September 2017

Dear Staff Member:

This electronic “mini manual” contains select policies from our full Board of Education Policy Manual. While we recognize that all policies of the Great Neck Board of Education serve a specific purpose, this “mini manual” contains those particular policies that the Board Policy Committee believes all staff members need to have read. Board Policy Development (#2400) details for you how policy is both developed and adopted in our school district.

Please read this manual and either acknowledge that you have reviewed it by September 29, 2017 via your MyLearningPlan account, or for those without a MLP/OASYS account, by completing the sign-off sheet at the end of the documents. A complete and updated Board of Education Policy Manual is also available in each of our schools, as well as online at www.greatneck.k12.ny.us.

As always, we thank you for your dedicated attention to our children and to the rules of governance that are applicable to the Great Neck Public Schools.

Sincerely,

Policy Committee

Great Neck Board of Education
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POLICIES FOR ALL STAFF
EQUAL OPPORTUNITY

The Board of Education affirms that discrimination, in any form, to any degree, and towards any individual or group, subverts the avowed aims of a free and democratic society.

Pursuant to various applicable Federal and State laws, the Board declares that the Great Neck Public Schools shall not discriminate on the basis of any arbitrary criteria, including but not limited to: age, ancestry, color, disability, ethnic group, gender, genetic predisposition, marital status, national origin, parental status, race, religion, religious practice, sex, sexual orientation, or weight in the educational programs and activities of the District.

It will be the continuing policy of the District to ensure fair and equitable educational and employment opportunities for all of its students and staff. The Board will also encourage programs and activities related to this ideal.

The Board annually appoints an individual to act as the District’s Title IX compliance officer for students and staff. The name, school address, and phone number of the Title IX officer is published in the annual school District calendar. Other compliance officers are also identified in the appropriate policies, including 9140.1 Staff Complaints and Grievances and 9350 Staff Requests for Accommodations Under the Americans With Disabilities Act As Amended.

Great Neck Public Schools

Adopted: 01/26/09
Amended: 02/07/11; 04/21/15
SEXUAL HARASSMENT OF STAFF

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

I. POLICY

A. No employee in the District shall be subjected to sexual harassment. It shall be a violation of this policy for any member of the Great Neck Public Schools staff to harass other staff members through conduct or communication of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass staff members through conduct or communication of a sexual nature as defined in Section II.

B. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and Board of Education policy and procedures governing sexual harassment within his/her school or office.

C. Violations of this policy or procedures will be cause for disciplinary action.

II. DEFINITION

A. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment, advancement, or participation in school programs or activities; or

2. Submission to or rejection of such conduct by an employee is used as the basis for decisions affecting the employee; or

3. Such conduct has the purpose or effect of unreasonably interfering with an employee's performance or creating an intimidating, hostile or offensive work environment.
B. Sexual harassment as set forth in Section II.A. may include, but is not limited to, the following:

1. Verbal harassment or abuse
2. Pressure for sexual activities
3. Repeated remarks with sexual or demeaning implications
4. Unwelcome touching
5. Sexual jokes, posters, etc.
6. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s evaluation, opportunities, promotion, or other benefits of employment.

III. PROCEDURES FOR REPORTING HARASSMENT

Any staff member who alleges sexual harassment by another staff member or student in the School District may complain directly to his/her immediate supervisor, building principal, assistant superintendent, Superintendent, the District’s Title IX Compliance Officer* (see School Telephone Directory), or the Board of Education. Any person who receives such a complaint will immediately notify the Title IX Compliance Officer. Filing a grievance or otherwise reporting sexual harassment will not reflect on the individual’s status, nor will it affect future employment or work assignments. Any act of retaliation against the complainant is a violation of human rights law.

A. Informal Conference - Prior to filing a formal complaint, a staff member may arrange to meet informally with the Title IX Compliance Officer. The purpose of such a meeting will be to discuss the allegations and to explore possible ways to resolve the situation. In an effort to achieve resolution, meetings may also be held with the alleged harasser. No written records will be kept.

B. Formal Complaint - A formal complaint may be submitted either to report an allegation of sexual harassment or as a follow-up to an unsatisfactory resolution. A formal complaint shall be made in writing by completing the District’s Complaint of Alleged Sexual Harassment form (0110-E), which shall be available in all District offices. Upon receipt, a formal complaint will be immediately forwarded to the Title IX Compliance Officer.

C. Unreported Complaint - In the absence of a victim’s complaint, the Board will ensure that an investigation is commenced upon learning of or having reason to suspect the occurrence of sexual harassment.

*Pursuant to Title IX of the Education Amendments of 1972, the Title IX Compliance Officer is the district official responsible for ensuring that the school system does not discriminate on the basis of sex in the educational or employment opportunities extended to students or staff.
IV. INVESTIGATION

A. Upon receipt of a formal or informal complaint, a prompt, thorough investigation of the allegations will be made by an appropriate authority designated by the Title IX Compliance Officer. This investigation is to be conducted diligently and the complainant is to be notified of the outcome. Should it become necessary to interview any students in the course of the investigation, their parents will be notified and afforded the opportunity to be present.

B. All complaints will be treated as confidential and only those persons necessary for the conduct of the investigation will be involved in the process.

C. In the case of a formal complaint only, the results of the investigation will appear in the form of a written report that will be placed in a confidential file kept by the Title IX Compliance Officer. Copies of the report and conclusions will be transmitted to the staff member who made the complaint, the person against whom the complaint was made (and his/her parents if a student), and the Superintendent of Schools.

V. DISCIPLINARY ACTIONS

A. If a staff member is found guilty of sexual harassment, the Superintendent of Schools will impose appropriate sanctions in a manner consistent with any applicable law, District policies and regulations, and collective bargaining agreements. Depending on the gravity of the misconduct, sanctions may range from a reprimand up to and including dismissal.

B. If a student is found guilty of sexual harassment, the principal of the school will impose appropriate sanctions in a manner consistent with any applicable law and the District’s Code of Conduct (see 5300). The Superintendent will review the matter and determine whether further action should be taken.

C. The Superintendent of Schools will determine whether the findings of sexual harassment warrant turning the report and conclusions over to the Police Department for action. The individual harassed is, of course, free to file a complaint with the Police Department in any case.

D. Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed above.

E. Because of the damage that can be done to someone falsely accused, any individual who in bad faith knowingly makes a false complaint or report of harassment will be subject to disciplinary action in the manner prescribed above.

F. Pursuant to this policy, any official or employee of the District who receives a complaint of sexual harassment and who does not follow the procedures outlined in this policy will be held accountable and disciplined accordingly.
VI. APPEALS

Any complainant or accused party who wishes to appeal the procedures which the District followed in investigating a written complaint filed under this Policy, may do so within ten (10) days of receipt of the appellant’s notification of the investigation outcome. Untimely submissions shall not receive consideration. Such appeal must be made in writing to the Board of Education by submission to the District Clerk. The appellant shall be entitled to present evidence as to why the investigation procedures were flawed, improper, or otherwise not in compliance with this Policy. The Board’s consideration and review of any such appeal shall be conducted confidentially in executive session. Following a review of that evidence, as well as the information obtained in the investigation process and conclusions derived there from, the Board of Education, or its designee, shall render a decision. The Board’s decision shall be final. The appellant shall be notified of the decision in writing.

VII. NOTIFICATION AND TRAINING

A. Copies of this policy will be distributed to all schools and departments of the Great Neck Public Schools, incorporated in teacher and student handbooks, and the school district calendar will include a summary.

B. Each school will develop a training program for staff and students to raise awareness of the issues surrounding sexual harassment and to implement preventive measures to help reduce incidents of sexual harassment. The program will provide for a review of policy, procedures and prevention at least once a year for each group.
COMPLAINT OF ALLEGED SEXUAL HARASSMENT

This form is to be filed in order to initiate a complaint of alleged sexual harassment prohibited by the Great Neck Public School District’s policy on Sexual Harassment.

Your Name: ____________________________________________

Address: _____________________________________________________________________________

City: ___________________ State: ___________ Zip Code: ________________

Home Phone: ( ) _______________ Cell Phone: ( ) _______________

Status: (Circle one)  Instructional Staff   Non-Instructional Staff   Student

Time(s) and Date(s) incidents of sexual harassment took place:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Have you also filed this charge with a Federal, State, or Local Government agency?

Yes ________ No ________

Name/position/location of the individual who harassed you. If more than one, list all.

Name: __________________________________________________________

Position/Location: __________________________________________________________________

Describe the incident(s) that occurred and your reasons for concluding that it was sexual harassment:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
SEXUAL HARASSMENT OF STUDENTS

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

I. POLICY

A. No student in the District shall be subjected to sexual harassment. It shall be a violation of this policy for any member of the Great Neck Public Schools staff to harass a student through conduct or communication of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section II.

B. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and Board of Education policy and procedures governing sexual harassment within his/her school or office.

C. Violations of this policy or procedures will be cause for disciplinary action.

II. DEFINITION

A. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s participation in school programs or activities; or

2. Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or

3. Such conduct has the purpose or effect of unreasonably interfering with a student’s performance and creating an intimidating, hostile or offensive learning environment.
B. Sexual harassment as set forth in Section II.A. may include, but is not limited to, the following:

1. Verbal harassment or abuse
2. Pressure for sexual activities
3. Repeated remarks with sexual or demeaning implications
4. Unwelcome touching
5. Sexual jokes, posters, etc.
6. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s evaluation, opportunities, and other benefits of education.

III. PROCEDURES FOR REPORTING HARASSMENT

Any student, or parent of a student, who alleges sexual harassment by a staff member or another student in the School District may complain directly to a teacher, counselor, building administrator, central administrator, the District’s Title IX Compliance Officer* (see School Telephone Directory), or the Board of Education. Any person who receives such a complaint will immediately notify the Title IX Compliance Officer. Reporting sexual harassment will not reflect on the student’s status, nor will it affect grades or other educational opportunities. Any act of retaliation against the complainant is a violation of human rights law.

A. Informal Conference - Prior to filing a formal complaint, a student and/or parent may arrange to meet informally with the Title IX Compliance Officer. The purpose of such a meeting will be to discuss the allegations and to explore possible ways to resolve the situation. In an effort to achieve resolution, meetings may also be held with the alleged harasser. No written records will be kept.

B. Formal Complaint - A formal complaint may be submitted either to report an allegation of sexual harassment or as a follow-up to an unsatisfactory informal resolution. A formal complaint shall be made in writing by completing the District’s Complaint of Alleged Sexual Harassment form (0110-E), which shall be available in all District offices. Upon receipt, a formal complaint will be immediately forwarded to the Title IX Compliance Officer.

C. Unreported Complaint - In the absence of a victim’s complaint, the Board will ensure that an investigation is commenced upon learning of or having reason to suspect the occurrence of sexual harassment.

*Pursuant to Title IX of the Education Amendments of 1972, the Title IX Compliance Officer is the district official responsible for ensuring that the school system does not discriminate on the basis of sex in the educational or employment opportunities extended to students or staff.
IV. INVESTIGATION

A. Upon receipt of a formal or informal complaint, a prompt, thorough investigation of the allegations will be made by an appropriate authority designated by the Title IX Compliance Officer. This investigation is to be conducted diligently and the complainant and his/her parents are to be notified of the outcome. Should it become necessary to interview any students in the course of the investigation, their parents will be notified and afforded the opportunity to be present.

B. All complaints will be treated as confidential and only those persons necessary for the conduct of the investigation will be involved in the process.

C. In the case of a formal complaint only, the results of the investigation will appear in the form of a written report that will be placed in a confidential file kept by the Title IX Compliance Officer. Copies of the report and conclusions will be transmitted to the student who made the complaint, his/her parents, the person against whom the complaint was made (and his/her parents if a student), and the Superintendent of Schools.

V. DISCIPLINARY ACTIONS

A. If a staff member is found guilty of sexual harassment, the Superintendent of Schools will impose appropriate sanctions in a manner consistent with any applicable law, District policies and regulations, and collective bargaining agreements. Depending on the gravity of the misconduct, sanctions may range from a reprimand up to and including dismissal.

B. If a student is found guilty of sexual harassment, the principal of the school will impose appropriate sanctions in a manner consistent with any applicable law and the District’s Code of Conduct (see 5300). The Superintendent will review the matter and determine whether further action should be taken.

C. The Superintendent of Schools will determine whether the findings of sexual harassment warrant turning the report and conclusions over to the Police Department for action. The individual harassed is, of course, free to file a complaint with the Police Department in any case.

D. Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed above.

E. Because of the damage that can be done to someone falsely accused, any individual who in bad faith knowingly makes a false complaint or report of harassment will be subject to disciplinary action in the manner prescribed above.

F. Pursuant to this policy, any official or employee of the District who receives a complaint of sexual harassment and who does not follow the procedures outlined in this policy will be held accountable and disciplined accordingly.
VI. APPEALS

Any complainant or accused party who wishes to appeal the procedures which the District followed in investigating a written complaint filed under this Policy, may do so within ten (10) days of receipt of the appellant’s notification of the investigation outcome. Untimely submissions shall not receive consideration. Such appeal must be made in writing to the Board of Education by submission to the District Clerk. The appellant shall be entitled to present evidence as to why the investigation procedures were flawed, improper, or otherwise not in compliance with this Policy. The Board’s consideration and review of any such appeal shall be conducted confidentially in executive session. Following a review of that evidence, as well as the information obtained in the investigation process and conclusions derived there from, the Board of Education, or its designee, shall render a decision. The Board’s decision shall be final. The appellant shall be notified of the decision in writing.

VII. NOTIFICATION AND TRAINING

A. Copies of this policy will be distributed to all schools and departments of the Great Neck Public Schools, incorporated in teacher and student handbooks, and the school district calendar will include a summary.

B. Each school will develop a training program for staff and students to raise awareness of the issues surrounding sexual harassment and to implement preventive measures to help reduce incidents of sexual harassment. The program will provide for a review of policy, procedures and prevention at least once a year for each group.

Great Neck Public Schools

Adopted: 03/20/1995
Amended: 03/10/2003
COMPLAINT OF ALLEGED SEXUAL HARASSMENT

This form is to be filed in order to initiate a complaint of alleged sexual harassment prohibited by the Great Neck Public School District’s policy on Sexual Harassment.

Your Name: ____________________________________________

Address: ___________________________________________________________________

City: __________________ State: ___________ Zip Code: _____________

Home Phone: ( ) _______________ Cell Phone: ( ) _______________

Status: (Circle one) Instructional Staff  Non-Instructional Staff  Student

Time(s) and Date(s) incidents of sexual harassment took place:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Have you also filed this charge with a Federal, State, or Local Government agency?
Yes ________  No ________

Name/position/location of the individual who harassed you. If more than one, list all.

Name: _______________________________________________________________________

Position/Location: _____________________________________________________________________________

Describe the incident(s) that occurred and your reasons for concluding that it was sexual harassment:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
BULLYING, CYBERBULLYING, HARASSMENT, HAZING AND SEXTING

The Board of Education is committed to providing a safe and secure environment that promotes respect, dignity, and equality for all members of the school community. For the purposes of this policy, the terms “bullying,” “cyberbullying” “harassment,” “hazing,” and “sexting” collectively shall refer to any written, verbal, or electronic communication or physical act that actually does or is perceived to intimidate, threaten, or harm another.

Bullying, cyberbullying, harassment, hazing, and sexting are detrimental to student learning and achievement, as well as to a safe and productive work environment. They interfere with the mission of the District to educate its students, and they disrupt the operation of the schools. Such behavior affects not only the students or employees who are its targets but also those individuals who participate in and witness such acts.

To this end, the Board strictly prohibits all forms of bullying, cyberbullying, harassment, hazing, and sexting on school grounds, school buses, and at all school-sponsored activities, programs, and events, including those that take place at locations outside the District. Off-campus bullying, cyberbullying, harassment, hazing, and sexting that endanger the health and safety of students or staff or substantially disrupt the educational process are also prohibited.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims and persons with knowledge of bullying, cyberbullying, harassment, hazing, and sexting report such behavior immediately to a school administrator, teacher, dean, guidance counselor, psychologist, social worker, nurse, or other appropriate staff member. The District will promptly investigate all complaints, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. However, limited disclosure may be necessary to complete a thorough investigation and to take suitable action.

If, after appropriate investigation, the District finds that a student, an employee, or a third party has violated this policy, prompt corrective and/or disciplinary action will be taken.

All complainants and those who participate in the investigation of a complaint shall be free from retaliation of any kind.

In accordance with the New York State Dignity for All Students Act (July 1, 2012), the Board will designate a Dignity Act Coordinator (DAC) for each school in the District. The role of each DAC in the school to which they are assigned is to oversee and enforce this policy for conduct that is of such a severe nature that it either 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 reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

Great Neck Public Schools

Adopted: 06/18/07
Amended: 06/02/08; 11/14/11; 2/11/13
AIDS (HIV INFECTION)

The Board of Education recognizes the need for a policy on the admission of students and employment of staff who suffer from Acquired Immune Deficiency Syndrome (AIDS). The Board also recognizes the rights of those individuals so afflicted, be they students or staff, to continue education or employment where possible.

The Board of Education also recognizes that the HIV virus associated with AIDS is not easily transmitted and there is no current evidence that AIDS can be transmitted by casual contact. Therefore, any individual who is infected with HIV shall continue to carry on his or her responsibilities as a student or employee if well enough to do so.

Should a student with HIV infection, because of his or her medical status, be unable to participate fully in the regular school program, the CSE shall provide that student with an appropriate educational placement as fully integrated with the regular school program as possible.

No employee shall be assigned to a particular job, or restricted from a particular job, due to suspected or confirmed HIV infection, unless the employee is so ill as to be unable to perform that job.

In all cases of known HIV infection, strict confidentiality shall be maintained.

Great Neck Public Schools

Adopted: 02/22/88
PUBLIC USE OF DISTRICT FACILITIES

In conformity with New York State Education Law (414), the following regulations for the use of school buildings and facilities in out-of-school hours have been established by the Board of Education:

A. The schoolhouses, grounds and other school property, when not in use for school purposes, may be used for other purposes only if a written permit for such other use shall have been issued by or under the authority of the Board.

B. All applications for permits shall be made in writing. A non-refundable application fee is required for each individual application. Requests for use of all District facilities should be addressed to the Office of Athletics, Physical Education and Recreation, 345 Lakeville Road, Great Neck, NY 11020 (Telephone: 516-441-4045). The applicant shall list all groups or organizations that are co-sponsors of the event for which District facilities are being requested. Failure to comply with this requirement will result in cancellation of the permit and possible denial of future applications. All co-sponsors shall meet these requirements as well.

C. No permit shall be issued in the following instances:

1. For any purpose that will in any way interfere with the use of school buildings, grounds or other school property by the District.

2. To any person, persons, or corporate entities for personal or private gain, financial or otherwise. However, the Board may, to the extent permitted by law, allow activities that incidentally involve a private benefit or profit if the Board determines that (1) such activity is in furtherance of a legitimate school purpose or provides a public benefit, (2) a fair and adequate portion of the proceeds is used for charitable or educational purposes, and (3) any private benefit or profit is incidental to such public purpose.

3. For meetings sponsored by political organizations, except as otherwise provided for by law.

4. For holding a social, civic or recreational meeting or entertainment or other use pertaining to the welfare of the community, unless such meeting, entertainment or use shall be non-exclusive and open to the general public (general public is defined as all residents of the school district).

5. For a meeting, entertainment or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or other charitable purpose, “provided, however, that the Board may permit an activity or event whose proceeds are not expended solely for an educational or charitable purpose where (1) such activity is in furtherance of a legitimate school purpose or provides a public benefit, (2) a fair and adequate portion of the proceeds is used for charitable or educational purposes, and (3) any private benefit or profit is incidental to such public purpose.”

6. For a meeting, entertainment or occasion where admission fees are charged if such events are under the exclusive control, and the proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization. This provision shall not apply to an organization of veterans or of volunteer firemen.
7. Unless the District is satisfied that the proposed activity on District premises will be adequately supervised and that the applicant will see to the proper conduct of such activity. The applicant may be held responsible for any damage which the activity may cause to District property.

8. For any use that is contrary to the provisions of Section 414 of the Education Law.

D. Permits shall be issued upon the following terms and conditions:

1. A permit may be issued to a group within the community, if at least a majority of its members reside within the school district.

2. A permit may be issued to a for-profit entity or organization for an activity or event involving admission fees or the sale of merchandise only if at least seventy-five percent (75%) of the activity’s participants reside within the school district.

3. In the case of a permit issued for a meeting, entertainment or occasion where admissions fees are charged, a detailed written statement of total receipts, expenditures and disbursement of profits shall be filed, upon request, with the Board of Education by the permittee within 30 days of such meeting, entertainment or occasion, in such form as the Board of Education requires.

4. Whether or not admission fees are charged, no contributions shall be solicited or collected on school premises.

5. The permit shall be valid only for use of the particular school premises on the date or dates and at the hours specified in the permit, and for the purposes specified in the application. **NO EVENT SHALL BE PUBLICIZED UNTIL A PERMIT IS GRANTED.**

6. The permit shall be valid only when it is signed by the Superintendent of schools or his/her designee.

7. The permit shall not be transferable.

8. The permit may be cancelled at the option of the Board of Education at any time for cause.

9. Any organization or group granted permission by the Board of Education to use any facility accepts, without reservation, responsibility for holding the school district, Board of Education collectively and individually, and all employees of the school district harmless for any injury sustained by a member of such organization or group using the facility or by any attendee at such event, and for any damage or loss of personal property owned, leased, or borrowed by such member or attendee. In addition, the Board of Education requires the applicant to obtain insurance, in an amount specified by the Board of Education or its agent, which names the school district as an additional insured.

10. The District reserves the right of transferring, on due notice whenever possible, any activity from one space to another in the same building, or to another building.

11. All youth groups shall have an adult leader who shall be present at all times that the group is on school premises.
12. Special arrangements for the use of swimming pools must be made in accordance with the regulations governing the use of swimming pools by non-school groups. An insurance certificate shall be required.

