



**North Shore**  
High School

***Student***  
***Handbook***  
***2016-2017***

## Table of Contents

District Mission Statement	2
High School DASA Act information	3
Principal's Message	4
Bell Schedule of Periods	4
Student Attendance Policy	5 - 7
Computer Use Guidelines	8-9
Eligibility for Sports & Activities	9-11
Disciplinary Policy/Procedures	11
Expectations for Student Behavior	12-17
Academic Integrity	18-21
Pupil Personnel Information	22-24
School History	25-26

### District Mission Statement

Our mission is to nurture and enrich our students' natural delight in learning and in the powers of mind and body. Each child's awakening into confident young adulthood requires guided engagement with vital ideas and events of the past to realize fresh possibilities and discoveries for the future.

We aspire to foster in our students those qualities of character consonant with the ideals of a democratic society. We are committed to reaching beyond routine expectations in a learning environment that encourages inquiry and builds its daily practice upon respect for oneself and others.

The Board of Education, its officers and employees, shall not discriminate against any student, employee or applicant on the basis of race, color, national origin, creed, religion, marital status, gender, age, veteran status, sexual orientation, or disability.

This policy of nondiscrimination includes access by students to educational programs, counseling services for students, course offerings, and student activities.

### District Statement Regarding Diversity

Diversity means understanding that each individual is unique and recognizing and appreciating our individual differences. These can be along the dimension of, but not limited to, age, ethnicity, gender, ideology, physical ability, political belief, race, religious belief, sexual orientation, or socio-economic status. Diversity is the exploration of these differences in a safe, positive, and nurturing environment. The concept encompasses acceptance and respect. Furthermore, diversity in the North Shore Schools is about understanding each other and moving beyond simple tolerance to embracing the strengths of our individual and communal experiences, skills, talents and perspectives in order to build a better community.

**North Shore High School**

**Dignity for All Students Act (DASA) Information**

The Dignity for all Students Act (Dignity Act) was signed into law on September 13, 2010 by Former Governor David Patterson and became effective on July 1, 2012. The Dignity Act was in response to a large number of students who were harassed, bullied, stigmatized, missing school and engaging in high risk behaviors. This legislation amended State Education Law by creating a new Article 2 - *Dignity for All Students*. The Dignity Act states that **NO student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.**

**Dignity Act (DASA) Coordinators:**

- Responsible for investigation of alleged incidents of harassment, facilitating a response to incidents of harassment and follow-up and monitoring such incidents.
- **DASA COORDINATORS: JEN IMPERIALE, KEVIN KURRUS & RACHEL MCAREE (277-7002)**

<p><b>NORTH SHORE TRUSTEES</b> <b>Board of Education</b> Antoinette Labbate, President Sara Jones, Vice President</p> <p>Joanna Commander    Lara Gonzalez    Dave Ludmar Dr. Herman Berliner    Marianne M. Russo</p> <p><b>District Administration</b> Dr. Edward Melnick, Superintendent of Schools Robert Chlebicki, Assistant Superintendent for Instruction Olivia Buatsi, Assistant Superintendent for Business/Personnel Services</p> <p><b>School Administration</b> Albert Cousins, Principal Jennifer Imperiale, Assistant Principal Dr. Kevin Kurrus, Assistant Principal</p>
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## Principal's Message

Dear Students,

It is with great enthusiasm and excitement that I join your teachers, counselors, and the staff of the High School in welcoming you back to school. I look forward to getting to know each of you over the course of the year because your own personal insight is absolutely vital in shaping the direction that we, as a school community, must move in the years to come.

While each of you will navigate your own high school journey in your own way, it is my hope that you will be *fully engaged* both in and out of your classes. We are fortunate to have highly talented and dedicated teachers that are committed to providing opportunities for you to think deeply and grow as a learner every single day. Similarly, there are a tremendous number of ways for you to become involved in your school through theater, research, music, athletics, community service, student government, or many clubs and student activities.

Just as you need the support of your teachers, parents, and school administrators, we too need your support. In order for our school to meet its full potential, we must all aim toward the same goal - the best possible education for each of you. Finally, I want to clearly affirm my strong commitment to creating a school climate in which you are respected, heard, safe, and most importantly, deeply engaged in learning. Welcome back.

Sincerely,  
Albert Cousins  
Principal

## **NORTH SHORE HIGH SCHOOL Schedule of Periods**

<u>PERIOD</u>	<u>BEGINS</u>	<u>ENDS</u>
1	8:10	8:50
2	8:54	9:34
3	9:38	10:31
4	10:35	11:15
5	11:19	11:59
6	12:03	12:43
7	12:47	1:27
8	1:31	2:11
9	2:15	2:55

The contents of this handbook reflect the conditions at the North Shore High School and District at the time of printing and are subject to change at any time as a result of District or School action.

## **STUDENT ATTENDANCE**

The North Shore Schools recognize that regular school attendance is a major component of academic success. The purpose of this policy is to reduce the level of unexcused absences, tardiness, and early departures and to encourage full attendance by all students.

Attendance is recorded each class period. A student is considered absent if he or she misses more than ten (10) minutes of class. Attendance at school -sponsored programs (e.g. field trips, assemblies), court mandated appearances, and suspensions are not considered absences.

Students are expected to attend all scheduled classes for at least 85% of the scheduled days of instruction in order to receive credit for the course. A lateness of more than ten (10) minutes to class is considered an absence. To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and contact the parent(s) by telephone and mail at appropriate intervals prior to the student reaching the maximum number of absences.

