

Garden City
High School
Student Planner
2022– 2023

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Grades 10, 12

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Grades 9, 11

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CEEB Code 332040

Each student will have equal opportunities and will not be excluded from participating in or having access to any course offerings, school services or activities on the basis of race, color, creed, sex, national origin, religion, age, marital status or handicapping conditions.

ACADEMIC INTEGRITY	5
ACADEMIC MISCONDUCT	7
ACCEPTABLE USE POLICY - COMPUTERS	8
ADVANCED PLACEMENT COURSES	9
ALCOHOL CONSUMPTION BY STUDENTS AND BREATH ALCOHOL TESTING	25
ALCOHOL CONSUMPTION BY STUDENTS AND BREATH ALCOHOL TESTING REGULATION	27
ATHLETICS	9
ATTENDANCE	11
BELL SCHEDULE	65
BELL SCHEDULE - ONE AND TWO HOUR DELAY	66
BRING YOUR OWN DEVICE (BYOD)	15
BUS SAFETY	19
CELL PHONES/ELECTRONIC DEVICES	20
CLUBS AND ACTIVITIES	20
COLLEGE COURSES	20
COMPULSORY ATTENDANCE AGE	20
CUTTING	20
DANCES & AFTER SCHOOL ACTIVITIES	21
DASA	21
DETENTION	22
DETENTION ASSIGNED BY TEACHERS	22
DISCIPLINE - CODE OF CONDUCT	22
DRESS CODE.....	33
ELIGIBILITY POLICY	34
ENGLISH WRITING BENCHMARKS.....	34
EXTRA HELP	35
FIELD TRIPS	35
FIRE DRILLS.....	35
FRATERNITY - SORORITY ACTIVITY.....	35
GRADING POLICY	35
GRADUATION REQUIREMENTS	37
HALL PASSES	38
HONORS SELECTION PROCESS	38
LIBRARY	40
LOCKERS	41
LUNCH	41
MARKING PERIOD DATES	63
MATH LAB	41
MEDICAL	42
MISSION STATEMENT – GARDEN CITY SCHOOL DISTRICT.....	5
NATIONAL HONOR SOCIETY	43
PARKING	45
PHYSICAL EDUCATION	46
PROGRAMS AND PROGRAM CHANGES	46
PROGRESS REPORTS.....	47
RESEARCH.....	47
SCHOOL PSYCHOLOGIST	47
SCHOOL SOCIAL WORKER.....	47
SENIOR PRIVILEGES	48
SENIOR PROM	48
SEXUAL HARASSMENT AND ASSAULT	48
SNOW DAYS	50
SOCIAL MEDIA.....	50
STANDARDIZED TESTING.....	54
STUDENT GOVERNMENT.....	55
STUDENT GUIDANCE AND COUNSELING	55
STUDENT RESPECT	56

SUMMER SCHOOL..... 56
TELEPHONE NUMBERS 67
TELEPHONES AND TELEPHONE MESSAGES..... 57
TESTING POLICY 57
TRI-M MUSIC HONOR SOCIETY 58
VALEDICTORIAN/SALUTATORIAN..... 58
VAPING, ELECTRONIC CIGARETTES AND TOBACCO..... 59
VISITORS 59
WORKING PAPERS..... 59
WORLD LANGUAGE NATIONAL HONOR SOCIETIES 60
WRITING CENTER 62
YEARBOOK DATES 64

Website	Login	

ALWAYS BETTER

Dear GCHS Students,

We are always looking to be better. We strive to be better students, better teammates, better family members, and better people in general. How we do that is our challenge. Some of these challenges are shared with others and some we have to figure out on our own. Garden City High School is a place that we hope will allow you to face these challenges, to learn, and yes, to be better. The staff here is ready and willing to support you and guide you as you achieve your goals.

As a school community, we also aspire to greater achievements. We celebrate our academic success, athletic championships and college acceptances, but above all else we expect our students to become better people. We should be more respectful, provide more service and be kind to one another. Our expectations are high, which lead to better effort and opportunities to grow and develop. We want to ignore complacency and try to see how much we can achieve as individuals and as a whole. Let's work together to make Garden City High School always better in every way.

Sincerely,



Kevin Steingruebner
Principal
#GCHS
#AlwaysBetter

**GARDEN CITY SCHOOL DISTRICT
MISSION STATEMENT**

Inspiring Minds
Empowering Achievement
Building Community

Academic Integrity
Policies and Procedures

Overview

The Garden City High School professional staff believes strongly in the partnership between school and home. To this end, the staff will model the values of truth, integrity, personal accountability and respect for the rights of others. To help students achieve their maximum academic potential, the staff will promote an environment which fosters integrity and honorable conduct. Administrators, faculty, students and parents share the responsibility for maintaining an atmosphere in which personal accountability is valued. Recognizing that honest evaluation of student progress demands honest work by each learner, we have clearly articulated below our standard of academic integrity so that all may know what it means to take responsibility for personal integrity.

Expectations of the Administration

The purpose of all academic integrity procedures is to cultivate an academically honest environment. Administrators will be fair and consistent when dealing with academic dishonesty.

Expectations of the Faculty

During the first week of classes, teachers will clearly define honest and dishonest academic work in their classes by discussing expectations and the importance of honest effort. Teachers will inform students of assessment procedures and practices relating to examinations (tests), quizzes, homework and class work.

Expectations of the Student

Students must conduct themselves according to the highest standards of personal integrity. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure to violate Garden City High School standards. Students will not use dishonest methods

to fulfill academic expectations and responsibilities.

Collaborations

Teachers shall guide students in understanding when collaborative efforts are appropriate. Study collaboration is not considered academic dishonesty.

Definition of Academic Dishonesty

Academic dishonesty is an action intended to obtain or assist in obtaining credit for work which is not one's own. Examples of academic dishonesty include, but are not limited to, the following:

- Communicating with another student during an examination
- Copying material during an examination – physically or electronically
- Allowing a student to copy from one's exam
- Using unauthorized notes or devices including, but not limited to, cell phones, smart watches, tablets, etc. Any use of such a device during an assessment may lead to an earned grade of zero.
- Submitting falsified information for grading purposes
- Obtaining and/or sharing actual and/or current information about an examination without the knowledge and consent of the teacher
- Submitting a paper or project which is not the student's work
- Copying another person's assignment – physically or electronically
- Allowing another student to copy one's assignment
- Removing examinations or parts of examinations without the knowledge and consent of the teacher – physically or electronically
- Impersonating a student to assist the student academically
- Stealing or accepting stolen credit on an assignment or examination after the work has been graded or returned
- Altering a teacher's grading records
- Falsifying information for applications (e.g., college scholarships)
- Using computers and/or programmable calculators in violation of guidelines established by the teacher
- Using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher

- Unlawfully copying computer software or data created by others
- Misusing school computer systems which are used for student, staff, or administrative purposes
- Any other violation intended to obtain credit which is not one's own

Definition of Plagiarism

Plagiarism is the act of representing, as one's own work, the published or unpublished thoughts, ideas and/or writings of another person. This definition includes computer programs, drawings, artwork and all other types of work which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording) and indirect (paraphrasing of a passage) without documentation.

Material taken from another source without adequate documentation may include, but is not limited to, the following:

- 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
- 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 an essay, poem, music, art, computer program, or any other project
- Copying or paraphrasing ideas from literary criticism or study aids without documentation

ACADEMIC MISCONDUCT

Response to Academic Misconduct

For the 1st verified act of academic misconduct, the teacher will assign the homework, research paper, quiz, or exam, a grade of zero (0) and the Curriculum Coordinator (6-12) will be notified of the incident. Teacher will contact the parent and submit a referral to the Assistant Principal.

Any additional acts of academic misconduct will result in an earned grade of zero (0) on the assignment in question. Parents and the appropriate Curriculum Coordinator will be notified. Teacher will submit a referral to the Assistant Principal and further disciplinary action will be taken.

Note: Students with academic misconducts will be subject to further disciplinary action at the discretion of the administration and will be declared ineligible for induction into any GCHS Honor Society.

Contact: Classroom Teacher

Acceptable Use Policy (AUP)

Garden City Public Schools has a Student Acceptable Use Policy (AUP) regarding computer technology and wifi. The AUP will be distributed to incoming ninth grade students as well as new high school students. Before access to school computers is granted, students and parents must read the AUP and sign both the Student Account Agreement and the Parent Permission form. AUP forms need to be signed once and will stay in effect for the student's entire high school career. This privilege may be removed only when a parent makes a request in writing. The school will take disciplinary action if students violate the policy. It is the responsibility of the student to be familiar with the AUP. User accounts will not be activated until the AUP is signed and submitted.

Contact: Technology – Ext. 1060

Schedule Changes

Schedule changes will only be considered for sound educational reasons and must have the approval of all involved parties.

- Seniors must carry a minimum of six classes in addition to Physical Education each semester.

LEVEL CHANGE:

Students are encouraged to remain in honors, advanced placement, and college level courses. If a student drops a level after the completion of Quarter 1, their first quarter grade will be adjusted by 5%.

Contact: School Counselor

Advanced Placement Courses

Garden City High School offers a variety of Advanced Placement courses. Students who meet qualifications and are accepted into an AP course are **required** to take the Advanced Placement Exam at the end of the course. Failure to take the AP exam will result in the changing of the course title from AP to Honors, weighting will be adjusted, and notification will be sent to colleges.

Garden City High School offers courses that prepare the student to take the Advanced Placement examinations. Each college issues credit from an AP course in the manner and to the extent it sees fit. Thus, some colleges do not participate fully in the Program, and a few do not participate at all. Students are urged to learn the policies at colleges they are considering by corresponding directly with the director of admissions.

The AP Program offers three Advanced Placement Scholar Awards to recognize high school students who have demonstrated college-level achievement through AP courses and examinations. These are Scholar, Scholar with Honors, and Scholar with Distinction. Students are eligible for the Scholar award by receiving grades of 3 or higher on at least three (3) full-year AP examinations. Students who exceed these criteria may be eligible for the Scholar with Honor or Scholar with Distinction Awards. There are monetary costs related to taking the AP exams.

Contact: Curriculum Coordinator/School Counselor

Athletics

It is a New York State requirement that we have a current sports physical examination on record (one exam in a school year). In addition, each season a student participates, the Interval Health History, permission to participate dated within (30) days (prior to the start of the season), as well as the participation contract and social media release all require electronic signatures by parents/guardians and student athletes on Family ID. Information regarding Family ID seasonal athletic registration will be posted electronically by the athletic office. If the forms are late or incomplete, the student will not be permitted to try out or practice (NYS law). Our student athletes are students first. All athletes are encouraged to attend extra help as needed.

Garden City High School sponsors the following athletic teams:

FALL: Starting Dates:

**Monday, August 22, 2022 – Football ONLY
(JV and Varsity) – Meet @ 8 AM**

**Monday, August 29, 2022 – All other Fall sports
See tryout schedule online**

GIRLS:

Varsity Soccer, JV
Varsity Field Hockey, JV
Varsity Swimming
Cross-Country
Varsity Tennis, JV
Varsity Volleyball, JV
Varsity Cheering, JV
Kickline

BOYS:

Varsity Football, JV
Varsity Soccer, JV
Cross-Country
Varsity Golf
Varsity Volleyball, JV

WINTER: Starting Dates:

Monday, November 14, 2022 - ALL WINTER SPORTS

GIRLS:

Winter Track
Varsity Cheering, JV
Kickline
Varsity Basketball, JV
Varsity Bowling
Gymnastics
Varsity Fencing

BOYS:

Winter Track
Varsity Swimming
Varsity Basketball JV
Varsity Wrestling, JV
Varsity Bowling
Varsity Fencing

Rifle (co-ed)

SPRING: Starting Dates:

**Monday, March 13, 2023 – lacrosse, baseball, softball, track
Monday, March 20, 2023 – girls badminton, boys tennis & golf**

GIRLS:

Varsity Lacrosse, JV
Varsity Softball, JV
Track & Field
Badminton
Varsity Golf

BOYS:

Varsity Lacrosse, JV
Varsity Baseball, JV
Track & Field
Varsity Tennis, JV
JV Golf

ATHLETES – MAKE SURE TO READ THE ELIGIBILITY POLICY IN THIS PLANNER.