13. The district will not permit any changes to the facility.

14. The permittee shall pay to the Great Neck Union Free School District all fees or charges imposed by the Board of Education within 30 days of the school district's invoice date. Failure to comply with this provision shall result in denial of future use of facilities.

15. The permittee shall deposit with the treasurer of the school district a bank check made out to the Great Neck Union Free School District in the amount of up to $500.00 as security against damage to school district equipment and property. Such deposit shall be returned to the permittee within two weeks of the date of last use of the facility provided that no damage has been incurred. In the event of damage to school district equipment or property the permittee shall be billed for the cost of repairs or replacement. Should such cost exceed the amount of the deposit the permittee shall be responsible for payment of the cost in its totality.

16. The permittee shall not deny to any person participation in the use of District facilities on the grounds of: age, ancestry, color, disability, ethnic group, gender, genetic predisposition, marital status, national origin, parental status, race, religion, religious practice, sex, sexual orientation, or weight and shall so state in its application for use of facilities.

17. Any permit shall be cancelled if the permittee fails to comply with the foregoing provisions or other applicable rules and regulations of the Board of Education.

18. The district reserves the right to specify any additional terms or conditions it deems appropriate, based upon its review of the specific request and related circumstances.

19. Permittees, who reserved District facilities but who do not actually utilize such facilities, may be denied opportunities for future permit approvals.
FEE CATEGORIES

Application Fee - There will be a non-refundable $25 fee for each permit requested.

CLASS I: NO CHARGE TO BE MADE UNDER THE FOLLOWING CONDITIONS:

1. School facilities may be used by any organized parent-teacher organization or parent group of any public school within the school district for school programs and meetings that are open to the public and for which no admission fee is charged.

2. School facilities, excluding auditoriums, may be used by organized youth-serving agencies whose membership includes at least 20% Great Neck students, that do not charge a fee greater than $25.00, and that are open to all school district residents. Such use, without payment of fee, shall be limited to times when the use of a particular building does not involve custodial overtime.

3. School facilities may be used by various branches of the Armed Forces and their allied Reserve groups, the Civil Defense and such other activities pertaining to their respective official function or of a war emergency situation, which may be beneficial to the country, state or local community.

4. School facilities may be used by the local Fire Departments for the training of personnel. There shall be no limitation on the sites used, provided such sites are not being used for school purposes.

5. School facilities may be used by a Village Board of Trustees when a Village does not have its own Village Hall. Such use, without payment of fee, shall be limited to once per month, provided the facility is vacated by 11:00 p.m. If the facility is not to be vacated by 11:00 p.m., a fee will be charged in accordance with the current fee schedule.

6. School facilities used by public school associations for sectional or county competitions, such as athletic events, musical contests, and academic tournaments, including reciprocal agreements with other school districts.

7. Special districts established within the boundaries of the Great Neck School District are exempt from payment of fees for facility usage. Upon submission of an application, permission will be granted subject to availability, recommendation by the Superintendent of Schools or his/her designee and approval by the Board of Education.

CLASS II: CHARGES FOR CUSTODIAL SERVICE, LIGHT AND HEAT TO BE MADE ACCORDING TO FEE SCHEDULE UNDER THE FOLLOWING CONDITIONS:

1. School facilities used by Class I groups beyond the use outlined above.

2. School facilities used by organized groups within the community for non-profit, charitable, philanthropic, civic, or other non-commercial, non-personal purpose.

3. School facilities used by any group or organization for educational purposes benefiting Great Neck students, recommended by the Superintendent of Schools or his/her designee and approved by the Board of Education.

Fees for Class II groups or organizations are determined based on the registration fees they charge their participants as shown on their registration forms.
CLASS III: ADDITIONAL CHARGES, RESTRICTIONS AND REQUIREMENTS MAY BE APPLIED UNDER THE FOLLOWING CONDITIONS:

1. School facilities used by any group or organization for an activity or event involving admission fees or the sale of merchandise whose proceeds are not expended solely for a charitable or educational purpose.

2. School facilities used by any group or organization as a location for recording, filming, taping and/or photographing in connection with the production and/or broadcast of motion pictures, television programming or other forms of media.

PUBLIC USE OF DISTRICT FACILITIES (1500) APPLICATION
(http://www.greatneck.k12.ny.us/GNPS/Pages/forms/ApplicationUseofFacilities.pdf)

PUBLIC USE OF DISTRICT FACILITIES (1500) FEE SCHEDULE
(http://www.greatneck.k12.ny.us/GNPS/Pages/forms/FeeTableUseofFacilities.pdf)

Great Neck Public Schools

Adopted: 5/19/97
Amended: 5/10/99; 5/07/01; 12/04/06; 10/19/09; 7/02/12; 1/28/13
SMOKING AND THE USE OF TOBACCO PRODUCTS

As part of an ongoing effort to create a healthful environment, and in compliance with state and federal laws and the District Code of Conduct: Prohibited Student Conduct (Policy 5300.30), the Great Neck Public Schools prohibits smoking and all other tobacco use in all District buildings, on District property, in any District vehicle and at any District sponsored function or activity.

The use of electronic cigarettes, also known as e-cigarettes, and other products containing nicotine, except for current FDA-approved smoking cessation products, are also prohibited.

Great Neck Public Schools

Adopted: 8/3/87
Amended: 9/12/94; 4/24/14
DONATIONS AND GIFTS TO THE SCHOOLS

The Great Neck Public Schools may accept gifts, grants and/or bequests of money, real or personal property, as well as other merchandise that in the view of the Board of Education, add to the overall welfare of the District.

All donations requiring Board of Education approval must include written affirmation from a building/district administrator indicating that there is a desire for such gift, and that any associated costs (e.g. installation) have been considered.

Approval of the Board of Education is required for the following donations and gifts:

1. All items which, when put in place, become appurtenant to the building or grounds.

2. All supplies and equipment, in order to determine their compliance with New York State and Federal health and safety regulations.

3. All items involving an ongoing expense that would have to be borne by the school district.

All monetary gifts from individuals or nonschool-related groups must be approved by the Board of Education on behalf of the Great Neck Public Schools. Such funds will be expended subject to the determination of the Superintendent or his/her designee.

Building principals/administrators are required by the Board of Education to approve all contributions from school-related groups (e.g., PTAs/PTOs or student organizations) used for discretionary classroom funds, student events, student assistance, social events, and cultural arts programs.

The Board of Education shall not establish or validate the value of any gift for tax purposes. In accordance with all applicable New York State and Federal law, the Board of Education shall be responsible for the safeguarding, accounting and audit of moneys received.

Great Neck Public Schools
Adopted: 5/22/95
Amended: 11/16/09; 6/19/17
GIFTS TO SCHOOL PERSONNEL

No staff member of the school district shall:

- Accept any personal gift of money, services or goods (other than those of token value made by pupils of their own volition) or benefits from any pupil, or from the parent or guardian of any pupil.

- Accept any gifts or favors in any form from any person, firm or corporation that is directly or indirectly involved or interested in business dealings with the school district.

Great Neck Public Schools

Adopted: 01/12/04
CODE OF ETHICS FOR
SCHOOL DISTRICT OFFICERS AND EMPLOYEES

The Board of Education recognizes that sound, ethical standards of conduct serve to increase the effectiveness of school board members and their staff, as educational leaders in their community. Actions based on an ethical code of conduct promote public confidence and the attainment of district goals. The Board also recognizes its obligation to set forth a code of ethics under the provisions of the General Municipal Law, to adopt a code of ethics setting forth the standards of conduct required of all district officers and employees.

Therefore, every officer and employee of the district, whether paid or unpaid, including members of the Board of Education, shall adhere to the following code of conduct:

1. **Gifts**: No officer or employee of the school district shall:
   - Accept any gratuity of money, services or goods (other than those of token value made by pupils of their own volition) or benefits from any pupil, or from the parent or guardian of any pupil.
   - Accept any gifts or favors in any form from any person, firm or corporation that is directly or indirectly involved or interested in business dealings with the school district.

2. **Confidential information**: An officer or employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he/she shall not disclose information regarding any matters discussed in an executive session of the Board whether such information is deemed confidential or not.

3. **Representation before the Board**: An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school district.

4. **Representation before the Board for a contingent fee**: An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school district, whereby the compensation is to be dependent or contingent upon any action by the school district with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

5. **Disclosure of interest in matters before the Board**: A member of the Board of Education and any officer or employee of the district, whether paid or unpaid, must publicly disclose on the official record the nature and extent of any interest they or their spouse have, will have or later acquire in any actual or proposed contract, purchase agreement, lease agreement, or other agreement involving the school district (including oral agreements), to the governing body and his/her immediate supervisor (where applicable) as required by §803 of the General Municipal Law. Such disclosure must be in writing and made part of the official record of the school district. The term “interest” means a material benefit accruing to an officer or employee.
6. **Investments in conflict with official duties**: An officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.

7. **Private employment**: An officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

8. **Future employment**: An officer or employee shall not, after the termination of service or employment with the Board, appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former officer or employee of any claim, account, demand or suit against the district on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

**Distribution of Code of Ethics**
The Superintendent of Schools shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the school district. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Superintendent shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the district's jurisdiction in a place conspicuous to the district's officers and employees.

**Penalties**
In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's code of ethics and its accompanying regulation may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

**Great Neck Public Schools**

*Adopted: 12/21/70*

*Amended: 01/12/04; 06/18/07*
Adopting, amending or deleting district policies is solely the responsibility of the Board of Education.

To permit time for study of all proposed policies, provide an opportunity for interested parties to react and for the views of the public and staff to be heard, the Board will adhere to the following procedure in considering proposals to adopt, amend or delete policies. This procedure will ensure that a proposal is placed on the agenda no fewer than three public meetings before official Board action is taken.

1. **First Reading** - the proposal will be presented for information and possible discussion.

2. **Second Reading** - the proposal will be presented for additional discussion.

3. **Third Reading** - the proposal will be presented for additional discussion and possible adoption.

4. At the discretion of the Board, policies that are presented only for amendment where such amendment does not materially alter the intent of the policy, or for deletion, may not require three readings.

During discussion of a policy Board members may propose amendments. Such amendments will not require that the policy be subject to additional readings except as the Board determines that an amendment needs further.

Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions. However, the above procedure is required before the policy will be considered permanent.

The formal adoption, amendment or deletion of policies will be recorded in the minutes of the Board and will become effective immediately. Principals are responsible for implementing all policies in their buildings.

Policies are posted on the District website, and policy manuals can be found in each building.

*Great Neck Public Schools*

*Adopted: 2/9/87*  
*Amended: 11/03/03; 11/19/12; 1/26/16*
PROVISION OF IEPs TO TEACHERS AND SERVICE PROVIDERS

In order to more effectively carry out the District's responsibility to provide a free appropriate education to all eligible students with disabilities, it is the policy of the Board of Education of the Great Neck UFSD to provide regular and special education teachers, related service providers and other service providers with a copy of a student's individualized education program (IEP) to review with continued access to the document during the remainder of the school year or as long as the student remains on the individual's professional caseload, in accordance with the requirements of Education Law 4402(7), while maintaining the appropriate confidentiality requirements guaranteed under the Family Educational Rights and Privacy Act (FERPA).

• Prior to the implementation of the IEP, each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the implementation of a student's individualized education program shall be given a copy of such student's IEP.

• Any copy of a student's IEP provided pursuant to this policy shall remain confidential and shall not be disclosed to any other person, in compliance with federal and state laws and regulations, including the Individuals with Disabilities Education Act (IDEA), and FERPA.

• In addition, the CSE Chair shall designate a professional employee of the school district with knowledge of the student's disability and education program who shall, prior to the implementation of the IEP, inform each teacher, related service provider, and other individuals with IEP implementation responsibility who would not be provided a copy of the student's IEP (including, but not limited to, a teaching assistant, a teacher aide, and a school bus driver when special transportation is specified on a student's IEP) of his or her specific responsibilities related to implementing a student's IEP and the specific accommodations, program modifications, and supports that must be provided for the student in accordance with the IEP. In most instances this will be the school psychologist at the elementary level and the special education chairperson at the secondary level.

• The employee charged with the duty to inform each teacher, related service provider, and others of their responsibilities relating to the IEP shall also inform those individuals of the obligation to maintain the confidentiality of the IEP.

• A copy of the IEP shall be provided to the student's parents at no cost to the student's parents.

Great Neck Public Schools

Adopted: 3/10/2003
COMPUTER NETWORK AND INTERNET ACCEPTABLE USE
FOR STUDENTS AND STAFF

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

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

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

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

1. Three separate filters will be provided for students and staff to meet their respective educational, instructional, and professional needs while maintaining compliance with the law and this policy:
   a. elementary/middle school students;
   b. high school students;
   c. staff

2. Technology protection measures will not be disabled for student use. Bypass accounts will be limited in scope and by location to adult-only computers. The need to use bypass accounts should be rare; therefore, they will be provided to a limited subset of users including central and building administrators, deans, and computer and library staff. Bypass accounts will be provided for the following reasons:
a. to conduct bona fide research for professional use;

b. to preview blocked Web sites to determine their appropriateness for instruction;

c. to investigate an issue involving the behavior, health, or safety of a student;

d. for other lawful reasons not otherwise prohibited by the law or this policy.

Staff members may access a bypass account through any of the users identified above. Users should be mindful of the fact that our filtering system logs all Web site activity.

3. Users are encouraged to submit Web site addresses that they believe are incorrectly filtered to their school’s computer specialist for review.

4. Valid requests will be forwarded to the Office of Instructional Technology for resolution.

5. If a request is denied, alternatives will be discussed with the requestor and, if necessary, school library/technology staff will be consulted.

6. Uncategorized sites will be allowed by default on the staff filter, but will be blocked by default on student filters until they are categorized through the usual process or submitted for review.

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

1. Users should not share their school accounts or attempt to ascertain the passwords of others.

2. For safety reasons, students should never transmit personal information such as names, addresses, telephone numbers, or photographs, or make appointments with people they have met online, without prior authorization from both a parent/guardian and a building administrator or his/her designee.

3. Students should notify a staff member whenever they come across information that is dangerous, illegal, obscene, inappropriate, or makes them feel uncomfortable.

4. Users must follow the Guidelines in **Policy 5221 District Sponsored Internet Publishing** to determine whether, and under what circumstances, names, photos, videos, school work, or other student or staff content may be published on public Web sites, including social networking sites.
User Guidelines: Use of our network is a privilege to be used responsibly, fairly and appropriately. The same behavioral expectations of individuals in school and the community apply to online behavior. Users should be aware that the District maintains compliance by monitoring online activity.

1. Priority will be given to those individuals who are using the Internet for curriculum-driven and research-oriented purposes.

2. The rights of all students and staff to use our network without disruption should be respected at all times.

3. District-owned equipment and software should be treated with care.

4. Personal use of the Internet is prohibited on the District network during the school day for all users, but is permitted for staff from 3 PM to 8 AM provided that such use does not interfere with a professional assignment, compromise network security or is in conflict with the educational philosophy of the Great Neck Public Schools. It is also permissible for staff to use personal devices that access the Internet without going through the District network, except during instructional, preparation, professional, and supervisory times as contractually defined. Students will follow the guidelines listed in the District’s Policy 5695 Personal Electronic Communication Devices.

5. High school students and staff members will be assigned District e-mail accounts for professional and educational use.

6. Elementary and middle school students can request e-mail access through a staff account for education-related reasons with authorization and supervision from the staff member.

7. Upon request, a club or activity may be assigned a District e-mail account to be used solely for the purpose of club or activity business. This account may be accessed by student designees, recommended and supervised by the faculty advisor.

8. Users may not access synchronous online communications such as chat rooms or instant messaging unless it is for education-related reasons; students must have authorization from a staff member.

9. High school students and staff members may access and contribute to asynchronous online communications such as message boards, blogs, and Wikis as long as messages are posted in a thoughtful and respectful manner for educational and professional reasons.

10. Elementary and middle school students may participate in classroom activities that utilize e-mail and Web 2.0 applications only if a teacher initiates the assignment and proactively reviews the posted content.

11. Users may utilize education-specific or professional social networking sites but not sites that primarily facilitate personal relationships. However, high school students and staff may request access to individual pages on such sites for educational or professional reasons.

12. The District as an organization, and the individual schools as suborganizations, may have, to the extent possible, an official read-only social networking presence using Facebook® with a designated computer to be used for this purpose. High school students may participate in maintaining a school’s official social networking presence using Facebook® with supervision by a designated staff member. Clubs, activities, teams, and other groups may contribute to the suborganization presence.
13. Image search sites are allowed for students and staff through a safe search filter, and video streaming sites are allowed for high school students and staff through a safe mode, or by exception.

14. Users may not download or upload files unless it is for education-related reasons; elementary and middle school students must have authorization from a designated staff member.

15. The use of the District network to purchase items or services for professional use, without appropriate supporting documentation, is prohibited. Personal purchases by staff are permitted from 3 PM to 8 AM provided that such use does not interfere with a professional assignment, compromise network security or is in conflict with the educational philosophy of the Great Neck Public Schools.

16. Users may not attempt to gain unauthorized access to other user accounts, hack into computer systems, breach security passwords or circumvent our filter.

17. High school students and staff members may use personal devices to connect to the appropriate District Bring Your Own Device (BYOD) wireless network in designated locations. By doing so, users implicitly agree to the terms, conditions, responsibilities, and liabilities for such use contained in this and other District policies as well as applicable local, state and federal laws.

18. Adult visitors invited to the Great Neck Public Schools to conduct business, take adult education courses, or participate in evening, technology-based school events may use District equipment with guest network privileges. Requests for exceptions to this rule will be considered by the District Technology Director on a case-by-case basis. If an exception is granted, a temporary password will be made available for access to the BYOD Guest wireless network.

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

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

1. Personal devices must contain the most recent operating system, security updates, Web browser, and virus/malware scanning software (where applicable).

2. Technical information about personal devices may be logged by the District when making this connection.

3. High school students and staff agree to submit their personal devices to GNPS Technical Support or school staff upon request for ongoing compliance with these guidelines.

4. GNPS Technical Support is not available to troubleshoot or support personal device issues.

5. The District is not responsible or liable if personal devices are accessed, modified, infected, broken, vandalized, stolen, lose data, become inoperable, injure the owner or another individual, or damage the property of the school or others while on District property.
Ethical and Legal Considerations: Use of our computer network must conform to District policies and local, state and federal laws. The following are prohibited:

1. Use of our network to access, store, distribute or promote illegal activities, obscenity or any other material deemed inappropriate or harmful to minors.

2. Use of our network to install, use, store, duplicate or distribute personal software or copyrighted materials without the license to do so, including software, files, videos, photographs, graphics, text, music, or speech.

3. Use of our network to transmit computer viruses or other malware.

4. Use of our network to plagiarize, in part or whole, the intellectual property of others, including the work of fellow students or any published content whether in print or electronic format.

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

1. Notification of school authorities.

2. Notification of parent/guardian.

3. Suspension of access to the computer network and the Internet.


5. Financial restitution.


Staff Responsibilities: In order to comply with the provisions of this policy and the Children’s Internet Protection Act, building principals will inform staff members to:

1. Inform all students about the guidelines contained in this policy, educate all students with regard to Internet safety and digital citizenship, and supervise and monitor the online activities of all students.

2. Take reasonable measures to prevent students whose parent/guardian has denied permission from engaging in independent Internet activities.

3. Take appropriate disciplinary actions when students violate this policy.

4. Report serious policy violations to an administrator.

5. Report illegal, obscene, or inappropriate information to the Office of Instructional Technology.

6. Never facilitate the collection of private information about students by any Web site outside of the Great Neck Public School domain, consult with the school’s technology specialist, and if necessary, the District Technology Director, to ensure cloud-based services comply with District standards for privacy and security of personal information, and ensure that only the minimum information has been provided to conduct a sanctioned online educational activity.
7. Contact an administrator when inappropriate student use of the Internet outside of school comes to their attention so that the matter can be investigated, parents may be notified, and appropriate action may be taken to minimize disruption to the educational environment and ensure the safety and well being of children.

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

Great Neck Public Schools

Adopted: 4/28/98
Amended: 6/17/02; 1/09/06; 3/31/08; 6/21/10; 12/9/13; 7/7/15
**FIELD TRIPS**

The Board recognizes that firsthand learning experiences provided by field trips can be effective and worthwhile. In planning and authorizing field trips, primary consideration will be given to the safety and welfare of the students involved, as well as to the educational value to be derived. Student behavior on field trips is governed by the District’s Code of Conduct, Policy 5300.

**Approval**

All requests for field trips must be approved in writing prior to embarking on a trip. The Teacher-In-Charge must submit to the principal the following documents:


2. A copy of the permission slip that will be distributed to students [Exhibit 4531-E7, 4531-E8 or 4531-E9]

3. A trip itinerary

4. A detailed supervisory plan (Overnight or Out-Of-Country)

5. A *Transportation Request* form, if applicable

6. A *Request for Approval of Non-Conference Business/Travel Expenses* form for each staff member, if applicable

The Field Trip request and all pertaining documents must be submitted as a single packet in the order noted above. The following chart indicates the submission timeline for trip approvals:

<table>
<thead>
<tr>
<th>Type of Trip</th>
<th>Submit to Principal</th>
<th>Submit to Superintendent</th>
<th>Submit to Board of Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>40 days prior</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Overnight</td>
<td>75 days prior</td>
<td>60 days prior</td>
<td>15 days prior to a Board meeting*</td>
</tr>
<tr>
<td>Out of Country</td>
<td>225 days prior</td>
<td>210 days prior</td>
<td>180 days prior</td>
</tr>
</tbody>
</table>

*Approval of specific recurring academically related overnight trips may be granted at the Board’s Annual Organizational Meeting in July. Such approval is dependent upon submission of all required paper work to, and approval by, the Superintendent of Schools.

Any exception to these time limits requires the approval of the Superintendent.

Written parental permission must be obtained for every student in advance of the trip using forms 4531-E7, 4531-E8 or 4531-E9. The permission form will include a section for the parent/guardian to identify student health concerns. Signed forms will be kept on file in each school for one calendar year.