***\*Please see North Shore High School's Attendance Eligibility Policy on Page 9 for more information on attendance standards.***

### **Parent/Guardian and Student Responsibilities**

The following list articulates parent/guardian responsibilities when a student is absent from school for all or part of a day.

- If your child will be absent for the entire school day call the High School attendance office (277-7020 or -7021) by 8am the morning of the absence. If the attendance secretary is on another line or out of the office, a voice mail service will allow you to leave a message.
- If your child is returning to school after an illness that has extended more than three (3) days, he or she must bring a doctor's note to the attendance office. Medical documentation of absences allows us to excuse your child so these absences will not count against the attendance policy.
- If a student is absent from school for a court mandated appearance, please provide documentation to excuse the absences from the attendance policy.
- If your child is leaving school early or temporarily during the school day he or she must sign out at the attendance office directly before leaving. A student will not be permitted to sign out unless one of the following has occurred: a parent/guardian has called or the child presents a note written by the parent/guardian explaining that the student is leaving early, including the time leaving and returning if applicable.

- If your child is arriving late to school they must sign in at the attendance office before proceeding to their classes. A parent must have called or the child must present a note from his or her parent/guardian in order to acknowledge the lateness to school.
- Students are expected to make up all work missed due to absences.

### **North Shore High School Attendance Guidelines:**

The following is a list of excused absences:

- Illness of the student (three (3) days or less)
- Extended illness for more than three (3) days requires a doctor's note
- Serious illness of immediate family member
- Death in the student's family
- Serious, contagious, or epidemic disease in the household where the pupil resides
- Emergency doctor or dental appointments
- Mandated attendance in a court of law or related court proceeding
- Documented college visits
- Religious observance
- Dangers imposed by weather conditions

Attendance at school sponsored programs (e.g. Field trips, assemblies) and suspensions are not considered absences.

### **Appeals**

Parents of any student facing denial of credit for excessive absences have a right to a hearing. Appeals of such circumstances must be requested by letter, e-mail or phone call to the school Principal. **The student must be present at the appeal hearing.**

At the discretion of the Principal, absences may be excused with the documentation of such extenuating circumstances as extended illness of (three) 3 days or more, hospitalization, family crisis, bereavement, or legal obligation.

### **Unexcused absences**

The following is a list of unexcused absences:

- Visiting relatives or friends
- Vacationing/traveling
- Making motor vehicle department appointments excluding road tests with documentation of appointments
- Babysitting or helping at home
- Working
- Shopping
- Oversleeping
- Experiencing vehicle breakdown (subject to administrative review)

- Leaving school during the day and/or missing a regularly scheduled class, without proper notification\*
- Non Emergency Medical or Dental appointments

\*Notification and/or acknowledgement by the parent/guardian of the absences will not automatically excuse an absence that does not comply with the stated policy. Approval should be granted by an Assistant Principal.

Unexcused absences are absences that also include: Missing an entire class and any time in which more than ten (10) minutes of a class is missed without permission.

- Unexcused absences may warrant after-school detentions.
- Three (3) or more unexcused class absences in one day may result in in-school suspension.

Students will be denied credit for one credit courses on the 28<sup>th</sup> unexcused absence. Students will be denied credit for half credit courses on the 14<sup>th</sup> unexcused absence. Students will be denied credit for Physical Education on the 8<sup>th</sup> unexcused absence.

### **Illness during the Day**

A student who becomes ill during the day must report to the Health Office. No student may go home unless a parent is home and can arrange transportation. If the student is sent home, the Health Office will sign the student out. Students who leave without following this procedure will be considered unexcused.

### **Lateness to Class**

Lateness to class is defined as arriving with the first ten (10) minutes of that class. As with lateness to school, three unexcused latenesses to each individual class within a marking period will result in detention.

**A lateness of more than ten (10) minutes is considered an unexcused absence and, as stated above, may result in a detention.**

### **Truancy**

Truancy, or unexcused absence from school for the day, is illegal. Truancy results in an unexcused absence for each missed class, and may result in one day of in-school suspension for each full day missed.

### **Contracts of Agreement**

Certain events, such as the proms and the Fashion Show, require that student participants and their parents sign a “Contract of Agreement” similar to that used when students go on overnight field trips. It states that students are expected to follow all rules that apply during the school day, as stated in the Code of Conduct. If students wish to attend the event, then they understand that they have promised to abide by the contract and will accept

the consequences should they violate it. These consequences may include up to five (5) days out-of-school suspension with a Superintendent's Conference Hearing attached, missing games or performances as per the Code of Conduct and Athletic Handbook, and a conduct review by the National Honor Society.

### **In-School Suspension**

In-school suspension means that a student spends the entire school day working in the detention room. Teachers provide class work, homework and other assignments. Students are escorted to get lunch or to visit the restroom. There are no breaks or socializing.

Students and parents will be notified prior to an in-school suspension. A follow-up letter is sent home.

### **Out-of-School Suspension**

To be suspended out of school is to forfeit one's right to be in this school or on our campus. An out-of-school suspension is recorded on a child's permanent discipline record. It may affect a student's membership in the National Honor Society or other activities. It could influence the college application process or the recommendations that a student would receive.

Parents will be notified of an out-of-school suspension. A letter explaining the suspension will be sent to the home and parents may request a meeting with the Assistant Principal or the Principal.

After the suspension is served and prior to returning to class, a re-entry meeting between the student, parent, and administration may be held.

### **Channels For Parent Communication With Teachers**

The procedures outlined below were instituted in order to establish channels for parent communication with teachers.