NOTE: ANY ATHLETE WHO HAS A MEDICAL WAIVER FOR HIS/HER PHYSICAL EDUCATION WILL NOT BE CLEARED FOR PARTICIPATION ON AN ATHLETIC TEAM. Contact: Health Office

Attendance

Absence

If your son or daughter will be absent from school, we ask a parent to call the **Attendance Office (478-2040)** before 9:00 am. We have voice messaging, so you can leave a message if necessary. All absences from school are considered either excused or unexcused according to State Education Regulations. This is also true for lateness or early dismissals.

<p><u>Excused Absences Include:</u></p> <ul style="list-style-type: none">• Illness• Illness/Death in Family• Impassable Roads or Weather• Religious Observance• Quarantine• Required Court Appearances• Approved College Visits• Approved Cooperative Work Program• Military Obligation	<p><u>Unexcused Absences Include:</u></p> <ul style="list-style-type: none">• Family Trips/Vacations• Sleeping Late• Jobs• Missing the School Bus• Appointments other than Necessary with a Physicians• Dropping Off a Family Member at Another School
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All absences (excused and unexcused) require a signed note to be handed in to the Attendance Office on the day the student returns to class stating the days missed and the reason. If the reason is an excusable reason, it will be recorded as such. These notes are kept on file according to State regulations.

Students absent from school have the responsibility of contacting other students for all assignments and checking with teachers for make-up assignments.

Students who are reported absent who come to school for any reason (to get books or other materials) must check in at the attendance office and leave promptly after gathering the necessary items. A student who is identified as present in the building or on school grounds and who is not signed in will be subject to disciplinary action.

Lateness

Classroom instruction at Garden City High School begins at 7:40 am.

Students who are not in their assigned first period class by 7:40 am are tardy to school. All students must report to the Attendance Office immediately upon entering the building when arriving after 7:40 am. The Attendance Office is located at the Merillon Avenue–Main Entrance. Students may not come to school late and loiter in the cafeteria or elsewhere. Violations will result in disciplinary action.

We appreciate a call when you tell us your son/daughter will be late, but lateness to school is recorded as unexcused unless a valid note is presented in the Attendance Office on the day of the lateness or the next day (see above for valid reasons). Students arriving late from an appointment with a physician should bring in a note from the physician.

Unexcused Late Consequences: Arrival after 8:00 am:

A student is issued 1 official detention for each period missed. Missing more than ½ a period counts as a period missed. Students must serve detention within two days of the detention having been assigned.

The Period 1 teacher will also assign detention if a student is late 3 times. Failure to serve official detentions can result in an In-School Suspension being assigned.

Early Dismissals

We **CANNOT** dismiss students based on a phone call. Students should bring a note to the Attendance Office BEFORE FIRST PERIOD. We will then record the dismissal as excused or unexcused based on the excused list and issue them a dismissal pass if needed. Parents can also come to the Attendance Office and sign their son or daughter out of school if necessary. Dismissals should be avoided if at all possible, and to be recorded as excused, the dismissal must meet the criteria for excused absences listed above. If a student becomes ill during school hours, they should report to the nurse who will contact parents

and arrange for the students to return home if necessary. Parents then need to sign their son or daughter out of school from the nurse's office.

Please note: Students will not be excused from school or missed classes by bringing in a note after the fact. High school students are required to know school regulations and get the required note from a parent beforehand or have the parent sign them out. Any student who leaves school without authorization will be assigned consequences for leaving and for any missed classes. Students are considered in school as soon as they arrive in the morning, even if the time is before 7:40 am.

Medical or dental appointments during the academic day are discouraged. They are permitted only upon presentation of a parental written request to the attendance office before period one on the day of the appointment. School authorities may verify appointments. Please provide documentation from a doctor.

The student who finds it necessary to leave school at any time during the academic day (7:40 am -2:43 pm) is reminded that this is possible only with the permission of the school nurse, Assistant Principal or Principal. If a student leaves school without prior authorization, he/she is considered truant.

Activities:

Students cannot participate in any school activities including clubs and sports on a particular day if:

- 1) They are absent from school that day
- 2) They arrive late to school and miss their first period class
- 3) They cut one or more classes
- 4) They are dismissed from school

Lateness to school after first period with a physician's note will allow the student to be eligible that day if the student is physically fit to participate. Dismissals for appointments with physicians or other administratively approved dismissals will allow the student to be eligible.

Chronic Truancy and Tardiness

The Board of Education believes it is important to ensure that students are maximizing classroom time since class attendance and participation are integral parts of the students' learning process. Chronic tardiness and truancy are disruptive to both teachers and fellow students. A student is considered excessively tardy if tardy on more than four occasions within a four-week period. Each instance of tardiness must be explained by a written note from a parent or guardian. Appropriate disciplinary action shall be taken by the Building principal for acts of truancy or tardiness. Absence and tardiness from school are part of each student's permanent record.

Senior Privileges

Students are not permitted to leave the school during the school day unless they have been granted a senior privilege. Seniors who leave during this time and are unable to return to school due to sickness MUST call the attendance office immediately – parents will also be contacted. Seniors utilizing privileges must exit/enter the building at the Merillon entrance only.

Appointments

If students have a legitimate appointment with a counselor, music teacher etc. they should give the classroom teacher a pass before the appointment. Students seeing the nurse must be officially signed-in with the nurse during class time. Students cannot miss a class to see another teacher for any reason unless they receive permission from the teacher of the class they are missing. Scheduled appointments with guidance, visits to the nurse or administrators, music lessons or other sanctioned appointments are considered excused misses. Students are responsible for all missed work.

Credit Denial

Students with more than 9 unexcused absences for a semester course or 18 unexcused absences for a full year course will not receive credit for that course. However, students with properly excused absences may make up the work for each absence, and those will not count toward the minimum standard. Parents will be notified via letter every five weeks if their student is in danger of losing credit.

Appeals Process: Appeals can be made to the Student Review Team (SRT) through the student's school counselor. Appeals must be made

within 5 days of receiving notice that credit will not be granted. The SRT committee will make a recommendation to the building principal who will make the final decision on denial of course credit.

Only those students with excused absences will be given the opportunity to make up a test or other missed work and/or turn in late assignments for inclusion in their final grade. Parents will be asked to sign the late assignments as an acknowledgement that work has been submitted.

Contact: Assistant Principal

Cumulative Record

Students should be aware that tardiness and absences are cumulative and carry over from quarter to quarter. If the student's pattern continues, he/she will be referred to the Administration to be placed on attendance probation. The terms of the probation will be determined by the administrator. Seniors who are on attendance probation may lose their privileges.

Students and parents should be aware of the fact that absence and tardiness from school are part of each student's permanent record. Colleges and potential employers frequently request these statistics. This data is also considered when students seek entry to all GCHS Honor Societies.

A good attendance record will help students attain proper instruction and excellent grades during their four-year high school career. Please help us in our efforts to have all students maintain an excellent attendance record.

If you have any questions or concerns regarding your child's attendance, please contact the Attendance office or his/her Assistant Principal.

Mr. Cohn – Grades 9 and 11

Mr. Perrotta – Grades 10 and 12

Bring Your Own Device (BYOD)

The Bring Your Own Device (BYOD) section of Garden City Public Schools Acceptable Use Policy is meant to provide general guidance for the educational use of personally owned devices by students under the supervision of District faculty and staff. BYOD applies to students

in grades 5 through 12 only and may not cover every potential situation. Staff should contact their immediate supervisor with any questions or concerns.

Unless specifically approved by District administration, only **one device** will be allowed per student. Devices must be registered with the district. In general, students are strongly advised to maintain a separate email account for educational purposes, i.e., students should not mix personal accounts with school-based usage.

The school is not a charging station or a repair center. Personal devices must be fully charged for usage prior to the school day. Technological problems encountered by an individual on their personally owned device or support equipment are not the responsibility of the teacher or District personnel.

The District assumes no responsibility or liability for ownership, storage, or oversight of any personally owned device or any supplemental equipment used in conjunction with a personally owned device such as, but not limited to, carrying cases, charging wires, adapters, batteries, flash drives, card readers, CDs or DVDs.

Students are never required to bring in outside technology to school. All students not bringing a personally owned device can utilize school equipment if needed for educational purposes.

A. Definition of BYOD

Bring Your Own Device (BYOD) refers to any personally-owned device such as, but not limited to, smart phones or other mobile/cell phones, tablets, music/app players, e-readers, laptops/notebook computers, smart watches, netbooks, PDAs, or other personally-owned devices capable of connecting to a network.

B. Educational Purpose

Garden City Union Free School District recognizes that new technologies emerge and existing technologies evolve, and these technologies can provide many opportunities for students to engage as 21st century thinkers and learners using personally-owned devices. As such, this section of the District's Acceptable Use Policy states the policy and procedures for school-based use of personal devices by staff and students. Such use must adhere to all federal, state and local

laws, including but not limited to the Children's Online Privacy Protection Act (<http://www.coppa.org/coppa.htm>), the Family Educational Rights and Privacy Act (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>), laws governing intellectual property, and all guidelines of Garden City Union Free School District's Acceptable Use Policy: http://www.gardencity.k12.ny.us/UserFiles/Servers/Server_879883/File/new/2011-2012%20AUP%20Staff-Student%20complete%20HSMS.pdf.

All BYOD usage must be in compliance with the District's Dignity for All Students Act (DASA) policy as stated in the District's Code of Conduct: http://www.gardencity.k12.ny.us/UserFiles/Servers/Server_879883/File/5300%20%20Code%20of%20Conduct.pdf.

This policy applies to any hardware, related software, and supplemental support equipment used by the student for educational purposes.

Access to the District's network is a privilege, not a right. The District reserves the right to access, view or monitor any information or communication stored on or transmitted over the District's network, or on or over equipment that has been used to access the District's network, in the event a user is suspected of being involved in inappropriate use.

C. Personal Safety and Security

1. Students and staff are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. This extends to all reasonable precautions to avoid the spread of viruses.
2. Students will not attempt to gain unauthorized access to another person's account.
3. Students will not post personally identifiable information about themselves or others. Personally identifiable information includes but is not limited to name, photo, address, telephone number, age, Social Security number, personal passwords, and student ID number. Students must promptly disclose to a teacher or staff member any inappropriate message, language, illegal activity, or outside user attempt to contact or meet them while using their device on school grounds, and to a parent or guardian at all other times.

Students will notify a teacher or staff member if they identify a possible security problem with the network or the District's peripheral computers.