The Principal and/or the Superintendent or his/her designee have the right to cancel a trip for any reason.
Field Trip records for trips that do not require busing or Requests for Approval of Non-Conference Business/Travel Expenses will be maintained in each school. All other field trip records will be maintained in the Transportation Office. Overnight & Out-of-Country trip records will also be maintained in the Office of Instruction.

**Transportation**

The Transportation Office will establish and administer procedures for the ordering and scheduling of buses for field trips. Public transportation may be authorized when appropriate. Private vehicles may not be used to transport students on field trips. An exception may be made for a parent/guardian to drive his/her own child to a field trip location when there are special circumstances and with prior approval of the building principal.

When school/coach buses are used, the Teacher-In-Charge will submit a signed and completed *Pre-Trip Report* [Exhibit 4531-EI] to the Principal prior to departure, and completed *Post-Trip Report* [Exhibit 4531-E2] to the Principal upon return. Copies of both reports are to be sent to the Transportation Office and will be kept on file for one calendar year.

No trip involving a stay of one or more days away from home will depart unless the Teacher-In-Charge is in possession of all necessary documentation for the travel arrangements. This includes train or plane tickets for all participants, and written confirmation of hotel, restaurant and other reservations, where applicable.

**Scheduling**

Every effort will be made to return students to school from day trips in time for regular dismissal.

Principals will be responsible for establishing clear procedures for communicating with parents in the event of a delay in returning from a field trip.

**Supervision**

Appropriate and adequate supervision will be provided on all field trips, taking into account the nature of the event, the age of the students involved, the activities, and the geographical location. Along with every request for an overnight trip, a supervisory plan must be prepared and submitted for approval as noted above. The plan shall include, but not be limited to, provisions for overseeing students' activities during the day, and monitoring students' sleeping quarters throughout the night. Supervision may be provided by Great Neck staff or other supervisory staff assigned at the site of the trip. The plan should be accompanied by a detailed schedule of events and activities, and the ratio of students to supervisors at these events and activities. The Principal will make a determination regarding the adequacy and appropriateness of supervision based upon a review of the plan, and may recommend assignment of additional supervisors.

Accompanying adults, in addition to the Teacher-In-Charge, will be assigned according to the following ratios:

- Grades K-2 -- One adult per 10 students
- Grades 3-12* -- One adult per 15 students
All students on a field trip will return to the school with the group. A student may be released to a parent/guardian or other authorized person at the place of departure only upon prior written notification and approval of the Principal.

Should a student be unable for any reason to return from a field trip with the group, a certified staff member of the District will remain with the student until he/she can be released to a parent or other authorized person.

Should a student be required to be transported home prior to the conclusion of a field trip, it will be the parents'/guardians' responsibility to make appropriate arrangements for such transportation. In the event that a student’s disqualification or departure prevents other participants from partaking in the activity to its conclusion, the District may seek reimbursement of all costs associated with the trip from that student and/or his/her family.

*On overnight Outdoor Education trips, the ratio of one adult per 15 students will include the teacher.

**Parent Notification**

The Teacher-In-Charge must use the *Permission Slip* form [4531-E7, 4531-E8 or 4531-E9] to provide parents/guardians with the trip details at least one week prior to the trip. The form will include the following: costs, arrival and departure time, mode of transportation (e.g., school or coach bus, railroad), lodging arrangements (if applicable), emergency telephone number, activities, itinerary, and the name of the Teacher-In-Charge. Other information may be attached if necessary.

**Following a Field Trip**

At the conclusion of each field trip, the Teacher-In-Charge will provide the Principal with a:

1. *Post Trip Report* [Exhibit 4531-E2]
2. *Trip summary Report* [Exhibit 4531-E3]
3. *Trip Incident Report* [Exhibit 4531-E4] if an incident affecting the health, safety or morals of one or more students occurred in which case this report is to be completed within 24 hours of return and a copy of such sent to the Superintendent.

These forms will be kept on file for one calendar year.

**Financial Considerations**

All field trips funded by the District must fit within the school’s budget allocation for such activity. The Principal will ascertain funds availability prior to approving Field Trip requests. Any expenses for which students are responsible must be paid in advance of the trip.

Prior to approving a trip, the Principal will ensure that no student will be denied participation for financial reasons.
Teachers and other district employees who supervise field trips will be compensated by the District in accordance with the prevailing collective bargaining agreement. No employee will accept compensation from any outside source in relation to any field trips arranged or supervised.

In the event a trip is cancelled for any reason, the District will not be responsible for refunds.

**Implementation**

Principals will be responsible for ensuring that every Teacher-In-Charge has reviewed a copy of this policy. Confirmation of this can be found on the *Field Trip Request* form [Exhibit 4531-E5 or Exhibit 4531-E6] completed by the Teacher-In-Charge.

Principals will also be responsible for developing internal procedures at the school level to ensure effective and timely implementation of this policy.

*Great Neck Public Schools*

*Adopted: 7/5/88*

*Amended: 10/31/94; 3/6/95; 6/7/04; 3/27/06; 7/1/10; 11/19/12; 12/14/15*
GREAT NECK PUBLIC SCHOOLS

TEACHER-IN-CHARGE’S PRE-TRIP REPORT

Prior to the students boarding the school bus I, as the Teacher-In-Charge:

1. Inspected the interior of the bus for backpacks, packages, etc. left on the bus and reported them to the bus driver and a school administrator.

2. Had the bus driver, complete the reverse side of this document and sign.

3. Ascertained that the driver knows the destination and the route of the trip.

4. Gave this report along with a passenger list with phone numbers to the principal who faxed both items to the Transportation Office.

____________________  ______________________
Date                  Teacher-In-Charge’s Signature

(The signing of this report in no way makes the signer liable for any legal action resulting from the trip.)

I faxed this report and the passenger list with phone numbers to the Transportation Office on ____________________.

____________________
Principal’s Signature
**GREAT NECK PUBLIC SCHOOLS**

**Bus Driver’s Pre-Trip Report**

<table>
<thead>
<tr>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tires F/R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhaust system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gauges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engine Operation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seats and Seat Belts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mirrors</td>
<td></td>
<td></td>
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<tr>
<td>Heater</td>
<td></td>
<td></td>
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<tr>
<td>Windshield Wipers</td>
<td></td>
<td></td>
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<tr>
<td>Washer Fluid</td>
<td></td>
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<tr>
<td>Horn</td>
<td></td>
<td></td>
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<tr>
<td>2-way Radio Operation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brakes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Brake</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid Kit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headlights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stop lights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directional Signals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red &amp; Amber Flashers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tail Lights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Extinguisher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bathroom(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleanliness</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Bus #___________ License #_____________ Company Name________________

Date________________ Destination of Trip_________________________________

Driver’s Name (Please Print) __________________________

Drivers Signature __________________________

Complete and give this report to the Teacher-In-Charge prior to departing.

*Great Neck Public Schools*

*Adopted: 6/7/04*

*Amended: 11/19/12*
GREAT NECK PUBLIC SCHOOLS
TEACHER-IN-CHARGE’S POST-TRIP
TRANSPORTATION REPORT

It is important that the information requested on this report be completed at the conclusion of the trip. With your assistance, the school district will have supporting information necessary to evaluate costs, bus conditions, safety standards and regulations that apply to the performance of the Bus Company.

Please refer to the reverse side of this form for pertinent safety items to consider when making your evaluation and submit this report to the Principal upon your return.

Date of Trip_________________Destination(s) ________________________________

Name of Bus Company_________________Bus Number_____________________

Bus driver’s name ____________________________

Scheduled departure time ____________Actual departure time ___________

Scheduled pick up time ______________Actual pick up time _____________

Scheduled return time to school __________Actual return time to school _______

A comment on variations in times (late arrivals, traffic, delays, etc.) _______________

Other comments if pertinent to trip __________________________________________

Were Students given a brief review of bus evacuation procedures at the start of the trip?

YES ___________ NO ___________

Signature of Teacher-In-Charge ___________________School ___________________ Date ___________

I have reviewed this form and forwarded a copy to the Transportation Office.

Reviewed by: ___________________________________________ Date ___________

Signature of Principal ____________________________ Date ___________

(The signing of this report in no way makes the signer liable for any legal action resulting from the trip.)

*See reverse for safety items*
Additional Safety Items Considered When Preparing This Report:

1. The driver must fasten his/her seat belt while driving the bus.
2. The driver may not smoke, eat, or drink any liquid while driving.
3. The driver should be familiar or informed of the route or possess a map and detailed instructions to the destination(s).
4. If the bus is not functioning properly, or is unsafe because of poor brakes, strange noise, poor engine performance, a bad tire, etc., you should direct the driver to stop the bus at a safe place and demand that the driver call the dispatcher for a replacement bus.
5. The driver must make a full stop before proceeding at a railroad crossing unless a police officer, traffic control signal or sign directs traffic to proceed.
6. If the driver is performing in an unsafe manner you are obligated to alert the driver. Inform him/her that your field trip report to the district transportation department must note unsafe driving skills.

Great Neck Public Schools

Adopted: 6/7/04
Amended: 11/19/12
GREAT NECK PUBLIC SCHOOLS

TEACHER-IN-CHARGE’S TRIP SUMMARY REPORT

Please take the time to evaluate the field trip that you just completed. Your frank and complete responses will assist the schools in planning future trips. Sign on the back and submit it to the principal.

School__________________ Grade(s): ____________ No. of Students: ___

Date(s): ________________ Destination: ________________________________

Teacher-In-Charge: ________________________________

1. Educational purpose of trip: ________________________________________
                                                                 __________________________________________________________________
                                                                 __________________________________________________________________

2. Did the trip meet your expectations? Yes _____ Somewhat ______ No _____

3. If above response is not "Yes," please explain: ____________________________
                                                                 __________________________________________________________________
                                                                 __________________________________________________________________
                                                                 __________________________________________________________________

4. Any problems with transportation? ________________________________
                                                                 __________________________________________________________________
                                                                 __________________________________________________________________
                                                                 __________________________________________________________________

5. Any problems with food or lodgings? ________________________________
                                                                 __________________________________________________________________
                                                                 __________________________________________________________________

(over)
6. Other comments: ____________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

7. Was there any transportation or other incident affecting the health, safety or morals of students?
   Yes _______ No _______

If Yes, please complete a *Trip Incident Report [4531-E4]* within 24 hours of returning from the trip and submit it to the Principal.

Teacher-In-Charge: __________________________________________________________

Signature: ___________________________ Date: ____________________________

I have reviewed this report and will retain it on file in my school for one calendar year.

Principal's Signature: ______________________ Date: ________________________

*Great Neck Public Schools*

*Adopted: 6/7/04*

*Amended: 11/19/12*
GREAT NECK PUBLIC SCHOOLS

TEACHER-IN-CHARGE’S TRIP INCIDENT REPORT

Please complete this form if there was a transportation or other incident on the field trip that affected the health, safety, or morals of students. Upon completion, sign on the back and submit it to the Principal.

School_________________________ Grade(s): _______ No. of Students: _______

Date(s): ___________________ Destination: ________________________________

Teacher-In-Charge: ____________________________

Please describe the incident, in detail, including the names of any student and/or adults who were involved.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(over)
Teacher-In-Charge: __________________________________________________________

Signature: ___________________________ Date: __________________________

I have reviewed this report and will retain it on file in my school for one calendar year, and have forwarded a copy to the Superintendent of Schools.

Principal's Signature: ___________________________ Date: __________________________

Great Neck Public Schools

Adopted: 6/7/04
Amended: 7/1/10; 11/19/12
GREAT NECK PUBLIC SCHOOLS
REQUEST FOR FIELD TRIP - DAY
(Submit to Principal a minimum of 40 days in advance.)

School: ___________________________ Teacher in Charge: ___________________________
(Print Name)

Trip to (include all stops): __________________________________________________________

Purpose of trip: _________________________________________________________________

Date of Trip: ___________________________ Time: From ______________ to ____________

# of Students: ___________________________ Grade(s): ______________________________

Cost to Student: ___________________________ Cost to District: ______________
(complete reverse)

Method of Transportation: ________________________________________________________

Names of Teachers & Cell Phone #s

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Names of Other Adults & Cell Phone #s

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

(Note: Cell phones are to be kept on at all times.)

I am in receipt of District Field Trip Policy, #4531 and agree to abide by it. I have completed the reverse of this form and have attached the following for approval:

• A copy of Permission Slip
• At trip itinerary*
• Transportation Request (if applicable).

Request for Approval of Non-Conference Business Travel Expenses, estimating any expenses I and/or other chaperones expect to incur and receive reimbursement for from the District. If this does not apply, initial here__________.

Teacher in Charge: ______________ Date: ______________

(Signature)

*A list of students’ names & contact numbers is required by Transportation prior to departure.

In accordance with Policy 4531, I have reviewed this request its entirety. Any Transportation Request and/or Requests for Approval of Non-Conference Business/Travel Expenses have been attached to this Field Trip request and are being forwarded to Transportation Office and/or Office of Instruction as required by Policy 4531. If this request does not involve the Transportation Office or Non-conference Business/Travel expenses, this original Field Trip request will be kept on file solely at the school.

I have verified with District Administration that there are sufficient funds in budget code______ to cover expenses.

Dept. Head or Athletic Director (if applicable): ___________________________ Date: ______________

Principal’s Approval: ___________________________ Date: ______________

(Signatures)
REQUEST FOR FIELD TRIP - DAY

SUMMARY OF ESTIMATED DISTRICT COSTS
(To be completed by the Teacher In Charge)

The estimated total COST TO THE DISTRICT for this trip is as follows:

1. Admission/Entrance fee(s): $__________
2. Chaperone Salary expenses: $__________
   Provide names, contractual rate, and sub-totals for each chaperone.
   ____________________________________    _______________________________
   ____________________________________    _______________________________
   ____________________________________    _______________________________
   ____________________________________    _______________________________

3. Transportation expenses: $__________
   Indicate type of transportation and related cost. For District bus or coach costs,
   Contact the Transportation Office on x4060.
   ____________________________________

4. Other Student expenses: $__________
   Include all student expenses that will not be reimbursed to the District by the
   student or club.
   Type of expense: _______________________________________________________

5. Chaperone expenses (excluding salary) $__________
   Enter to total of all Requests for Approval of Non-Conference Business/Travel
   Expense forms PLUS any other expense the District is paying on chaperone’s behalf.
   Total of Non-Conference Business/Travel expenses: _______________________
   Type/total of other expenses paid on chaperone’s behalf: ___________________

TOTAL ESTIMATED COST TO DISTRICT: $__________

District Office Checklist/Recommendation for Approval of Trips Requiring District Funds

☐ Request received on ________________  ☐ Transportation Request  ☐ Itinerary  ☐ Itinerary to follow
☐ Request for Approval of Non-Conference Business/Travel Expenses
☐ Contractual chaperone expenses reviewed (payroll to be informed of known changes to these
  estimated expenses)

Assistant Superintendent/District Athletic Director     Date

Great Neck Public Schools
Adopted: 3/72/06
Amended: 11/19/12; 12/14/15
GREAT NECK PUBLIC SCHOOLS

IV. REQUEST FOR FIELD TRIP - OVERNIGHT

(Submit to Principal a minimum of 75 days prior for US trips; 225 days for out-of-country trips)

Send educational trips to Office of Instruction; athletic trips to District Athletic Director.

School: ___________________________ Teacher in Charge: ___________________________ (Print Name)

Trip to (include all stops): __________________________________________________________

Purpose of trip: ___________________________________________________________________________

Dates of Trip: ___________________________ Time: From ___________________________ to ___________________________

# of Students: ___________________________ Grade(s): ___________________________

Cost to Student: ___________________________ Cost to District: ___________________________ (complete reverse)

Method of Transportation: __________________________________________________________

Names of Teachers & Cell Phone #s

____________________________________________________________________________________

____________________________________________________________________________________

Names of Other Adults & Cell Phone #s

____________________________________________________________________________________

____________________________________________________________________________________

I am in receipt of GNPS Field Trip Policy 4531 and agree to abide by it. I have completed the reverse of this form and have attached the following for approval:

• A copy of Permission Slip
• At trip itinerary*
• A detailed supervisory plan.
• Transportation Request (if applicable).
• Request for Approval of Non-Conference Business Travel Expenses, estimating any expenses I and/or other chaperones expect to incur and receive reimbursement for from the District.

If this does not apply, initial here _________ Date: __________

Teacher in Charge: ___________________________ Date: __________

(Signature)

*A list of students’ names & contact numbers is required by Transportation prior to departure.

(Note: Cell phones are to be kept on at all times.)

In accordance with Policy 4531, I have reviewed this request in its entirety. I am forwarding this request to the Office of Instruction/District Athletic Director (whichever applies) and attaching to it any or all of the above-mentioned documents that are pertinent to this trip. I have verified with District Administration that there are sufficient funds in budget code ________________ to cover these expenses.

Signatures:

Dept. Head or Athletic Director (if applicable) Approval: ___________________________ Date: __________

Principal’s Approval: ___________________________ Date: __________

Superintendent’s Approval: ___________________________ Date: __________ (Overnight)

Board of Ed Approval: ___________________________ Date: __________ (Out of Country)
REQUEST FOR FIELD TRIP - OVERNIGHT
SUMMARY OF ESTIMATED DISTRICT COSTS
(To be completed by the Teacher In Charge)

The estimated total COST TO THE DISTRICT for this trip is as follows:

6. Admission/Entrance fee(s): $___________
7. Chaperone Salary expenses: $___________
   Provide names, contractual rate, and sub-totals for each chaperone.
   ___________________________________________  ___________________________________________
   ___________________________________________  ___________________________________________
   ___________________________________________  ___________________________________________
   ___________________________________________  ___________________________________________

8. Transportation expenses: $___________
   Indicate type of transportation and related cost. For District bus or coach costs, Contact the Transportation Office on x4060.

9. Other Student expenses: $___________
   Include all student expenses that will not be reimbursed to the District by the student or club.
   Type of expense: ________________________________________________________

10. Chaperone expenses (excluding salary) $___________
    Enter to total of all Requests for Approval of Non-Conference Business/Travel Expense forms PLUS any other expense the District is paying on chaperone’s behalf.
    Total of Non-Conference Business/Travel expenses: ______________________
    Type/total of other expenses paid on chaperone’s behalf: ______________________

TOTAL ESTIMATED COST TO DISTRICT: $___________

District Office Checklist/Recommendation for Approval

- [ ] Request received on _________________________ [ ] Transportation Request
- [ ] Supervision Plan
- [ ] Itinerary [ ] Itinerary to follow [ ] Participants [ ] Participants to follow
- [ ] Request for Approval of Non-Conference Business/Travel Expenses
- [ ] Request for Board Approval of Personnel Action [ ] No request will be made for personnel action
- [ ] Contractual chaperone expenses reviewed (payroll to be informed of known changes to these estimated expenses)

Assistant Superintendent/District Athletic Director __________________ Date __________

Great Neck Public Schools
Adopted: 3/27/06
Amended: 11/19/12; 12/14/15
GREAT NECK PUBLIC SCHOOLS

PARENT APPROVAL FOR EDUCATIONAL FIELD TRIP—ELEMENTARY

School (please circle): E.M. Baker  John F. Kennedy  Lakeville  Parkville  Saddle Rock

Teacher: ___________________________  Grade/Subject: ________________

I, the undersigned parent/legal guardian of __________________________ give my permission for him/her to participate in an education field trip to______________________________
on __________________________ for the purpose of __________________________.

I further authorize that s/he receive medical treatment in case of emergency.

Student Health Concerns: __________________________________________

_________________________________________  __________________________
Parent/Legal Guardian Signature  Date

Emergency Contact Phone Number(s) __________________________________

Please return top portion to your child’s teacher and retain this section for your information.

Grade/Subject: __________ trip to __________________________ on ________________

Method of transportation: ______________

Time leaving school: ___________  AM  PM  (please circle)

Approximate time of return to school: ___________  AM  PM  (please circle)

Costs/Special Fees: ___________________________________________________

(make check payable to the Great Neck Public Schools)

Special Clothing: __________________________________________

Other information/arrangements: ________________________________________

Permission slip must be returned by (date)__________________________

All field trips are governed by Board of Education policy:

4531, Field Trips (http://greatneck.k12.ny.us/GNPS/Pages/policies/4531FieldTrips.pdf)

5300, Code of Conduct (http://greatneck.k12.ny.us/GNPS/Pages/policies/5300CodeofConduct.pdf)

Great Neck Public Schools

Adopted: 11/19/12
GREAT NECK PUBLIC SCHOOLS

EDUCATIONAL FIELD TRIP STUDENT AFFIDAVIT—SECONDARY

School (please circle): North HS North MS South HS South MS Village School SEAL Program

Teacher: ________________________________ Grade/Subject: __________________

I, the undersigned parent/legal guardian of ___________________________ give my permission for him/her to participate in an education field trip to ____________________________
on ____________________________ for the purpose of ____________________________.

I further authorize that s/he receive medical treatment in case of emergency.

Student Health Concerns: ________________________________________________

__________________________________________ Date

Parent/Legal Guardian Signature

Emergency Contact Phone Number(s) ________________________________________

Please return top portion to your child’s teacher and retain this section for your information.

Grade/Subject: ________ trip to ____________________________ on ____________________________

Method of transportation: __________

Time leaving school: __________ AM PM (please circle)

Approximate time of return to school: __________ AM PM (please circle)

Costs/Special Fees: ________________________________________________________

(make check payable to the Great Neck Public Schools)

Special Clothing: _________________________________________________________

Other information/arrangements: ___________________________________________

Permission slip must be returned by (date) ____________________________

All field trips are governed by Board of Education policy:

4531, Field Trips (http://greatneck.k12.ny.us/GNPS/Pages/policies/4531FieldTrips.pdf)

5300, Code of Conduct (http://greatneck.k12.ny.us/GNPS/Pages/policies/5300CodeofConduct.pdf)
1. I realize that while participating on this field trip my decorum must be exemplary. My actions will reflect upon my school and my class/activity. Unacceptable behavior could jeopardize this and/or future trips.