1. Parents, teachers, and school administrators are encouraged to discuss their concerns informally at any time. Anonymous inquiries cannot be dealt with directly; they will be considered an inappropriate approach for solving problems or for receiving suggestions.
2. In the continuing interest of promoting better communication between parents and teachers, the following channels are reaffirmed from past practice and established as formal administrative procedures:
  - a. A parent who has a specific question, concern or suggestion should first contact the teacher concerned for an appointment.
  - b. Should the parent and teacher be unable to resolve the problem, a meeting will be arranged with the parent, the teacher, and the Department Director/Teacher Leader.
3. It is anticipated that most problems will be resolved at the first or the second level. Should a satisfactory resolution not occur, any of the above parties may arrange to meet with a building administrator.

### **Computer Use Guidelines and Acceptable Use Policy**

North Shore High School encourages the integration of computer technology in the curriculum. Students have many opportunities to learn about and to use computer programs which are protected under copyright laws. To discourage violation of the law and to prevent the unauthorized use of computer equipment and data students may not:



- Copy any school purchased software for personal use
- Copy software programs or the data disks from other students for use as their own
- Use school equipment for the purpose of generating personal income
- Create illegal documents
- Create or send electronic mail with offensive or annoying messages
- Gain unauthorized access to private information stored on a computer network
- Deliberately try to “crash” or “break” into or interfere with the normal functioning of a computer network, damage or vandalize equipment
- Conduct Illegal or unauthorized use of the internet

Students issued iPads must adhere to the articulated policies and guidelines included in the AUP governing iPads. These materials are provided (signature required) prior to the distribution of iPads.

### **Distribution of Literature/Unauthorized Sales**

The time, manner, place, and distribution of literature on school property are subject to the guidelines established by the High School Principal. Posting, distributing, or selling obscene, libelous, or commercial material is prohibited.

## **Guidelines for Eligibility for Sports, Activities, Clubs, and Special School Events**

The North Shore Schools value participation in extra-curricular activities. Students grow personally and academically when they are engaged in the life of the institution. North Shore High School therefore encourages every student to participate in arts, athletics, and other school activities.

While participation is encouraged and valued, class attendance, academic performance and appropriate, respectful behaviors are key priorities for our students. When a student frequently misses classes and/or is in academic jeopardy emphasis must be placed on improving the frequency of his or her attendance, the quality of his or her class work, prompt completion of their assignments, and a concerted effort toward improvement. Likewise, when a student is not conducting themselves within the guidelines of the school’s Code of Conduct, similar emphasis must be placed on improving the behaviors of each student who finds themselves receiving disciplinary consequences at school.

### **Attendance Eligibility Policy**

North Shore High School sees student attendance in their classes as essential to maximizing their growth and learning. Therefore, the following standards are in place for all students at North Shore High School:

- As New York State mandates that all students attend a minimum of 85% of all of their classes in public schools, the same standards are in place for all students at North Shore High School.

- Every five weeks, at the midpoint and end of each academic quarter, building administration will run an attendance report. This report will filter a list of students and the classes in which they have missed more than 15% of classes during that five week period.
- The first time a student comes up on this list, they will be placed on Attendance Probation for the next five week period. Participation in extracurricular activities during this time is permitted.
- If a student on Attendance Probation attends 85% or more of each of their classes at the end of the probationary period, he or she returns to good standing with respect to their attendance.
- If a student on Attendance Probation does not attend at least 85% of their classes during the next five week period, they will become Attendance Ineligible for the next five week period. Participation in extracurricular activities during this time is NOT permitted.
- The ONLY exceptions to this attendance eligibility policy are absences where students miss classes due to bereavement or documented medical conditions. All other types of excused and unexcused absences will be counted towards missed class time under this policy.

### **Academic Eligibility Policies**

1. A student who is failing two or more courses at the end of a quarter, or who is in danger of failing two or more courses at the midpoint of each quarter, will have their academic record reviewed and will be placed on academic probation for the next five week period. Students can make an appointment with their guidance counselor to develop a plan for academic recovery. It is the responsibility of the student to make an appointment with their guidance counselor and follow the plan for academic recovery, if one is developed. Participation in extracurricular activities during this time is permitted.
2. At the conclusion of this academic probation period, the academic achievement of the student will be reviewed.

If a student is failing, or in danger of failing, one or no courses at the end of the probationary period, he or she returns to good academic standing.

If a student continues to fail two or more courses, he or she will become ineligible for participation in extracurricular activities for the next five week period. However, students may choose to complete an Extracurricular Participation Report each week of their ineligibility period if they wish to earn participatory privileges for extra-curricular activities. Students must have this form filled out and signed by their teachers of the classes which they are currently failing every week of their ineligibility period. Students must also attend all extra help sessions for the classes they are currently failing if they wish to earn participatory privileges. During the ineligibility period the student will meet weekly with the Principal and/or Assistant Principal to review their progress. The student must bring a completed form to the weekly meeting.

On Friday, or the last day of school each week, it will be decided by the Principal and / or Assistant Principal if the student has earned participatory privileges for the following week or will remain ineligible to participate in extra-curricular activities. **It is the student's responsibility to have this form**

filled out by their teachers and to make an appointment with the Principal and/or Assistant Principal to review their progress. Eligibility reviews will only take place on Fridays, or the last day of school for the week. Privileges will be reinstated effective the close of school on the day of the eligibility review meeting. Another meeting must take place on the following Friday, or last day of school that week, for eligibility to continue for the following week. This pattern continues until the next mid-point or end of the quarter where the overall academic performance will be reviewed.

\*\*Students who become academically ineligible will remain ineligible for at least the first week of their ineligibility period - that is, until the first Friday or last day of school that week when their first review meeting can be scheduled.