D. School-Based Use by Students

1. When using a personal device on school grounds, school transportation, or during a school-sponsored event or trip, students must conduct themselves according to the highest standards of expected behavior, personal integrity, and academic honesty as outlined in the District's Code of Conduct and be in compliance with the District's Dignity for All Students Act (DASA) policy. Consequences and disciplinary action for violation of any of the District's BYOD policies are aligned with those in place for Academic Misconduct.
2. Use of personally owned devices is prohibited during tests and examinations.
3. Students will use appropriate technology and have access to web-based applications at teachers' discretion. All such use must be consistent with the educational and administrative goals of Garden City Public Schools.
4. When not in use under the direct supervision of a teacher or staff member, all personally owned devices should be turned off and put away. The District will not store any personally owned devices and support equipment brought to school. Personally owned devices and support equipment are the responsibility of the student user.
5. Students will use appropriate educational applications on their device during the school day. Performance of non-school related tasks and functions are prohibited during the school day.
6. Unless otherwise directed by a teacher or administrator, students are not permitted to call, text message, email, or electronically communicate with others from their personal device during the school day including other students, parents, guardians, friends, and family.
7. Students are permitted to access only the school's secured network through personal devices, not private networks or connect to the Internet using 3G, 4G or other content service providers while on school grounds.
8. Students are not permitted to use any electronic device to record audio or video, take pictures, and/or transmit/post recordings of any student or staff member without their permission.
9. Use of personal devices in locker rooms, restrooms, and the Nurse's Office is strictly prohibited.

10. Students will not read, move, rename, edit, delete, or in any way alter files that have been created or organized by others.

11. Students will not plagiarize the work of others accessed on their personal devices including but not limited to writings, artwork, photographs, graphic designs, and all other types of work which are not one's own.

12. The District is not responsible for loss, damage, misuse, or theft of any personally owned devices and supplemental support equipment brought to school. The student is responsible for the proper care of any personally owned device and support equipment including maintenance and repair, replacement or modifications, and software updates as necessary.

13. Students are not permitted to physically connect any personal device to existing Ethernet ports, or in any way interfere or disrupt the District's network.

14. The District reserves the right to confiscate, monitor, inspect, copy, and review a personally owned device, support equipment and/or file if there is reason to suspect a violation of BYOD policy.

Adopted: May 20, 2014

Bus Safety

Please adhere to the following safety guidelines regarding school buses.

1. Avoid clothing and book bags with drawstrings.
2. Do not approach the bus until it has come to a complete stop.
3. When exiting the bus, move at least fifteen feet from the bus.
4. Never cross behind the bus; walk forward and wait for the bus driver's signal before crossing.
5. Arrive at the bus stop five minutes before the bus is due.
6. Line up single file three feet away from the curb. Kindly respect your neighbors and their property.
7. Please treat the bus driver and your fellow passengers with courtesy and respect.
8. Food and drinks are not permitted while enroute.
9. Students are to ride only the bus route to which they are assigned and the bus stop they are assigned.

Contact: Assistant Principal

Cell Phones/Electronic Devices

Cell phones/electronic devices are permitted ONLY for educational purposes (SEE Bring Your Own Device (BYOD) Policy (pgs.17-20). Violations of the BYOD policy may result in disciplinary action.

Contact: Assistant Principal

Clubs and Activities

Information regarding clubs and activities can be found on the high school homepage at <http://highschool.gardencity.k12.ny.us>.

College Courses

Garden City High School students are offered college courses by St. John's University, Adelphi University and Rochester Institute of Technology, when available. Garden City High School teachers who attend training seminars at these universities teach these college courses at Garden City High School. Credit is awarded by St. John's University, Adelphi University or Rochester Institute of Technology, which may be transferable to other colleges.

There is a fee for each college course. Colleges reserve the right to grant credit, placement, or both as well as to refuse to grant credit in certain instances. Credit is not automatic.

Contact: School Counselor

Compulsory Attendance Age

Children from the ages of six to sixteen are required to attend full-time instruction in school unless exempt from attendance in conjunction with current law.

Cutting Classes

Class cuts during the school year will be dealt with as follows:

1st Cut 1 Official Detention

2nd Cut 2 Official Detentions

Additional Cuts – Referred to Assistant Principal. Accumulations of cuts may result in additional consequences, including In-School Suspension and loss of privileges.

Note: Policy applies to ANY cut in ANY class during the year. Cutting results in no credit on test/quiz. No class credit and no homework accepted for that cut.

Contact: Classroom Teacher/Assistant Principal

Dances & After School Activities

All events are planned for your enjoyment, and experience has shown that the benefits of such programs are increased if certain reasonable rules and regulations are maintained by the faculty supervisors. Supervisors will work with you to see that standards are satisfied.

After an evening event has officially begun within the building, students or visitors who have not purchased tickets must leave the school grounds. Anyone who refuses to do so will be regarded as trespassing. Students attending must arrive within one half hour after the event's starting time. No one will be admitted after that time.

Vaping or Smoking is not permitted at any time or place, and no alcoholic beverages or other drugs are permitted on school grounds. Parents will be notified of any violations, and the principal will invoke the school's policy on substance abuse on the next school day. Students will also be suspended from school activities for substance abuse violations.

Students who leave the building for any reason during a dance or party may not return to the building unless they receive administrative approval.

Students are required to dress in reasonable and appropriate attire at all evening events.

Only authorized visitors will be permitted to attend evening events.

Adherence to these standards of conduct will protect the essential freedoms of all students and will create an atmosphere conducive to proper enjoyment of the event. Contact: Assistant Principal

DASA - The New York State Dignity for All Students Act (Dignity Act):

No student shall be subjected to harassment by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including

gender identity or expression), or sex by school employees or students on school property or at a school function.

Contact: Mr. Cohn
Mr. Perrotta
Ms. Bombardiere
DACs – Dignity Act Coordinators

Detention

Administrators may assign official school detention for disciplinary infractions. Official detention is held every day after school from 2:45 pm to 3:30 pm. Detention may be served in the morning by special appointment with the assistant principal. Failure to serve an official detention may result in an In-School-Suspension. Contact: Assistant Principal

Detention Assigned By Teachers

Teachers may assign detention after school in their classrooms. As feasible, students will be given advanced notice of detention. Failure to serve teacher detention will result in the following:

1st Offense – Warning, reassignment of teacher detention, and teacher contacts parent.

2nd Offense – Contact parents, and referral to Assistant Principal for official school detentions. Contact: Classroom Teacher

DISCIPLINE - CODE OF CONDUCT

This Student Planner contains selected parts of the District Code of Conduct. The complete code is available in the main office and on the district web site.

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

For purposes of this code, the following definitions apply.

"Disruptive student" means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Violent student" means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.

2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possess, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

The term alcohol and/or other contraband substances shall be construed throughout this policy to refer to the use of all contraband substances including, but not limited to, alcohol, inhalants, marijuana, THC vape substances, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any of those substances commonly referred to as designer drugs. The use of prescription and over the counter drugs in violation of policy 5420 shall also be prohibited.

The term trespassing on school property is defined as entering on school grounds without permission from the administrator in charge of those grounds.

Prohibited Student Conduct

Although the Board is committed to protecting constitutional freedoms within the school system, lawlessness in any form will not be tolerated. This district will not knowingly permit students to engage in any conduct injurious to self or others or intended to destroy personal or school property, disrupt or interfere with teaching, research, service, administrative or disciplinary functions, or any district-sponsored or approved activity.

The discipline code applies to the behavior of all district students while attending school, and/or on school grounds, in school buildings, on school buses, and/or at school-sponsored activities, and/or which occurs off school premises or during non-school hours when such conduct adversely affects the educative process or endangers the health, safety, morals or welfare of the school community. A student may be subjected to disciplinary action when such student:

1. Engages in conduct which is:

a. **disorderly**, e.g.:

1. threatening another with bodily harm,
2. intimidating students or school personnel,
3. engaging in conduct constituting sexual harassment,
4. making unreasonable noise,
5. using abusive language or gestures, including racial or ethnic remarks which are improper,
6. wearing clothing or attire that bears an expression or insignia which is obscene or libelous, which advocates racial or religious prejudice, or which is disruptive.
7. wearing clothing or attire which do not meet health and safety standards, or which interfere with or are inconsistent with the learning process or its goal,
8. obstructing vehicular or pedestrian traffic, or
9. creating a hazardous or physically offensive condition by any act which serves no legitimate purpose; or is

b. **insubordinate**, e.g., failing to comply with the reasonable and lawful directions of teachers, school administrators, or other school employees in charge of the student; or

c. **otherwise endangers the health, safety or morals of himself/herself or of other students**, e.g., engages in criminal activity or engages in conduct constituting sexual harassment or bullying.

d. **disruptive**, e.g.: engaging in actions or behaving in a manner which interferes with the educational or otherwise appropriate environment of the school.

e. **violent**, e.g.:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.

- 7. Intentionally damaging or destroying school district property.
- 2. Engages in or assists another in any form of academic misconduct, e.g.:
 - a. **plagiarism**, including using unauthorized notes or devices, or using authorized devices in an unauthorized manner,
 - b. **cheating**, including copying another student's examination or assignments, and using personal notes, commonly known as crib sheets, or
 - c. **tampering with grades** assigned by a teacher including changing and/or falsifying a grade in school records.
- 3. Engages in conduct violative of the Board's rules and regulations for the maintenance of public order on school property, e.g.:
 - a. willful destruction, damage, defacement, or other vandalism of school and/or personal property (including graffiti or arson),
 - b. theft,
 - c. tardiness,
 - d. missing or leaving school without permission,
 - e. truancy,
 - f. possession/use/sale/distribution of alcohol and/or contraband substances,
 - g. possession/use of drug paraphernalia,
 - h. possession/use of any firearm or other weapon or any object which is not necessary for school activities and which could be used as a weapon, or appears to be a weapon,
 - i. possession of fireworks,
 - j. possession or use of tobacco or tobacco products,
 - k. gambling
 - l. trespassing on school property, or
 - m. hazing

Garden City Public Schools 5441

ALCOHOL CONSUMPTION BY STUDENTS AND BREATH ALCOHOL TESTING

The Board of Education has determined that the use of alcohol by minors represents a serious threat to the welfare of its students. The possession, transportation, and distribution of alcoholic beverages during school hours, or during school sponsored activities and events is strictly prohibited.

The consumption of alcohol by students during school hours, or during school sponsored activities and events is strictly prohibited. The presence of students who have consumed alcohol on or off school campus during school sponsored activities and events, is strictly prohibited.

Therefore, to promote a safe, healthy and productive environment, the District implements the following breath alcohol testing policy with respect to students suspected of consumption of alcohol.

Use of Breath Alcohol Analysis Devices:

When determining whether a student has consumed alcohol or is under the influence of alcohol either during the school day or at a school related/sponsored event, the safety of the student is the primary concern. An assessment of a student's suspected alcohol use may be aided by the use of a breath alcohol testing device which indicates the presence or absence of alcohol. Breath alcohol testing is authorized when there is reasonable suspicion that a student has consumed or is in possession of alcohol. The determination of reasonable suspicion will be based on, but not limited to, any one or more of the following indicators:

- Flushed face
- Red, watery, glassy or bloodshot eyes
- Odor of alcohol on breath, clothing or person
- Slurred speech/unable to follow instructions
- Failure to comprehend questions
- Impaired motor skills (i.e. unsteady feet, swaying, etc.)
- Being combative, argumentative or inordinately jovial while talking
- Lack of awareness in regard to time and place
- Vomiting
- Found in possession of product containing alcohol

Upon adoption, copies of this policy will be distributed to and reviewed with all staff, students, and parent(s) or guardian(s) annually.

Cross-ref: 5300 – Code of Conduct
5440 Drug and Alcohol Abuse
Adoption Date: May 17, 2016

**Garden City Public Schools 5441-R
ALCOHOL CONSUMPTION BY STUDENTS AND BREATH ALCOHOL
TESTING REGULATION**

Process of Testing:

If an administrator possesses a reasonable suspicion that a student has consumed alcohol, based on one or more of the following indicators or other reasonable indicators, the administrator shall request the student to submit to a breath alcohol analysis test.