2. I will not use any form of alcoholic beverage, tobacco, illegal drug or other controlled substance.

3. I will make arrangements to make up all work and tests in the classes that I will miss while on this trip.

4. I am responsible for my conduct with regard to public and private property such as museums, theaters, hotel rooms, restaurants, buses, trains, etc. (For overnight trips, pre-and post-occupancy hotel room inspections will be conducted. Damage incurred will be the responsibility of the occupants.)

5. I must use only the transportation authorized by my school.

6. I must stay with my assigned group(s) while on the trip.

7. When given permission to leave the general area of a contest/competition/event, I must ensure that my supervisor/chaperone knows where I am, who is with me, and when I will return.

8. Dress must be appropriate for a school event of this type.

Class Schedule/Teacher Initials

<table>
<thead>
<tr>
<th>Pd. 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pd. 2</td>
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<tr>
<td>Pd. 3</td>
<td></td>
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<td>Pd. 7</td>
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<tr>
<td>Pd. 8</td>
<td></td>
</tr>
<tr>
<td>Pd. 9</td>
<td></td>
</tr>
</tbody>
</table>

Student Signature Date Parent Signature Date

All field trips are governed by Board of Education policy:

4531, Field Trips (http://greatneck.k12.ny.us/GNPS/Pages/policies/4531FieldTrips.pdf)

5300, Code of Conduct (http://greatneck.k12.ny.us/GNPS/Pages/policies/5300CodeofConduct.pdf)

Great Neck Public Schools
Adopted: 11/19/12
GREAT NECK PUBLIC SCHOOLS

ANNUAL PARENT APPROVAL

FOR LOCAL/WALKING EDUCATIONAL FIELD TRIPS

School:__________________________________________

Teacher:__________________________________________ Subject/Grade:___________

School year:_____________________________________

As part of the learning activities in our schools, walking trips to nearby places may be arranged. Walking trips provide children with authentic, common experiences which stimulate interest, discussion, and worthwhile class activity. Please complete the information below to confirm your approval for your child to participate in all walking trips for the current school year. Whenever longer trips requiring transportation are planned, separate notices will be sent and parental/legal guardian approval will be required for your child to participate.

Student Health Concerns:__________________________________________

I, the undersigned parent/legal guardian of ______________________________________

give permission for him/her to participate in all local/walking field trips for current school year.

______________________________________  __________________________
Parent/Legal Guardian Signature         Date

Please return this form to your child’s teacher.

Great Neck Public Schools

Adopted: 11/19/12
CHAPERONES ON OVERNIGHT FIELD TRIPS

Before a trip, each chaperone should obtain and become familiar with the district policy on Field Trips (4531).

Chaperones who are neither parents nor district employees must be:

- Cleared for employment as per State regulations;
- At least 21 years of age;
- Interviewed and approved by the school principal.

Chaperones who are parents and/or district employees must be approved by the school principal.

All chaperones must:

- Report to the trip leader (i.e., the teacher in charge of the trip);
- Remain with their originally assigned group throughout the trip;
- Be responsible for student counts, especially before embarking on any form of transportation or when entering or leaving any location;
- Supervise the group during all meals and events;
- Perform any other duties (e.g., bed checks) assigned by the trip leader.

Great Neck Public Schools

Adopted: 07/05/05
REGULAR EDUCATION STUDENTS WITH DISABILITIES

Section 504 is a federal civil rights statute that prohibits discrimination against qualified individuals with disabilities. All students who are identified as having an educational disability and are receiving special education services are automatically protected under Section 504.

There are, however, students who do not require special education services, but who do have a physical or mental impairment that substantially limits one or more major life activity, have a record of such impairment, or are regarded as having such impairment, requiring accommodation to ensure them access to all public school programs and activities. These students are also protected under Section 504.

Section 504 requires appropriate evaluation, a committee to determine eligibility for service and level of accommodation, periodic review, and due process privileges. The Committee on Special Education (CSE), a CSE Subcommittee, and/or a Building Level 504 Committee will serve to evaluate referrals under Section 504. If a student is found to have an educational disability, she/he will be appropriately classified. If the student does not require special education services, but meets the criteria for accommodation under Section 504, the respective Committee will draft a 504 Accommodation Plan for the student.

Great Neck Public Schools

Adopted: 5/19/97
Amended: 7/1/09
SCHOOL ATTENDANCE AREAS

Attendance zones will be established by the Board of Education, and all modifications or alterations in school boundaries will be approved by the Board. The Superintendent of Schools will make recommendations to the Board, as needed, on the maintenance or alteration of established attendance zones. Actions to establish, modify, or alter attendance zone boundaries will give priority consideration to the operational needs of the school system, demographic data, and the impact upon the educational program of the school system. Any recommendation for establishment or alteration of boundaries will include an analysis and justification based on these factors.

A. Students will be expected to attend the school that lies within the attendance area in which they reside, with the following exceptions:

1. After the commencement of the school year, a student whose place of residency changes from one school attendance area to another may elect, upon written request to the District Office of Attendance & Registration, to continue at the original school according to the following conditions:
   - a. Kindergarten through Grade 3: student may complete current school year only.
   - b. Grades 4-5: student may continue through completion of grade 5.
   - c. Grade 6: student may complete current school year only.
   - d. Grades 7-8: student may continue through completion of grade 8.
   - e. Grades 9-12: student may continue through completion of grade 12.

2. Families currently residing in the school district who have a valid purchase agreement or lease for a residence in the attendance area of a school other than the one of their current residence will be permitted, upon written request to the District Office of Attendance & Registration, to have their children attend the school for which their new residence is zoned. Such attendance will not be permitted beyond 90 calendar days unless a deed or closing statement (for a purchase) and proof of actual occupancy is established by the presentation of three pieces of official mail. Official mail may include bank statements, credit card statements, income tax returns, insurance bills, medical bills, utility bills, etc. Either an electric or gas bill is acceptable, but not both. No personal mail or “junk” mail will be accepted.

3. In cases involving the health or welfare of a student, the Department of Pupil Personnel Services may recommend a change in school assignment as being in the best interests of the child and the school.
B. Students who move out of the school district will be declared nonresidents and will be immediately disenrolled, with the following exceptions:

1. Students who move out of the district after March 31 may be allowed, upon prior written request to the District Office of Attendance & Registration, to complete that school year only, without payment of tuition, and will be disenrolled as of June 30.

2. Students who have completed both tenth and eleventh grade in the district may, upon prior written request to the District Office of Attendance & Registration, attend twelfth grade in the district without payment of tuition provided that they meet acceptable standards of conduct and scholarship. If all graduation requirements are not met within one year, this privilege will not be extended.

C. This policy does not provide school bus transportation for students attending schools outside their attendance area.

*Great Neck Public Schools*

*Adopted: 05/11/87*

*Amended: 10/18/07, 06/08/09*
SCHOOL ADMISSIONS

A person who is a legal resident of the Great Neck School District, and who attains the age of five years on or before the first of December of the year of entrance, or is more than five and less than twenty-one years of age, is eligible for admission into the Great Neck Schools.

All new registrants must present an original birth certificate along with the parent or guardian's valid photo ID* at the District Office of Registration and Attendance before they will be allowed to register.

If the registration of children for the Great Neck School District is to be done by someone other than the parent, the adult must present the proof of the children’s residency, the children’s birth certificates, and a notarized statement from the parents authorizing that adult to register the children in lieu of the parents.

Residency Requirements

A student’s residence is presumed to be the domicile of his or her parents, legal guardian, or other person in parental control. Ownership of property in the district does not constitute residency. The following required documentation must be presented:

1. Persons living in their own home or condominium must present:
   a. Deed, closing statement or current tax bill (not mortgage or contract of sale)
   b. 3 pieces of official mail, mailed directly or forwarded by the post office

2. Persons living in a co-op apartment must present:
   a. Proprietary lease or closing statement (not stock share certificates)
   b. 3 pieces of official mail, mailed directly or forwarded by the post office

3. Persons living in a rented house or apartment must present:
   a. Current lease
   b. 3 pieces of official mail, mailed directly or forwarded by the post office

4. Persons living with a school district resident—including relatives—must present:
   a. The District’s affidavit forms, signed and notarized
   b. 3 pieces of official mail, mailed directly or forwarded by the post office

The above proof must also be shown when a family moves to a new home within the District, before a transfer or recording of a change of address can take place.

*Duly certified identification filed according to law is necessary for the protection of children.
5. Students who have established legal residency in the District, as defined above, but who, subsequently, are temporarily absent for such reasons as construction on the family residence, may continue to attend District schools until they move back into that residence, unless they establish a new residence outside the District. In order to facilitate the continued enrollment of their children in District schools, the District requires that parents or guardians provide prior notice of such a temporary absence and the estimated date of return, as well as the address of the temporary residence. The District may require such proof as it deems acceptable regarding the reason for the relocation.

The District shall not allow students to continue to attend its schools indefinitely, based solely on an expressed intent to return to the District. Therefore, the District may require such evidence as it deems acceptable regarding efforts to return to the District. Such evidence must demonstrate progress toward the goal of returning to the District, and may include but is not necessarily limited to such documents as a contract to build, purchase or lease a residence. Upon return to the family residence, the resident may be required to provide documentation acceptable to the District proving reestablishment of their residency. If the District learns that students no longer reside in the District, the District will terminate enrollment of such nonresident students in accordance with the law.

6. If a District resident assumes a parental relationship to a non-resident child, and takes charge or care of such child because:

   a. He/she has been appointed as a legal guardian of the child by a court order; or
   b. The parent(s) or legally appointed guardian(s) of the child (1) have died, (2) are in prison, (3) have been deemed insane, or (4) have been committed to an institution.
   c. The parent(s) or legally appointed guardian(s) have relinquished custody and control over the child to another legally appointed guardian.

Affidavits provided by the District must be completed by the resident family and by the parent or person in parental relation. The affidavit shall state that a parental relationship has been undertaken because the parent(s) or guardian(s) fall into one of categories listed above. The resident family shall provide any additional proof required by the District that may include court records, proof of death, institutionalization, etc.

The District reserves the right to require additional information based on the information provided in the affidavit, the material provided by the resident family or any other source.

If a child is placed in a family/foster home by a social services agency of the New York State Department of Health, and that home is located within the boundaries of the District, the child may be admitted to the District’s schools. Full tuition shall be paid in accordance with New York State Education Law, Section 3202, Subdivision 5 by the school district in which the child formerly resided (in which the child’s parent of person in parental control resides).
7. Nothing in the preceding paragraphs shall prevent the exclusion of any non-resident student when such exclusion is deemed to be in the best interest of the District.

8. Pursuant to the McKinney-Vento Homeless Education Assistance Act (42 USC § 11434a [2]) (McKinney-Vento) and New York State Education Law § 3209 (1), a homeless child, as defined in the Regulations of the New York State Commissioner of Education, may attend without payment of tuition, either the school district of origin, which the child was entitled to attend at the time he/she became homeless, or the school district of current location, in which the child temporarily resides.

**Official Mail**

Official mail may include original bank statements, credit card statements, income tax returns, insurance bills, medical bills, utility bills, etc. Either an electric or gas bill is acceptable, but not both. No personal mail, “junk” mail or electronic mail will be accepted.

Information regarding students who have moved out of the District can be found in Policy 5110 Student Attendance Areas.

**Immunizations**

**Requirements**

In order to be admitted to school, a child must meet the minimum immunization requirements specified in the most current Section 2164 of the New York State Public Health Law.

For new school entrants, the New York State Department of Health requires a certificate of immunization, from a physician or other authorized public or private health agency that administers immunizing agents, as to the types and complete dates of immunization.

**Conditional Admission**

Children with fewer than the required immunizations may be admitted if they show proof of having begun the required immunization series, and present a written documentation from their licensed health care provider of the appointment date(s) for the next series of immunizations.

Completed and cumulative health records from other school districts are acceptable as proof of immunizations. It is the responsibility of the registrant to obtain the records before registering.

**Exceptions**

Youngsters may be excused from immunization only as provided by New York State Public Health Law.
Medical and Dental Examinations

Newly registered students are required to secure a physical and dental examination within two weeks after enrollment and to submit the certification of these examinations to the health office of their schools. Examination forms will be provided during the registration process.

Appeals

The District Registrar will make all initial determinations regarding residency. Decisions made by the Registrar to deny or terminate enrollment shall be in writing, and a copy shall be provided to the parent, legal guardian, or person in parental relation, along with notification that the Registrar’s determination may be appealed to the Board of Education. Such appeals must be directed to the Board of Education, in writing, c/o the District Clerk, and mailed or personally delivered within ten calendar days from the date of the Notice of Exclusion. A decision of the Board of Education may be appealed to the Commissioner of Education, in accordance with Education Law Section 310, within 30 days of the decision. The procedure for making such an appeal may be obtained from the Office of Counsel, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.

Great Neck Public Schools
Adopted: 1/11/88
Amended: 11/20/89; 5/21/90; 4/24/01; 4/14/03; 3/27/06; 3/31/08; 4/21/09; 4/17/12; 4/20/17
CODE OF CONDUCT

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Great Neck Public Schools
Adopted: 6/25/01
Amended: 10/15/12
CODE OF CONDUCT: INTRODUCTION

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct (“Code”).

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

Great Neck Public Schools
Adopted: 6/25/01
Amended: 10/15/12
CODE OF CONDUCT: DEFINITIONS

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, as defined in Education Law §3214 (2a) (b).

**Parent** means parent, guardian or person in parental relation to a student.

**Commissioner** means New York State Commissioner of Education.

**School property** means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, as defined in Education Law §2801(1), or on a school bus, as defined in Vehicle and Traffic Law §142.

**School function** means any school-sponsored extra-curricular event or activity whether on or off school property, as defined in Education Law §2801(1).

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

**Firearm** means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act.

**Weapon** means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

**Great Neck Public Schools**

*Adopted: 6/25/01*

*Amended: 7/6/04: 10/15/12*
CODE OF CONDUCT: STUDENT RIGHTS AND RESPONSIBILITIES

I. Student Rights

A. The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:
B. Take part in all district activities on an equal basis regardless of: age, ancestry, color, disability, ethnic group, gender, genetic predisposition, marital status, national origin, parental status, race, religion, religious practice, sex, sexual orientation, or weight.
C. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
D. Access school rules and receive an explanation of those rules from school personnel.
E. Confidentiality with regard to their school records and classroom performance.
F. Student behavior and performance shall be discussed by staff on a need-to-know basis only.

II. Student Responsibilities

A. All district students have the responsibility to:
B. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
C. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
D. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
E. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
F. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
G. Control their anger.
H. Ask questions when they do not understand.
I. Seek help in solving problems that might otherwise lead to physical or emotional confrontation.
J. Abide by the school dress code.
K. Accept responsibility for their actions.
L. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
M. Cooperate with school authorities in the investigation of incidents of violence or threats of violence.

Great Neck Public Schools
Adopted: 6/25/01
Amended: 6/20/11; 10/15/12
CODE OF CONDUCT: ESSENTIAL PARTNERS

I. Parents

All parents are expected to:

A. Recognize that the education of their children is a joint responsibility of the parents and the school community.
B. Send their children to school ready to participate and learn.
C. Ensure their children attend school regularly and on time.
D. Notify the school that a child will be absent prior to the start of the school day.
E. Insist their children be dressed and groomed in a manner consistent with the student dress code.
F. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
G. Know school rules and help their children understand them.
H. Convey to their children a supportive attitude toward education and the district.
I. Build good relationships with teachers, other parents and their children's friends.
J. Help their children deal effectively with peer pressure.
L. Inform school officials of changes in the home situation that may affect student conduct or performance.
M. Provide a place for study and ensure homework assignments are completed.
N. Build positive relationships with students, district staff, and other parents.

II. Teachers

All district teachers are expected to:

A. Maintain a climate of mutual respect and dignity, which will strengthen students’ self-concept and promote confidence to learn.
B. Be responsible for appropriate instruction.
C. Know school policies and rules, and enforce them in a fair and consistent manner.
D. Communicate to students and parents on essential, grade-appropriate matters including, but not limited to:
   (1) Course objectives and requirements
   (2) Marking/grading procedures
   (3) Assignment deadlines
   (4) Expectations for students
   (5) Classroom discipline plan
E. Build positive relationships with children, parents and district staff.

III. Paraprofessionals

All district paraprofessionals are expected to:
A. Maintain a climate of mutual respect and dignity, which will strengthen students’ self-concept and promote confidence to learn.
B. Know school policies and rules, and enforce them in a fair and consistent manner.
C. Report violations to school authorities.
D. Build positive relationships with children, parents and district staff.
IV. Guidance Counselors
All guidance counselors are expected to:

A. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
B. Initiate teacher/student/counselor conferences and parent/teacher/student counselor conferences, as necessary, as a way to resolve problems.
C. Review with students their educational progress and career plans.
D. Encourage students to benefit from the curriculum and extracurricular programs.
E. Meet regularly with individual teachers and teams to help identify and address student needs and placement.
F. Build positive relationships with children, parents and district staff.

V. Psychologists and Social Workers
All district psychologists and social workers are expected to:

A. Assist in the maintaining of a school climate of mutual respect and dignity.
B. Communicate with students, parents, teachers and building administrators concerning student learning issues and social-emotional well being.
C. Assist students in coping with emerging personal, familial and school related social-emotional problems.
D. Serve as a liaison between student/family/school and, where appropriate, community resources.
E. Conduct necessary evaluations of student needs including status evaluations and functional behavioral assessments.
F. Assist in district efforts in crisis/violence prevention and intervention, and Child Protective Services, PINS, and Social Service contacts.
G. Assist in district efforts in student social skill development, parent education initiatives and staff development.
H. Build positive relationships with children, parents and district staff.

VI. Security Staff
All district security guards are expected to:

A. Patrol their assigned areas.
B. Remain vigilant at all times.
C. Report violations of the Code to proper authorities.
D. Maintain written security logs.
E. Build positive relationships with children, parents and district staff.

VII. Bus Drivers
All bus drivers are expected to:

A. Offer safe, efficient bus transportation to all eligible students.
B. Have a written description of the bus route assigned.
C. Complete a driver vehicle inspection report at the beginning and end of each day.
D. Maintain a safe environment on the school bus.
E. Know the district's school bus rules and report violations to the supervisor.
F. Build positive relationships with children, parents and district staff.
VIII. Principals

All building principals are expected to:
A. Promote a collegial, safe, orderly and stimulating school environment, supporting active teaching and learning.
B. Ensure that students and staff have the opportunity to communicate with the principal and approach the principal for redress of grievances.
C. Evaluate on a regular basis all instructional programs.
D. Support the development of and student participation in appropriate extracurricular activities.
E. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
F. Build positive relationships with children, parents and district staff.

IX. Dignity Act Coordinator(s)

The Dignity Act Coordinator(s) are expected to:
A. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
B. Be responsible for monitoring and reporting on the effectiveness of the district’s bullying prevention policy.
C. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
D. Address personal biases that may prevent equal treatment of all students and staff.

IX. Superintendent

The Superintendent of Schools is expected to:
A. Implement the policies and directives of the Board of Education.
B. Promote a collegial, safe, orderly and stimulating school environment, supporting active teaching and learning.
C. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
D. Inform the Board about educational trends relating to student discipline.
E. Institute a comprehensive, school-based K-12 violence prevention program.
F. Work with district administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
G. Build positive relationships with children, parents, district staff, and the community.
X. Board of Education

The Board of Education is expected to:

A. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.

B. Adopt and review annually the district's Code of Conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.

C. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.

Great Neck Public Schools

Adopted: 6/25/01
Amended: 10/15/12; 7/6/16
CODE OF CONDUCT: STUDENT 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 student dress and help students develop an understanding of appropriate appearance in the school setting.

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

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

Each school’s Shared Decision Making Committee may develop a more specific dress code appropriate to the needs of the building. Each principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of each school year and any revisions to the dress code made during the school year.

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

Great Neck Public Schools

Adopted: 6/25/01
Amended: 7/6/04; 10/15/12
CODE OF CONDUCT: PROHIBITED STUDENT CONDUCT

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

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on District property or engaged in a District function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these District rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

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

Examples of disorderly conduct include, but are not limited to:
A. Obstructing vehicular or pedestrian traffic.
B. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
C. Using language or gestures that are profane, lewd, vulgar, abusive, or threatening.
D. Display or use of personal electronic devices, such as, but not limited to, cell phones, i-pods, or digital cameras in a manner that is in violation of district policy.
E. Computer/electronic communications misuse, including any unauthorized use of computers, software, cell phones, i-pods, digital cameras, or internet/intranet account; accessing inappropriate websites; any other violation of the District's Acceptable Use Policy or use of any electronic device to engage in harassing, bullying or sexting. Sexting is defined as sending sexually explicit messages, photographs, or videos electronically.

II. Engage in conduct that is insubordinate.

Examples of insubordinate conduct include, but are not limited to:
A. Failing to comply with the reasonable directions of teachers, school administrators or other District employees in charge of students, or otherwise demonstrating disrespect.
B. Missing class, leaving school without permission, chronic lateness and/or absenteeism.
C. Failing to report for detention.
III. Engage in conduct that is violent.
Examples of violent conduct include, but are not limited to:

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

IV. Engage in any conduct that endangers the safety, morals, health or welfare of others.
Examples of such conduct include, but are not limited to:

A. Lying or withholding information to impede inquiry or investigation by proper authority.
B. Stealing, misappropriating, or misusing the property of other students, school personnel or any other person on school property or attending a school function.
C. Defamation, which includes making false statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
D. Discrimination, which includes the use of age, ancestry, color, disability, ethnic group, gender, genetic predisposition, marital status, national origin, parental status, physical characteristics, race, religion, religious practice, sex, sexual orientation, or weight as a basis for treating another in a negative manner.
E. Harassment, which includes a severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
F. Intimidation or bullying, which include engaging in actions or statements that put an individual in emotional distress or fear of bodily harm.
G. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any District sponsored activity, organization, club or team.
H. Selling, using or possessing obscene material.
I. Using obscene or abusive language or gestures.
J. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
K. Possessing, consuming, selling, distributing, manufacturing or exchanging alcoholic beverages or illegal substances*, or synthetic versions thereof whether specifically illegal or not, or being under the influence of such substances on District property, at a District function, on a school bus, or when representing the school district.
L. Gambling.
M. Indecent exposure, that is, exposure to sight of the private parts of the body.