During a period of probation or ineligibility a student may be required to:

- Bring a weekly *Extracurricular Participation Report* to the teachers of the classes he or she is currently failing for an update on progress and effort.
- Maintain an attendance record free of unexcused absences
- Complete all homework, projects, and other assignments on time
- Attend all extra help sessions for the classes which they are currently failing.
- Cooperate in class
- Fulfill the agreements made in the plan for academic recovery, if one is developed.

Any student who has an unexcused absence is ineligible to participate in extracurricular activities (e.g. athletic practices, games, plays, concerts, rehearsals, Sports Night, the Fashion Show, etc.) **on the day in which they appear on the unexcused absence list. Students with unexcused absences will receive detention or suspension depending on the number of unexcused absences and the circumstances of each individual incident.**

### **Disciplinary Policy/Procedures**

Any student who receives a disciplinary consequence of a day of In-School Suspension (ISS) or greater on two separate occasions is placed on discipline probation for participation in extra-curricular activities (including school sports teams, clubs and evening events including, but not limited to, Sports Night, Junior Prom and Senior Prom) for the remainder of the school year. Participation in extracurricular activities when a student is on discipline probation is permitted.

If a student does receive a discipline consequence of a day of ISS or greater while on discipline probation, the student becomes ineligible to participate in extra-curricular activities for the next five week period.

If a student who is ineligible does not receive a discipline consequence of a day of ISS or greater during their five week ineligibility period, they return discipline probation status. If a student does receive a consequence of a day of ISS or greater while ineligible, the student's five week ineligibility period starts over from the date of their last day of suspension.

**Administration reserves the right to place a student on the ineligibility list for major violations of the Code of Conduct or other egregious acts.**

## **Expectations for Student Behavior**

North Shore High School believes it is necessary that students be made aware of the behavior that is expected of them, as outlined in district policies on school conduct and discipline. They shall also be given an opportunity to be heard on complaints and grievances they may have.

### **Leaving Campus**

Every student who has permission to leave campus (10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> graders) must do so through the front main lobby entrance **ONLY**. Students are required to sign in and out with security. This is required for the safety of each student and the security of the entire building.

Open campus is a privilege for students in good academic standing. Students on academic probation or who are ineligible *may* be required to stay on campus. Below are policies pertaining to each grade level. **Failure to comply with these policies may result in: the loss of open campus privileges; detentions; or in-school suspension.**

#### **Ninth Grade**

Freshmen must remain on campus at all times, including during their lunch period. Students who violate this policy will spend a week of free periods in the detention room. On the second offense, two weeks of free periods will be forfeited.

#### **Tenth Grade**

Sophomores may not leave campus during the first two weeks of school in September while the Administration collects parental permission forms. After that, sophomores who have parental permission may leave campus during their lunch period only, which include periods 4, 5, 6, and 7.

No sophomores may leave campus **by car** during their lunch period.

#### **Eleventh Grade**

Juniors will be allowed to leave campus during periods in which they are not enrolled in a class.

No juniors may leave campus **by car** during their lunch period.

#### **Twelfth Grade**

Twelfth graders are free to leave campus when they do not have a regularly scheduled class.

Seniors may not, under any circumstance, transport a ninth, tenth or eleventh grader off campus in a motor vehicle during the school day.

### **Student Dress Code**

Students and their parents have the primary responsibility for acceptable student dress and appearance. A student's dress, grooming and appearance shall:

- Be safe, appropriate and not disrupt or interfere with the educational process for them or for others.

- Recognize that garments such as tube tops, mesh tops, halter tops, bare midriffs, plunging necklines (front and/or back) and see-through garments are not appropriate.
- Ensure that undergarments are completely covered with outer clothing.
- Include footwear at all times.
- Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- Not promote and/or endorse gangs, gambling, the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Not wear sunglasses indoors unless there is a medical condition documented by a doctor that requires that one do so.

Students who violate the student dress code shall be required to cover or to replace it with an acceptable item.

**NOTE: Refusal to comply with directives regarding the Dress Code is considered insubordination and may result in detentions or suspension.**

### **Weapons**

North Shore has a zero tolerance, no weapons policy. No weapons of any kind are to be brought on the campus of North Shore High School or any school within the North Shore Central School District. Weapons include but are NOT limited to any knife (regardless of size or description), any firearms (including a BB or paintball gun or an air pistol), any toy replicas of guns or knives, any martial arts implement, any explosive or any other object whose primary function is to create physical harm (including chemical propellant canisters). Laser pointers are not permitted in school.

**Students who bring any weapon or replica thereof to school, regardless of intent, will be suspended. Criminal offenders will be prosecuted and face possible expulsion.**

### **Insubordination**

Insubordination is the refusal to comply with a directive issued by a member of the school faculty or staff.

Even if a student disagrees with a directive from a member of the faculty or staff, he or she still must comply. Afterward, he or she may present their position to an Assistant Principal or the Principal.

### **Drugs & Alcohol**

Illegal drugs, alcohol or other controlled substances are forbidden in North Shore High School, anywhere on or near the campus at any time, including in cars, and at any activity connected with school.

Use or possession of any amount of alcohol or illegal drugs is AGAINST THE LAW and students in violation will be suspended. Students will also be subject to the Extracurricular Code of Conduct and the Eligibility Policy, and possibly a conduct review by the National Honor Society. Police contact may be required. The North Shore School District is concerned for the welfare and safety of all students. The school must remain a drug and alcohol-free environment.

