



Student-Parent Handbook 2026-2027



Great Neck South Middle School
349 Lakeville Rd • Great Neck • NY 11020
516.441.4600 • www.greatneck.k12.ny.us/sms

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ABOUT US

Great Neck South Middle School, 349 Lakeville Road, Great Neck, NY 11020

Principal

Dr. Gina Cartolano

Assistant Principal

Mr. Ryan Nadherny

Interim Assistant Principal

Mr. Gustave Heuber

Dean

Ms. Karla Krupala / Ms. Kristin Duckworth / Ms. Erin Parnell

Hours

CLASSES: 8:20am – 2:50pm | OFFICE: 7:30am – 4:30pm

Website

www.greatneck.k12.ny.us/SMS

Emails

[Click here for the Staff Directory on our website](#)

Staff email addresses are generally the first initial, last name, followed by @greatneck.k12.ny.us

Phone Numbers

Department	Phone Number
Attendance	516-441-4615
Dean	516-441-4604/4605
Guidance Counselors	516-441-4620
Main Office	516-441-4600
Nurse	516-441-4610
Psychologist	516-441-4635/4636
Social Worker	516-441-4637

Department	Phone Number
Art	516-441-4640
English	516-441-4644
FACS	516-441-4646
Health Education	516-441-4647
Library / Computer	516-441-4649
Math	516-441-4650
Music	516-441-4651
Physical Education	516-441-4668
Science	516-441-4654
Social Studies	516-441-4655
Special Education	516-441-4656
Technology / IT Lab	516-441-4643
World Language	516-441-4648

MISSION STATEMENT

The mission of Great Neck South Middle School is to support students academically, socially, and emotionally by providing a safe, respectful, and inclusive environment in which their diverse needs are met as they transform from children to young adults. Individuals are empowered to make responsible choices and work diligently as they strive to become critical thinkers and effective problem solvers. The rich diversity of the SMS community successfully creates an environment for active participation in multicultural school experiences.

An ever-evolving school, South Middle is committed to integrating the newest educational technologies to promote and reinforce 21st century skills. An alliance of administrators, community members, educators, parents, and support staff share the common goal of providing an exemplary education as they encourage students to reach their full potential, never losing sight of the joy inherent in teaching and learning!

PHILOSOPHY

Great Neck South Middle School is a community of students, parents, guardians and educators working together to provide the best opportunity for transition and growth for students in the ten to fourteen-year-old age group, from childhood into adolescence. Taken into account are the special needs and characteristics of students in this age group:

- their varied rates of development
- their need for adult support and guidance
- their need for structure and direction
- their need for peer acceptance
- their need for independence

The Great Neck South Middle School program is flexible and varied. It is designed to meet the individual needs of all students. South Middle is an educational community that promotes and exemplifies respect, growth and awareness of self and others. The school helps students work toward realizing their intellectual and creative potential, with sensitivity to their emotional, social and developmental needs.

The team approach is central to the Great Neck South Middle School philosophy. The varied needs of students require a cooperative approach for a balanced, sequentially developed program. Learning does not occur in isolation. Therefore, networks of communication are established for the flow of ideas, information and experiences among students, staff and community.

The school curriculum responds to the changing demands of an increasingly complex technological society. Middle school students learn best through concrete and interactive means. Students are involved in a variety of experiences; e.g. visual, manipulative, physical and verbal; the curriculum

utilizes the resources of the outside environment, as well as those within the school. In the pursuit of academic excellence and personal enrichment, extra-curricular activities address the physical and social needs of students through a variety of athletic activities, field trips, clubs, special events, and community service.

This philosophy stresses:

- mastery of basic skills
- appreciation of diverse cultures and heritages
- ability to think critically
- development of problem-solving skills
- movement from concrete to abstract thinking
- ability to grapple with complex concepts
- responsible citizenship and ethical decision-making
- understanding and appreciation of the natural environment
- development of self-confidence, self-esteem, and positive attitudes
- development of time-management skills
- development of independent research and study skills

Great Neck South Middle School provides a dynamic and positive experience that ensures continuity in the lifelong process of education. It provides a secure foundation that assists our students in the transition from childhood to adolescence. Our school is an integral part of the Great Neck community and is responsive to its characteristics and expectations.

PROVIDING A SUPPORTIVE ENVIRONMENT

Parents/guardians can greatly assist the school's effort at home by:

- providing your children with suitable study conditions; it is important to note that children differ greatly in terms of how they function most efficiently
- encouraging your children without undue pressure; remember that your children must feel they are working for themselves and their own improvement
- being interested in what your children are doing, but not doing their work for them; a child's study habits will, in many ways, reflect a parent's/guardian's attitude toward school
- recognizing that attention spans vary, and study habits must fit the individual

TEAM STRUCTURE

The sixth, seventh, and eighth grade students are divided into three teams for each grade level.