*“Illegal substances” include, but are not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs.”
N. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
O. Forging any school related document or correspondence.

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

VI. Engage in any form of academic misconduct.
Examples of academic misconduct include, but are not limited to:
   A. Plagiarism.
   B. Cheating.
   C. Copying.
   D. Altering records.
   E. Assisting another student in any of the above actions.

Great Neck Public Schools

Adopted: 6/25/01
Amended: 7/6/04; 12/14/09; 10/15/12; 4/8/13
CODE OF CONDUCT: REPORTING VIOLATIONS

All students shall promptly report to a teacher, a dean, an assistant principal, the principal, or the Superintendent, violations of the Code of Conduct involving violence or the threat of violence, including expressions of suicidal ideation. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall, in like manner, report this information, immediately to a teacher, a dean, an assistant principal, the principal, or the Superintendent.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to the principal or his/her designee.

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 if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his/her designee must notify the appropriate local law enforcement agency of those Code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his/her designee learns of the violation. The notification may be made by telephone, followed by an entry in a school log maintained for such purpose, followed by a written confirmation. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

Great Neck Public Schools

Adopted: 6/25/01
Amended: 10/15/12
CODE OF CONDUCT: DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to strictly adhere to the requirements of due process.

Disciplinary action, when necessary, will be firm, fair and consistent. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student’s age.
2. The nature of the offense and the circumstances that led to the offense.
3. The student’s prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student’s first violation will usually merit a lighter penalty than subsequent violations.

Disciplinary procedures regarding students who have been classified, or who are under consideration for classification under the Individuals with Disabilities in Education Act (IDEA), are set forth in Policy 5300.50 Code of Conduct; Discipline of Students with Disabilities.

I. Penalties

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

Oral warning - any member of the district staff

A. Written warning - bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, deans, assistant principals, principal, Superintendent
B. Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, deans, assistant principals, principal, Superintendent
C. Detention - teachers, deans, assistant principals, principal, Superintendent
D. Suspension from transportation - director of transportation, principal, Superintendent
E. Suspension from athletic participation - coaches, principal, Superintendent
F. Suspension from social or extracurricular activities – activity director, principal, Superintendent
G. Suspension of other privileges - principal, Superintendent
H. In-school suspension - principal, Superintendent
I. Removal from classroom by teacher - teachers, principal
J. Short-term (five days or less) suspension from school principal, Superintendent, Board of Education
K. Long-term (more than five days) suspension from school - principal, Superintendent, Board of Education
L. Permanent suspension from school - Superintendent, Board of Education
II. Procedures
The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

A. Detention
Teachers, principals and the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

B. Suspension from transportation
If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the Superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his/her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

C. Suspension from athletics, extra curricular activities and other privileges
A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

D. In-school suspension
The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building principals and the Superintendent to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in “in-school suspension.” The in-school suspension teacher will be a certified teacher.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.
E. Teacher disciplinary removal of disruptive students

A student’s behavior can affect a teacher’s ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his/her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (a) short-term “time out” in an elementary classroom or in an administrator's office; (b) sending a student to the principal's office for the remainder of the class time only; or (c) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student’s behavior may become disruptive. For purposes of this Code, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher’s authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher’s instructions or repeatedly violates the teacher’s classroom behavior rules.

A classroom teacher may remove a disruptive student from class for one to five days. The number of days a student may be removed from class will be jointly determined by the teacher and the principal, and will depend upon the age of the child and the nature of the disruption. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his/her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his/her version of the relevant events within 24 hours.

The teacher must complete a district-established disciplinary removal form and meet with the principal or his/her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

Within 24-hours after the student’s removal, the principal or another district administrator designated by the principal must notify the student’s parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.
The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal.

The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student’s removal is otherwise in violation of law, including the district's Code of Conduct.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal or his/her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a district-provided form) for all cases of removal of students from his/her class. The principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his/her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.
F. Suspension from school
Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the building principals.

Any staff member may recommend to the Superintendent or the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the Superintendent for a violation of the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

1. Short-term (5 days or less) suspension from school
When the Superintendent or principal (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student’s parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal shall promptly advise the parents in writing of his/her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the
Superintendent within 10 business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the district clerk within 10 business days of the date of the Superintendents' decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

2. Long-term (more than 5 days) suspension from school
When the Superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his/her behalf.

The Superintendent shall personally hear and determine the proceeding or may, in his/her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within 30 business days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

3. Permanent suspension
Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life threatening danger to the safety and well-being of other students, school personnel or any other person on school property or attending a school function.

III. Minimum Periods of Suspension

A. Students who bring to or possess a firearm or weapon at school

Any student, other than a student with a disability, found guilty of bringing to or possessing a firearm or weapon on school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:
1. The student’s age.
2. The student’s grade in school.
3. The student’s prior disciplinary record.
4. The Superintendent’s belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

B. Students who commit violent acts other than bringing to or possessing a firearm or weapon at school

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing to or possessing a firearm or weapon on school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents 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 parents 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 an one-year suspension for possessing a weapon.

C. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher’s authority over the classroom

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.
IV. Referrals

A. Counseling

The Guidance Office shall handle all referrals of students to counseling.

B. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

1. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
2. Engaging in an ongoing or continual course of conduct that makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
3. Knowingly and unlawfully possesses marijuana in violation of Penal Law § 221.05. A single violation of § 221.05 is a sufficient basis for filing a PINS petition.

C. Juvenile Delinquents and Juvenile Offenders

The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

a. Any student under the age of 16 who is found to have brought a weapon to school; or
b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20 (42).

The Superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

Great Neck Public Schools

Adopted: 6/25/01
Amended: 7/6/04; 6/8/09, 10/15/12; 6/15/15
CODE OF CONDUCT: ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher, or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means instruction for the student. The Board of Education expects students, administrators, teachers and parents to make every effort to maintain student academic progress in the event of removal or suspension, and to support student re-entry to the classroom at the conclusion of the disciplinary action.

Great Neck Public Schools

Adopted: 6/25/01
Amended: 10/15/12; 7/6/16
CODE OF CONDUCT: DISCIPLINE OF STUDENTS WITH DISABILITIES

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

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

I. Authorized Suspensions or Removals of Students with Disabilities

A. For purposes of this section of the Code of Conduct, the following definitions apply.

A suspension means a suspension pursuant to Education Law § 3214.

A removal means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.

An IAES means a temporary educational placement for a period of up to 45 day (other than the student's current placement at the time the behavior precipitating the IAES placement occurred) that enables the student to continue to progress in the general curriculum. Although in another setting, the student will continue to receive those services and modifications, including those described on the student’s current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP. This will include services and modifications that will address the behavior which precipitated the IAES placement and are designed to prevent the behavior from recurring.

B. School personnel may order the suspension or removal of a student with a disability from his/her current educational placement as follows:

1. The Board, the Superintendent of Schools or a building principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.

2. The Superintendent, following a Superintendent’s hearing, may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior (see Section C below).
3. The Superintendent may order additional suspensions in accordance with Section C below.
4. The Superintendent may order the placement of a student with a disability in an IAES to be determined by the Committee on Special Education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
   a) “Weapon” means the same as “dangerous weapon” under 18 U.S.C. § 930 (g) (w) which includes “a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except…[for] a pocket knife with a blade of less than 2 1/2 inches in length.”
   b) “Controlled substance” means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.
   c) “Illegal drugs” means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.

C. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his/her current educational placement poses a risk of harm to the student or others. This procedure may be repeated as necessary.

II. Change of Placement Rule

A. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
   1. for more than 10 consecutive school days; or
   2. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.

B. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.
III. Special Rules Regarding the Suspension or Removal of Students with Disabilities

A. The district’s Committee on Special Education shall:

1. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES, for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his/her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

2. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES, following an expedited impartial hearing or a Superintendent's hearing, either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.

B. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state laws and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.

1. The Superintendent, building principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.

2. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:
   a. conducted an individual evaluation and determined that the student is not a student with a disability, or
   b. determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.
If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state laws and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

3. The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement. The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

4. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.

5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner’s regulations incorporated into this code.

6. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student’s disability.

7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner’s regulations incorporated into this code.

IV. Expedited Due Process Hearings

A. An expedited due process hearing shall be conducted in the manner specified by the Commissioner’s regulations incorporated into this code, if:

1. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his/her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his/her current educational placement during such proceedings.
2. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.

   a. During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.

   b. If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

B. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

V. Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

A. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.

B. The Superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported only to the extent permitted by the Family Education Rights and Privacy Act (FERPA).

Great Neck Public Schools

Adopted: 6/25/01
Amended: 7/6/04, 10/15/12
CODE OF CONDUCT: CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

Great Neck Public Schools

Adopted: 6/25/01
Amended: 10/15/12
The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student 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, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent, building administrators and the school nurse to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district Code of Conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

I. Student Lockers, Desks and other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, including the removal of locks installed by students, without prior notice to students and without their consent.
II. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

A. Name, age and grade of student searched.
B. Reasons for the search.
C. Name(s) of any informant(s) (to be kept confidential).
D. Purpose of search (that is, what item(s) were being sought).
E. Type and scope of search.
F. Person conducting search and his/her title and position.
G. Witnesses, if any, to the search.
H. Time and location of search.
I. Results of search (that is, what items(s) were found).
J. Disposition of items found.
K. Time, manner and results of parental notification, if contraband is found.

The building principal or his/her designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or his/her designee shall clearly label each item taken from the student and retain control of the item(s). The principal or his/her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

III. Police Involvement in Searches and Interrogations of Students

A. District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:
   1. A search or an arrest warrant; or
   2. Probable cause to believe a crime has been committed on school property or at a school function; or
   3. Been invited by school officials.

B. Before police officials are permitted to question or search any student, the building principal or his/her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

C. Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:
   1. They must be informed of their legal rights.
   2. They may remain silent if they so desire.
   3. They may request the presence of their attorney.
IV. Child Protective Services Investigations

Consistent with the district’s commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to building principal or his/her designee. The principal or his/her designee shall set the time and place of the interview. The principal or his/her designee (e.g., the school psychologist or social worker) shall assist the staff of the Child Protective Services to fulfill their responsibilities and shall be present during all interviews conducted on school property. If the nature of the allegations is such that it may be necessary for the student to remove any of his/her clothing in order for the Child Protective Services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his/her clothing in front of a Child Protective Services worker or nonmedical school staff member of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent’s consent.

Great Neck Public Schools

Adopted: 6/25/01
Amended: 10/15/12
CODE OF CONDUCT: VISITORS TO THE SCHOOLS

As the Great Neck Public Schools are places of work and learning certain limits must be set for visits to the schools. The building principal or his/her designee is responsible for all persons in the building and on the grounds. This is a shared responsibility, and it is expected that all staff will confirm that any visitors to a school are there for legitimate purposes.

In order to foster a secure environment for students and staff, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.

2. All visitors to a school must enter through a designated single point of entry. They will be required to present photo identification, sign the visitor’s register and will be issued 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 before leaving the building.

3. Visitors attending school functions that are open to the public before, during or after regular school hours, such as parent-teacher organization meetings or public gatherings are not required to register.

4. Visits for reasons other than attendance at school activities must be prearranged with the building principal.

5. Teachers are expected to not take class time to discuss individual matters with visitors.

6. Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

7. All visitors are expected to abide by Board of Education Policy 5300.70, Code of Conduct: Public Conduct on School Property.

Great Neck Public Schools

Adopted: 6/25/01
Amended: 10/15/12; 5/13/13
CODE OF CONDUCT: PUBLIC CONDUCT ON DISTRICT PROPERTY

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on District property and at District functions. For purposes of this section of the code, “public” shall mean all persons when on District property or attending a District function including students, teachers and District personnel.

The restrictions on public conduct on District property and at District functions contained in this Code are not intended to limit freedom of speech or peaceful assembly. The District recognizes that free inquiry and free expression are indispensable to the objectives of the District. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

All persons on District property or attending a District function shall conduct themselves in a respectful and orderly manner. In addition, all persons on District property or attending a District function are expected to be properly attired for the purpose they are on District property.

I. Prohibited Conduct

No person, either alone or with others, shall:

A. Intentionally injure any person or threaten to do so.
B. Intentionally damage or destroy school district property or the personal property of a student, teacher, administrator, other District employee or any person on District property, including graffiti or arson.
C. Disrupt the orderly conduct of classes, District programs or other District activities.
D. Distribute or wear materials on District grounds or at District functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the District program.
E. Intimidate, harass or discriminate against any person on the basis of age, ancestry, color, disability, ethnic group, gender, genetic predisposition, marital status, national origin, parental status, physical characteristics, race, religion, religious practice, sex, sexual orientation, or weight.
F. Enter any portion of the District premises without authorization or remain in any building or facility after it is normally closed.
G. Obstruct the free movement of any person in any place to which this Code applies.
H. Violate the traffic laws, parking regulations or other restrictions on vehicles;
I. Possess, consume, sell, distribute, manufacture or exchange alcoholic beverages, controlled substances, or synthetic versions thereof whether specifically illegal or not, or be under the influence of such substances on District property or at a District function.
J. Possess or use weapons in or on District property or at a District function, except in the case of law enforcement officers or except as specifically authorized by the school district.
K. Loiter on or about District property.
L. Gamble on District property or at District functions.
M. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
N. Willfully incite others to commit any of the acts prohibited by this code.
O. Violate any federal or state statute, local ordinance or Board policy while on District property or while at a District function.
P. Smoke a cigarette, cigar, pipe, electronic cigarette, or use chewing or smokeless tobacco.
II. Penalties

Persons who violate this Code shall be subject to the following penalties:

A. Visitors: Their authorization, if any, to remain on District grounds or at the District function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.

B. Students: They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.

C. Tenured faculty members: They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.

D. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.

E. Staff members other than those described in subdivisions 3 and 4. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

III. Enforcement

The building principal or his/her designee shall be responsible for enforcing the conduct required by this code whenever school is in session and at all school related functions. The Superintendent of Schools or his/her designee (e.g., Chief of Security) shall be responsible at all other times.

When the building principal or his/her designee sees an individual engaged in prohibited conduct, which in his/her judgment does not pose any immediate threat of injury to persons or property, the principal or his/her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his/her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or his/her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The District shall initiate disciplinary action against any student or staff member, as appropriate, with the Penalties section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

Great Neck Public Schools

Adopted: 6/25/01
Amended: 10/15/12; 4/8/13; 7/6/16
CODE OF CONDUCT: DISSEMINATION AND REVIEW

I. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this Code of Conduct by:

A. Providing copies of a summary of the Code to all students at a general assembly held at the beginning of each school year.
B. Making copies of the Code available to all parents at the beginning of the school year.
C. Mailing a summary of the Code of Conduct to all parents of district students before the beginning of the school year and making this summary available later upon request.
D. Providing all current teachers and other staff members with a copy of the Code and a copy of any amendments to the Code as soon as practicable after adoption.
E. Providing all new employees with a copy of the current Code of Conduct when they are first hired.
F. Making copies of the Code available for review by students, parents and other community members.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the Code of Conduct. The Superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students.

II. Review of Code of Conduct

The Board of Education will review this Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code’s provisions have been and whether the Code has been applied fairly and consistently.

The Board shall annually appoint an advisory committee to assist in reviewing the Code and the district’s response to Code of Conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The Code of Conduct and any amendments to it will be filed with the Commissioner no later than 30 days from the date of adoption.

Great Neck Public Schools

Adopted: 6/25/01
Amended: 7/6/04; 12/14/09, 10/15/12
WELLNESS

The Board of Education is committed to providing a school environment that enhances the learning and development of lifelong wellness practices. Therefore, as part of an ongoing effort to create a healthful school environment and to ensure that all school-based activities are consistent with this policy, the following principles have been established:

- The Food & Nutrition Services program complies with federal, state and local requirements and is accessible to all children.

- Sequential and interdisciplinary nutrition education is provided and promoted.

- Foods and beverages sold on campus during the school day (including cafeteria meals, vending machines, concessions, a la carte, and student stores) include a variety of healthy choices and adhere to food safety and sanitary guidelines.

- Physical Education classes shall incorporate the appropriate NYS Learning Standards.

- Patterns of meaningful physical activity, promote, teach, and provide opportunities to practice activities that students enjoy and can pursue throughout their lives.

- District guidelines for the frequency and content of classroom and school-wide celebrations will be developed by administration and implemented at the building level.

- The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals and conducting physical activity. Guidance regarding Individual Health Care Plans for students identified as having the potential for food-induced anaphylaxis can be found in Policy 5420.3 Food Induced Anaphylaxis.

This policy shall be monitored, in accordance with “Recommendations and Guidelines for Implementing the School Wellness Policy”, to ensure schools are meeting the requirements of current Federal and State law.

Great Neck Public Schools
Adopted: 5/08/06
Amended: 4/12/11; 7/7/15
RECOMMENDATIONS AND GUIDELINES FOR IMPLEMENTING THE
SCHOOL WELLNESS POLICY

I. School Health & Wellness Committee
The District and/or individual schools will organize a local wellness committee(s) comprising parents, teachers, administrators, students (and possibly health professionals, board members and community representatives) to develop, implement, monitor and improve nutrition and physical activity in the school environment. The committee(s) will serve as a resource to schools for implementing nutrition and physical activity practices.

II. Nutrition Promotion Education
a. Nutrition concepts that provide students with the knowledge and skills necessary to promote and protect their health will be integrated into various subject areas, such as math, science, health and social studies; as well as elective courses, such as home & careers and family & consumer sciences.
b. Nutrition education topics will be taught in the Physical Education classes.
c. Good nutrition will be reinforced by promoting fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health enhancing nutritional practices during classroom snack times, in addition to school meal times.
d. Students will be encouraged to start each day with a healthy breakfast.
e. Nutrition education will involve sharing information with parents and the broader community to help and encourage families to teach children about health and nutrition, thereby, positively impacting the health of the community. Activities can include:
   • Emphasizing caloric balance between food intake and energy expenditure (physical activity), and having students will keep nutrition logs.
   • Teaching media literacy, including food marketing.
   • Training for teachers, coaches and other staff on healthy eating for students.
   • Sharing wellness initiatives.

III. Physical Education and Physical Activity
a. A written physical education curriculum/program will be implemented for each grade level. Students’ progress will be assessed at each grade based on the goals and learning objectives.
b. Physical education courses will have an environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge.
c. Physical education includes the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity and well-being.
d. State-certified physical education instructors will teach all physical education classes. Physical education instructors will be provided opportunities for professional development.
e. Physical activity will be integrated across curricula and throughout the school day. Movement can be made a part of science, math, social studies, language arts, etc.
f. In accordance with Federal and State recommended guidelines, the District will provide, to the extent practicable, opportunities for students to participate in at least 60 minutes of physical activity per day. Opportunities include: formal physical education, recess, interscholastic sports, intramural sports, physical activity programs, etc.
g. Each elementary school should strive when scheduling programs and activities, to include a daily recess period of at least 20 minutes that is not used as a punishment or a reward. Where possible, recess should be scheduled before lunch.
h. Students in grades 6 – 12 will receive scheduled physical education every other day for 40 minutes.

i. The Physical Education Plan addresses guidelines for waivers of scheduled physical education.

j. Adequate equipment is available for all students to participate in physical activity. Physical activity facilities on school grounds are safe and well maintained.

k. The District will provide information to families and community members to help them incorporate physical activity into their lives, and institute programs that support physical activity, such as walking and intramural programs, etc.

d. The District will support recreational and other after-school programs for students and community members by allowing access to the district’s physical activity facilities outside of the normal school day.

m. Teachers and other school personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

IV. Other School Based Activities

a. After-school programs will encourage physical activity and healthy lifestyles.

b. The district’s wellness policy goals are considered when planning school-based activities (such as school events, field trips, dances, and assemblies).

c. Foods and beverages sold at fundraisers and school-sponsored events will include healthy choices and provide age-appropriate selections for elementary, middle and high schools. The school district will have a list of recommended foods/beverages to sell, as well as ideas for fundraising activities (which support physical activity events and ideas other than selling food).

V. Nutrition Guidelines for Foods Available on Campus During the School Day

a. Foods and beverages sold on campus during the school day will offer a variety of age-appropriate, healthy choices.

b. Food & Nutrition Services will take every measure to ensure that the foods and beverages they offer meet the nutrition requirements established by local, state and federal regulations/guidelines.

c. Foods sold on campus include: vending machines, a la carte sales, beverage contracts and concession stands/student stores.

d. School administration, in consultation with Food & Nutrition Services, will choose the competitive food selections.

e. Snacks in the classroom will support healthy choices, emphasizing fruits, vegetables and water.

Due to food allergies and sanitation issues, parents, teachers and students should not bring homemade food into school for other students unless there is a cultural learning event involving food that is being held during regular school hours. For all such events, students’ Individual Healthcare Plans will be consulted.

School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (as defined above). School-based marketing of brands promoting predominantly low-nutrition foods and beverages is discouraged. Promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.
Food marketing that is strongly discouraged includes: logos and brand names on vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low nutrition food products; in-school television; free samples or coupons; and food sales through fundraising activities. Allowable marketing activities that promote healthy behaviors include: vending machine promoting water; sales of fruit for fundraisers; and coupons for discount gym memberships.

VI. Food Safety/Environment

a. Appropriate staff will be notified and kept up-to-date regarding students for whom an Individual Health Care Plan to address the potential for food induced anaphylaxis has been developed (see Policy 5420.3 Food Induced Anaphylaxis)
b. All foods and beverages available on campus should comply with the state and local food safety and sanitation regulations.
c. Schools, to the extent possible, will provide students adequate time to eat, at least 10 minutes for breakfast and 15 minutes for lunch, from the time the student is seated.
d. To encourage children to eat breakfast, schools will, to the extent possible, operate the School Breakfast Program, notify parents and students of its availability, and make healthy breakfast items more accessible (e.g. “grab & go” packaging, vending items, sell at school store, etc.).
e. Lunch periods are scheduled as near the middle of the school day as possible.
f. Schools should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
g. Dining areas are clean and have enough space for seating students.
h. Students will be reminded and encouraged to clean their hands before eating.
i. Food is not used as a reward or a punishment for student behaviors, unless it is detailed in a student’s Individualized Education Plan (IEP).
j. Schools will discourage the use of foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior and will not withhold food or beverages (including food served through school meals) as a punishment.
k. Students will be discouraged from sharing their foods or beverages with one another during meal or snack times, given concerns about sanitation, allergies and other restrictions on some children’s diets.