### **Smoking/Tobacco Use**

Smoking/tobacco use on public school property is against the law. Smoking and tobacco use is a known hazard to the health of students and adults. If a student is found using tobacco on school grounds, detentions will be assigned. The use of anything resembling a tobacco product, such as an “electronic/vapor cigarette”, is also not permitted. Subsequent violations will result in suspension from school.

### **Classroom Behavior**

- Students are expected to come to class prepared.
- When in class, students must abide by the rules established by the school and the teacher(s) of the class.
- It is expected that students will take care of personal matters between classes or during free periods. Requests for leaving class will **not** be honored unless an emergency situation occurs.
- Students are responsible for leaving classrooms neat.
- Students and parents will be held responsible for damaged or defaced school property including but not limited to textbooks.

### **Loitering**

All students should be in class and out of the halls during class time. Loitering in the halls, the main lobby, the top and bottom of the ramp, the locker rooms, and lavatories is not permitted at any time.

In addition, students may not remain in the school building after school hours unless they are involved in a supervised activity.

During the day, students are to enter and exit only through the main doors to the building. For building security, all other exterior doors are locked.

### **Fire Drills, Sheltering Drills and Lockdowns**

During all drills, students must quickly and quietly follow staff directions. Failure to do so may be considered insubordination and will result in detention or suspension.

### **Cell Phones**

The use of cell phones and other related electronic devices is not permitted during class time. Cell phones should be turned off and out of sight during classes and in school hallways.

Cell phone use is solely permitted in the cafeteria or courtyard during school hours. Students should practice etiquette when using their phones in designated areas by keeping their voices low and not infringing on the rights of others.

When necessary, school staff may confiscate a cell phone and store it securely in the main office. For any repeated offenses, parents may be asked to retrieve the device. Students who bring their own mobile devices to school may be subject to search if reasonable suspicion arises that the device contains evidence of a violation of school policy or the law.

### **Electronic Devices**

The unauthorized use of any electronic device to film and/or record on school grounds is strictly forbidden. Anyone who chooses to do so will be subject to disciplinary action including suspension and a Superintendent's Conference Hearing.

### **Posters, Banners and Signs**

Posters and other materials on bulletin boards or walls must be approved by the Principal and may not violate school rules, contain offensive language or messages or advertise private, profit-making services.

### **Student Publications**

Publications such as school newspapers should reflect the policy and judgment of the student editors and advisors. Within these bounds, student newspapers have the right to report the news and to editorialize. However, as stated in the Supreme Court decision of *Hazelwood School District v. Kuhlmeier*, administrators have the right to review the style and content of student speech in school publications, so long as their actions are reasonably related to legitimate pedagogical concerns.

### **Student Parking/Driving**

- Due to space limitations, only seniors may park on the school campus. Any senior wishing to park a car on campus must register his or her vehicle with the Head of Security and display a parking permit. These are available in the main office once the student and a parent or guardian has signed a contract agreement to uphold his or her responsibilities.
- A student parking illegally or violating traffic rules and regulations may forfeit the privilege of bringing a car on school grounds, may receive detention and may be ticketed by the Nassau County Police.
- Student parking is available only in the East and Front Parking Lots. (The North Parking Lot is for staff use ONLY.) Students may not park in other areas designated for visitors or faculty.
- A student who refuses to move his or her car when asked is insubordinate.
- The speed limit on campus is 10 MPH. There is a zero tolerance policy for speeding on campus. This is a major safety concern and students who exceed the 10 MPH speeding limit may be required to forfeit their privilege of parking on campus and/or assigned suspension(s) for the first offense. Repeat offenders will permanently lose their parking privileges or be assigned suspension(s).
- The district does not assume responsibility for damage to cars or loss of personal items while vehicles are on school premises.

## Harassment Policy

North Shore High School is committed to safeguarding the right of all employees and students to work and learn in an environment that is free of harassment of a sexual, racial, religious, ethnic, disability-related, ageist, or other unlawful nature.

Harassment means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

**"Harassment"** shall mean the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origins, ethnic groups, religions, religious practices, mental or physical ability, sexual orientation, gender identity or expression, or sex.

**"Discrimination"** shall mean treatment or consideration of, or making a distinction in favor of or against, a person based on their actual or perceived race, color, weight, national origins, ethnic groups, religion, religious practices, mental or physical ability, sexual orientation, gender identity or expression, or sex.

Such harassment is prohibited on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

It makes no difference if the harassment is intended as "just joking" or "teasing" or "playful". Jokes can be just as offensive as any other type of harassment. All employees and students are responsible for successfully maintaining this policy.

Students are expected to immediately report instances of harassment, discrimination, and/or bullying or intimidation to an Assistant Principal.



### ***Sexual Harassment***

- Sexual harassment can be verbal or physical and includes (but is not limited to) offensive talk or gestures about sex or sexuality, the display of pornographic or other highly offensive material, or any activity that creates an unpleasant or offensive working or learning environment, or that interferes with work performance, because of a person's sex, gender identification, or sexual orientation.
- Contact the District's Title IX representatives who will provide information relevant to the rights of individuals under TITLE IX, including procedures to be followed if you feel such rights have been violated.
- Sexual harassment may result in suspension from school.

### **Theft or Property Damage**

Serious incidents of theft or vandalism of school or private property will result in suspension pending a Superintendent's Conference hearing. Depending on the nature of the incident and the extent of damage, the police will also be notified.

### **Personal Possessions**

Students are discouraged from bringing iPods, electronic games, cash, expensive jewelry and other valuables to school. If students do bring such items, they do so at their own risk.

It is the student's responsibility to make sure their possessions are safe and secure in lockers. Possessions left unattended are at risk and school officials are not responsible for finding or replacing lost or misplaced property.