- Flushed face
- Red, watery, glassy or bloodshot eyes
- Odor of alcohol on breath, clothing or person
- Slurred speech/unable to follow instructions
- Failure to comprehend questions
- Impaired motor skills (i.e. unsteady feet, swaying, etc.)
- Being combative, argumentative or inordinately jovial while talking
- Lack of awareness in regards to time and place
- Vomiting
- Found in possession of product containing alcohol

An administrator or certified staff person who is trained in the use of the breath alcohol testing device shall privately administer the test in the presence of a witness. If the test is positive, unless the student verbally admits alcohol consumption, the administrator shall conduct a confirming test in fifteen minutes. If the student admits consuming or the second test results are positive, the district will (1) notify the student's parent or guardian and request that the student be returned home under parental supervision; (2) call for emergency help if the student is assessed to be at risk for alcohol poisoning or is in need of medical assistance.

Pursuant to State Law, disciplinary action will be taken as indicated by Board Policy 5300 (Code of Conduct). The district administration shall retain positive breath alcohol analysis test records only during the student's enrollment in Garden City Public Schools.

If the Test is Negative:

If the breath alcohol analysis test is negative, the student may receive permission to resume unrestricted activity, providing the appropriate

administrator or event supervisor does not suspect the use of other drugs, or unless other disciplinary rules apply to the student's untoward behavior. If the administrator suspects the use of other drugs or the student appears unable to walk properly/conduct himself/herself in a "normal" manner, the student will be retained in a room for his/her safety. The supervisor will contact the student's parent/guardian, describe the situation, and request the parent take the child home for disciplinary purposes or medical evaluation.

If the Student Refuses the Breath Alcohol Test:

Students who refuse to take the breath alcohol analysis test, upon determination that there is reasonable suspicion that they have consumed alcohol, shall be presumed to have consumed alcohol based upon the refusal and the other indicia of alcohol use that supported the original request to administer the breath alcohol analysis test, and will be subject to all disciplinary measures as indicated by Board Policy 5300. The administrator will then notify the parent or guardian and request that the student be returned home under parental supervision.

Records of students passing, failing or refusing to take an active breath alcohol analysis test, as herein provided, will be maintained by District administrative personnel as a breath alcohol analysis event record but will not be considered a part of the student's permanent academic record. Such "event" records may be used by school personnel only to the extent necessary to administer this policy and Code of Conduct during the school day or at a school related/sponsored event. The records and information contained therein shall not otherwise be released to anyone other than the parent, upon request, unless the records are requested pursuant to a lawful judicial subpoena or other lawful judicial process.

Adoption Date: May 17, 2016

Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, school counselor, an assistant principal or principal. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, an assistant principal, the principal, or the Superintendent of Schools.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution.

Disciplinary Penalties, Procedures and Referrals

Disciplinary procedures shall be fundamentally fair without imposing unreasonable burdens upon school authorities or students.

Because discipline is most effective when it deals directly with the problem at the time and place it occurs, teachers will use various resources to create a change of behavior before seeking outside assistance. Examples of teacher interventions may include, but are not limited to the following:

1. teacher-student conference;
2. parent notification;
3. teacher-assigned detention;
4. teacher conference with grade level administrator and/or school counselor; and/or
5. teacher-parent conference.
6. student-parent conference with the principal

When the teacher has made a reasonable effort to bring about positive behavioral change and has been unsuccessful, the teacher will bring the matter to the attention of the assistant principal.

However, there may be times when an infraction mandates automatic referral to an assistant principal or the principal. The principal and/or an assistant principal shall then take immediate action to stop any further prohibited conduct and confiscate any contraband.

Penalties

Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior. Such action will be appropriate to the seriousness of the offense, and, where applicable, to the previous disciplinary record of the student in question.

Discipline for violations of the code shall be dependent on the nature of the violation and shall be progressive. This means that, as a general

rule, a student's first violation will merit a lighter penalty than subsequent violations.

If the student is found to have committed the violation of which he/she is accused, and assistant principal or the principal may impose the penalties listed in this planner either alone or in combination. The Principal or designee shall take into consideration all relevant factors in determining the appropriate penalty.

Out-of-School Suspension

The Board, the Superintendent and the Principal(s) will have the power to suspend, for periods not to exceed five school days. The Board and/or Superintendent may also suspend such students for more than five (5) days. STUDENTS ARE NOT PERMITTED ON SCHOOL (INCLUDING ALL DISTRICT SCHOOLS) GROUNDS DURING SUSPENSIONS.

One Year Suspension for Possession of a Weapon

Any student found to have brought a weapon, as defined in this code, onto school property will be subject to suspension from school for at least one calendar year after a hearing has been provided pursuant to Section 3214 of the Education Law. A student with a disability may be only suspended in accordance with 5300.45.

However, after the penalty has been determined, the Superintendent will review the penalty and may modify such suspension on a case-by-case basis.

Criminal Offense

In addition, if a criminal offense has been committed (for example, false fire alarm or bomb threat, vandalism, use, sale and possession of weapons, alcohol and/or other contraband substances), the police may be notified. Students who willfully destroy, damage, or deface school property shall be subject to prosecution to the fullest extent possible under the law. Students or their parents or guardian shall reimburse the district for the value of the damaged property as provided by law.

Although occurring off school premises or during non-school hours, a criminal offense which endangers the health, safety, morals, or

welfare of the school community or adversely affects the educative process may result in disciplinary action.

Chronic Truancy

The district shall initiate a referral to the Person in Need of Supervision (PINS) diversion program in cases of chronic truancy involving students of compulsory education age. Contact: School Social Worker

Violent Behavior

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to a minimum suspension of one to five days. The student and the student's parent will be given the same notice and opportunity for an informal conference given to all students, subject to a short-term suspension. If the proposed penalty exceeds a five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students, subject to a long-term suspension. The Superintendent has the authority to modify the minimum suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law § 3214 (3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students, subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students, subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors

considered in modifying a one-year suspension for possessing a weapon.

In-School Suspension

Students may be assigned to in-school suspension or an alternate learning class in accordance with the following:

1. A building principal or an assistant principal may impose an in-school suspension alternate learning class assignment after the student and/or his/her parent(s) or guardian(s) have been given a reasonable opportunity for an informal conference with the principal or assistant principal to discuss the conduct and the penalty involved.
2. Upon imposition of an in-school suspension or alternate learning class assignment, the student's parent(s) or guardian(s) shall be notified of the dates of the in-school suspension or alternate learning class assignment and a description of the incident(s) which resulted in the in-school suspension or alternate learning class assignment.
3. The student's teachers will be notified in writing that alternative instruction assignments for the period of in-school suspension must be provided to the student and/or sent to the in-school suspension room.
4. The suspended student shall report at the beginning of the next school day to the in-school suspension room. He/she must come prepared with books, materials, and alternative instruction assignments.
5. The student will remain in the in-school suspension room during the full school day with appropriate breaks at mid-morning and mid-afternoon. He/She must be prepared to work the entire day. Individual arrangements shall be made for students with disabilities assigned to an alternate learning class so as to provide for continuation of instruction and appropriate modifications.
6. The in-school suspension room and the alternate learning classroom will maintain a quiet atmosphere, conducive to study, with appropriate rules of behavior.
7. The in-school suspension teacher(s) will enforce the rules of behavior in the in-school suspension room and will render tutorial assistance where possible. If necessary, the subject teacher will be contacted for assistance. The teacher will also be alert to student behaviors or problems which may require referral to the Committee on Special Education, school psychologists, school counselor, or other professional. The teacher will also, where appropriate, recommend steps to improve a student's behavior.
8. Completed assignments will be turned in to the in-school suspension teacher or the alternate learning class teacher. Students are encouraged to attend extra help after school where needed.
9. The in-school suspension will be supervised by a certified teacher.

10. No more than 15 students will be assigned to one in-school suspension teacher during in-school suspension.

11. A student's failure to conform with these regulations may result in detention, in-school suspension, or out-of-school suspension.

Dress Code

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 dress and help students develop an understanding of appropriate and respectful appearance in the school setting.

Students shall:

1. Attend school appropriately dressed in a manner that meets health and safety standards and does not interfere with the learning process;
2. Cover midriffs and underwear; they shall wear pants, shorts, skirts, and skirts no shorter than mid-thigh in length, including slits;
3. Not wear tube tops, net tops, halter tops, bathing suit attire, plunging necklines (front or back), and see-through garments. *All undergarments must be covered;*
4. Not wear items that
 - i.e. Might be considered vulgar, obscene, or libelous;
 - ii. Denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability;
 - iii. Promote or endorse the use of alcohol, tobacco, or illegal drugs;
 - iv. Encourage illegal or violent activities;
 - v. Are contrary to the school's educational mission
5. Wear safe footwear at all times
6. Not wear hats in the classroom except for a medical or religious purpose
7. Not wear potentially dangerous items such as chains, spikes etc.

Students and their parents will be informed of the student dress code at the beginning of the school year and any revisions to the dress code during the school year.

Students who violate the student dress code shall be required to modify their appearance according to the regulations determined by the school. Any student who refuses to do so shall be subject to disciplinary action.

Procedure for disciplinary action:

1. Student will be given a warning and must have available clothing to change into; and
2. Parent will be contacted

Contact: Assistant Principal

Eligibility Policy

Students who fail two or more courses in a marking period will be declared ineligible for all after-school activities including all clubs, field trips, dances and sports for the entire marking period. The failure list will be reviewed by the Eligibility Committee, counselors and administrators. Ineligible students will be notified by mail and the date the ineligibility will begin will be specified. If an incomplete grade is not made-up in the specified time and is changed to a failing grade, the student may become ineligible if this results in two failures.

Students who wish to appeal their status should obtain an appeal form from the assistant principal. Parents, administrators, counselors or faculty members can initiate an appeal on behalf of a student. A meeting will then be scheduled with the Eligibility Committee to hear the appeal.

Students with 2 or more failures in the 4th quarter may be ineligible during the 1st quarter of the next year.

The Eligibility Committee may also review students with attendance or discipline problems.

Contact: Assistant Principal

English Writing Benchmarks

As part of the English curriculum, students are exposed to writing across multiple genres. Each quarter, students in grades 9-12 are required to complete a course-wide benchmark writing assignment as part of their coursework. In addition, research papers at select grade levels will also be part of the writing experience. The exposure to a variety of genres will enhance student knowledge, capability, interdisciplinary perspective, and comfort level as they engage in the writing process.

Contact: English Curriculum Coordinator

Extra Help

One day per week teachers shall provide extra help. Extra help shall commence ten (10) minutes after the end of the student day and last for forty (40) minutes. With the approval of the Principal, extra help may be scheduled before school. Contact: Classroom Teacher

Field Trips

Students must have parental permission to take all field trips. Parental permission slips are kept by the sponsoring staff member. On all field trips students must return with the group unless they have prior special written permission from their parents to do otherwise. The principal or an assistant principal must approve this permission. Students who exceed seven (7) absences (all day or for a particular class) in a quarter may not be permitted to go on field trips, both day and overnight, for the remainder of that quarter and for the following quarter. Contact: Classroom Teacher

Fire Drills

During a fire drill, these procedures should be observed:

1. Students should leave the building by the exits indicated for each room and area, or as indicated by the teacher.
2. Exiting should be accomplished quickly and quietly.
3. Once outside the school, students are to remain with their class so that teachers can be assured that all have exited safely.

Fraternity – Sorority Activity

In accord with both local Board of Education policy and New York State Law, any fraternity or sorority activity on school grounds will be referred for appropriate disciplinary action.