A team consists of a:

- English teacher
- Mathematics teacher
- Science teacher
- Social Studies teacher

Each team of teachers meets daily. They also meet regularly with the guidance counselor as well as with a special education teacher who serves as the grade-level liaison. School psychologists also attend team meetings when necessary.

The goal of the teaming model at South Middle School is to create smaller, more intimate learning communities and still maintain the high level instructional program. Communication between and among team teachers is critical to the success of each student assigned to that team.

In addition, Great Neck South Middle School has a comprehensive program of Special Education which includes Resource Room and Individual Development classes. Special education students are integrated into the majority of classes at SMS. These programs are designed to meet individual student needs. You will find a great deal of variety in the South Middle School program. Please contact your child's guidance counselor or the school psychologist for further information regarding these programs.



GUIDANCE COUNSELOR AND SUPPORT PERSONNEL

Each student at Great Neck South Middle has the same guidance counselor for three years. The guidance counselors provide a variety of services including program planning, evaluation of student progress, personal conferences, group counseling sessions, and parent/guardian contact. Students are encouraged to see their guidance counselors to discuss academic and personal concerns. Parents or guardians can call counselors at the Guidance Office at 441-4620.

Grade 6 School Counselor	Ms. Jecelyn Scauzillo
Grade 7 School Counselor	Mr. Brian LoRusso
Grade 8 School Counselor	Ms. Jessica Chase
School Counselor Chairperson	Ms. Jennifer Hill
Psychologists	Dr. Sivan Erstein, Dr. James Bowman
Social Worker	Ms. Vanessa Cruz
Nurse (516-441-4610)	Ms. Kathy Knigan
Deans (516-441-4604/4605/460?)	Ms. Karla Krupala/Ms. Kristin Duckworth/Ms. Erin Parnell

Guidance Counselors

The guidance counselor is the liaison between the home and the school. The counselors help their students deal with academic as well as social issues. The guidance counselor meets a class in the sixth grade and remains with that class through the eighth grade.

Psychologists

The school psychologists act as consultants to teachers, administrators, and parents/guardians. Children may be seen in counseling on an individual basis as well as in groups for specific purposes.

Social Worker

The social worker is a liaison between the school, home, and community, linking parents/guardians with various community services and resources. The social worker meets with students individually as well as in groups.

Nurse

The nurse's office is open from 8:00am until 3:00pm every day. Students feeling ill during the school day must report to the nurse who will do an evaluation of their condition. **All medication taken by a student during the school day must be processed through the nurse's office and dispensed by the school nurse.** Excusals from physical education classes because of a physical condition, as well as special medical transportation arrangements are also processed through the nurse's office.

Deans

The Deans handle matters pertaining to student discipline.

GREAT NECK PUBLIC SCHOOL CODE OF CONDUCT

The following is a brief summary of the Code of Conduct approved by the Board of Education for The Great Neck Public Schools. A district committee consisting of administrators, students, teachers and parents worked to develop the Code during the 2000-2001 school year.

In response to a mandate by the State Education Department under the Safe Schools Against Violence in Education Act, the School District has developed district plans - a Code of Conduct and a Comprehensive Safety Plan. All school districts in New York State were required to develop district codes in compliance with the Safe Schools Act.

The purpose of the Code of Conduct is to ensure safety in the school environment and to provide a comprehensive outline of school policy. The new Code serves to make sure that everyone knows school rules. School safety is a high priority. The Code clearly gives emphasis to the fact that violence is not to be tolerated.

The Code of Conduct developed by the school district is comprehensive and incorporates a number of procedures that have been part of the district's rules and regulations in the past. One important concept embedded in the Code is the essential partnership of all the constituents of the school community in the active involvement of ensuring that school safety and order are promoted and maintained. The constituents outlined in the Code include:

- students
- parents
- teachers
- administrators
- board of education
- superintendent of schools
- guidance counselors
- psychologists and social workers
- security staff
- bus drivers
- custodial staff/aides

The Code covers the following broad headings prohibiting student behaviors that may be subject to disciplinary action, up to and including suspension from school, when they engage in:

- conduct that is disorderly and/or disrupts the normal operation of the school community
- conduct that is insubordinate
- conduct that is violent
- conduct that endangers the safety, morals, health or welfare of others
- misconduct while on a school bus or a designated school bus stop
- any form of academic misconduct

Students who are found to have violated the district's Code of Conduct may be subject to the following consequences, either alone or in combination. The school personnel identified after each discipline intervention are authorized to impose that consequence, consistent with the student's right to due process.