### **Cafeteria and Courtyard**

Students must demonstrate proper decorum in the cafeteria and courtyard, especially during lunch periods. Students are responsible to clean up after themselves. Wrappers, cans, bottles and food waste must be placed in trash cans in the cafeteria, halls or classrooms. Students who refuse to attend to their own litter are insubordinate and may forfeit cafeteria privileges.

Activities that require throwing (e.g. Frisbee, football) are prohibited in school courtyards. Students must keep the noise level low as there are classes being taught along the north central courtyard wall.

No gambling is permitted in the cafeteria, courtyard, or anywhere else on school grounds.

### **Detention**

Detention is served after school from 3:10PM until 4:00PM. If a student is legally absent from school, the detention will be rescheduled. Students who refuse to attend detentions face loss of free periods, loss of open-campus privileges, or suspension.

## **Academic Integrity**

Academic dishonesty in any form is objectionable to the North Shore community on a number of grounds. Academic integrity is a cornerstone of character, scholarship and leadership.

With the changes in availability of information in the 21<sup>st</sup> century, it is of paramount importance to help our students understand the importance of academic integrity for the New Information Age.

The North Shore High School Academic Honor code addresses academic cheating, plagiarizing, lying, and stealing. Academic cheating, plagiarizing, lying, and stealing encompass, but are not limited to:

- Willful giving or receiving of unauthorized aid that is unfair or dishonest and gives an unscrupulous advantage in school work over other students.
- Presenting as one's own the works or the opinions of someone else without proper acknowledgement (e.g. published or electronically generated sources).
- Taking or appropriating without the right or permission to do so and with the intent to keep or misuse the school work or materials of another student, or the instructional material of a teacher.

Specific examples include, but are not limited to:

- Talking, signing, text messaging, using phones, or gesturing during a quiz or test
- Copying from another student or allowing the copying of an individual assignment
- Passing test or quiz information during a class period or from one class period to another to members of another class period with the same teacher
- Using a graphing calculator, study aids, notes, books, data, or other information without authorization
- Committing computer fraud, sabotaging the projects or experiments of other students, or collaborating improperly without the teacher's knowledge or permission
- Intentionally failing to use proper documentation and works cited
- Stealing copies of quizzes or tests
- Accessing the teacher's answer key for quizzes or tests
- Stealing the teacher's edition of the textbook or teacher's answer book/answer key
- Using another student's homework, notes, or handouts without authorization from the teacher.

### *Consequences for Infractions*

#### **FOR EACH OFFENSE**

- The teacher will inform the Departmental Director/Teacher Leader and an assistant principal, providing documentation of the offense.
- The assistant principal will inform the teacher if this is the first, second, or third offense.

### **FIRST OFFENSE at NORTH SHORE HIGH SCHOOL**

The student will receive a zero for the work involved and be given an alternative assignment determined by the teacher. The grade on the new assignment will be averaged with the zero received to determine a final grade for the student.

The teacher will take the following steps:

- Meet with the student(s) with supporting documentation to discuss the infraction and remind the student of the consequences of a second offense
- Inform the parent
- Inform the guidance counselor
- Inform the National Honor Society (for current National Honor Society members ONLY)

### **SECOND OFFENSE at NORTH SHORE HIGH SCHOOL**

The student will receive a zero for the work involved and be assigned one day of In-School suspension. The teacher will take the following steps:

- Meet with the student(s) with supporting documentation to discuss the infraction and remind the student of the consequences of a third offense
- Inform the parent/guardian regarding the matter and that the assistant Principal will be making contact
- File a report (disciplinary referral) with the assistant principal
- Inform the National Honor Society (for ALL students)
- **Inform the assistant principal who will:**
- Meet with the student as well as remind the student of the consequences of a third offense
- Complete the disciplinary referral and add it to the student's disciplinary file
- Inform the student's parents/guardians and the student's guidance counselor regarding the disciplinary consequence/suspension

### **THIRD OFFENSE at NORTH SHORE HIGH SCHOOL**

The student will receive a grade of "F" for the marking period or exam (if mid-term or final exam), unless the present grade is lower, in that course in which the third infraction occurs. The teacher will:

- Meet with the student(s) with supporting documentation to discuss the infraction and remind the student of the consequences of a third offense
- Inform the parent/guardian regarding the matter and that the Assistant Principal will be making contact
- File a report (disciplinary referral) with the assistant principal
- Inform the National Honor Society (for ALL students)
- **Inform the assistant principal who will:**

- Offer to arrange a conference with the teacher, assistant principal, the student, the student's parents, and the student's guidance counselor
- Determine further and progressive discipline beyond the one day of in-school suspension
- File a report that will become part of the student's disciplinary record
- Inform the National Honor Society

***\*All offenses beyond the third in the student's high school career will be treated as a third offense.***

### **Field Trip Policy**

Students may not attend school-sponsored field trips unless their permission slips and payment are returned PRIOR to the trip. The school's Code of Conduct is fully in effect during any trip and during the bus rides to and from the trip location.

Students who are ineligible based on the academic eligibility policy, have been suspended on the day of the trip or have missed many classes in other subjects, may forfeit the opportunity to attend scheduled field trips. In all cases, it is the student's responsibility to "make up" any assignments that are covered on the day or days of the field trip.

If a student is late to school and misses the school transportation to a field trip, they will be required to attend their regularly scheduled classes or other designated area determined by administration.

### **Visitors to the Schools**

Students who wish to bring a visitor to school must obtain **prior written permission** from the Administration and provide contact information from a parent or guardian.