Grading Policy

Final Averages: For full year courses, each of the 4 marking period grades will count 18% toward the final grade (for a total of 72%). The midterm will count 8% and the final exam will count 20%. In cases where a midterm is not offered, each of the 4 marking period grades will count 20% toward the final grade (for a total of 80%). For semester courses, each of the 2 quarter grades are worth 40% and the Final Exam will be worth 20%.

Weighting: Honors courses and A.P. courses are weighted by a factor of 1.03 (Honors) and 1.06 (A.P./College Level Courses). This factor is multiplied times the raw score and is reflected in the weighted GPA. [Students in courses that do not offer honors as an option, will be issued honors credit at the end of the course when they have completed all additional work assigned.] Physical education grades are not computed in the GPA.

If a grade is inaccurately reported on the report card, a grade change form must be completed and signed by the subject teacher and approved by the principal or assistant principal. Incomplete grades must be made up within two weeks of the report card being issued.

If a student repeats a failed course during the regular school year, both courses and grades will be listed on the transcript. If a student retakes a Regents exam, only the higher score will be reported on the transcript.

Transcripts: Regents exam grades will appear on transcripts. Seniors who drop courses in senior year will have an updated transcript mailed to their college indicating the dropped course and withdrawal grade. Any student failing to take an Advanced Placement test will have the AP designation removed from the transcript.

Honor Roll:

Principal's List 92% and above
First Honors 87% and above
Second Honors 83% and above
Honor Roll is based on the unweighted GPA

Abbreviations:

INC Incomplete
WP Withdrawn Pass
WF Withdrawn Fail
NC No Credit due to excessive absences
AUD Audit
F Fail (65% is the numerical passing grade)
Contact: Classroom Teacher/School Counselor

GRADUATION REQUIREMENTS

<u>Required Subjects</u>	<u>Local* and Regents Diploma</u>	<u>Regents Diploma Advanced</u>
English	4	4
Social Studies	4	4
Math	3	3
Science	3 including 1 lab science	3 incl. 2 lab sciences
Health	½	½
Art/Music	1	1
Electives	3½	1½
Phys. Ed. (4yrs.alt.days)	2	2
World Language	<u>1</u>	<u>3 ***</u>
TOTAL UNITS	22 credits	22 credits

ASSESSMENTS ****

<u>Local and Regents Diploma**</u>	<u>Regents Diploma –Adv. Designation**</u>
English Regents	English Regents
One Math Regents	Algebra Regents
One Social Studies Regents	Geometry Regents
One Science Regents	Algebra 2 Regents
	Global History Regents
+	U.S. History Regents
One Humanities, STEM, LOTE, CTE, CDOS or Arts Pathway Approved Assessment	Two Science Regents -Living Environment and -(1) Physical Setting
	World Languages Assessment (FLACS Checkpoint B Exam)
	<u>or</u>
	5 units of credits in a sequence in Art, Music or Business

Regents Diploma with Math and/or Science Distinction
 3 Math Regents with 85% or above on each exam and/or
 3 Science Regents with 85% or above on each exam

***Local Diploma**

Students who do not meet requirements for a Regents Diploma may be eligible for a Local Diploma (see your counselor for local diploma requirements.) This information can also be found at:

<http://www.p12.nysed.gov/part100/pages/1005.html#c>

** Students can receive either a Regents Diploma with honors or Regents Diploma with Advanced Designation with honors if the overall average of required Regents Exams is 90% or higher. Students can still earn all diploma seals and endorsements using a combination of Regents exams and a student's final course grade.

***May substitute 5 units of credit in a sequence of Art, Music or Business

**** Regents exemption due to Covid-19 – Students granted an exemption from any examination are not required to pass such specific examinations to meet the assessment requirements for any diploma type (local, Regents or Regents with Advanced Designation). Exemptions remain with students through their graduation or through exiting high school. Please see your counselor with any questions. June 2022, June 2021, June 2020

****Regents special appeal – all students who meet the eligibility conditions may appeal to earn a diploma with a lower score on a Regents examination. Please see your counselor with any questions. June 2022 through August 2023.

Hall Passes

Students are responsible for having a pass when they leave a classroom. This must be an official GCHS hall pass. Students who are found to be in the halls without a pass may be written up at the discretion of the teacher or the hall monitor.

Honors Selection Process

Our ultimate mission is to ensure that our students are prepared to meet future challenges. All students should be encouraged to do their best at all times and to develop strong study and work habits in order to become college and career ready. The criteria and process for placement in honors classes is as follows:

Honors Criteria - Grade 9

Students with a Quarter 1, 2 and 3 cumulative average of 92 or higher and a midterm examination or benchmark examination score of 90 or better in a subject area, will be invited to enroll in the 9th grade honors level course. Where there is no midterm or benchmark examination grade, the class average will be the sole criterion.

Students with a class average of 90-91.99 will be reviewed for honors placement using an established skill set. The department will conduct the review and submit a recommendation for placement.

Honors Criteria - Grades 10-12

Students who are currently enrolled in an honors course will remain in the honors curriculum if they have at least an 85 cumulative average for Quarters 1, 2 and 3 and a 90 on the midterm or benchmark examination, where applicable.

Students who are currently enrolled in a Regents course will be invited to enroll in an honors or AP course with a Quarter 1, 2 and 3 cumulative average of 92 or higher and a 90 or better on the midterm or benchmark examination. Where there is no midterm or benchmark exam grade for consideration, the class average will be the sole criterion.

Students on the cusp within a 2-point range of the Quarter 1, 2 and 3 grade point average established for automatic placement (Honors: 83-84.99, Regents 90-91.99), will be reviewed for honors placement by the department. Consideration for honors placement will be made using established department criteria.

For Science only – students may self-select to take honors or AP classes. Students will be preliminarily placed based on their class average, midterm grade and teacher recommendation. Students can complete the Science opt-in Google form to self-select without appeal, stating that the student understands the fast-paced rigor of the course.

Course placements will be distributed after Quarter 3. In the event that a student is not satisfied with the recommendations and placement, and if the student meets the cusp criteria necessary, and requests further consideration, the student must complete the

“Honors Appeal” Google form. Appeals must be filed with the H.S. Counseling Center before the last day of school. Curriculum Coordinators, Lead Teachers, and School Administrators will serve as the appeals committee and evaluate the information and render a decision. Parents will be notified about the outcome of the appeal.
Contact: Curriculum Coordinator/School Counselor

Library

Students are encouraged to use the library for quiet study and research and class work. The procedures for library use are as follows:

Library – Study Hall, Lunch Periods and “Senior Privilege” Periods:

Students coming to the library from study hall or a classroom must first obtain a pass from their teacher. Seniors with unassigned “senior privilege” periods do not need a pass to enter the library. Students can also come to the library during lunch periods. All students must sign-in to the library using their 6-digit student ID number. At all times, students coming to the library are expected to study and work on assignments. Students choosing to come to the library are obliged to remain for the entire period.

Library Rules: Library rules remain in effect at all times including after school and during lunch periods. This means: no food, no drink, no cell phones and no inappropriate or disruptive behavior. For repeated infractions, students may be subject to disciplinary action.

Library Resources and General Information: Twenty computers and 30 Chromebooks that include access to the library’s databases, eBooks and other high-quality online resources are available for work and research, only. Books and Kindles can be checked out for a period of three weeks and can be renewed. Students are invited to sign-in to the library’s Innovation Lab, a makerspace area where students can collaborate on maker activities including access to chess, a green screen, augmented and virtual reality, knitting and sewing. The library staff appreciates volunteers and welcomes library aides. During the school day, librarians are available to assist students with research and book selection. Library hours are 7:35 a.m. to 4:30 p.m. Monday - Thursday and 7:35a.m. to 4:00 p.m. on Fridays.

Lockers

Lockers are assigned to all students. All students must use school issued locks. All assigned lockers must have locks on them at all times. Students may not switch lockers without administrative approval. Locks that are not school issued will be removed. Upon graduation the main office will collect all school locks.

Students are not permitted to share lockers. Students are cautioned against possession of large amounts of cash and/or valuables while in school. The school is not responsible for lost or stolen property.

Students are advised that lockers are school property and may be subject to search if conditions warrant doing so. *See Physical Education section for information about lockers in the locker rooms.*

Contact: Assistant Principal

Lunch

Lunch may be purchased in the school cafeteria or brought from home to eat in the cafeteria. Students may not order food from the outside to be delivered. Each student is responsible for assisting in maintaining the neatness and cleanliness of the table.

Students may use the bathrooms directly outside the cafeteria during lunch. Students may go to the library for quiet study/research. Students are not permitted outside (except seniors with privileges). Students may see teachers, counselors etc. if they have a hall pass. Students are not permitted in other areas of the building since this will disturb classes in session.

Students who cause problems in the cafeteria will be subject to disciplinary action.

Cafeteria Rules:

- 1) Be respectful to teachers and staff.
- 2) Be respectful to other students.
- 3) Be respectful of your school and the personal property of others.
- 4) Clean up after yourself.
- 5) Place trash in cans. Push in your chairs when leaving.
- 6) Do not leave until dismissed. Go to lockers before going to the cafeteria or when dismissed.

Math Lab

The Math Lab, located at the back of the library, is available to any student during the lunch periods – regardless of their math course. The Math Lab is staffed each lunch period by one of our math

teachers. Typically, students go to the Math Lab after eating lunch. In addition to asking individual questions, students can use the Math Lab computers to complete on-line assignments and other review material.

Medical

A student who becomes ill or is injured during the school day should report to the Health office or if the nurse is not available, to the main office. Except for emergencies, parents must sign-out students before the student leaves the school building. Only the Principal, Assistant Principal and school nurse may give permission for the student to leave the building.

Medications: Any student who needs to take prescription or non-prescription medications during the school day must submit a completed written "Authorization for the Administration of Medication" form. Students who need to carry their medication with them should submit the "Self-Medication Release Form" in addition to the "Authorization for Administration of Medication" form. These forms must be completed by the parent and licensed health care provider. Medications must be delivered to the nurse's office, by an adult, in the original container or the container dispensed by the pharmacy. No student is permitted to carry medication during the school day or at after school activity without the completion and submission of those forms.

New York State education law requires that all students be immunized against diphtheria, pertussis, tetanus, polio, measles, mumps and rubella (German measles), and Hepatitis B. Students are also required to have the Varicella Vaccine or a health care provider diagnosis of chicken pox. All 12th grade students are required to receive an adequate dose or doses of vaccine against meningococcal disease. A certificate of immunization or a statement of disease history from a physician or clinic must be in every student's health record. This statement must include dates of immunization and/or diseases. No student can be admitted to school without a certificate. Every student currently attending school must be completely up to date on all immunizations.

Physicals: New York State Education Law requires all new students and those entering 9th and 11th grade to have a physical exam by a licensed health care provider no more than 12 months prior to school entrance. This physical exam should be presented to the school nurse at the opening of school in September. After 30 days, the School Physician may provide this examination. The School District requests a student dental health certificate at the same time the required health appraisal is submitted to school.

Crutches: A student who has sustained an injury requiring the use of a wheelchair or crutches/cane in school MUST present a medical note from a NYS licensed healthcare provider stating a diagnosis and the need for use of wheelchair/crutches at school.

Healthcare Provider Notes: All health care provider notes should be brought to the school nurse. Contact: Health Office

National Honor Society

NHS is the Garden City High School chapter of the national organization. Membership is by invitation and is based on charter guidelines concerning student character, scholarship, leadership and service to the school and community. Students must be involved in at least one school activity. A *faculty council* oversees the entire process.