1. **Oral warning:** any member of the district staff
2. **Written warning:** bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, administrators, Superintendent
3. **Written notification to parent:** bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, administrators, Superintendent
4. **Detention:** teachers, administrators, Superintendent
5. **Suspension from transportation:** director of transportation, administrators, Superintendent
6. **Suspension from athletic participation:** coaches, administrators, Superintendent
7. **Suspension from social or extracurricular activities:** activity director, administrators, Superintendent
8. **Suspension of other privileges:** administrators, Superintendent
9. **In-school suspension:** administrators, Superintendent
10. **Removal from classroom by teachers:** teachers, administrators
11. **Short-term (five days or less) suspension from school:** administrators, Superintendent, Board of Education
12. **Long-term (more than five days) suspension from school:** administrators, Superintendent, Board of Education
13. **Permanent suspension from school:** Superintendent, Board of Education

The Code recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Code also recognizes that students with disabilities are entitled to certain procedural protections whenever school authorities intend to impose discipline upon them. The Code is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

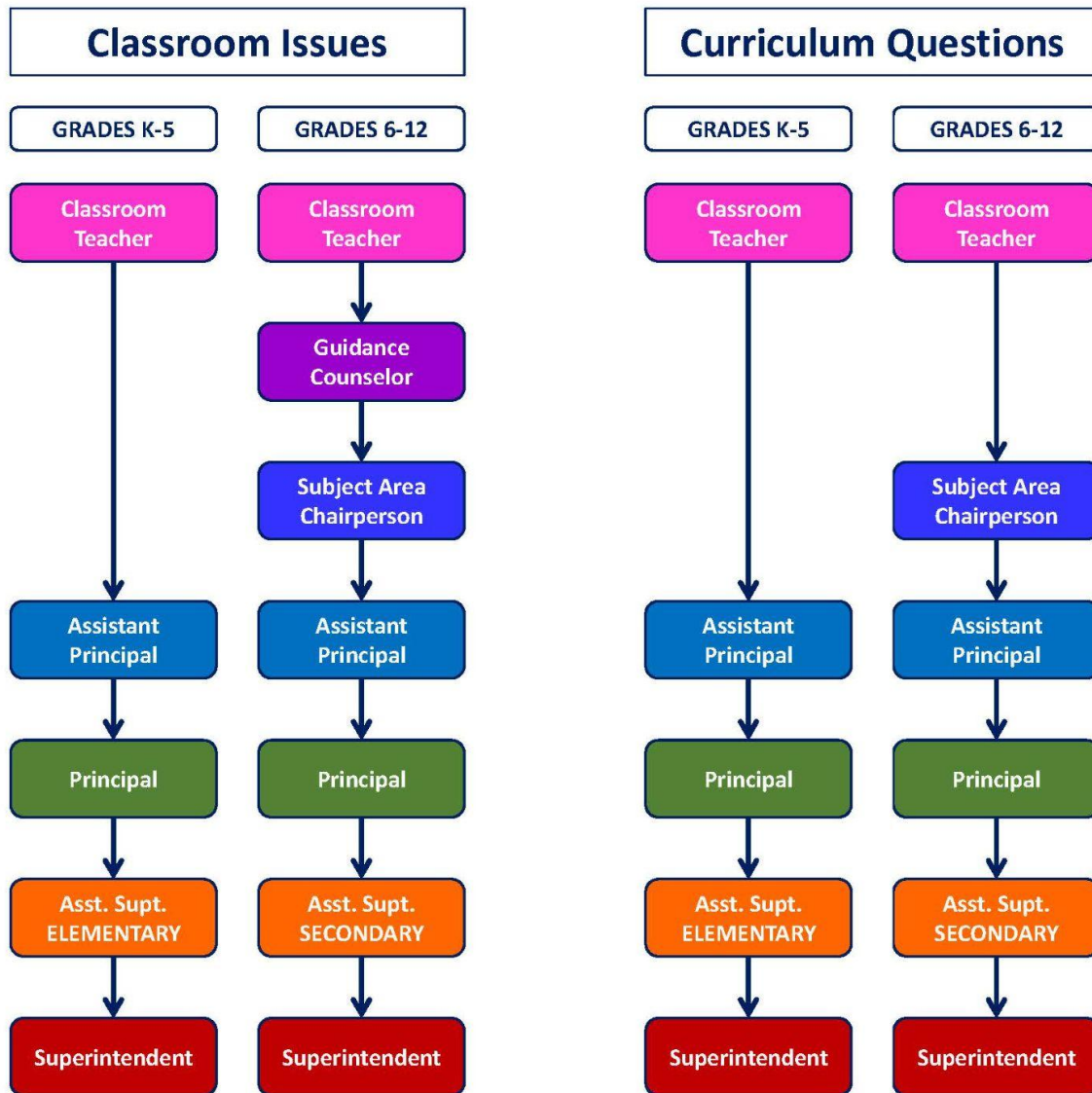
The Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state laws and regulations.

RESPONSE PROCEDURE FOR CLASSROOM ISSUES OR QUESTIONS

The District has established procedures to respond effectively to questions and suggestions from parents and residents. The procedures start with the person closest to the situation, as that person has the most information. You can find this chart on our [website](#).

Response Procedures for Classroom Issues or Curriculum Questions

The District has established procedures to respond effectively to questions and suggestions from parents and residents. The procedures start with the person closest to the situation, as that person has the most information.