VII. Food & Nutrition Services Program

a. Food & Nutrition Services is an essential educational support activity that aims to be financially self-supporting.
b. Food & Nutrition Services will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and learn well.
c. The district will employ a food & nutrition services director, who is properly qualified, certified and/or credentialed, to administer the school food service program.
d. All school food service personnel shall have adequate training in food service operations, and are considered an integral part of the school community.
e. Schools will prevent the overt identification of students eligible for free and reduced-price school meals by using electronic identification and payment systems.
f. For the safety and security of the food and facility, access to the food service operations are limited to food service staff and authorized personnel.
VIII. Monitoring/Review

a. The Superintendent of Schools, or his/her designee will ensure compliance with established District-wide nutrition and physical activity wellness policies practices.

b. Food service staff will ensure compliance with nutrition policies within school food service areas, and will report on this matter to the Superintendent of Schools or his/her designee.

1USDA defines competitive foods as foods offered at school, other than meals served through USDA’s school meal programs (i.e., school lunch, school breakfast, and after-school snack programs).

Great Neck Public Schools

January 2006
Amended: 7/7/15
APPENDIX

LAWS CONCERNING FOODS OF MINIMAL NUTRITIONAL VALUE
AND COMPETITIVE FOODS

FEDERAL REGULATION: Part 210.11 of the National School Lunch Program and Part 220.12 of the School Breakfast Program regulations prohibit certain foods from being sold in food service areas during the breakfast or lunch period.

FOODS OF MINIMAL NUTRITIONAL VALUE: A food that provides less than 5 percent of the US RDA for eight specified nutrients per serving, and/or per 100 calories. The nutrients specified are protein, vitamins A and C, niacin, riboflavin, thiamine, calcium, and iron.

The prohibited foods specifically include soda water, water ices (excluding ices containing fruit or fruit juice), chewing gum, hard candy, jellies and gums, marshmallow candies, fondants (soft mints, candy corn), licorice, spun candy (cotton candy) and candy-coated popcorn.

NEW YORK STATE LAW: This law regarding the sale of non-nutritious foods is even more stringent. Chapter 647 of the Laws of 1987 prohibits the sale of the above-mentioned items, including all candy, from the beginning of the school day until the end of the last scheduled meal period in all parts of the building, in all public schools, regardless of whether or not the school participates in the Federal Child Nutrition Programs.

A public school cannot sell or serve soda or candy of any type in the student store or from a machine located anywhere in the building before the last lunch period ends.

In a non-public school, the only time foods of minimal nutritional value are not allowed to be sold to students is during the lunch period; the food service area is the only location that they may not be sold.

COMPETITIVE FOODS: The sale of competitive foods may be allowed in the food service area during the lunch period only if all income from the sale of such foods accrues to the benefit of the nonprofit school food service or the school or student organizations approved by the school.
The Board of Education recognizes its role and responsibility in supporting a healthy learning environment for all students, including those who have or might develop life-threatening (anaphylaxis) allergies. Anaphylaxis can affect almost any part of the body and may be characterized by symptoms such as lowered blood pressure, wheezing, vomiting, diarrhea, swelling, hives, and shock, all of which can be potentially fatal. While we recognize that anaphylaxis can be caused by something other than food (e.g., an insect bite), this policy deals specifically with food-induced anaphylaxis.

When a student is identified as having the potential for food-induced anaphylaxis, the Board will ensure that all District staff will work cooperatively with the student, his/her parent/guardian, and health-care provider to allow the student to participate as fully and safely as possible in school activities.

If a parent informs the building principal in writing of the presence of a life-threatening food allergy, the District, upon notification by that principal, will assemble a team, which may include the parent, the school nurse, the child’s teacher, the principal, and other appropriate personnel. The team will be charged with developing an individualized health-care plan to guide prevention and response.

The school nurse will provide the parent with a medical release to allow the school physician to contact and consult with the child’s personal physician. The parent will be strongly encouraged to sign and return the release to the school nurse. The school physician will consult with the school nurse, once he/she has obtained the relevant information from the child’s physician. The individualized health-care plan, which will guide prevention and response, will be maintained by the school nurse and reviewed annually. The school nurse will compile and maintain a list of students with medically documented food allergies.

All individualized health-care plans for students with the potential for food-induced anaphylaxis will be shared with the following:

- Building administration
- School nurse
- Teachers (including special area teachers and substitutes)
- Paraprofessionals
- Office staff
- Food Service personnel
- Coaches, athletic directors, and club and activity advisors
- Transportation personnel
The following action steps will be taken for anaphylaxis management:

- Providing necessary precautions;
- Providing training by licensed medical personnel for all relevant staff in the recognition and emergency management of severe allergy and anaphylaxis for affected students;
- Creating appropriate written plans;
- Providing all relevant staff with written emergency medical protocols;
- Maintaining EpiPens, as allowed by New York State law, in all health offices, for use in emergencies involving students who may or may not be identified. The school nurse will periodically check the EpiPen supply to discard and replace those that have expired;
- Allowing students who have prior written approval from their parent/guardian, personal physician, and school nurse to carry life-saving medication in accordance with appropriate health practices and procedures. Duplicate life-saving medication must also be maintained in the health office, in the event that a self-carrying student misplaces his/her medication.

If a student is eligible for accommodations based upon IDEA, Section 504, or the Americans with Disabilities Act, the appropriate procedures will be followed regarding identification, evaluation, and implementation of accommodations.

If a parent informs the building principal in writing of the presence of other sensitivities and medical conditions, the principal will endeavor to alert appropriate staff and make the parent and child aware of resources that will help them to guide the decisions they make.

Great Neck Public Schools

Adopted: 06/8/09 (Replaced original 5420.3, adopted 05/10/99)
Amended: 12/14/09; 02/07/11
The Great Neck School District is committed to supporting efforts and adhering to all legal requirements that relate to the prevention of the use/abuse of alcohol and tobacco, as well as controlled substances used in other than prescribed ways.

**State and Federal Compliance**

1. It is the policy of the Great Neck School District to prohibit the dispensation, distribution, manufacture, possession and/or illegal use of any controlled substance by students in all school buildings, on school grounds, in school buses, or at any school sponsored function or activity.

2. All members of the Great Neck School System, in implementing this policy, will follow current Federal and New York State laws, New York State Education Law, and the Regulations of the Commissioner of Education.

3. As a matter of law, no employees of the Great Neck Public Schools have the privilege of confidentiality regarding information given to them by students.

**Implementation**

1. Classroom teachers and health teachers, in association with district social workers/drug counselors, will provide preventative education.

2. Substance abuse policy information will be disseminated to the school community through appropriate channels.

3. Students with substance abuse problems should be referred to appropriate treatment agencies.

4. Serious consequences for violation of this policy will be found within the district’s Code of Conduct (5300).

For a policy regarding staff, see *Drug-Free Workplace* (9320).

**Great Neck Public Schools**

*Adopted: 11/10/86*
*Amended: 08/03/87; 03/02/92; 12/05/05*
REPORTING CHILD ABUSE, NEGLECT AND MALTREATMENT

I. Rationale for Reporting:

New York State Social Services Law §413, as amended on July 3, 2007 mandates that school personnel report all cases of suspected child abuse and maltreatment immediately to child protective services (CPS). This regulation emphasizes the urgency of school cooperation in investigations of suspected abuse and maltreatment, including permitting child protective services workers to examine pupil records, to interview allegedly abused and maltreated pupils, and to remove pupils from school into protective custody if potential danger to their welfare warrants such removal.

The purpose of the mandatory reporting statute is to identify suspected abused, neglected and maltreated children as soon as possible so that such children determined to be abused, neglected and maltreated can be protected from further harm and, where appropriate, can be offered services to assist their families. The intervention of child protective services cannot begin until a report is made. Consequently, as mandated reporters, school professionals play a critical role in preventing future abuse, neglect or maltreatment to a child. School professionals identified as mandated reporters include, but are not limited to:

- Administrator
- Athletic Coach (full time or part time)
- Guidance counselor
- Nurse
- Psychologist
- Social worker
- Teacher
- Any other school employee required to hold a license or certificate

II. Penalties for Failure to Report:

A. Any person, official, or institution required by the law to report a case of suspected child abuse, neglect or maltreatment, who willfully fails to do so, may be guilty of a Class A misdemeanor. Furthermore, any person, official, or institution required by law to report a case of suspected child abuse, neglect or maltreatment who willfully fails to do so may be civilly liable for damages caused by the failure to report.

B. In addition, a staff member who fails to follow the reporting requirements provided by this policy is subject to internal discipline, including possible dismissal, as provided by law.
III. Immunity and Protection for the Reporter:

A. Any persons, officials or institutions who in good faith make a report of abuse, maltreatment or neglect, take photographs or X-rays, or who take a child into protective custody are immune from any civil or criminal liability (Social Services Law, §419) that might result from such actions. All persons, officials or institutions who are required to report suspected child abuse, neglect or maltreatment are presumed to have done so in good faith, as long as they were acting in the discharge of their official duties and within the scope of their employment, and so long as their actions did not result from willful misconduct or gross negligence.

B. School districts are prohibited from taking any retaliatory action against an employee who believes there is reasonable cause to suspect that a child is an abused or maltreated child, and upon such reasonable belief makes a report.

C. Neither schools nor individual school officials can impose any conditions (such as prior approval by or notification to a school administrator), upon a mandated reporter prior to the filing of a report.

IV. Child Abuse, Neglect and Maltreatment Defined:

A. A child is considered to be "abused" if he/she is under 18 years old and his/her parent (or other person legally responsible for his/her care):

1. inflicts physical injury or allows physical injury to be inflicted on the child (other than accidentally) which creates a substantial risk of death, serious or protracted disfigurement, protracted impairment of physical or emotional health, or protracted loss or impairment of the function of any bodily organ; or

2. creates or allows to be created a substantial risk of physical injury (other than accidentally) which is likely to lead to any of the results described in subparagraph (1) above; or

3. commits or allows a sex offense to be committed against the child; permits or encourages the child to engage in acts of prostitution; engages in incest with the child; or permits the child to engage in a sexual performance.

B. A child is considered to be "neglected" or "maltreated" if he/she is under 18 years old, and:

1. he/she has had serious physical injury inflicted upon him/her other than accidentally; or

2. his/her physical, mental or emotional condition has been impaired (or is in imminent danger of becoming impaired) because his/her parent (or other person legally responsible for his/her care):
   a) has failed to supply the child with adequate food, clothing, shelter or education in accordance with the compulsory education laws, or with medical dental, optometrical or surgical care, though financially able to do so or offered financial or other reasonable means to do so; or
   b) has unreasonably inflicted harm or allowed harm to be inflicted (including through excessive corporal punishment, through misuse of drugs, through misuse of alcohol, or through similarly serious acts); or
   c) has abandoned the child.
C. The terms "impairment of emotional health" and "impairment of mental or emotional condition" include but are not limited to, conditions such as failure to thrive, failure to control aggressive or self-destructive impulses, inability to think and reason, and acting out or misbehavior (e.g. incorrigibility, ungovernability or habitual truancy); provided, however, that such impairment must be clearly attributable to the failure of the parent or person legally responsible for the child to exercise a minimum degree of care toward the child.

D. "Person legally responsible" includes the child's custodian, guardian, or any other person responsible for the child's care at the relevant time. Custodian may include any person in the same household as the child, over the age of eighteen, whose conduct causes or contributes to the abuse or neglect of the child.

**V. Staff Reporting Responsibilities:**

A. Any professional staff member who has reasonable cause to suspect that a child is abused, neglected or maltreated must report such suspicion immediately to the New York Central Register of Child Abuse and Maltreatment, and then immediately notify the school principal, superintendent, or his/her designee. The principal, superintendent or superintendent's designee then becomes responsible for all subsequent administration necessitated by the report. When physical abuse is suspected, the building nurse shall examine the child and make a written statement of the observation.

B. It is the responsibility of the building principal to determine if the abused, neglected or maltreated child is in need of immediate medical care or evaluation. If immediate medical treatment is required the principal must contact the school physician and the chief administrator in charge of pupil services.

C. The building principal will retain in his/her office all records of information concerning each case and shall also file timely reports of all significant developments in the matter with the chief administrator in charge of pupil services.

**VI. Reporting Procedures:**

A. Reports of suspected child abuse or maltreatment shall be made immediately by telephone to:

   1-800-635-1522

The report should include the following information:

- Name and address of the child and his/her parents or other persons legally responsible for his/her care
- The child's age, sex and race
- The nature and extent of the child's injuries, suspected abuse, neglect or maltreatment—including any evidence of prior injuries, abuse, neglect or maltreatment of the child or his/her siblings.
- The name(s) of the person or persons alleged to be responsible for causing the injury, abuse neglect or maltreatment.
- The family composition
- The name of the person making the report and where he/she can be reached.
- Any action taken by the reporting source including the taking of photographs and X-rays, removal of the child or notifying the Medical Examiner or Coroner.
- Any additional information that may be helpful.
B. Within 48 hours after the oral report, a written report (5460-E) should be completed and submitted to the Nassau County Department of Social Services Child Protective Services Registry, 101 County Seat Drive Mineola, NY 11501.

C. The Office of the Superintendent and the office of the chief administrator in charge of pupil services should be notified of all cases of suspected child abuse, neglect or maltreatment.

D. School employees and officials shall not contact a child's family or any other person to determine the cause of the suspected child abuse or maltreatment. It is not the responsibility of the school employee or official to prove that a child has been abused or maltreated.

**VII. Confidentiality of Reports:**

Reports of suspected child abuse, neglect or maltreatment are confidential and may only be made available to those individuals or groups specified by law. No record of suspected abuse, neglect or maltreatment shall be placed in the child's folder or health record. The principal and the chief administrator in charge of pupil services will retain in their offices all information relating to such reports.

**VIII. Access to School Records:**

Parental consent is not required for information disclosure in any situation where immediate knowledge is crucial to the welfare of the child, i.e. to protect the health and safety of the child or others.

**IX. Physical Examinations:**

Where the suspected child abuse, neglect or maltreatment is required to be reported, the School District may take photographs of visible trauma and, if medically indicated, have radiological examinations performed. Any photographs or X-rays taken should be submitted with the written report, or as soon as thereafter possible.

**X. Interviews on School Property:**

It may be necessary for the Child Protective Services caseworker to interview and obtain affidavits from pupils in school without the knowledge or permission of their parents or other persons of legal responsibility. Title VI of the Social Services Law allows for such interviews if the pupil's case is under official investigation by the Nassau County Department of Social Services and the investigator is a caseworker assigned for this purpose. The school principal or his/her designees (such as the school psychologist or social worker) shall assist the staff of the Child Protective Services to fulfill their responsibilities and shall be present during all interviews conducted on school property.

**XI. Protective Custody:**

If the Child Protective Services caseworker determines that a child's life or health is in imminent danger, the caseworker has the authority to take the child into protective custody without a court order or the consent of the child's parent(s) or legal guardian. Peace officers, police officers or other law enforcement officials are other agents who are empowered to place a child into protective custody. School employees and officials are not authorized to take a child into protective custody.
XII. **Court Orders:**

The New York Family Court Act contains detailed provisions and procedures for the short and long-term protection of abused, neglected and maltreated children. Under appropriate circumstances, the School District may ask Family Court for permission to initiate such proceedings.

XIII. **Reporting of Deaths:**

A person required to make reports of suspected abuse, maltreatment or neglect, as outlined above, and who has reasonable cause to believe that a child has died of abuse or maltreatment, shall so advise the Nassau County Medical Examiner.

XIV. **Child Abuse, Neglect and Maltreatment Training:**

A. It is required that all new certificated staff will have completed a two-hour course in the identification and reporting of child abuse.

B. This policy will be reviewed annually with the professional staff in each school building.

*Great Neck Public Schools*

*Adopted: 06/20/94*

*Amended: 01/07/08; 6/15/15*
# NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
REPORT OF SUSPECTED
CHILD ABUSE OR MALTREATMENT

## SUBJECTS OF REPORT

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<tr>
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<th>First Name</th>
<th>Aliases</th>
<th>Sex (M, F, UNK)</th>
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☐ MORE

List Addresses and Telephone Numbers (Using Line Numbers From Above) (Area Code) Telephone No.

## BASIS OF SUSPICIONS

Alleged suspicions of abuse or maltreatment. Give child(ren)'s line number(s). If all children, write "ALL".

- DOA/Fatality
- Fractures
- Internal Injuries (e.g., Subdural Hematoma)
- Lacerations/bruises/welts
- Burns/scalding
- Excessive Corporal Punishment
- Inappropriate Isolation/Restraint (Institutional Abuse Only)
- Inappropriate Custodial Conduct (Institutional Abuse Only)
- Child's Drug/Alcohol Use
- Poisoning/Noxious Substances
- Choking/Twisting/Shaking
- Lack of Medical Care
- Malnutrition/Failure to Thrive
- Sexual Abuse
- Inadequate Guardianship
- Parent's Drug/Alcohol Misuse
- Swelling/Dislocation/Sprains
- Educational Neglect
- Emotional Neglect
- Inadequate Food/Clothing/Shelter
- Lack of Supervision
- Abandonment

State reasons for suspicion, including the nature and extent of each child's injuries, abuse or maltreatment, past and present, and any evidence or suspicions of "Parental" behavior contributing to the problem.

(IF known, give time/date of alleged incident)

☐ Additional sheet attached with more explanation.

The Mandated Reporter Requests Finding of Investigation ☐ YES ☐ NO

## CONFIDENTIAL

### SOURCE(S) OF REPORT

NAME (Area Code) TELEPHONE

ADDRESS

AGENCY/INSTITUTION

## RELATIONSHIP

- Med. Exam/Coroner
- Physician
- Hosp. Staff
- Law Enforcement
- Neighbor
- Relative
- Inslit. Staff
- Social Services
- Public Health
- Mental Health
- School Staff
- Other (Specify)

## For Use By Physicians Only

Medical Diagnosis on Child

Signature of Physcian who examined/treated child (Area Code) Telephone No.

Hospitalization Required: ☐ None ☐ Under 1 week ☐ 1-2 weeks ☐ Over 2 weeks

Actions Taken: ☐ Medical Exam ☐ X-Ray ☐ Removal/Keeping ☐ Not. Med. Exam/Coroner

About To Be Taken: ☐ Photographs ☐ Hospitalization ☐ Returning Home ☐ Notified DA

Signature of Person Making This Report: X

Title

Date Submitted: Mo. Day Yr.
CONCUSSION MANAGEMENT POLICY

The Board of Education of the Great Neck Public School District recognizes that concussions (mild traumatic brain injuries) can be common injuries in children and adolescents. Pursuant to Section 305 of New York State Education Law and Section 206 of New York State Public Health Law, this policy establishes the rules and regulations for the management and monitoring of students who suffer concussions.

Any pupil who has sustained a concussion, or is believed by school personnel to have sustained such an injury will be immediately removed from participation in all activities. No such pupil shall return to school until he or she has been symptom free for at least twenty-four hours, and has been evaluated by and received written and signed authorization from a licensed physician. Such authorization shall be kept on file in the pupil’s permanent health record.

Each school shall be required to establish a Concussion Management Team to oversee the implementation of this policy. The Concussion Management Team may be composed of the building Athletic Director, the School Nurse, the District Physician, a coach of an interscholastic team, an athletic trainer or other appropriate personnel as designated by the school or school district. All District coaches, Physical Education teachers, nurses and athletic trainers shall complete a course of instruction every two years related to the protocols governing concussion management.

*Great Neck Public Schools*

*Adopted: 06/18/12*
PERSONAL ELECTRONIC COMMUNICATION DEVICES

The Board of Education acknowledges that cellular phones and other personal electronic communication devices can, when used responsibly, be a positive educational and organizational tool, as well as a means to facilitate family communication. Therefore, the occasional use of these devices in a high school class with teacher permission should not be prohibited, but instruction should not rely on personally owned devices.

However, the use of these personal devices during the school day may interfere with student productivity, be distracting to others, and/or cause disruption to the educational process. To prevent this disruption, the display and/or use by students of cellular phones and other personal electronic communication devices are prohibited during the school day in all elementary and middle schools. The personal use of such devices by any high school student is restricted to times when the student is not in class.

In emergency situations, teachers or administrators may grant exceptions to this policy.

Misuse of a personal electronic communication device may result in its confiscation. In those instances, a parent/guardian may be required to retrieve it as directed. Violations will be handled in accordance with the District’s Code of Conduct Policy 5300.

The District is not responsible or liable for any personal electronic communication devices.

Great Neck Public Schools

Adopted: 06/18/07
Amended: 06/21/10; 11/18/13
MANAGEMENT OF CASH IN DISTRICT BUILDINGS

The District requires that all cash received in District buildings shall be safeguarded in accordance with procedures established by the Assistant Superintendent for Business or his/her designee. Building administrators shall make arrangements to minimize the amount of cash retained in their buildings, and it shall be their responsibility to ensure that any cash that is retained is securely locked in a District authorized safe. All money that is to be transmitted to the Business Office shall be properly accounted for, and delivered in locked moneybags.

**Great Neck Public Schools**

_Adopted: 4/3/17_
CONFERENCE EXPENSE REIMBURSEMENT

The Board of Education recognizes that all staff members are expected to engage in activities that maintain, enhance and update their skills. For this reason, the district supports a variety of staff development programs, including conference attendance.

Staff members who attend professional conferences may be reimbursed for all allowable expenses, in accordance with administrative regulations (6830-R), provided that:

- The immediate supervisor has given prior approval;
- If expenses will exceed $500, the Superintendent has also given prior approval;
- The district’s cost does not exceed the budgetary allocation;
- The expenses are reasonable, customary, and directly related to the conference attended;
- Appropriate documentation and original, dated, itemized receipts are submitted.