All visitors to the school must report to the security guard upon arrival, sign the visitor's register and receive a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the security guard before leaving the building. The visitor is subject to the school's Code of Conduct while on campus.

### **Student Searches and Interrogations**

The Principal or Assistant Principal may question a student about an alleged violation of law or the district Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, students will be informed as to why they are being questioned.

Also, an authorized school official may conduct a minimally intrusive search of a student, his or her belongings, lockers and vehicle, if parked on school property, provided there is **reasonable suspicion**. Such contraband as drugs, weapons, or stolen property will be confiscated. This policy extends to school issued iPads that may be searched.

### **Lockers**

All students are assigned an individual locker number. Lockers are the property of the school and may be opened by the Administration. Students are responsible for the contents of their lockers. It is extremely important to lock lockers properly and to keep combinations private and secure.

### **Fighting**

Physical force or violence is never acceptable as a means to settle a dispute or argument. If students resort to fighting, all participants will be punished by suspension.

### **Use of Obscene or Vulgar Speech or Gestures, and Hate Language**

Free speech does not cover language that interferes with the learning process. Vulgar and obscene speech, whether spoken or written, is unacceptable in an academic environment. It is irrelevant if the words are whispered and overheard, or shouted across the room.

Hate speech is threatening and illegal. Whether spoken, written, in notebooks, or on walls, all incidents of this type is unacceptable.

### **Skateboards/Bicycles**

Skateboarding and bicycling is prohibited on school grounds. Skateboards must be carried once the student is on campus and put away during school hours. Bicycles should be dismounted once you have arrived on campus.

### **These Rules and Regulations Apply...**

- while in the school building
- on school grounds and fields
- on school buses
- on school-sponsored field trips
- at extracurricular activities after school, evenings and weekends
- at all sporting events

### **Disciplinary Penalties**

Students that are found to have violated the district's Code of Conduct may be subject to the following penalties, consistent with the student's right to due process. This is not intended to be a progressive list. Certain offenses will warrant action that is appropriate and consistent with the severity of the offense.

- |   |   |
|---|---|
| -Oral warning   | -Suspension of other privileges (such as open campus or free periods) |
| -Written warning  | -Removal from classroom by teacher                                    |
| -Written notification of parent   | -Short-term suspension from school                                    |
| -Suspension from transportation   | -Long-term suspension from school                                     |
| -Suspension from athletic participation or social or extracurricular activities | -Permanent suspension from school                                     |
| -In-school suspension   | -Any other appropriate disciplinary action                            |

The entire and most current district student  
Code of Conduct can be accessed online  
at <http://www.northshoreschools.org/>

## Pupil Personnel Information

### I. Recognition

#### **Diploma with Distinction**

A Diploma with Distinction will be presented at graduation to those students who meet the following criteria:

- A. Four credits in Mathematics at the high school
- B. Four credits in Science at the high school
- C. Four credits in one language other than English (World Language) at the high school
- D. Completion of a minimum total of 22 ½ credits plus Physical Education
- E. Attainment of a weighted grade point average in the top 10% of the class through the third quarter of the senior year.

#### **Honor Roll**

To achieve recognition on the **Honor Roll**, which is published each marking period, a student must earn a grade point average of *85% or higher*. To achieve recognition on the **High Honor Roll**, a student must earn a grade point average of *90% or higher*.

#### **National Honor Society**

North Shore High School sponsors the Promethean Chapter of the National Honor Society, which exists nationally to honor students for their scholarship, character, leadership and service. Students with outstanding averages are nominated and encouraged to apply in the fall of their Junior year.

#### **Valedictorian & Salutatorian**

The Valedictorian and Salutatorian are the two seniors with the highest and next-to-highest weighted averages after 3 years.

### II: Online Courses

Students may receive credit for an online course provided by an external institution only if the following criteria are met:

- A. The online course is provided by an accredited institution
- B. The online course is a course not offered by North Shore High School
- C. The course is approved and authorized, prior to registration, by the administration of North Shore High School

Students will not be eligible to earn credit toward graduation for courses completed online unless all criteria are met. These criteria also apply to online courses taken in the summer. Online courses that are taken outside of this established policy may not be included on student transcripts. Please consult your guidance counselor before registering for any such courses.

### III. Drop/Add Dates\*

The dates listed below identify the last day for any changes to student schedules that involve dropping or adding a course. These changes include those which involve the same course, but a different level (from IB or AP to R, for example). Changes must be made through a student's counselor by the close of school on the dates listed below.

For full-year courses that meet every day: **Friday, September 30<sup>th</sup>**

For full year-courses that meet every other day: **Friday, October 14<sup>th</sup>**

For Semester 1 courses: **Tuesday, September 20<sup>th</sup>**

For Semester 2 courses: **Friday, February 10<sup>th</sup>**

After the dates listed above, students may not begin a course or change course levels.

Students who withdraw from a course on or prior to the dates above will have the course removed from their records.

Students who withdraw from a course after the deadline above will receive an official grade of **W** if they are passing the course. These marks will become part of the student's transcript, but will not be used in calculating grade point averages or honor roll.

Students failing the course at the time of withdrawal will receive a **WF**.

*Exceptions to the above policy may be made for new entrants.*

### IV. Grade Reporting

Parents will be able to access their children's grades by using the **Parent Portal**. Each family will receive a password for use in looking up their children's grades.

To receive credit for a subject, a student must earn a final mark of at least 65. Final marks in full-year courses are the average of the four quarterly marks and the final examination mark. In semester courses, each quarter is counted twice and the examination grade once. Only the final grade appears on the permanent record card.

