or unexcused. Any student who is not present for at least 85% of class time may be ineligible to receive credit for the course.

For a full year course that meets each day:

- Parents will receive an automated phone call for each absence from class.
- On or about the **9th absence**, the teacher may speak to the student and communicate with the parents and guidance counselor about the attendance concerns.
- On or about the **14th absence**, the student's guidance counselor may meet with the student and communicate with the parents and deans about the concerns.

- On or about the **21st absence**, the deans will send home a warning letter and communicate with the student and parents and notify the teacher and guidance counselor about the potential loss of credit.
- After the student exceeds **28 absences**, the student and parents will receive a letter from the principal notifying them of loss of credit and informing them of the option to appeal to the attendance committee.

For a half year course that meets every day or a full year course that meets every other day:

- Parents will receive an automated phone call for each absence from class.
- On or about the **6th absence**, the teacher may speak to the student and communicate with the parents and guidance counselor about the attendance concerns.
- On or about the **9th absence**, the student's guidance counselor may meet with the student and communicate with the parents and deans about the concerns.
- On or about the **11th absence**, the deans will send home a warning letter and communicate with the student and parents and notify the teacher and guidance counselor about the potential loss of credit.
- After the student exceeds **14 absences**, the student and parents will receive a letter from the principal notifying them of loss of credit and informing them of the option to appeal to the attendance committee.

Please note that ALL latenesses and absences, excused or unexcused, count towards the number of absences considered.

Lateness

4 latenesses will count as 1 absence. Any student who arrives 20 minutes or more into the class period will be marked as tardy, but it is considered as an absence.

We expect students who arrive after 8:00AM (or 8:35AM on Wednesdays once advisory no longer meets) to tap into the identification kiosk and then proceed directly to class, unless the student has a note, in which case the student should report to the attendance office to receive a late pass. Students who arrive late without a valid pass are subject to detention. Just because a parent/guardian provides a note, it does not mean it will be

accepted as a valid reason for arriving late. For example the following are not valid reasons for lateness:

- “There was so much traffic around the school.”
- “I could not find a parking space.”
- “I overslept because I was up late doing work.”

At the teacher’s discretion, a behavior report for excessive lateness may be submitted to the deans.

Tardiness to school, dismissal prior to the end of the school day, and unauthorized vacation days are counted towards a student’s total absence record. Habitual tardiness will result in disciplinary action in addition to the effect it may have on the student’s ability to pass the class.

To reiterate: Please note that ALL latenesses and absences, excused or unexcused, count towards the number of absences considered.

Truancy

Absence from school without a valid excuse or proper notification is considered truancy. Truancy includes going home ill without seeing the nurse or appropriate school personnel. Truant students will receive a “cut” in each class missed and a grade of zero for all relative work, including assessments given at that time. Truant students will serve detention and be a part of a conference to discuss the behavior. Repeated truancy can have a profound effect on a student’s ability to be successful in school

Cutting Class

Unexcused absence from any class by a student present for the school day shall be considered a cut for that particular class. *Leaving school for any reason without notifying the proper school personnel is considering cutting class.* Unexcused tardiness to class in excess of twenty (20) minutes will be considered cutting class.

Detention

Detention is served Monday through Thursday either at 7:15AM or at 2:35PM. Students will not be excused from detention for any reason. Detention may not be postponed or pushed back unless authorized by a Dean. Students not satisfying their detention will be considered insubordinate and subject to further disciplinary action.

V. EXTRACURRICULAR ACTIVITIES

Extracurricular activities play an important role in school life throughout the year. The numerous programs make it possible for every student to find some activity they will enjoy. These

extracurricular events offer valuable opportunities for students to perfect skills already present or develop new ones by working with faculty and peers in a rewarding way. Students who participate in extracurriculars will get much more out of their high school experience.

A full list of our clubs/activities can be found on our school website.

Rules and Regulations

The following regulations apply to all extracurricular clubs and organizations and athletics.

Absence from School

A student who is absent or dismissed (non-medical) from school may not participate in any extracurricular activity or school-related activity that day unless specific permission to do so is granted by the Principal or other member of the administration. A student who does not check in to school by 11:00 A.M. is considered absent.

Attendance

Students are obligated to make advisors and coaches aware, in advance, of any legitimate absences from meetings or practices for reasons such as religious observances, medical appointments, illness, or college interviews. Such absences shall be considered excused. Advisors will make students aware of the penalties for unexcused absences.

Suspension from School

A student who is suspended, in or out of school, may not participate in or attend any extracurricular activities or school sponsored events during the time of suspension and for the duration of the suspension (if covering more than one day).