Rev. 2/2023

SCHOOL PRACTICES AND PROCEDURES

The following are specific school practices designed to ensure the safety and good order at South Middle School.

Academic Support

The Computer Center, English Center, Foreign Language Center, Math Center, and the Library provide opportunities for students to receive both extra help and enrichment during their lunch periods and after school.

Attendance, Tardiness, Absence from School

Regular school attendance is essential to successful school work. However, no one should attempt to attend school when he/she is ill. In case of illness, parents and guardians are asked to telephone the attendance office at **516-441-4615** as early as possible. A student should not make this call.

Please refer to the District's Attendance Policy [here](#).

Students arriving late to school must sign in, present a note signed by the parent explaining the tardiness, and get a late pass from the Attendance Office.

Backpacks

Students are encouraged to use sling bags instead of larger backpacks to carry their items. All students will be using electronic textbooks and will not have a need to carry large backpacks. Sling bags are sold at the school store and can be purchased in the morning before homeroom. Backpacks **must** be stored in the lockers.

Bus Procedures

Student safety is of paramount importance on our buses both to and from school. At dismissal, students should proceed to the bus platform in an orderly manner. During inclement weather, students will meet in the auditorium and be escorted to their buses by staff.

Bus Rules

The following regulations are strictly enforced:

- Students are to remain in their seats
- Loud noise and other distractions are prohibited
- Students may not throw any object out of a school bus window nor are students permitted to place hands, feet, heads, etc. out of the window
- Students are to ride only the bus they have been assigned to. Students may ride another bus only with permission from the Principal or Assistant-Principals

Failure to adhere to these rules may result in the bus returning to school, loss of bus privileges, detention, or suspension.

Bus Schedule – Departure Times from School

- Approximately 3:00pm
- 4:15pm - Late buses to North and South areas
- 5:15pm - Late buses to North and South areas
- 6:30pm - Late buses to North and South areas

Late buses have different routes and numbers from the normal end of school day bus routes. Students should check the routes for the nearest drop-off point to their homes. **Parents please note: Late buses transport both high school and middle school students on the same bus.**

Cafeteria

All students must eat in the school cafeteria or in our outdoor dining area unless the office is notified, and a parent or guardian signs the student out for lunch. Students may bring bag lunches or purchase lunch. We ask that students not bring any drinks in glass containers to school. Milk, juice and snacks are sold in the cafeteria. A free breakfast program is available for students when they arrive at school. Breakfast is served in our cafeteria. Students must complete breakfast before the daily homeroom period ends.

Cafeteria Behavior

The cafeteria is a place to eat lunch, a place to talk quietly with friends, a place to relax. Students must share the responsibility for the cleanliness of the cafeteria. It is expected that the students will:

- Avoid pushing or cutting in the line
- Place refuse in the garbage cans provided
- Eat all food in the cafeteria or in our outdoor dining area

When weather permits, students may go to recess only after their table has been cleared and has been checked by the supervising teacher or aide. Students also have the opportunity to go to the library, the computer center, or a learning center. Passes are issued to all activities. Students

wishing to see a specific teacher must have a pass from that teacher to present to the staff members on cafeteria duty.

Cell Phones

Students may carry cell phones, airpods, and headphones to school, but **all items are to be powered off and left in the students' lockers during the school day.** They may be used when school is dismissed. A school telephone is available in the main office of the school for use by students who have an urgent need to contact a parent. Parents may call the school's main office at 441-4600 to relay an important message to their child.

Class/Bell Schedule

Mon/Wed/Thu				Tue/Fri			
Period	Begin	End	Min.	Period	Begin	End	Min.
HR	8:20 AM	8:29 AM	9	HR	8:20 AM	8:42 AM	22
1	8:33 AM	9:13 AM	40	1	8:46 AM	9:24 AM	38
2	9:17 AM	9:55 AM	38	2	9:28 AM	10:05 AM	37
3	9:59 AM	10:37 AM	38	3	10:09 AM	10:46 AM	37
4	10:41 AM	11:19 AM	38	4	10:50 AM	11:26 AM	36
5	11:23 AM	12:01 PM	38	5	11:30 AM	12:06 PM	36
6	12:05 PM	12:43 PM	38	6	12:10 PM	12:46 PM	36
7	12:47 PM	1:25 PM	38	7	12:50 PM	1:27 PM	37
8	1:29 PM	2:07 PM	38	8	1:31 PM	2:08 PM	37
9	2:11 PM	2:50 PM	39	9	2:12 PM	2:50 PM	38

Communication

Active communication between parents/guardians and the school is encouraged. The goal at South Middle is to keep the lines of communication open regarding a student's progress.

Parents/guardians are encouraged to contact classroom teachers, guidance counselors, resource room teachers, or the school psychologist if they have concerns regarding their children. Often parents/guardians are reluctant to communicate with the school because they do not wish to impose on the teacher's time or because they are trying to allow their child to mature by "handling a problem on his/her own." We want to emphasize the fact that our school considers parent/guardian communication vital to the school program. Our effectiveness as a school is greatly enhanced by cooperative and concerned parents/guardians. Our school telephone number is 441-4600. **Whenever questions arise, do not depend on hearsay. Please call the school to discuss your concerns.** We are anxious to understand your viewpoints and to have you understand the viewpoint of the school.