The scholarship requirement is a cumulative *un-weighted* GPA of at least **92** and/or a *weighted* GPA of at least **94** after the completion of the first semester of the junior year. Courses taken in the eighth grade that are part of the high school transcript are included.

Students must complete a minimum of **65** hours of documented community service. The minimum requirement has been lowered to **55** hours for the Classes of 2023 and 2024 due to Covid-19. We expect to return to the 65 hour requirement for the Class of 2025.

Community service hours must be performed **OUTSIDE** the school day. **Written documentation on official letterhead from the organization must include the number of hours and the dates served. Obtain the documentation at the time the service is completed so that you have it in your records. This will save time during the application process.** If you are part of a community service group, such as Garden City Service League of Boys or National Charity League, service hours must

still be documented by the organization for which the service was performed. Hours verified by parent leaders of these groups will not be accepted. In addition, guidance department community service forms will not be acceptable substitutes for official documentation from service organizations. These may only be used to document school service hours outside the school day.

A list of leadership positions will also be requested. This should include all elected or appointed leadership positions as well as positions of responsibility held in school and in the community.

The character assessment is based on faculty input, as well as attendance, discipline, and detention records. Members of the faculty are given a list of the students who meet the scholarship requirement and are asked to nominate the students they feel meet the criteria of exceptional character. There is no limit to the number of students a faculty member may nominate. Students must have a net total of at least 9-character nominations after attendance and discipline records have been assessed. Unexcused lateness to school 5 times will deduct *one* faculty nomination from the nomination total. Unexcused absences will be treated in the same fashion. Students and parents do not participate in this part of the process. The character criteria are listed below:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior. (cheerfulness, friendliness, poise, and stability)
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Regularly shows courtesy, concern, and respect for others.
- Observes instructions and rules, is punctual and faithful both inside and outside the classroom.
- Has power of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies.

- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps rid the school of bad influences or environment.

Juniors who meet the scholarship requirement will be invited to complete and submit a form that includes activities completed from July 1, 2020 through January 31, 2023. Invitation letters will be mailed to juniors no later than February 10, 2023. Students will be asked to attend a meeting at which they will sign for an application envelope containing the application form. The completed application and all supporting documentation must be returned in that envelope. Applications are due March 15, 2023. Notifications as to the outcome of the selection process will be mailed no later than April 5, 2023. Appeals regarding non-selection must be made in writing to the Principal no later than April 20, 2023.

New members will be inducted during a ceremony in April. The National Honor Society members meet once a month. All members are required to take part in the NHS community service project, as well as an individual community service project. Details regarding this will be discussed at the first meeting of the school year. Meetings are mandatory and must take precedence over any other activities. The meetings are held on the first Monday of each month at 7:10 am in the auditorium. Students who don't fulfill the obligations of the society may have their membership re-evaluated.

Each fall, the faculty is asked to reconsider the seniors who were not inducted the previous spring. After the first quarter is completed, seniors who meet the above listed scholarship requirements will be contacted by mail and asked to submit the same information as stated above. Consequently, a senior could be admitted to NHS in December.

Parking

In August and January, a lottery for senior parking spaces will occur. Permits will be issued for one semester only, in an effort to give as many seniors the privilege to park on school grounds as is possible. Only seniors with a Class D driver's license and a school issued parking permit may enter the lottery and use the parking lot. A student should not park in the sections reserved for the faculty or visitors.

Loitering and congregating in cars or in the parking field is not permitted. Unsafe driving in the parking lot or inappropriate use of the car will result in suspension of the student's right to use the parking area and other penalties.

Students are reminded not to park in handicapped spaces or fire zones. Students must present a valid Class D driver's license and vehicle registration to receive a parking permit. Parking permits should be mounted and visible on the vehicle's rear-view mirror. Additional student parking is available on Rockaway Avenue in front of the bleachers. **Juniors may not park on school grounds.**

If a senior abuses his/her parking privileges, loses senior privileges and/or becomes ineligible, he/she will lose their parking privileges.

Contact: Assistant Principal

Physical Education

The Garden City Physical Education program is based upon the acquisition of knowledge and skills that are the foundation for engaging in a physical literate lifestyle. Our mission is to empower all students to sustain regular, lifelong physical activity as a foundation for a healthy, productive and fulfilling life.

The Garden City High School Physical Education curriculum is a sequential educational program. It is based on physical activities undertaken in an active, caring, supportive and nonthreatening atmosphere in which every student is challenged and successful. We aim to provide every student with a wide variety of physical activities and challenges that will contribute to the development and maintenance of their physical, cognitive, and affective well being. Ultimately students will be provided with the foundation for making informed decisions that will empower them to achieve and maintain a healthy lifestyle.

Attendance – Please see HS website, Physical Education Department.

Programs and Program Changes

During the spring semester, school counselors meet with students to help them make appropriate course choices for the next year's program. Subsequent to program requests being made, student's course selections are distributed. Should any changes need to be made, students will notify his/her counselor. The student will set up

an appointment with his/her counselor. Based on the courses selected, the Master Schedule is developed. Therefore, it is imperative that students carefully make choices when selecting classes.
Contact: School Counselor

Progress Reports

Teachers will evaluate the performance of students and send a report to parents approximately four weeks before the quarter ends. Both students and parents are encouraged to review the report. If there are any questions about comments made on the report, parents should contact the teacher and /or the school counselor. The progress report is available on the parent portal. An e-mail notification will be sent when the progress report is available.

Contact: Classroom Teacher

Research

As part of the 6-12 research curriculum, students at Garden City High School engage in formal research and produce an original piece of work each year. The research process is taught incrementally; at each grade level students further develop their research skills in English, Science and/or Social Studies. A research guide was created by members of the Garden City High School Research Committee to help guide students through the research process; it is available on the high school homepage. Additional research support materials may be downloaded from the Garden City High School library homepage.

School Psychologist

The school psychologist is the chairperson of the Subcommittee on Special Education. The school psychologist is also available to meet with students with a variety of concerns which may involve school, social, and family issues. Students may wish to initiate contact directly with the school psychologist or referral may be made by the school counselor, staff, or parents. All meetings with the school psychologist are confidential unless there is concern for safety.

Contact: Ms. Mauceri or Mrs. Berenbroick

School Social Worker

Social Work services are available to all students and their families in order to support and enhance the social-emotional well-being of our youth. Services include consultation, supportive counseling, information and referral to community and transition resources,

collaboration with support providers, substance abuse and other high-risk prevention education, and various leadership programming. The social worker also works with the Nassau County Department of Human Services and OASAS (Office of Alcoholism & Substance Abuse Services) to provide prevention services and promote a healthy lifestyle for Garden City Youth as well as all residents. All meetings with the school social worker are confidential, unless there is a concern for safety. Contact: Mrs. Grappone

Senior Privileges

All seniors, except those on administrative probation, are granted a maximum of one unassigned period in place of a regular study hall.

- Seniors may leave school grounds during these unassigned periods or during their lunch period.
- It is recommended that students utilize the library, writing center or guidance center during these times.
- Seniors may not loiter or wander the halls.
- An Administrator may suspend senior privileges.
- Parents who do not wish their son or daughter to have these privileges should notify an administrator.
- Senior privileges are suspended during all emergency situations including drills.

Privileges can be suspended or removed due to:

- Disciplinary incident(s)
- Excessive lateness/absence to school
- Poor academic performance (failures)
- Misuse of senior privileges – Ex: driving an underclassmen off the property
- Ineligible status

Seniors must enter and exit at the Merillon Entrance only. All students must carry their I.D. cards at all times.

Contact: Assistant Principal

Senior Prom:

The Senior Prom is the annual dance given for the senior class by the junior class. Invitations are given to all **eligible** seniors. The dress is formal. The prom is held out of school. Seniors who owe detentions at the time of ticket purchase will not be permitted to purchase prom tickets.

Contact: Assistant Principal

Sexual Harassment and Assault

Sexual harassment and assault are against the law, against School Board Policy, and violates personal dignity which is against school philosophy for respect, responsibility, and caring. Therefore, everyone in the school community should know the information below and be responsible to act appropriately.

Definition of Sexual Harassment - Any or all of these terms may be used to define sexual harassment:

- Unwelcome
- Unwanted
- Unsolicited
- Makes one or more persons sad, mad, or both
- May be physical or verbal
- Offends
- Subjective, defined by the person being targeted

Some examples are listed below:

- Uninvited comments, jokes, innuendos, gestures and/or looks of a sexual nature including howling, catcalls, and whistles
- Unwelcome reference to gender or sexual orientation and/or name calling
- Uninvited telephone calls, e-mails, letters, or materials of a sexual nature
- Uninvited pressure for sexual favors
- Uninvited touching, grabbing, pinching, etc.
- Unwelcome, flashing, mooning, and/or viewing of another who is dressing or showering
- Uninvited use of sexually offensive pictures and/or graffiti or jokes
- Intentionally blocking or brushing up against another
- Obscene design on clothing, pins, or other similar materials
- Forcing a hug, kiss, or other sexual action
- Sexual rumors and requests for sexual favors
- Rape and attempted rape

What to do if this happens to you:

- Realize this is not your fault.
- Do not ignore the problem.
- It is your right to go to school in a safe environment.

- Take action to protect those rights.

Reporting Sexual Harassment:

The incident may have occurred with a classmate or a teacher. Either way, the incident should be reported to a trusted adult. This may include a counselor, administrator, teacher, social worker, psychologist, or parent. The adult can help you speak to the other party, decide what action to take, help you inform the other person that the actions were unwanted, or help you file a complaint. If the harassing behavior is continuous, physical in nature, threatening, or intimidating, it should be reported immediately.

Consequences for Sexual Harassment:

SEXUAL HARASSMENT IS AGAINST THE LAW AND SCHOOL POLICY AT ALL LEVELS.

"Consequences for Inappropriate Behavior," as listed in the Handbook, will apply to students who have committed sexual harassment. In addition, those who have been sexually harassed may choose to take legal action.

*This information is legal and common information. It was collected from several documents listed below:

Fink, Marjorie, C.S.W., *Adolescent Sexual Assault and Harassment and Prevention Curriculum*, Learning publications, Inc. Holmes Beach FL, Appendix H, Pg. 172-173.

Flirting or Hurting, Pg. 37, 1994 National Education Association and Wellesley College, Center for Research on Women. Originally appeared as *Stop Sexual Harassment in Schools* by Nan Stein in *USA Today* (May 18, 1993) IIA.

Contact: School Counselor or Assistant Principal

Snow Delay/Delayed Openings

This information will also be posted on the Garden City School District website. When school is closed or there is a delayed opening, students will receive a message via the Connect Ed Messaging System.

Social Media

A. Definition of Social Media

Social media is defined as any form of online, web-based publication or presence that allows interactive communication and collaborative sharing including but not limited to social networks, blogs, Internet websites, Internet forums, and wikis. Examples of social media sites

that may be used for educational purposes include but are not limited to Edmodo, Twitter, and YouTube.