Athletics

The lessons learned from individual and team competition are invaluable. Our interscholastic teams currently compete against other schools in a wide range of events. Our coaches and physical education teachers will be glad to explain eligibility rules and requirements for athletic participation. There are many opportunities for students in all grades to make one or more of the following teams:

	Boys	Girls
Fall:	Cross Country (V and JV) Soccer (V and JV) Volleyball (V and JV)	Cheerleading (V) Cross Country Field Hockey (V and JV) Soccer (V and JV) Swimming Tennis

Winter:	Basketball (V and JV) Bowling Fencing Winter Track Wrestling (V and JV) Swimming	Basketball (V and JV) Bowling Cheerleading (V) Fencing Gymnastics Winter Track
Spring:	Baseball (V and JV) Lacrosse (V and JV) Tennis Track	Badminton Lacrosse (V and JV) Softball (V and JV) Track

Athletic Code of Conduct

We take the manner in which our athletes represent our school and extended community very seriously. Success takes collaboration and we need to behave appropriately in school, at games, and in the community in general both during and outside of school hours. Athletics is a privilege that should not be taken lightly.

- The use of illicit drugs, tobacco, or alcohol consumption has no place in athletics and is strictly prohibited. As an athlete, you will abstain from the use of these substances. We have a zero tolerance policy and your presence at or participation in any activity that involves drugs and/or alcohol is a violation.
- Hazing and bullying are forms of harassment and should not be condoned by athletes, coaches, staff, and especially team members. Hazing is any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any activity, organization or team. Misusing the internet to negatively impact our school climate or anyone else including teammates or opponents from opposing schools is strictly forbidden.

Athletic Leadership

The Athletic Leadership Association works hard to encourage our student athletes to act as leaders and role models throughout all aspects of student life at North High. It is a great activity for those athletes who properly believe their role on sports teams goes beyond wins and losses. Each year, our Athletic Leaders create a future captain's training program and participate in countywide events of the same sort. This is a wonderful activity for all athletes.

Attendance at Practice and Contests

Athletes are expected to attend all practices and contests that have been scheduled by the coach. If an athlete is going to be absent for any reason, they must discuss it with their coach whenever possible.

Cheerleaders and Kilties

The cheerleading and kilties squads of Great Neck North actively lead the crowds at select sporting events. Cheerleaders and kilties are chosen at fall tryouts.

Vacation Practices

When athletes choose to play a sport, they are expected to attend all practices and games, even during regularly scheduled school vacations. Athletes missing practices during vacation will be subject to consequences – up to and including removal from their team.

VI. ACCEPTABLE USE OF TECHNOLOGY

Philosophy

It is the philosophy of the Great Neck Public Schools that the integration of technology with the curriculum is an essential part of instruction. At the same time, there is an inherent responsibility on the part of users to conduct themselves in an appropriate and considerate manner when using this medium. The Internet contains a rich array of educational content as well as information that is illegal or inappropriate for children. Therefore, Internet resources are filtered for inappropriate content, students are educated about Internet safety and digital citizenship, and student use is monitored and supervised by staff. However, the security, accuracy and quality of information that is available through our network cannot be guaranteed.

Parent/Guardian Option

A parent/guardian may deny their child independent access to the Internet at any time by submitting a letter to the school. However, teacher directed Internet activities are part of our curriculum, and not subject to parent/guardian authorization.

Protection of Personal Information

Network activities increasingly include the use of various online educational Web sites and services that may require students to set up individual user accounts. When this is needed, the minimum required personal information will be provided solely for the purpose of accessing such services in connection with approved classroom instruction. With increased concern about identity theft and the need to protect personally identifiable information, teachers will consult with their school's technology specialist, and if needed, the District Technology Director, to ensure that the terms of service of any new cloud-based educational service complies with District standards for privacy and security, and are consistent with *Policy 5550-E Parents' Bill of Rights For Data Privacy and Security*. Unless a parent/guardian denies such access for their child, students will be permitted to set up such accounts, with the consent of their teachers, in accordance with the Children's Online Privacy Protection Act.

Internet Filtering System

In compliance with the Children's Internet Protection Act, the District employs technology protection measures that are designed to block access to visual depictions of pornography, obscenity and other material deemed illegal, inappropriate or harmful to minors. Website traffic passes through this filter on all Internet-enabled computers. The procedure has been developed to customize the filter in a manner that is consistent with instructional needs and community standards.

Personal Security Issues

The Great Neck Public Schools issues network accounts and online accounts to students and staff to facilitate instruction and learning. The District also issues e-mail accounts to high school students and staff to facilitate communication and collaboration. Information created with these accounts and stored on District equipment is the property of the Great Neck Public Schools, and is subject to District review. Therefore, users should have no expectation of privacy, and should exercise professional discretion when creating, storing or transmitting any electronic information including that which is stored on hosted providers. Likewise, online communications between students and staff offer unique learning opportunities, but can have potentially negative consequences if misused or misinterpreted. Students and staff should always be aware that online communications can become part of the public domain, and should not be considered personal or private.

User Guidelines

Use of our network is a privilege to be used responsibly, fairly and appropriately. The same behavioral expectations of individuals in school and the community apply to online behavior. Users should be aware that the District maintains compliance by monitoring online activity.