At times, notices of importance are emailed to parents/guardians. **Please make sure your email information is current in [ParentSquare](#).** Please be alert to all school correspondence which is received through email, direct mail, and the school district website: www.greatneck.k12.ny.us.

Conferences

Conferences with teachers and guidance counselors may be held anytime during the school year. A conference may be initiated by the parents, guardians, students, teachers, counselors, or administrators. Any time there is a concern about a student's performance or behavior there is sufficient cause for a conference to be arranged. The conference can be arranged with an individual member of the school staff or a group conference with any number of school staff members who work with your child directly or indirectly. Parent-Teacher conferences are arranged for a mutually agreeable time during the school day. Meetings can be held in person or virtually.

Parents who wish to arrange a meeting with a team of teachers should contact their child's guidance counselor at 441-4620.

Controlled Substances and Alcohol

The use, possession, or distribution of any controlled substance, or alcoholic beverages on school grounds is prohibited. Any student involved in drug or alcohol sale or abuse is subject to serious disciplinary consequences and possible law enforcement involvement.

Damage to School Property

Defacing or damaging school property may result in detention, referral, or suspension. Students and parents may be required to restore or replace damaged property.

Delayed Opening Schedules: One and Two-Hour Delays

If there is a delayed opening of South Middle, it may be for a delay of one or two hours. A One-Hour Delay means school will start at 9:20am. A Two-Hour Delay means South Middle will start at 10:20am.

A delayed opening means bus schedules will also be delayed one or two hours. For example, if your child's bus normally arrives at 7:15am, a one-hour delay means the bus will arrive one hour later at 8:15am.

A delayed opening is subject to change if the weather and/or road conditions remain hazardous. The Superintendent retains the option to issue a subsequent order directing a school closing when the potential for a hazardous situation exists. Information on delayed openings is available on the school district's website: www.greatneck.k12.ny.us. Below is the schedule for delayed openings:

1-Hour Delayed Opening				2-Hour Delayed Opening			
Period	Begin	End	Min.	Period	Begin	End	Min.
HR	9:20 AM	9:43 AM	23	HR	10:20 AM	10:43 AM	23
1	9:47 AM	10:18 AM	31	1	10:47 AM	11:08 AM	21
2	10:22 AM	10:52 AM	30	2	11:12 AM	11:32 AM	20
3	10:56 AM	11:26 AM	30	3	11:36 AM	11:56 AM	20
4	11:30 AM	12:00 PM	30	4	12:00 PM	12:30 PM	30
5	12:04 PM	12:34 PM	30	5	12:34 PM	1:04 PM	30
6	12:38 PM	1:08 PM	30	6	1:08 PM	1:38 PM	30
7	1:12 PM	1:42 PM	30	7	1:42 PM	2:02 PM	20
8	1:46 PM	2:16 PM	30	8	2:06 PM	2:26 PM	20
9	2:20 PM	2:50 PM	30	9	2:30 PM	2:50 PM	20

Dress Code

The District's Code of Conduct makes clear that attire shall:

- be safe and not disrupt or interfere with educational process
- include footwear appropriate/safe to the activity
- 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
- not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities
- not include gang-related clothing or symbols

Please note that students are **not** permitted to wear hoods while in school. We need to be able to identify every student and the hoods prevent this from happening.

When items are worn to school that conflict with the district's Code of Conduct, the student will be asked to change into something more appropriate. If necessary, a call will be made to parents to assist in resolving the situation.

Parent support is encouraged and welcomed in seeing that all children are following the District's Code of Conduct. Student cooperation is equally important in following the District's dress rules.

Early Dismissal

A weather forecast predicting a severe storm that may result in travel problems at the regular school dismissal time will serve as an alert condition. The time of day when the alert is announced and the availability of school buses will determine whether early dismissal is possible. Information on early dismissals will be available on the school district's website as well www.greatneck.k12.ny.us. Parents are urged to develop a plan with your child(ren) regarding an unexpected early dismissal from school. **Please note that parents will be called via "ParentSquare" for an early dismissal of school because of weather-related reasons.**

Extra Help & Testing Schedule by Departments

Study Centers begin during the month of September. Opening dates will be announced to students.

Students are encouraged to avail themselves of extra help as needed. Teachers provide extra help after school one day per week (Monday-Thursday) from 2:50pm – 3:20pm.

Extra help may be student initiated (a request by a student to a teacher), or it may be teacher initiated (a request or strong recommendation by a teacher to a student).

Every effort will be made to avoid multiple tests on the same day in the five academic areas.