B. Educational Purpose

Garden City Union Free School District recognizes that use of web-based social media can provide many opportunities for students to engage as 21st century thinkers and learners. As such, this section of the District's Acceptable Use Policy states the policy and procedures for school-based use of social media by staff and students under the direction of District staff. Social media sites offer 24/7 availability whether on or off school property. As such, students are expected to adhere to all laws and guidelines whenever and wherever they engage in the use of social media for educational purposes. Use must adhere to all federal, state and local laws, including but not limited to the Children's Online Privacy Protection Act

(<http://www.coppa.org/coppa.htm>), the Family Educational Rights and Privacy Act

(<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>), laws governing intellectual property, and all guidelines of Garden City Union Free School District's Acceptable Use Policy:

[http://www.gardencity.k12.ny.us/UserFiles/Servers/Server_879883/File/new/2011-2012%20AUP%20Staff-](http://www.gardencity.k12.ny.us/UserFiles/Servers/Server_879883/File/new/2011-2012%20AUP%20Staff-Student%20complete%20HSMS.pdf)

[Student%20complete%20HSMS.pdf](http://www.gardencity.k12.ny.us/UserFiles/Servers/Server_879883/File/new/2011-2012%20AUP%20Staff-Student%20complete%20HSMS.pdf). Recognizing that social media can be misused for cyber-bullying, all usage must be in compliance with the District's Dignity for All Students Act (DASA) policy as stated in the District's Code of Conduct:

http://www.gardencity.k12.ny.us/UserFiles/Servers/Server_879883/File/5300%20%20Code%20of%20Conduct.pdf.

Access to the District's network and use of social media is a privilege, not a right. The District reserves the right to access, view or monitor any information or communication stored on or transmitted over the District's network, or on or over equipment that has been used to access the District's network, in the event a user is suspected of being involved in inappropriate use.

Social media sites that are used for educational purposes must be designed to address reasonable instructional, educational, or extra-curricular program goals. The staff member using social media agrees to oversee its appropriate use by students. Staff must establish ground rules for the educational use of social media sites such as time

limitations for interactions, and appropriate topics and language to maximize sites' educational potential while minimizing disruptions.

The social media section of Garden City Public Schools Acceptable Use Policy is meant to provide general guidance for the educational use of social media by staff and students under the direction of a faculty member and does not cover every potential situation. Staff should contact their immediate supervisor with any questions or concerns.

C. Personal Safety and Security

1. Students and staff are strongly advised not to mix personal social media accounts with those used for educational purposes. District employees should not use their personal email addresses for professional, school-based social media activities. Rather, employees should use a professional email address that is completely separate from any personal social media they maintain. Utilizing the District's network or technology resources to access and/or post to personal social media accounts while on school grounds, using school transportation, or during a school-sponsored event or trip, is not permitted.

2. Each student is responsible for his/her individual postings to social media used for educational purposes. What is inappropriate in a classroom or study area is inappropriate on social media. Any misuse of social media by a student may result in disciplinary actions, in accordance with the District's Code of Conduct.

3. Students will not post personally identifiable information about themselves or others. Personally identifiable information includes but is not limited to photos, addresses, telephone numbers, age/date of birth, Social Security numbers, personal passwords, and student ID numbers.

4. Students must promptly disclose to a teacher or staff member any inappropriate message, language, illegal activity, or outside user attempt to contact or meet them received through the School District's network or computers, and to a parent or guardian at all other times.

5. Students will notify a teacher or staff member if they identify a possible security problem with the social media site or the District's network.

D. Educational Use of Social Media

1. Students will treat social media space and communication as public and conduct themselves as they would in a classroom or school workspace. Students must conduct themselves according to the highest standards of expected behavior, personal integrity, and academic honesty as outlined in the District's Code of Conduct and be in compliance with the District's Dignity for All Students Act (DASA) policy. Once posted, online comments can become permanent. Consequences and disciplinary action for violation of any of the District's social media policy are aligned with those in place for Academic Misconduct. Staff using social media will monitor the site and all posted comments for appropriateness on a regular basis.
2. It is recommended practice that social media sites used for educational purposes be set up as private group accounts, unless there is a specific educational need for the site to be public. However, all communications facilitated by social media, whether private or public, should be considered as public and therefore, are subject to all laws, and must conform to the guidelines of all sections of the District's Acceptable Use Policy.
3. To ensure the security and safety of the students and staff, social media activities are monitored by the District. There is no expectation of privacy. The District reserves the right to access, view, monitor, and direct the staff account holder to delete any information or communication stored on or transmitted using social media sites established for educational purposes. The District also reserves the right to suspend or terminate access to social media.
4. School-based social media must be in compliance with all District policies and all laws governing the disclosure of confidential information and personally identifiable student information. Students who participate in school-based social media may not be permitted to post photographs or videos featuring other students or staff without the prior approval of the staff monitoring the site. If images of students are to be posted on a school-based social media site, the staff member in charge must ensure that the appropriate parental consent for such posting is obtained.
5. All current District policies and regulations that govern student and employee conduct may be applicable in the social media environment.

STANDARDIZED TESTING DATES – Projected dates as of June 2022. Dates and administrations are subject to change due to Covid-19 restrictions.

ACT Testing Dates – Administered at Garden City High School

<u>Exam</u>	<u>Test Date</u>	Regular	Late
		<u>Registration Date</u>	<u>Registration Date</u>
ACT	July 16, 2022**	June 17, 2022	June 24, 2022
ACT	Sept. 10, 2022	Aug. 5, 2022	Aug. 19, 2022
ACT	Oct. 22, 2022*	Sept. 16, 2022	Sept. 30, 2022
ACT	Dec. 10, 2022*	Nov. 4, 2022	Nov. 11, 2022
ACT	Feb. 11, 2023*	Jan. 6, 2023	Jan. 20, 2023
ACT	Apr. 15, 2023	Mar. 10, 2023	Mar 24, 2023
ACT	June 10, 2023*	May 5, 2023	May 19, 2023
ACT	July 15, 2023**	June 16, 2023	June 23, 2023

***The ACT exam is not offered at GCHS on this date.**

****The ACT Exam is not offered in NYS on this date.**

Go to www.my.act.org to register.

SAT Testing Dates – Administered at Garden City High School

<u>Exam</u>	<u>Test Date</u>	Regular	Late Online
		<u>Reg. Date</u>	<u>Reg. Date</u>
SAT	Aug. 27, 2022*	July 29, 2022	Aug. 16, 2022
SAT	Oct. 1, 2022	Sept. 2, 2022	Sept. 20, 2022
SAT	Nov. 5, 2022*	Oct. 7, 2022	Oct. 25, 2022
SAT	Dec. 3, 2022	Nov. 3, 2022	Nov. 22, 2022
SAT	Mar. 11, 2023	Feb. 11, 2023	Feb. 28, 2023
SAT	May 6, 2023*	April 7, 2023	Apr. 25, 2023
SAT	June 3, 2023	May 4, 2023	May 23, 2023

***The SAT Exam is not offered at GCHS on this date.**

Go to www.collegeboard.com to register.

PSAT/NMSQT Test – Saturday, October 15, 2022 at 7:45 AM

(Registration In-House TBA for 10th and 11th Grade Students Only).

All 11th Grade students should register for this test as it is the National Merit Scholarship Qualifying Test. The PSAT is a test designed for juniors, as a pre-test to the SATs.

Contact: Counseling Center ACT: Ryan Shanley SAT: Patrick Doyle

The Student Government

The Student Council represents the student body in Garden City High School. The Council is open to all students who wish to participate. This group serves to give the students an opportunity to participate in planning student activities as well as being the voice of the student body in the Garden City Senior High School.

Meetings: The General Student Council meeting will occur twice every month. (Subject to change).

The Election of the Executive Branch:

1. All candidates for the offices of the Student Council must obtain the approval of the sponsor of the Student Council before they are eligible to run for offices.
2. All candidates for the offices of the Student Council must be members of the Sophomore and Junior classes prior to the year that they plan to run for office. A candidate for the office of President must be a member of the Junior class prior to the year that they plan to run for office. Exceptions will be made only in case of not enough candidates.
3. All candidates must be in good standing with respect to grades and attendance.
4. Candidates may apply for a position by receiving a minimum of two letters of recommendation from teachers and submitting a letter of intent.
5. A faculty committee will select the officers based on the criteria above and on attendance at the current year's meetings.

Grade Governments: All grades within the General Organization of Garden City High School shall be governed by the faculty-sponsored grade or class governments under class or grade constitutions. The grade governments may handle their own finances.

Contact: Student Council Advisor

Student Guidance and Counseling

School Counselors are available to assist students in their caseload with educational planning, career and college information, study skills and/or concerns related to home, school or social issues. Grade level student and parent nights will be listed on the District Calendar and annual attendance is important to keep current with guidance information.

School Counselors see students several times throughout the year for scheduling, academic, career and college planning, classroom presentations, etc. and invite parents to have individual appointments at designated and appropriate times of the year according to our Guidance Plan. Students and parents may arrange to meet with his/her counselor at any time by calling the Counseling Center at (516) 478-2012. Please see our department website for more information. <http://highschool.gardencity.k12.ny.us> under the Guidance Tab.

Contact: School Counselor

Student Respect

It shall be the responsibility of each student:

- To work to the best of his or her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
- To conduct himself or herself, when participating in or attending school-sponsored extracurricular events, as a representative of the district and as such, hold himself or herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibilities for his or her actions.
- To follow the direction of all school staff members courteously.
- To speak in a considerate manner and not use foul or offensive language.
- To respect school property and the property of others.
- To walk in the hallways quietly.
- To respect student work displayed in the building.
- To act in a way that leads to a safe, secure and welcoming school atmosphere.
- To treat others the way that he or she would like to be treated.

Summer School

Summer School is available to students who need to repeat a class, due to a failing grade below 65. No courses offered at an approved summer school may be taken for advancement. Students may pre-register for summer school (maximum of two classes) through the Counseling Center. Payment (cash or money order) for summer school will be required at the time of registration at one of the recommended summer school locations. Contact: School Counselor

- 1) If a student is repeating a course in summer school due to a failure, both courses will be listed on the transcript. If a student is repeating a course for a higher passing grade, the summer school final grade and the final year grade in the course will be averaged together.
- 2) If a student retakes a Regents exam, only the higher score will be reported on the transcript.
- 3) If a higher Regents score is attained, the final grade in that subject will be recalculated and the final grade changed if warranted.

Contact: School Counselor

Telephones and Telephone Messages

Students may use the telephone in the Main Office or the Attendance Office. Students may not be called to answer phones or receive messages during school hours.

Testing Policy

1. If a student has three or more full period tests scheduled in a day, that student may utilize a form provided to obtain the signatures of all teachers giving tests. The form will be given to the teacher of the first/last test (Note: each quarter the test to be missed will alternate). The student will be excused from that test and must take a make-up test at the discretion of the teacher. If there are more than three tests, copies will be given to the teachers of the first two/last two tests, etc.
2. The form must be submitted to the teacher no later than the day before the scheduled tests.
3. It will be policy that teachers give students a minimum of two days' notice of a full period test.
4. Missing a test because of tardiness to school nullifies the policy. Students coming in late to school and missing a scheduled test must take all remaining tests that day even if a form has been completed and submitted.
5. This policy may be used only one time for a specific test. If a make-up test is scheduled on a day when the student has two other tests, the policy does not apply.

Note: A student may opt not to exercise this policy and take all tests as scheduled on a given day.

Contact: Curriculum Coordinator

Tri-M Music Honor Society

Tri-M is the Garden City High School chapter of the national organization, sponsored by NAFME: The National Association for Music Education. Membership is by invitation and is based on chapter guidelines concerning musicianship, student character, scholarship, leadership and musical service to the school and community.

In the fall every year, an opportunity will exist for music students to nominate themselves for consideration.

The musicianship guideline is very flexible. Students must demonstrate that they participate in both a school ensemble and an additional music activity. That could be a second curricular ensemble such as Jazz Band, Vocal Jazz Ensemble, Chamber Orchestra or Marching Band. It could also mean being part of the musical, the pit orchestra or outside groups such as MYO. Participation in musical events such as NYSSMA, All-County or private lessons may also be considered. This requirement may also be fulfilled through a music teacher recommendation.