Great Neck Public Schools

Adopted: 03/21/05
Amended: 05/09/05
STAFF IDENTIFICATION BADGES

All faculty and staff members in the District are required to wear the personal identification badge provided by the School District at all times during the workday and during any District-sponsored events.

Faculty and staff members new to the District will be issued a temporary identification badge by the Office of Human Resources to be worn until such time as a permanent badge can be produced.

Faculty and staff members are to report lost, stolen or damaged badges immediately to the Assistant Superintendent for Business. Faculty and staff members will be given a temporary identification badge under those circumstances.

All identification badges remain the property of the School District and must be returned to the District immediately upon cessation of employment.

Great Neck Public Schools

Adopted: 12/10/07
The Board of Education recognizes that many factors, including the use and misuse of prescription painkillers, can lead to the dependence on and addiction to opiates, and that such dependence and addiction can lead to overdose and death. As such, the Board wishes to minimize these deaths by the use of opioid overdose prevention measures.

**Administration of Naloxone by School Nurses**

The Board directs the Chief School Physician/Medical Director to issue a non-patient specific order to school nurses to administer naloxone (also known as Narcan, among other names) intranasally. The non-patient specific order shall include a written protocol containing the elements required by the regulations of the New York State Commissioner of Education. The Board permits school nurses to administer naloxone to any person at school or at a school event displaying symptoms of an opioid overdose. The District shall purchase and provide the naloxone kits to be stored in a secure but accessible location in the nurse’s office. The naloxone kits shall be available during regular school hours.

**Administration of Naloxone by Trained Volunteers**

The Board approves the District to participate in a New York State Department of Health (NYSDOH) registered Opioid Overdose Prevention Program as an opioid antagonist recipient. Any school employee is permitted to volunteer to receive training from this program. Employees wishing to volunteer to become trained responders must contact the Assistant Superintendent for Pupil Personnel who shall arrange for training for the administration of intranasal naloxone. Volunteer trained responders shall administer naloxone to anyone displaying opioid overdose symptoms. Emergency responders will be contacted, and a building administrator and the school nurse shall be notified. If the naloxone recipient is a student, the student’s parent/guardian will also be notified.

Naloxone kits for volunteer use, provided by the NYSDOH, shall also be stored in a secure but accessible location in the nurse’s office where they will be available during regular school hours. The District shall comply with all recordkeeping, inventory, documentation and notification requirements of the Program.

In the event that an incident involving opioid overdose occurs during the regular school day when neither a school nurse nor a trained volunteer are available, a building administrator shall be alerted, and emergency responders will be contacted.

**Great Neck Public Schools**

*Adopted: 7/6/16*
OPIOID OVERDOSE PREVENTION REGULATION

The Chief School Physician/Medical Director shall develop procedures for the placement, storage, inventory, re-ordering, administration documentation, reporting, and training of the school nurse, regarding the use of naloxone.

The District shall ensure that there is always one backup naloxone kit per building for each kit that is ready to be used. When a naloxone kit is used, another backup kit will be ordered. Naloxone that is nearing its expiration date will be replaced.

School nurses shall:

1. Follow the non-patient specific order and written protocol for administration of naloxone, which includes criteria for assessment and directions for administration;

2. Document all administration of naloxone in the same manner as the administration of other medications under non-patient specific orders;

3. Report all administration of naloxone to the Chief School Physician/Medical Director and the Assistant Superintendent for Pupil Personnel;

4. Maintain a log of naloxone supplies containing the following information: lot number, date of receipt, expiration date and location, and perform an inventory check of naloxone supplies.

The District shall follow the procedures established by an Opioid Overdose Prevention Program registered with the New York State Department of Health (NYSDOH) for the use of naloxone by volunteer responders including: volunteer responder training, placement, storage, inventory and re-ordering, documenting and reporting incidents of usage. Any trained volunteer responder who administers naloxone must notify the school nurse in the building where the naloxone administration took place.

The District shall maintain a current list of all trained volunteer responders by building location. Trained volunteer responders are encouraged to review their training in the year between the refresher training.

Great Neck Public Schools

Adopted: 7/6/16
Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and keep current a comprehensive District-wide school safety plan and building-level emergency response plan(s) which address violence prevention, crisis intervention, emergency response and management.

Taken together, the District-wide and building level plans shall provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure by which all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the District’s coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents in district schools.

The Board of Education shall cooperate with appropriate state, county and town agencies in developing agreements for the use of school-owned facilities and vehicles during a disaster. The District is required to relinquish to the appropriate state or county agencies the control and use of school transportation vehicles and facilities in accordance with county emergency preparedness plans or directives.

The Superintendent of Schools, during a local or State emergency, shall act as the chief communication liaison for all buildings within the District.

In accordance with state law and regulation, the District shall have the following safety teams and plans to deal with violence prevention, crisis intervention and emergency response and management:

Comprehensive District-wide school safety team and plan

The Board shall annually appoint a District-wide school safety team that includes, but is not limited to, a representative from the following constituencies: the Board, administrators, teachers, parent organizations, students, school safety personnel and other school personnel. This team shall be responsible for the development and annual review of the comprehensive District-wide school safety plan. The plan shall cover all District buildings and shall address violence prevention (taking into consideration a range of programs and approaches that are designed to create a positive school climate and culture), crisis intervention, emergency response and management including communication protocols, at the District level. It shall include all those elements required by law and regulation.

Building-level safety team and emergency response plans

Each building principal (or for buildings without a principal, administrator) shall be responsible for annually developing a school safety team that includes, where applicable, representation from teachers, administrators, parent organizations, students, school safety personnel, other school personnel and local emergency response agencies. Each school safety team shall be responsible for the development and review of a building-level emergency response plan for their building. The plan(s) shall address communication, emergency response (including insuring that local responders have access to floor plans, blueprints, and other appropriate maps of school property and the immediate surrounding area), and evacuation at the building level and shall include all components required by law and regulation.
Within each building, the school safety team shall designate:

- an emergency response team that includes appropriate school personnel and as needed, local law enforcement officials and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a serious violent incident or emergency; and

- a post-incident response team that includes appropriate school personnel and as needed, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

The building principal (or for buildings without a principal, administrator) shall be responsible for conducting at least one test every school year of the emergency response procedures under this plan.

To maintain security and in accordance with law, the building-level emergency response plan(s) shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

All plans shall be reviewed each year, and updated, if necessary, by the appropriate safety team.

The Superintendent of Schools shall be responsible for filing the District-level school safety plan and any amendments to the plan with the Commissioner of Education.

Great Neck Public Schools

Adopted: 5/21/90
Amended: 9/16/13
ELECTRONIC SURVEILLANCE

The Board of Education authorizes the use of electronic surveillance equipment to promote the safety and security of students and staff, the protection of District owned or contracted property, the deterrence and prevention of criminal activities and the enforcement of District policies and school rules.

The Board permits the use of such equipment on District grounds, in District buildings and on District vehicles including school buses transporting students to and from school or extracurricular activities. Students and staff will be notified annually that the premises may be monitored by electronic surveillance. Signs may be posted in appropriate locations to notify visitors of the use of electronic surveillance. Electronic surveillance may be placed in common areas where there is no expectation of privacy.

The Superintendent of Schools will designate District staff who will have access to District-wide images and recordings, and building staff who will have access to building images and recordings. These individuals have a responsibility to ensure the security, privacy, and appropriate use of images and recordings in compliance with this policy. Access to live electronic surveillance shall be granted to law enforcement in the event of a critical emergency, for drills designed to practice emergency response or for testing purposes.

Recordings from electronic surveillance shall not be disclosed except in accordance with this policy, as well as State and Federal law. Such disclosure shall be on a limited basis, in order to comply with the District’s policy objectives. Recordings from electronic surveillance may be used as evidence of misconduct in disciplinary proceedings or legal matters pursuant to State and Federal law; however access to such recordings will be limited to those authorized to view them in order to maintain student, staff and visitor privacy.

With the exception of designated District staff, all requests for review of such recordings shall be submitted in writing to the Superintendent or his/her designee and a written record of such requests shall be maintained by the office of the Superintendent. If such request is granted, viewing of electronic surveillance records must occur in the presence of the District’s designated custodian of the recording, and must be narrowly tailored to the permitted viewing. Unless authorized by the Superintendent or his/her designee, under no circumstances may any electronic surveillance recording be duplicated, removed or transmitted from the District premises unless in accordance with a duly issued court order or judicial subpoena.

Great Neck Public Schools

Adopted: 04/17/12
Amended: 12/12/16
AUTHORIZED USE OF DISTRICT-OWNED MATERIALS AND EQUIPMENT

The Board of Education permits the use of District-owned materials and equipment by Board members, officers, and employees of the District when such materials and equipment are needed for District-related purposes.

The Superintendent of Schools or his/her designee shall establish regulations governing the loan and use of such materials and equipment. Such regulations must address:

- the individuals who may properly authorize the use of such materials and equipment;
- the lack of authority of the borrower to use such materials and equipment for private, non-business purposes;
- the responsibilities of the borrower for proper use, care and maintenance;
- that the borrower should have no expectation of privacy with regard to their use of such materials and equipment;
- that regardless of condition or other factors, all loaned materials and equipment must be returned to the District. No item may be sold to or purchased by the borrower unless such materials and equipment have been returned to the district for evaluation and, if necessary, disposed of in accordance with District policy and procedures.

The loan of materials and equipment shall be approved by the building administrator or his/her designee or appropriate program supervisor. All such loans shall be logged.

All materials and equipment shall be inventoried by the Business Office and a list shall be maintained of the date such materials and equipment was loaned, to whom it was issued, and the date of expected and actual return. The Business Office shall maintain records of all materials and equipment that are loaned for long-term use and shall review such list annually. At the organizational meeting each year, the Assistant Superintendent for Business will provide the Board of Education with a list of Board members, officers, and employees who have been loaned District-owned materials and equipment for long-term use.

Individuals borrowing District-owned materials and equipment may be fully liable for any damage, loss or theft during the period of their use, and shall be responsible for their safe return, as applicable.

Great Neck Public Schools
Adopted: 05/09/11
Amended: 3/10/14
DISTRICT- ISSUED PORTABLE ELECTRONIC DEVICES

The Board of Education recognizes the need for Board members, officers, selected employees and students to have the use of District-owned portable electronic devices. Such devices shall be provided to individuals upon authorization of the Superintendent or his/her designee.

At the organizational meeting each year, the Assistant Superintendent for Business will provide the Board of Education with a list of Board members, officers and employees who have been issued portable electronic devices for long term use.

All individuals who have been issued District-owned portable electronic devices shall have no expectation of privacy with respect to any information contained on these devices. The District reserves the right to inspect any District-owned electronic device, and to review any information on or associated with such device. This includes, but is not limited to, such items as email, text messages, multimedia messages, records of Internet usage, telephone log calls, etc. Content downloaded onto District-issued portable electronic devices, such as books, music, videos, and applications must not violate copyright or other applicable laws.

As with any District-owned property, Board members, officers, employees and students must take proper care of District-issued electronic devices, and must take all reasonable precautions against damage, loss or theft. Any damage, loss or theft of District-issued electronic devices must be reported immediately to whomever authorized its use. Expenses incurred to repair or replace District-issued electronic devices due to accidental damage or documented theft will be equally shared by the District and the individual to whom the device was issued. Costs associated with purposeful or repeated damage, loss or undocumented theft will be completely borne by the individual.

Users of District-issued electronic devices are responsible for the safe return of District-issued electronic devices either upon request, at the end of the anticipated period of use, or upon separation or graduation from the district.
Schools are required to send home a letter at the beginning of a loan period for a student detailing acceptable use, responsibilities, expectations, and possible liability. The letter is to be signed by the student and the parent/guardian, and returned to school to be kept on file.

*Great Neck Public Schools*

*Adopted: 03/21/05*
*Amended: 12/04/06; 05/09/11; 3/10/14*
The Board of Education recognizes the importance of providing a safe and healthy environment for students and staff. To that end, this policy is designed to reduce exposure to harmful vehicle exhaust emissions by eliminating the unnecessary idling of vehicles on school property.

This policy shall apply to all school buses operated by or for the district, whether the buses are owned by the district or contracted from vendors. It also shall apply to all other diesel and gasoline powered vehicles operating on school properties during school hours and at school sponsored activities. By state law, an exception is made in the case of a diesel-fueled truck that has to remain motionless for greater than two hours when the ambient temperature is continuously less than 25 degrees Fahrenheit.

The district shall inform all vendors and suppliers of this policy, and it shall be referenced in all new contracts and service agreements. The district shall develop regulations to ensure that all diesel and gasoline vehicles on school property follow Board policy.

**Rules for school buses:**

1. The driver of a school bus must turn off the engine upon reaching a school. The engine must remain off until the bus is loaded (or unloaded) and is ready to depart from school property.

2. The district shall communicate this policy to all parents, as well as vendors and district employees involved with transportation. Appropriate signage shall be posted at each school to remind drivers and school staff of the policy. The provisions of this policy shall be incorporated by reference in all transportation contracts and agreements.

3. The district shall endeavor to locate school building air intake systems not less than 100 feet from any school bus loading or unloading area, or to take appropriate measures to shut off such intake systems during periods when buses are present.

**The provisions of this policy shall be suspended under the following conditions:**

1. if the outside temperature at the school is less than 20 degrees Fahrenheit, buses shall be permitted to idle for up to five minutes;

2. when bus engines are required to operate special equipment for disabled students;

3. when the use of defrosters, heaters or other equipment is required for safety or health considerations (as determined by the district’s Director of Transportation);

4. when the bus is forced to remain motionless because of traffic conditions;

5. when the bus is being subjected to a State authorized periodic or roadside diesel emissions inspection;
6. when the operation of the engine is required for auxiliary purposes including, but not limited to, loading or unloading cargo, or controlling cargo temperature;

7. when the operation of the engine is required for the purpose of maintenance;

8. in the event of an emergency, including the recharging of batteries.

Great Neck Public Schools

Adopted: 06/05/06
Amended: 11/15/10
INFORMATION SECURITY BREACH AND NOTIFICATION

The Board of Education acknowledges the growing concern regarding the need for prompt notification when any computer security breach occurs.

In order to guard against identity theft, the Board directs the Superintendent of Schools to notify persons affected by any security breach that results in the unauthorized acquisition of private information, as defined in Section 208 of the State Technology Law.

Pursuant to Labor Law §203-d, the District will not divulge employee “personal identifying information” except as prescribed by law.

Any breach of the district’s computerized data shall be promptly reported to the Director of Technology and the Superintendent who will then notify the Board of Education.

Great Neck Public Schools

Adopted: 06/05/06
Amended: 10/17/11
CONFLICT OF INTEREST

The Board of Education is committed to avoiding any situation in which the existence of simultaneous, conflicting interests involving any officer or employee may call into question the integrity of the management or operation of the school district. Therefore:

No Board member, officer or employee of the district shall be involved in the hiring, supervision, evaluation, promotion, review or discipline of any employee who is a member of the same family, whether established by blood, marriage, or other legal action, or with whom the Board member, officer or employee is engaged in an amorous relationship. Should marriage or some other event result in a situation not in compliance with this policy, reassignment, transfer, or a redirection of supervision and evaluation will be effected as soon as practicable, given the efficient management of the district, and in accordance with the applicable provisions of any collective bargaining agreement and any applicable law or regulation. This provision shall not apply to high school students hired for part-time or temporary employment.

If and when the provisions stated in the above paragraph become applicable to a member of the school community, he/she has an obligation to disclose the relationship to his/her immediate supervisor.

Any Board member, officer or employee of the district who negotiates or executes any contract on behalf of the district for the purchase, sale or lease of real or personal property, or services of any nature, will comply with all provisions of the policy on Purchasing (6700). Bidders must disclose, in writing, any business or familial relationship with any Board member, officer or employee of the district.

No Board member, officer or employee of the district shall allow any personal matter, financial or otherwise, to influence or interfere with the performance of his or her duties. Should such a matter arise, it shall be brought to the attention of the Board of Education to seek ways to reduce or eliminate the influence or interference.

The Board affirms its commitment to adhere scrupulously to all applicable provisions of law regarding material conflicts of interest.

Knowing or willful violation of this policy by any officer or employee of the district may result in disciplinary action up to and including dismissal.

Any officer, employee or member of the public noting or suspecting a violation of this policy is expected to bring the matter, either in confidence or in public, to the attention of the Board of Education or the Superintendent of Schools.

Great Neck Public Schools

Adopted: 06/05/06
Amended: 01/26/09
The Board of Education recognizes that staff complaints and grievances regarding work rules arise from time to time. In many instances, the complaint process is covered by collective bargaining agreements, and in those instances, the grievance procedure outlined in the agreement shall be used. In order to address staff complaints not covered by bargaining agreements as well as for those employees not covered by such an agreement, the Board establishes this policy.

Complaints regarding violations of civil rights are covered by Policy 0100 Equal Opportunity, complaints regarding sexual harassment by Policy 0110 Sexual Harassment and complaints regarding accommodations under the Americans With Disabilities Act As Amended (ADAAA) by Policy 9350 Staff Requests for Accommodations Under the Americans With Disabilities Act As Amended. The Board acknowledges that staff members have the right to present complaints and grievances in accordance with these procedures free from coercion, interference, restraint, discrimination or reprisal.

Staff complaints that are not covered under the General Municipal Law or cannot be resolved under procedures of Policies 0100, 0110 or 9350, shall be dealt with in the following manner:

Stage I:

1. Within 15 days after the events giving rise to the grievance, the grievant shall present the grievance in writing to their supervisor.

2. The supervisor shall make a finding in writing that there has or has not been a violation of the applicable work rule or other governing procedure. In the event the supervisor finds that there has been a violation, he/she shall propose a resolution of the complaint.

3. If the grievant is not satisfied with the finding of the supervisor, or with the proposed resolution of the grievance, the grievant may, within 15 days after he/she has received the report of the supervisor, file a written request for review by the Superintendent of Schools.

Stage II:

1. The Superintendent shall render a determination in writing.

2. If the grievant is not satisfied with the determination of the Superintendent, the grievant may, within 15 days after its receipt, file with the Clerk of the Board of Education, a written request for review by the Board.

Stage III:

The Board shall render a decision in writing.

Great Neck Public Schools

Adopted: 12/15/14
MEALS AND REFRESHMENTS
AT SCHOOL MEETINGS AND FUNCTIONS

The Board of Education recognizes the occasional need to purchase food for school or district meetings and activities involving district staff, parents, students, or the Board of Education. The provision of meals at meetings shall occur only when such meetings take place during normal mealtimes. At other times, light refreshments may be served. Food should be purchased from the District’s own food services or from local food providers, and the cost should be modest and reasonable.

The Board of Education also recognizes that in keeping with customary practice, using District funds to purchase food and refreshments for annual staff and student events is appropriate. The Board will consider annually, in its operating budget, funding for such Board-sponsored occasions as a student, staff, or retiree recognition, a tenure reception, or any other district gathering designed to maintain and improve the working relationship within the school community that serves to benefit the educational program.

Great Neck Public Schools

Adopted: 03/21/05
DRUG-FREE WORKPLACE

The Board of Education prohibits the illegal, improper or unauthorized manufacture, distribution, dispensing, possession or use of any controlled substances in the workplace.

• "Workplace" shall mean any site on school grounds, at school-sponsored activities, or any place in which an employee is working within the scope of his/her employment or duties.

• "Controlled substances" shall include all drugs which are banned or controlled under federal or state law, including those for which a physician's prescription is required, as well as any other chemical substance which is deliberately ingested to produce psychological or physiological effects.

The Superintendent of Schools or his/her designee shall implement related regulations, which outline the requirements of the federal Drug-Free Workplace Act of 1988.

Great Neck Public Schools

Adopted: 11/03/03
DRUG-FREE WORKPLACE REGULATIONS

1. The Superintendent of Schools shall certify to any federal agency making a direct grant to the district that the district will provide a drug-free workplace, in accordance with the Drug-Free Workplace Act of 1988.

2. The Superintendent or his/her designee shall establish a drug-free awareness program to inform employees about:
   
   a. the dangers of drug abuse in the workplace;
   b. the district's policy of maintaining a drug-free workplace;
   c. any available drug counseling, rehabilitation, and employee assistance programs; and
   d. the penalties that may be imposed upon employees for drug abuse violations.

3. The Superintendent or his/her designee shall publish a statement notifying district employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace (as defined by district policy). The statement shall specify the actions that will be taken against employees for violations of such prohibition. Each employee shall receive a copy of this statement and the Drug-Free Workplace Act of 1988.

4. Each employee, as a condition of employment on any direct federal grant, shall:
   
   a. abide by the terms of the statement; and
   b. notify his/her immediate supervisor, who shall notify the Superintendent, of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days of such conviction.

5. The Superintendent shall notify the Board of Education of any such conviction(s), and shall notify the granting agency within 10 days after receiving notice of such conviction(s) from any source.

6. Within 30 days of such conviction(s), the district shall initiate appropriate disciplinary action against any employee so convicted in the manner provided for by law, up to and including dismissal, and/or require his/her satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

7. The district shall make a "good faith effort" to continue to maintain a drug-free workplace through implementation of these regulations.

Great Neck Public Schools

Adopted: 11/03/03
STAFF REQUESTS FOR ACCOMMODATIONS UNDER
THE AMERICANS WITH DISABILITIES ACT AS AMENDED

The Board of Education is committed to equal opportunity and nondiscrimination (Policy 0100 Equal Opportunity) for staff and students. The Superintendent of Schools or his/her designee is authorized to provide reasonable accommodations for qualified employees who require such in order to perform the essential functions of their job under the provisions of federal and state law.

Under these laws, employees are responsible for notifying the district that an accommodation is needed.

Requests for such accommodations should be made in writing to the District ADAAA Compliance Officer, and include the following:

- Reasonable documentation showing that the employee has a disability as defined by the ADAAA,
- A statement describing how this disability impacts job performance ability, and
- A statement of the accommodation the employee is seeking, and explanation of how the accommodation will impact or benefit the disability.