Subject	Extra Help Day 2:50pm-3:20pm	PRIMARY Test Day	SECONDARY Test Day
English	Wednesday	Thursday	Monday
Mathematics	Tuesday	Wednesday	Friday
Science	Monday	Tuesday	Thursday
Social Studies	Thursday	Monday	Wednesday
World Languages	Thursday	Friday	Tuesday
Art, Health	Tuesday	Wednesday	Thursday
FACS	Wednesday	Thursday	Friday
Music, Reading	Monday	Tuesday	Wednesday
Technology	Thursday	Friday	Monday

Resource Centers	Room	Open Until
Homework Center	622/624	4pm (Mon-Fri)
Math Center	803	4pm (Mon-Fri)
World Language Center	404	lunch periods only
Library	712	4pm (Mon-Fri)

Fighting

Students are expected to resolve differences of opinion without fighting. Physical violence will not be tolerated under any circumstances. Penalties for such behavior include mediation, detention, isolation lunch, and/or suspension.

Fire, Emergency, and Evacuation Drills

In order to vacate the school quickly, and with a minimum of confusion, students will leave their classrooms and silently proceed according to teacher directions. When the drill is completed, students will return to their classrooms in the same manner.

Homeroom

All students are assigned to a homeroom. Prior to the beginning of homeroom, students may make appointments to see guidance counselors, check the Lost and Found, and purchase supplies at the School Store. Students are to report to their homeroom by **8:20am**. The homeroom period is a time for announcements and taking attendance. Students are to be attentive during our morning announcements which are broadcast live on our closed-circuit video system.

Each morning during homeroom, students are provided with the opportunity to salute the flag and state The Pledge of Allegiance. Students who choose not to participate are expected to remain silent.

ID Cards

Students will be given ID cards at the beginning of the year. In order to maintain security protocols, students will “tap in” each day with their ID badges and must wear their badges all day while in school. If a student loses an ID badge, parents need to order a new one through [MySchoolBucks](#). New ID badges cost \$5 and can be picked up in the main office. Please encourage your children to keep them in a secure spot each day.

Inclement Weather Information / Emergency Notification Systems

When the Superintendent or assigned designee determines that a condition exists that warrants a school closing, delayed opening, or early dismissal, or to convey other important information, parents, faculty, and staff will be notified through the ParentSquare System. Information can also be obtained by viewing the district website.

iPads/Books

iPads and books are distributed to students on loan for their use during the school year. They are to be handled with care. Fines will be charged for damaged and lost iPads and books. A parent contract for the iPad will be emailed to parents; the [iPad contract](#) will be in effect for the student’s entire career at South Middle School.

Items Not to Be Brought to School

The school recognizes the need to ensure that items are not brought to school that can disrupt the learning environment in the school or can present a potential safety issue. The following is a listing of examples of such items, but not limited to those cited:

- knives, guns or facsimiles, air pistols or rifles, clubs of any sort, slingshots, or martial arts equipment
- fire works
- matches, cigarette lighters, other incendiary devices

Students are required to turn over such items when brought to school. Parents will be called to pick-up the devices. Infractions of this school ruling will result in disciplinary consequences. Parent support is encouraged and welcomed in seeing that their children avoid bringing items to school that are disruptive to the educational process or represent a potential safety issue. Student cooperation with the school is equally important in following the school ruling.

The complete [Code of Conduct Policy can be viewed here.](#)

Language

Students are not to use profanity, obscene speech, demeaning vocabulary and/or name calling. Likewise, racial or ethnic slurs are unacceptable. Students are expected to use appropriate language at all times.

Library

The Great Neck South Middle School library is the place to develop and master those important research skills that will be used throughout the student's academic career, as well as to enrich the study of literature. The librarians are there to answer any and all questions and to help students find the correct materials. Access to the Internet and online databases is always readily available.

The library is frequented by students during their lunch period as a part of a research assignment in a specific class, for general orientation sessions, for study help, recreational reading, and homework assignments. The library is available both before school at 8:00am and after school Monday through Friday from 2:50pm – 3:50pm, except for occasional Monday closings to accommodate faculty meetings. A bus is available at 4:00pm.

Lockers

At the start of each school year, each student is assigned a locker in which to keep school materials, coats, hats, gloves, etc. Periodic inspections and locker clean-ups will be made by the homeroom teacher to see that the lockers are kept neat and orderly.

For security purposes, students are to use only the locker assigned to them. It must be locked at all times. Students will receive a lock for their lockers on the first day of school; this lock will be collected at the end of the school year. A fine will be charged if students lose their lock.

Students should not tamper with another locker or give their combination to another person. Students should not share their lockers with other students; there are sufficient lockers for every student.

Lockers: Gym

Students will no longer be using gym lockers before Physical Education Classes.

For those students on teams, all sports equipment is to be kept in the Gym Locker - not carried around school.

Lost and Found

The Lost and Found is located in the Nurse's Office.

Lunch

Lunch periods are as follows:

- Grade 6: Period 4
- Grade 7: Period 6
- Grade 8: Period 5

[Click here for school lunch menus and payment options on the Food Services webpage](#) or call 441-4090.