1. Priority will be given to those individuals who are using the Internet for curriculum-driven and research-oriented purposes.
2. The rights of all students and staff to use our network without disruption should be respected at all times.
3. District-owned equipment and software should be treated with care.
4. Personal use of the Internet is prohibited on the District network during the school day for all users, but is permitted for staff from 3 PM to 8 AM provided that such use does not interfere with a professional assignment, compromise network security or is in conflict with the educational philosophy of the Great Neck Public Schools. It is also permissible for staff to use personal devices that access the Internet without going through the District network, except during instructional, preparation, professional, and supervisory times as contractually defined. Students will follow the guidelines listed in the District's *Policy 5695 Personal Electronic Communication Devices*.
5. High school students and staff members will be assigned District email accounts for professional and educational use.

6. Elementary and middle school students can request email access through a staff account for education-related reasons with authorization and supervision from the staff member.
7. Upon request, a club or activity may be assigned a District e-mail account to be used solely for the purpose of club or activity business. This account may be accessed by student designees, recommended and supervised by the faculty advisor.
8. Users may not access synchronous online communications such as chat rooms or instant messaging unless it is for education-related reasons; students must have authorization from a staff member.
9. High school students and staff members may access and contribute to asynchronous online communications such as message boards, blogs, and Wikis as long as messages are posted in a thoughtful and respectful manner for educational and professional reasons.
10. Elementary and middle school students may participate in classroom activities that utilize e-mail and Web 2.0 applications only if a teacher initiates the assignment and proactively reviews the posted content.
11. Users may utilize education-specific or professional social networking sites but not sites that primarily facilitate personal relationships. However, high school students and staff may request access to individual pages on such sites for educational or professional reasons.
12. The District as an organization, and the individual schools as suborganizations, may have, to the extent possible, an official read-only social networking presence using Facebook® with a designated computer to be used for this purpose. High school students may participate in maintaining a school's official social networking presence using Facebook® with supervision by a designated staff member. Clubs, activities, teams, and other groups may contribute to the suborganization presence.
13. Image search sites are allowed for students and staff through a safe search filter, and video streaming sites are allowed for high school students and staff through a safe mode, or by exception.
14. Users may not download or upload files unless it is for education-related reasons; elementary and middle school students must have authorization from a designated staff member.
15. The use of the District network to purchase items or services for professional use, without appropriate supporting documentation, is prohibited. Personal purchases by staff are permitted from 3 PM to 8 AM provided that such use does not interfere with a professional assignment, compromise network security or is in conflict with the educational philosophy of the Great Neck Public Schools.
16. Users may not attempt to gain unauthorized access to other user accounts, hack into computer systems, breach security passwords or circumvent our filter.
17. High school students and staff members may use personal devices to connect to the appropriate District Bring Your Own Device (BYOD) wireless network in designated locations. By doing so, users implicitly agree to the terms, conditions, responsibilities, and liabilities for such use contained in this and other District policies as well as applicable local, state and federal laws.
18. Adult visitors invited to the Great Neck Public Schools to conduct business, take adult education courses, or participate in evening, technology-based school events may use District equipment with guest network privileges. Requests for exceptions to this rule will be considered by the District Technology Director on a case-by-case basis. If an

exception is granted, a temporary password will be made available for access to the BYOD Guest wireless network.

19. No user may physically or wirelessly connect unauthorized equipment of any kind to our network. Any such equipment, if found, will be removed immediately by District staff for network security reasons, and reported to the District Technology Director and Building Principal.

Terms and Conditions for Personal Devices

BYOD wireless networks for high school students and staff are designed to provide wireless access to the Internet and may not have access to other networked District resources. In addition to the other guidelines in this policy, the following terms are pre-conditions for the use of personal devices on our BYOD wireless networks:

1. Personal devices must contain the most recent operating system, security updates, Web browser, and virus/malware scanning software (where applicable).
2. Technical information about personal devices may be logged by the District when making this connection.
3. High school students and staff agree to submit their personal devices to GNPS Technical Support or school staff upon request for ongoing compliance with these guidelines.
4. GNPS Technical Support is not available to troubleshoot or support personal device issues.
5. The District is not responsible or liable if personal devices are accessed, modified, infected, broken, vandalized, stolen, lose data, become inoperable, injure the owner or another individual, or damage the property of the school or others while on District property.

Ethical and Legal Considerations

Use of our computer network must conform to District policies and local, state and federal laws. The following are prohibited:

1. Use of our network to access, store, distribute or promote illegal activities, obscenity or any other material deemed inappropriate or harmful to minors.
2. Use of our network to install, use, store, duplicate or distribute personal software or copyrighted materials without the license to do so, including software, files, videos, photographs, graphics, text, music, or speech.
3. Use of our network to transmit computer viruses or other malware.
4. Use of our network to plagiarize, in part or whole, the intellectual property of others, including the work of fellow students or any published content whether in print or electronic format.

Consequences of Violations

The consequences for violating this policy will be consistent with other District policies and may include the following:

1. Notification of school authorities.
2. Notification of parent/guardian.
3. Suspension of access to the computer network and the Internet.
4. School consequences consistent with the *Policy 5300 Code of Conduct*.
5. Financial restitution.
6. Legal action.

All of the above notwithstanding, parents are ultimately responsible for the appropriate behavior of their children when using personal or District-issued technology outside of school and should address any misuse or misbehavior.