Candidates must maintain an average of at least a 90 in music ensemble classes and a cumulative GPA of an 80.

The names of the students who meet musical and scholarship requirements are then forwarded to the faculty for character recommendations.

New members are inducted during a formal ceremony in late winter/early spring. Members of the group hold monthly meetings and are required to participate in numerous school and community music events. Members serve as ushers and stage crew for high school concerts, assist with NYSSMA, and support the work of their student colleagues in all of the school's music ensembles. Students who don't fulfill the obligations of Tri-M may have their membership reevaluated.

Contact: Mr. Steve Mayo

Valedictorian/Salutatorian

The valedictorian and salutatorian will be selected on the basis of seven semesters of academic work completed at Garden City High School. In making this determination, the weighted GPA will be used.

In the event that a student transfers to Garden City High School, he/she must be in attendance for a minimum of three semesters to qualify for consideration as valedictorian or salutatorian.

Contact: School Counselor

Vaping, Electronic Cigarettes and Tobacco

Vaping or the use of any e-cigarette type device, cigarette smoking or the use of any tobacco or nicotine product is not permitted on school property or at any away functions sponsored by the school. This includes after school, weekends and holiday activities.

First Offense: Student is suspended for one day (in school), and parents are notified.

Second Offense: Student is suspended for two days (in school) and may not be readmitted until after a conference with the student and parent(s).

Third Offense: the principal will determine School action.

Students are not permitted to have vaping devices or paraphernalia, tobacco products, electronic cigarettes, lighters or matches in their possession. These items will be confiscated.

Contact: Assistant Principal

Visitors

All visitors to the school must sign-in and receive a visitor's pass.

A student visitor is not allowed in school unless administrative approval is granted. At all times visitors are expected to follow school rules. Approval should be sought at least one (1) day prior to the visit from all teachers.

Students or others who are not enrolled in Garden City High School may not be on the premises or in the building during school hours unless attending to school related business. Unauthorized visitors will be considered as trespassers and the police may be notified.

Parent visitors should make appointments before arriving at the high school to speak with a staff member. Parents also need to follow the visitor sign-in process. Contact: Main Office

Working Papers

If a student is under 18 years of age, he/she must obtain working papers in order to accept employment. The law has certain requirements concerning the type of work a student may do, the

hours, and the conditions under which he/she may work. Application and all necessary information may be obtained at the Counseling Center. Contact: Counseling Center

World Languages National Honor Societies

The following criteria are in effect for the 2022-2023 school year.

***Please Note:** The next initiation ceremony will be in Winter 2023. The purpose of the Societies is to recognize high achievement of high school students in the various languages and to promote a continuing interest in language studies.

In order to be eligible for induction and membership in the German, Italian, Latin and Spanish Honor Societies, a student must meet the following requirements:

Qualifications for Membership

Section 1. To be eligible for the WLHS, students must meet all of the following criteria.

- a) Students must be actively enrolled in a World Language class of the society to which they are applying.
- b) Only juniors and seniors are eligible to apply.
- c) Students must be enrolled in a World Language class having completed *at least two years of World Language at the HS level*. Following Induction, students need to continue with a World Language until graduation, if applicable, or will be removed from the Honor Society.
- d) Transfer students must have spent one full year in the GC World Languages program before eligibility.
- e) Students must maintain a cumulative un-weighted World Languages GPA of at least 92 or a weighted World Languages GPA of at least 94 at the completion of the fourth semester of the sophomore year. **Please Note:** Although the 8th grade WL courses in German, Italian & Spanish are high school credit-bearing courses, those averages will not be considered for this application.
- f) Students must have a record of exemplary character, honesty, leadership, behavior and uphold academic integrity as defined in the student handbook.

Application and Initiation

Section 1. Members of the World Languages Department will invite students to apply in late fall.

Section 2. It is the responsibility of the student to initiate the membership process by returning the application along with transcripts, a copy of the current year's first quarter report card (stamped by the counseling center), and an essay to the appropriate Honor Society Advisor no later than the indicated date. This information will be included on the application form. Failure to do so by that date will be considered a decline on the part of the student for membership consideration. All information will be posted on the World Language High School webpage in the late fall.

Section 3. Students will be notified in writing by the WLHS Advisor if eligible/ineligible to be inducted.

Section 4. If a student is ineligible and would like to appeal, the student must appeal in writing to the Coordinator regarding eligibility for induction. The Appeals Committee will be comprised of the Coordinator and World Languages Department members. The Advisor will not be involved in the appeals process. Please note: Appeals after the date indicated in the ineligibility letter will not be accepted.

Section 5. Initiation Ceremony will be in Winter 2023 at 7 pm in the High School Auditorium. Date will be announced on the district calendar. Date and venue are subject to change.

Expectations for Membership

Section 1. Each year members must engage in activities of the Society in which they were inducted.

Section 2. For continued membership, all members must display academic commitment defined as maintaining a cumulative un-weighted GPA of at least 92 or a weighted GPA of at least 94.

Section 3. All members must display continued community commitment, defined as the desire to contribute to the school and local sectors. Examples of community commitment include: leading a Foreign Language Week activity, tutoring a GCHS or GCMS student in a World Language, serving as a bilingual guide for students or parents.

Section 4. Students must meet regularly with their peers from the WLHS via WLHS meetings. Missing regular meetings may result in the deactivation from the Honor Society.

Section 5. Students must continue to show academic integrity and character as noted by no recorded incidents of cheating, plagiarism, misconduct, insubordination or intentional dishonesty. Students may be denied membership or removed for any of these infractions.

Please see the World Language website for the complete World Language Honor Societies Policy.

Contact: A list of World Language Advisors are on the High School World Language website.

Writing Center

Students are welcome to visit the Writing Center during any stage of the writing process from brainstorming to drafting, revising, and editing. This includes writing assignments in any subject area, creative writing, contest writing, and college essays. In the Writing Center, students can find practice materials for the New York State Regents Examination in English Language Arts, reference materials that include research paper style guides, dictionaries, and information about various local, state, and national writing contests. The Writing Center also serves as a classroom for assisting students with their ongoing writing needs across all high school disciplines.

Teacher Consultants will be available to help students make decisions about their writing. Teachers are available periods 5, 6 and 7 of the school day to help students “talk about their writing” and gather valuable feedback on all aspects of the writing process. While teachers do not complete the work for students, assistance is provided so they can explore ideas, expand, and refine thinking in order to polish their work.

Students may make an appointment to visit the Writing Center on a first-come, first-served basis. Students are not permitted to visit the Writing Center during class periods unless prior permission is obtained from the classroom teacher. It is the classroom teacher’s prerogative to grant or deny permission. The Writing Center is also available to all Garden City High School teachers who want to register to bring individual classes to work on special writing assignments.

Contact: Curriculum Coordinator

Marking Period Dates 2022-2023

(Updated 5/25/22)

- Quarter 1: Sept. 1 – **Nov. 10**
Progress reports: Oct. 7

- Quarter 2: Nov. 14 – **Jan. 27**
Progress reports: Dec. 14
(Regents Exam dates 1/24/23-1/27/23)

- Quarter 3: Jan. 30 – **April 3**
Progress reports: March 7

- Quarter 4: April 4 – **June 9**
Progress reports: May 10

(Finals/Regents Exams 6/12/2023 – 6/22/2023)

Yearbook 2022-2023 Dates

(As of May 3, 2022)

SENIORS: Please note that detailed instructions can be found in the Senior Yearbook mailings.

Monday, September 8 and Tuesday, September 9 – Senior Photo Retake Day, Library

Thursday, September 8 & Tuesday, September 9 - Underclass Student Photos, Gym

Friday, September 16 - Senior Biographies, Due 9/16 Google Classroom

Tuesday, October 4 - Fall Sports (2:45 pm), Gym

Thursday, October 6 - Fall Sports (2:45 pm), Gym

Friday, October 7 - Senior Class Panoramic, 2:30, Bleachers (rain location: Gym)

Friday, October 14 - Senior Selection of Photos (Online or Phone) to ISLAND PHOTO

Friday, October 14- Deadline for Growing up and Current Photos – (Online)
(www.YearbookForever.com)

Monday, October 17 – Underclass Make-Up Day, Library (lunch periods 5, 6, 7)

Tuesday, October 18 - Club Photos (2:45 pm), Gym

Tuesday, October 25 - Club Photos (2:45 pm), Gym

Friday, November 11 - Senior Advertisements Due - (Online)
(www.YearbookForever.com)

Tuesday, December 6 - Winter Sports (2:45 pm), Gym

Thursday, December 8 - Winter Sports (2:45 pm), Gym

Friday, December 9 – Yearbook Order Deadline – (Online)
(www.YearbookForever.com)

Friday, December 9 - LATE DEADLINE Senior Advertisements – (Online)
www.YearbookForever.com

Friday, January 13 – Namestamping Due (Yearbook Personalization Deadline),

*Must be done when purchasing a yearbook - (Online)
(www.YearbookForever.com)

Thursday, March 23 and Tuesday, March 28- Spring Sports (2:45 pm), Gym

Friday, March 24 – LATE DEADLINE Yearbook Order – (Online)
(www.YearbookForever.com)

GARDEN CITY HIGH SCHOOL

BELL SCHEDULE

Warning Bell	7:35 AM
PERIOD 1	7:40 – 8:22 (42)
Announcements	8:22 – 8:27 (5)
PERIOD 2	8:32 – 9:14 (42)
PERIOD 3	9:19 – 10:01 (42)
PERIOD 4	10:06 – 10:48 (42)
PERIOD 5	10:53 – 11:35 (42) LUNCH
PERIOD 6	11:40 – 12:22 (42) LUNCH
PERIOD 7	12:27 – 1:09 (42) LUNCH
PERIOD 8	1:14 – 1:56 (42)
PERIOD 9	2:01 – 2:43 (42)

STUDENTS MUST STAND AND REMOVE HATS DURING THE PLAYING
OF THE NATIONAL ANTHEM

BELL SCHEDULE - ONE HOUR DELAY

Warning Bell	8:35 AM	
PERIOD 1 Announcements	8:40 – 9:15 9:15 – 9:23	(35) (8)
PERIOD 2	9:28 – 10:03	(35)
PERIOD 3	10:08 – 10:43	(35)
PERIOD 4	10:48 – 11:23	(35)
PERIOD 5	11:28 – 12:03	(35)
PERIOD 6	12:08 – 12:43	(35)
PERIOD 7	12:48 – 1:23	(35)
PERIOD 8	1:28 – 2:03	(35)
PERIOD 9	2:08 – 2:43	(35)

BELL SCHEDULE - TWO HOUR DELAY

Warning Bell	9:35 AM	
PERIOD 1 Announcements	9:40 – 10:09 10:09 – 10:11	(29) (2)
PERIOD 2	10:16 – 10:45	(29)
PERIOD 3	10:50 – 11:19	(29)
PERIOD 4	11:24 – 11:53	(29)
PERIOD 5	11:58 – 12:27	(29)
PERIOD 6	12:32 – 1:01	(29)
PERIOD 7	1:06 – 1:35	(29)
PERIOD 8	1:40 – 2:09	(29)
PERIOD 9	2:14 – 2:43	(29)

TELEPHONE NUMBERS

Main Office	478-2006
Main Office Fax	294-2639
Athletics	478-2070
Athletics Fax	294-4546
Attendance Office	478-2040
Cafeteria	478-2780
Cafeteria Fax	873-7827
Custodian Office	478-2774
Guidance	478-2012
Guidance Fax	747-4647
Nurse's Office	478-2030