Passes

Passes are required whenever a student travels through the hall during scheduled classes. Students must request a pass to go to the Main Office, bathroom, etc. Students are required to show a hall pass upon request.

Passing Through the Halls and Stairways

Students should pass through the halls and stairways in an orderly manner. Students should always walk on the right side of the hallway and stairways. Running and excessive noise are to be avoided.

Request to Leave School Grounds

Students are not permitted to leave the school grounds because of illness or for any other reason during school hours without school permission. A written note or telephone call from a parent or guardian is needed before school permission will be granted. A student who must leave school because of illness or any other emergency is to sign out at the Attendance Office or the nurse's office. Failure to follow the proper procedure will be considered an unexcused absence.

Sexual Harassment of Students

It is the policy of the Great Neck Public Schools to maintain a learning and working environment that is free from sexual harassment. When a student (male or female) is subjected to un-welcomed behavior that is sexual in nature, it is inappropriate, harmful and against the law. Sexual harassment may originate from a person of either sex and may be directed against persons of the same or opposite sex.

Student Drop-Off and Pick-Up and Parking

When dropping off students in the morning and/or picking students up at the end of the school day, parents are urged to have children exit and enter their cars at the sidewalk designated as student "DROP OFF AREA". Students should walk on the sidewalk around the oval. **Students should never walk across the walkway to enter or leave school, but stay on the sidewalk at all times.** Parents are also reminded to park only in officially designated parking spaces. Cars parked illegally in front of the school by the yellow painted curb are subject to a traffic summons for illegal parking. [Please click this link for a map view.](#)

Visitors

Visitors are not permitted at South Middle School.

HOMework

Homework is an integral part of the instructional program. It serves as a means of preparing students for class and reinforcing the skills taught. The assignments given vary according to subject and grade.

Students absent for three days or less are to obtain homework assignments from classmates. It is useful for students to have a “buddy” in each class in the event of absence.

If the student is absent for three or more consecutive days, the parents/guardians should contact the school to obtain homework. When the parent or guardian knows in advance that a child will be absent due to illness or injury for an extended period (more than three days), the parent/guardian is encouraged to call the Main Office for class work and homework before the three-day waiting period.

During the 2005-06 school year, the Shared-Decision Making Committee of South Middle School considered the question of homework. The SDM adopted the following statement as part of the “Shared Decision Making Annual Report” that was presented to the Board of Education:

“Statement of Philosophy:

Homework is an essential component of the educational process. A successful homework policy requires communication between parent, teacher, and student. This is an integral part of the South Middle School philosophy that ensures a rewarding and successful experience for children.

Introduction

HW requirements and frequency are at the discretion of each individual teacher. Teachers will make an effort to balance daily and long-term assignments, including time necessary for test preparation. If you feel that your child is unduly stressed with assignments or seems to be spending an excessive amount of time on an assignment, please notify the teacher either by phone or note. Faculty members can also be emailed. Attach the teacher’s first initial and last name to the district address: i.e. -----@greatneck.k12.ny.us

If the matter is urgent, a phone call is the most reliable way to contact the teacher. Whenever there is a school event that hinders work time for your child, please alert the teacher ahead of time to arrange for the work to be made up.

Attached is the Board of Education Policy #4730: Homework

‘Homework is a joint responsibility of school and home. The school’s responsibility is to motivate, assign and evaluate; the home’s responsibility is to cooperate, to encourage independent work, and to provide a suitable time and place for the student’s home study.

Homework is assigned:

- *To reinforce, enrich and extend skills that have been taught in class.*
- *To prepare students for upcoming lessons and units.*
- *To help students develop independence, responsibility, self-direction and effective study habits.*
- *To stimulate and foster critical thinking.*
- *To serve as a communication link between school and home.*
- *To help teachers assess student learning;*
- *To help students develop research and organizational skills.*

Each school shall establish a developmentally appropriate, building-based homework policy. The policy shall be published every year in any handbooks prepared for faculty, students, and/or parents."

Great Neck Public Schools - Adopted: December 1958; Amended: June 21, 2004

Long-Term Assignments

Please encourage your child to plan accordingly when a long-term project is given. Teachers will help students balance the nightly assignments with long term projects. Planning should include time needed to study for a test.

Religious Observances

Students are responsible to make up missed work in a timely fashion agreed upon by the teacher and the student when an absence occurs for a religious observance.

Parents are encouraged to notify the teacher when a religious observance impacts upon the completion of class work, homework and tests. Attached is the Board of Education Policy #5190 Religious Observance:

'The Commissioner of Education has ruled that on those days set aside as religious holidays, a student may be legally absent from instruction provided a written request for such excused absence has been made by the parent/guardian.

Appropriate accommodations should be made with regard to classroom instruction, assessments, and out-of-school assignments so that students are not penalized for religious observance.'