#### **Report Cards**

Report cards are mailed to parents four times a year at intervals of about 10 weeks. In addition to the report on scholastic achievement, the report includes absences and teacher comments. Additionally, the Parent Portal will give parents updates on how their children are progressing. Questions about grades or grading policies should always be directed to the classroom teacher first.

#### **Incompletes**

Students who are legally absent an excessive number of days during a marking period, whose course work, assignments, tests, etc. cannot be completed shall be given an "I" (**Incomplete**) without credit. Incomplete work must be made up by the end of the following quarter; otherwise incompletes ("I") become F's.

**V. Weighted and Un-weighted Grade Point Average (GPA)**

At the end of six semesters both an un-weighted and a weighted average will be calculated.

The **weighted average** will be obtained by including the weighted final grades for each core academic course required for graduation, taken in grades 9-11. This shall include:

English 9, 10, 11

Math 9, 10, 11

Social Studies 9, 10, 11

Science 9, 10, 11

World Languages 9, 10, 11 (provided all courses are in fulfillment of a single language sequence. If a student has 2 or more language sequences, the marks from the longest sequence will be used.)

Should a child “double up” and take two core academic classes within the same discipline simultaneously in grades 9, 10 and 11, the course in which the child obtains the highest weighted grade will be included in the weighted average. International Baccalaureate Diploma Program Students will have weighted averages that also include the Theory of Knowledge course.

In calculating the weighted grades in each course, the following adjustments will be made:

Non-Elective Courses with R designation +3

Courses with an H designation +6

Courses with an AP or IB designation +9

The **un-weighted average** will be obtained by including the un-weighted grades for all courses the individual takes in grades 9 - 11.

Grade distributions will be provided to colleges, enabling college admissions offices to understand where a child’s average falls within the distribution for that particular group of students



## The School's History

In trying to define what is special about North Shore, recent student graduation speakers have described its small size and close personal relationships. They have also mentioned the diverse student body and the unusual range of academic and other opportunities.

Such qualities - humanity, diversity, opportunity - are easily taken for granted. But they result from a long history which has made the school district and school unusual. Located on a sheltered peninsula only twenty four miles from Manhattan, the North Shore area is a unique combination of small town America, urban intensity, woodland, pavement and neighborhood. It embraces an unusual cross-section of people, all of whom provide a valuable mix of talents and perspectives. The school is unusually strong by any standard. Graduates include a California Supreme Court Justice, an editor of THE WASHINGTON POST, a collaborator of the musical lyricist Alan J. Lerner, a world renowned author, president of Fox Communications, Laverne & Shirley's "Lenny", a member of the group Spinal Tap, comedian Kate McKinnon (Berthold), featured on Saturday Night Live and 2010 Junior World Squash Champion Amanda Sobhy.

North Shore is the latest in a line of schools serving the young people of Cedar Swamp, an area originally peopled by the Matinecock tribe of the Algonquian nation. The first European settler was Hewlett Townsend who in 1645 fled with his family from Plymouth Plantation to escape Puritan persecution for his Quaker sympathies. In 1667, the Musketo Cove Patent gave Joseph Carpenter, an English settler from Connecticut, the right to purchase much of the land which is now the North Shore School District.

Education in the earliest years was simple and often restricted to families who were able to afford tutors and itinerant school masters. A first Cedar Swamp school was in existence by 1800; early records mention a debate society meeting in this building, which was "near the great oak" on the Luyster farm, close to the current intersection of Pheasant Hill Road and Cedar Swamp Road.

Through the 1800's one-room schools were erected in Little Worth (now part of Sea Cliff), Glen Head, Old Brookville and Mott's Cove (now Glenwood Landing). In 1843, the area was organized into three school districts, each with three commissioners and three inspectors.

Today's Glenwood and Glen Head Firehouses, and Hegeman's Lane were all sites for early school buildings. A full scale replica of the original Glenwood Landing School now rests on the property of North Shore High School. The Sea Cliff School began as a four room elementary school in 1883 with Jeremiah Townsend as head teacher. Grades 9 - 12 were added in 1903. Students from Glen Head, Brookville and Glenwood could elect to attend Sea Cliff, Roslyn or Glen Cove high schools. Sea Cliff teams were nicknamed "Vikings" because of the area's maritime heritage. The name continues at North Shore.

With population growth after World War II, Glen Head and Glenwood Landing planned in 1951 to build their own high school, but in 1953 the state ordered that both merge with Sea Cliff. After a bitter fight, and on a second vote, the three areas voted to merge. Four years later, in 1957, North Shore High School opened its doors. John E. French was the first Principal.

North Shore High School today is committed to preparing students academically for college or work, in the belief that intellectual skill and flexibility are ultimately the best foundation for adult life. A student typically takes English, Mathematics, Science, Social Studies and a language. Involvement in the creative arts is available through a range of courses in art and music and through a broad extra-curricular program of music and drama. Practical arts and technology complete the curriculum. Over 70% of students typically participate on 36 teams at the varsity and junior varsity levels.

The school has recently been recognized by New York State and the U.S. Department of Education for its excellence. Following a site visitation from State Education Department officials, North Shore High School was nominated to become a New York State Compact Partnership School.

It was said at a recent graduation that *“North Shore offers much in the variety of its people, relationships, courses, activities. We are here to help you to the best of our ability. Still, in the end, learning is not something anyone can give you, but what you take from the experiences you have had. North Shore is a place of preparation for the world, but it also is the world. What you learn from the world and whether you make something wonderful of it is, in the end, your responsibility. Take that responsibility seriously. Discharge it wisely.”*