Great Neck Public Schools: Adopted: 10/22/65; Amended: 11/17/03; 11/15/04"

For additional information about homework, refer to individual teachers' guidelines. Homework policies are also discussed at Open House.

FROM THE HEALTH OFFICE

Health Examinations

The New York State Department of Education requires that all children entering Grades 1,3,5,7,9 and 11 have a health examination within thirty (30) days of entrance to school; this includes all new entrants. Students in grades 7-12 playing Interscholastic Sports require an Annual Physical Exam.

A complete physical is acceptable if administered not more than twelve (12) months prior to the commencement of the school year in which the examination is required. All students new to the district must submit a current physical report. Annual well child visits and vision screenings are strongly recommended for every child.

Restricted Activity

If it is necessary for a student's activities to be curtailed, a letter from the physician explaining the circumstances and the length of time for restriction should be sent to the School Nurse.

Becoming Ill at School

Students who become ill or are injured are to report to the School Nurse in the Health Office. The Health Office is located directly opposite the Main Office. If it is necessary to send a student home, parents/guardians will be called. **Please verify that all emergency contacts and phone numbers are up to date.**

Administration of Medicine to Students While in School

The New York State Education Department prohibits the administration of medication to children in school unless the following requirements are met:

1. A note must be on file in the school's Health Office from the student's health care provider which includes name of medication, dosage and frequency of administration.
2. A note from the student's parent or guardian requesting the student be given the medication.
3. The medication should be supplied in a clearly labeled pharmacy bottle with the name of the child, name of the medication and dosage. All over the counter medication must be in a new, sealed container.
4. Students who may require medication, whenever necessary, for a chronic problem such as asthma, must have a renewal of the order every September.

EXTRA-CURRICULAR ACTIVITIES

Club/Activity offerings will be available in early September

In order to complement the regular school program, South Middle offers an extensive extra-curricular experience designed to enrich and expand the interests of adolescents in many different directions.

Many of these clubs and activities meet on a weekly basis after school, enabling students who are interested in participating to plan their active post school calendars. Students should consult the school bulletin and listen to daily announcements for meeting times.

Each year the extra-curricular offerings change. A full list of offerings will be made available to students and parents in early September.

ATHLETICS

Intramural Sports

- All middle school students are invited to participate in the intramural program. Intramurals are a drop in program with no permission slips required. Students just need to sign in when they enter.
- SMS offers intramurals every morning before school 7:30 -8:15am. Students interested in playing badminton will meet in GYM 1 and students interested in playing basketball or volleyball will meet in GYM 2.
- SMS also offers after school intramurals Monday-Thursday from 3:00 until the 4:00 late bus. Students will meet at the recess area and may play basketball, soccer, wall ball, etc. After school intramurals are canceled during inclement weather.
- Information for intramurals will be given during physical education classes, posted in grade level Google Classroom and during the morning and afternoon announcements.

Interscholastic Sports

- [Click here for the sports offerings by season.](#)
- [Click here for the FamilyID registration for all sports](#) (registration will open 1 month before the sport season start date.) Emails will be sent to parents/guardians and information will be posted on the grade level google classroom as well.
- In accordance with New York State regulations, interscholastic competition in sports is available to 7th and 8th grade students who meet the physical and team requirements.
- All students on teams must have a physical examination by a physician dated within 1 year of the start of the sport. If a private physician does the exam, he/she must fill in the school's official athletic physical exam form. Sports Physicals are also given at South High School free of charge on August 25th. Email our nurse, Ms. Roofeh, to make an appointment: mroofeh@greatneck.k12.ny.us
- Students may use the 4:15, 5:15, or 6:30pm bus on practice days. On game days, students will arrange for their own transportation home from school.

REPORT CARD DATES

Quarter	Start Date	Report Card Posted
1	Sep. 01, 2026	Nov. 13, 2026
2	Nov. 9, 2026	Jan. 29, 2027
3	Jan. 25, 2027	Apr. 16, 2027
4	Apr. 12, 2027	Jun. 25, 2027

SHARED DECISION-MAKING COMMITTEE

The South Middle School Shared Decision-Making Committee is made up of parents, faculty and students. The committee seeks to identify and define a wide range of goals to promote the educational mission of South Middle School and the emergent needs of the school community. All efforts are then made to seek support and to work toward implementing the defined goals.

Each year the Committee selects three Committee officers: Co-Chair (one parent and one faculty member); and a Secretary (generally a faculty member). The Committee meets each month at 3:00pm in the afternoon. Generally, Shared Decision-Making meetings are an hour in length. At the fall meetings of the SDM Committee, attention is focused on defining new goals as well as identifying on-going goals that require continued attention.

PTA

The PTA brings parents, teachers and administrators together to work towards a common goal, doing what is best for the school and its students. Please visit the [PTA website here](#) for information on events and [volunteer opportunities](#). Click [here to pay your \\$35 PTA dues online](#) for the 2025-2026 school year. Dues are used to support student activities, provide assemblies and towards donations to the school.