It should be noted that while efforts will be made to comply with specific accommodation requests, some requests might impose an undue hardship on the District. The District will collaborate with the employee to attempt to find a suitable accommodation.

The District will respond in writing to requests for accommodation in a timely manner.

If an employee is dissatisfied with the District’s response, complaints or grievances related to this matter shall be pursued in accordance with Policy 0100 Equal Opportunity and Policy 9140.1 Staff Complaints and Grievances.

Great Neck Public Schools

Adopted: 11/17/14
EVALUATION OF STAFF

The Great Neck Board of Education believes that the evaluation of all staff is necessary to continuously improve both the achievement of students and the operation of the district. To this end, the Superintendent shall be responsible for ensuring that all District employees are evaluated annually and receive appropriate levels of support based upon that evaluation, if necessary, to improve their skills.

The Superintendent or his/her designee shall ensure that all staff required to evaluate other staff are provided appropriate and sufficient training in assessment and evaluation, in accordance with state law and regulation.

Great Neck Public Schools

Adopted: 5/12/14
DISCLOSURE OF WRONGFUL OR UNLAWFUL CONDUCT: WHISTLEBLOWER POLICY

The Board of Education expects that its officers and employees will fulfill the public’s trust and conduct themselves in a lawful manner, in accordance with all applicable statutes, rules, regulations, and District policies.

The Board of Education shall, at its annual organization meeting, designate two Compliance Officers to receive and investigate complaints from its employees under Civil Service Law Section 75-b and Labor Law 740, commonly known as the “Whistleblower” laws. Individuals may choose to report their complaints to either of these officers. The Board directs the Superintendent to arrange for the training of these individuals. The names of the district’s Compliance Officers will be listed on the district calendar, and website, and be available through the office of the Superintendent. It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of a Compliance Officer.

The District shall not dismiss or take any other adverse personnel action against an employee because he or she, in good faith, discloses to a Compliance Officer any: 1) information regarding a violation of a law, rule, regulation, or Board policy, which creates and presents a substantial and specific danger to the public health or safety; or 2) information concerning conduct that the employee reasonably believes constitutes improper conduct by any public officer or employee of the District. However, nothing in this policy is intended to interfere with legitimate employment decisions.

Upon obtaining information pursuant to this policy, the District’s Compliance Officer receiving the complaint shall take immediate steps to conduct an investigation into the alleged violation and to report the findings and conclusions directly to the Board of Education.

Complaints filed pursuant to this policy shall remain confidential to the extent possible in accordance with any applicable laws and collective bargaining agreements. Any person who deliberately makes a false report of improper conduct shall be subject to appropriate disciplinary action.

Great Neck Public Schools

Adopted: 12/13/10
POLICIES FOR TEACHERS AND ADMINISTRATORS
INTERPRETERS FOR HEARING-IMPAIRED PARENTS

It is the policy of the Board of Education to provide hearing impaired parents and individuals in parental relation equal opportunity for meaningful participation in school district meetings and activities.

The Board of Education recognizes that those parents and individuals in parental relationships who are hearing impaired must be afforded an opportunity equal to that available to other parents, to participate in their child's educational programs or meetings and activities pertaining to the academic and/or disciplinary aspects of their child's education. Accordingly, the school district will provide a sign language interpreter, or if a sign language interpreter is unavailable, other reasonable accommodations satisfactory to parents or guardians (e.g. note-taker, transcript, decoder, or telecommunication device for the deaf), for hearing-impaired parents for school-initiated academic and/or disciplinary meetings including, but not limited to:

- Parent/teacher conferences
- Child study, Committee On Special Education and/or building level team meetings
- Planning meetings with school counselors regarding educational progress
- Career planning
- Suspension hearings or other disciplinary conferences with school officials

The school district will provide an interpreter for the hearing-impaired parent upon written request submitted to and received by the district five days prior to the scheduled meeting or activity. If a timely request for such services is received these services will be made available at no cost to the parents.

The Superintendent is directed to develop and maintain a list of interpreters, and to develop procedures to notify parents of the availability of interpreter services at no cost to the parent. Such notice shall include the name of the school district official to whom such requests should be made, and a statement that in the event an interpreter is unavailable, the district shall make other reasonable accommodations satisfactory to the parent.

Great Neck Public Schools

Adopted: 06/20/94
SPECIAL EDUCATION PERSONNEL

The Board acknowledges its responsibility to recruit, hire, train and retain highly qualified personnel, as defined in the federal Individuals with Disabilities Education Act (IDEA) and its accompanying regulations and in Article 89 of New York State Education Law and its accompanying regulations, to provide special education programs and services. In addition, the Board is committed to appointing appropriately qualified personnel to the Committee (and Subcommittee) on Special Education (CSE) and Committee (and Subcommittee) on Preschool Special Education (CPSE).

The Board will fulfill its obligation with regard to special education personnel by taking measurable steps, including but not limited to the following:

1. Actively recruit personnel who possess prior experience working with students with disabilities.
2. Seek candidates for teaching positions who are dually certified in both special education and an academic area, to the extent possible.
3. Ensure that every member of the professional staff participates in annual professional performance reviews and professional development plans.
4. Provide appropriate ongoing training and professional development to CSE and CPSE members and other special education program and service providers to ensure their continuing awareness of their obligations and responsibilities under the law.

The Superintendent is responsible for ensuring that the professional staff is appropriately certified, licensed and trained and that they meet the “highly qualified” standard established in federal and state law. In the event that highly qualified individuals are not available, despite the best efforts of the administration, the Board recognizes its responsibilities to meet alternative standards as established by the State Education Department.

Great Neck Public Schools

Adopted: 02/09/09
SPECIAL INSTRUCTIONAL ARRANGEMENTS

The Board of Education sets forth the following parameters with regard to accommodations in instruction and school day in the unusual instance of a student whose unique athletic, artistic, academic or other talent is so developed as to involve the student in an activity such as training for a world-class athletic competition, appearing in a major Broadway role, or other similar high-intensity commitment in a generally recognized national or international venue. Eligibility for such arrangement will be at the sole discretion of the Superintendent of Schools.

Should the Superintendent determine that a student is eligible for accommodations under this policy, the school principal is authorized to recommend modifications in schedules and requirements, provided they are consistent with all applicable laws, rules, policies, and regulations. Modified class schedules must maintain the soundness and integrity of the student’s course of instruction, as determined by the principal. If the student’s educational needs cannot be completely met by such schedule modifications, the school principal may be authorized by the Superintendent to develop a home teaching plan that may include the student’s regularly assigned teachers, if available, or other qualified teachers, that will satisfy both school and outside requirements. The principal has full and final authority to determine what arrangements and accommodations shall be recommended to the Superintendent for final approval. All arrangements are subject to review, change, and discontinuation at any time, based on the Superintendent’s judgment of the best interests of the student, the needs of the school, staffing availability, and such other contingencies as may arise.

The student’s parent/guardian will reimburse the district for all wages and benefits paid to all teachers, tutors or others who instruct the student in or out of school, in a home teaching or related plan, created and approved in accord with this policy, that involves any additional cost to the district. In order for a student to receive special instructional arrangements, the student’s instructional arrangements must agree, in writing, to comply with all provisions of this policy.

Home instruction provided by the district under the terms of this policy does not constitute private tutoring and, therefore, is not in conflict with Private Tutoring By Great Neck Faculty (9640).

Great Neck Public Schools

Adopted: 06/20/05
Amended: 06/19/06
CLASS COVERAGE IN THE ABSENCE OF THE REGULAR TEACHER

The Board of Education requires pupils to attend all scheduled classes unless specifically excused under provisions of State Law and school regulations. It is imperative that each class be considered an important event and that student time will be used in a purposeful manner.

Given that some degree of teacher absence is inevitable, and given that classes through grade ten are not to be canceled for any reason, it is essential that each school develop contingency plans for class coverage to provide for any circumstances that may arise. Each plan must ensure that:

- no class will be dismissed (note exception under #3 below)
- an adult will be present
- meaningful student activity will take place

The following principles shall guide the plans established for class coverage in the absence of the regular teacher:

1. Whenever possible, a substitute teacher from the approved list who is fully qualified in the required area of competence will be employed.

2. If an appropriately qualified substitute teacher is not available, a substitute teacher will be assigned in accordance with the following considerations:
   a. another qualified substitute teacher
   b. a member of the teaching staff in the appropriate certification area
   c. a member of the teaching staff in another certification area
   d. a professionally certified non-teaching member of the faculty (e.g., guidance counselor, school psychologist, social worker)
   e. a building administrator
   f. a district administrator

3. If a building principal is unable to assign a qualified substitute on the basis of steps 1 and 2 above, the building principal will decide how the absent teacher's classes are to be covered. If necessary, a secondary principal may cancel 11th or 12th grade classes for a maximum of two consecutive days.

4. The elementary administrator, or secondary department head responsible in each subject area, shall make sure the substitute is provided with a lesson plan or materials consistent with the nature of the subject and the needs of the student.

* To be implemented in accordance with all relevant provisions of the collective bargaining agreement.
5. Should the substitute assigned not be conversant with the subject matter, alternative plans shall be provided by the elementary administrator or secondary department head, including but not limited to the following:

   a. combining classes
   b. presentation of relevant audio-visual material
   c. identification of advanced students capable of assisting others with the lesson
   d. supervised study preparation for other courses with the knowledge and approval of each student’s activity by the substitute teacher and administrator/department head

6. In cases where the health and safety of students may be endangered by the absence of a certified teacher (e.g., industrial arts, physical education, chemistry lab), an alternative plan as outlined in #5 above shall be put in effect.

Principal are responsible for informing staff members in their buildings of the policy and accompanying regulations and for seeing that they are implemented in the spirit intended.

*Great Neck Public Schools*

*Adopted: 01/12/87*
Assigning grades to students is the responsibility solely of the teacher. No grade shall be overturned under any circumstances except by the Board of Education, and then only if it is found to be arbitrary and capricious. Such determination by the Board of Education shall be subject to review solely by the Commissioner of Education and/or the Courts.

Great Neck Public Schools

Adopted: 06/02/97
REGENTS EXAMINATIONS

1. Although students' graded Regents examinations cannot be reviewed in class, students have the right to examine their test papers upon request.

2. Each secondary school shall establish procedures to make Regents examination papers available for student review for one year from the date of testing.

3. Should a student retake a Regents examination, the student's transcript will reflect only the highest score obtained.

Great Neck Public Schools

Adopted: 01/27/97
RETURN OF ASSESSMENTS - SECONDARY STUDENTS

The Board of Education of the Great Neck Public Schools believes that teacher-designed and external assessments are critical to the teaching/learning process. Formative assessments provide teachers and students with continuous information about achievement and directly inform curriculum and classroom activities. Summative assessments influence decisions about placement and future study. Both are a reflection of teacher effectiveness and student achievement. All assessments are a basis for reflection and future development. Assessments include quizzes, tests, unit exams, labs, essays, research papers, projects, criterion-referenced external examinations, standardized measurements, classroom discussion, student demonstrations and homework assignments.

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

1. Assessments should be constructed to determine curriculum achievement and/or to expand on assigned subject matter.

2. Students should be apprised of the content, parameters and expectations of tests and assessments in a timely fashion.

3. Assessments - both the questions and the student responses - should be returned to the students with prompt feedback about their understanding and performance. Suggested time frames are as follows:

   a. Quizzes………………………………… 2 to 3 days

   b. Exams………………………………….. 1 week

   c. Essays and essay exams………………. 2 weeks

   d. Projects and research papers………… 3 weeks

4. If a longer period for return of assessment is required, students and department heads should be informed of the probable return date.

5. Assessment is the foundation for understanding what is/is not learned, and becomes the bridge to future achievement. Written assessments, including tests, quizzes and papers should be reviewed and processed as a learning tool in a variety of ways, including the review of tests in class, individual conferences, and the creation of assignments based on the results of those tests.
6. The processing of assessment is the mutual responsibility of students, teachers and parents.

   a. Teachers are responsible for creating assessments that are both formative and summative and whose end result is to facilitate student achievement.

   b. Parents are responsible for helping to guide their children in their studies.

   c. Students are responsible for using assessments thoughtfully, realizing that their active engagement in the learning process is the single most important ingredient of achievement.

7. Students should have possession of their assessments - both questions and responses - for future reference and study; teachers may retain copies. (Under compelling circumstances, exceptions may be made with the approval of the department head and the building principal.)

8. Department heads are responsible for previewing and securing departmental and individual teacher final examinations.

Great Neck Public Schools

Adopted: 02/26/96
HOMEWORK

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

Homework is assigned:

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

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

Great Neck Public Schools

Adopted: December 1958
Amended: 06/21/04
SACRED MUSIC

The selection of music for student activities must be based on its educational merit and on its ability to develop understanding, growth, and appreciation of music in young people.

Sacred music (including traditional carols, and classical religious music) may be included on the basis of its particular musical and educational value. When sacred music is used during a holiday period, it should be offered in concert with other musical works that are nonreligious in nature, such as seasonal songs.

Sacred music of any religion should not dominate the program as a whole.

A particular performance or program that includes sacred music will not be construed in and of itself as a religious observance. The intent of the musical program must be educational. Any program notes or oral narration provided with the performance should establish an objective context for the selection by giving information about its historical and artistic significance.

Student participation in a program or performance, which involves religious material or expression, will be voluntary.

Great Neck Public Schools

Adopted: 10/15/90
ANIMALS/PETS ON DISTRICT PROPERTY

The Board of Education prohibits live animals/pets on District property except for those that may be brought into classrooms for educational purposes. Animal owners shall be legally responsible for any damage done to persons and/or property on District grounds and in District facilities.

Permission needs to be obtained from a building principal or administrator before animals/pets can be brought into a school. Vaccinations shall be documented for appropriate animals/pets. Teachers shall assume primary responsibility that the animals/pets in their classrooms are adequately cared for and securely housed.

Great Neck Public Schools

Adopted: 12/12/16
STUDENT ATTENDANCE

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to minimize the number of unexcused absences, tardiness, and early departures (referred to in this policy as “ATEDs”), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents/guardians, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

- The attendance policy shall be included in student handbooks and shall be reviewed with students at the start of the school year.
- It is recommended that the PTA/PTSA of each school discuss and disseminate the attendance policy at a meeting early in the school year.
- School newsletters and publications shall include periodic reminders of the components of this policy, and the school district calendar shall include a summary.
- The District shall provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff shall receive a copy upon their employment.
- At the beginning of each school year, the attendance policy shall be reviewed at faculty meetings to clarify individual roles in its implementation.
- Copies of this policy shall also be made available to any community member, upon request.

Excused and Unexcused Absences

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, medical or dental appointments, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved by the principal, including, but not limited to, absences due to circumstances related to homelessness. All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent’s/guardian’s responsibility to notify the school office within 24 hours of the ATED and to provide a written excuse upon the student’s return to school. For homeless students, the District homeless liaison shall assist the student in accordance with Policy 5151 Homeless Students in providing or obtaining documentation if needed.
V. General Procedures/Data Collection

- When a student is absent, tardy, or leaves early from class or school without excuse, designated staff member(s) shall notify the student’s parents/guardians by phone and mail of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them.

- In non-departmentalized grades, attendance shall be taken once each day.

- In departmentalized grades, attendance shall be taken during each class period except where pupils do not change classrooms.

- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated staff member responsible for attendance.

- The nature of an ATED shall be coded on a student’s record (see 5100-E).

- Student ATED data shall be available to and should be reviewed by the designated school personnel in an expeditious manner.

- Where additional information is received that requires corrections to be made to a student’s attendance records, such correction shall be made immediately. Notice of such a change shall be sent to appropriate school personnel subject to applicable confidentiality rules.

- Attendance data shall be analyzed periodically to identify patterns or trends in student absences.

- Where consistent with other school practices, teachers and staff shall identify students who are absent from a class period without excuse and refer the students to the appropriate school administrator.

- Continuous monitoring shall be conducted to identify students who are absent, tardy, or leave class or school early.

- Parents/guardians have access to their child’s attendance records through the Infinite Campus Parent Portal.
Attendance Incentives

• Principals are requested to develop, with student and faculty participation, a system to acknowledge students’ efforts to maintain or improve school attendance.

• Building Principals and teachers are encouraged to schedule special events (quizzes, game days, debates, etc.) for days of chronically high absenteeism, like Mondays and Fridays.

• Teachers are encouraged to assign special responsibilities (distribute and collect materials, lead groups, assist the teacher, etc.) to students who may need extra motivation to come to school.

Disciplinary Consequences

Unexcused ATEDs shall result in disciplinary action consistent with the District Code of Conduct (Policy 5300). Those penalties may include, for example, detention or in-school suspension. Students may also be denied the privilege of participating in or attending extracurricular events or field trips. However, absences related to homelessness shall not result in negative consequences when the District determines that it would be in the best interests of the student to retain the student in school.

In instances of excessive, unexcused ATEDs, designated staff member(s) shall contact the student’s parents/guardians and the student’s guidance counselor when an unexcused ATED occurs. Such staff member(s) shall remind parents/guardians of the attendance policy, explain the ramifications of unexcused ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

In addition, if educational neglect is suspected, the designated staff member shall provide the information necessary to initiate a report to the building principal or his/her designee who shall then contact local Child Protective Services (CPS). If other staff members suspect education neglect, they shall follow the procedures outlined in Policy 5460, Child Abuse in a Domestic Setting.

Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student’s final grade may be based on classroom participation as well as a student’s performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Unexcused ATEDs may be factored into the evaluation of a student’s class participation.

Parents/guardians shall be kept informed of students’ attendance records through quarterly report cards or periodic school progress reports.
Making Up Work

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity may arrange with their teachers to make up any work missed. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with an excused ATED are expected upon their return to consult with their teachers regarding missed work.

Only those students with excused ATEDs shall be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make up opportunities must be completed by a date specified by the teacher for the class in question.

Annual Review

The Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

Great Neck Public Schools
Adopted: 6/17/02
Amended: 2/13/17
ASSIGNMENT OF STUDENTS TO CLASSES
GRADES K - 5

The Board of Education believes that the organization of classes and placement of students are critical to providing viable instructional classroom units each year.

Parents will be notified in March regarding the procedures for the placement of students by receiving a copy of this policy. They will be asked to indicate in writing to the principal, by April 1 if there is any teacher they wish to “derequest” due to prior experience with their child or a sibling and/or a personal/family/business relationship (excluding private tutoring). No other expression of choice will be considered.

Classroom teachers will meet with the principal to form heterogeneous classes for grades 1 to 5 for the subsequent year. The school psychologist and special area teachers will provide assistance as needed.

Classroom teachers from the receiving grade will meet with the principal to determine teacher assignments to the classes that have been formed. The school psychologist and special area teachers will provide assistance as needed.

Teacher assignments and classes for grades 1 to 5 will be published prior to the last day of school.

Following the Kindergarten Screening Program in June, kindergarten classes will be formed in a manner similar to that described above for grades 1 to 5. Kindergarten teacher assignments and classes will be published prior to the start of the school year.

Great Neck Public Schools

Adopted: 05/22/89
Amended: 04/19/04, 01/24/11

· Heterogeneous classes are defined as being proportional to the total grade level of the school in gender, social development and academic performance.
RELIGIOUS OBSERVANCE

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

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

Great Neck Public Schools

Adopted: 10/22/65
Amended: 11/17/03; 11/15/04
DISTRICT SPONSORED STUDENT PUBLICATIONS

Students shall enjoy the constitutional right of freedom of expression. They shall have the right to express their views limited solely by those restrictions imposed on all citizens generally and those specifically designed to protect children and youth in a school setting. The Board of Education is ultimately responsible for the content of District sponsored student publications.

The Board of Education authorizes student publications because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism. Student publications are intended to provide an opportunity for student expression, but they are not public forums.

Student publications shall comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, pornography, threats of violence, lies, ridicule of private individuals or groups (e.g., expressions based on ethnicity, religious belief, sexual orientation, socio-economic status, personal appearance, or disability), articles advocating racial, religious, or other forms of prejudice, or the breaking of laws and school regulations, or materials designed to disrupt the educational process will not be permitted.

Expressions of personal opinion must be clearly identified as such, and bear the name of the author. Opportunity for the expression of opinions differing from those published must be provided.

Student publications, moreover, should be free of advertisements for alcohol, tobacco, illicit or illegal drugs, drug paraphernalia, or any other substance or activity proscribed by law for minors.

Each school shall develop a publication manual, consistent with this policy, for each student publication. All such publication manuals shall be available for public review.

Great Neck Public Schools

Adopted: 4/2/01
INTERNET PUBLISHING

This policy is intended to ensure that District-sponsored Internet content supports the educational mission of the District and disseminates appropriate and timely information to the local and global community without compromising the safety and privacy of our students and staff. Teachers and students are encouraged to take advantage of educational opportunities beyond the four walls of the classroom and embrace the benefits of twenty-first century learning.

The Board of Education authorizes District-sponsored Internet publishing because it offers an educational activity through which students gain experience in responsible use of the Internet. The rights of students to express their views online shall be limited solely by those restrictions imposed on all citizens generally and those specifically designed to protect children and youth in a school setting.

District-sponsored Internet publications, including online student newspapers, are intended to provide an opportunity for student expression, but they are not public forums. The Board of Education is ultimately responsible for the content published on the Internet through activities sponsored by, or affiliated with, the Great Neck Public Schools.

Guidelines: All guidelines for posting District-sponsored online content, whether hosted on the official Great Neck Public Schools Web site or through another Web hosting service, shall be consistent with this and all other district policies, including but not limited to Policy 4526 Computer Network and Internet Acceptable Use, Policy 5220 District-Sponsored Student Publications, and Policy 5300 Code of Conduct.

Photographs and Videos:
1. Photographs and videos that visually identify students may be published online if access is secure and limited to the parent/guardian, student or staff. Otherwise, photographs and videos that visually identify students in Grades Pre-K – 2 will not be published online for safety and security reasons. Exceptions for students in Grades Pre-K – 2 will be granted upon the recommendation of the building principal to the Superintendent with written parental permission. In Grades 3 - 8, they may be published online only with prior written parent/guardian consent. In Grades 9 – 12, they may be published online with consent of the student unless the parent/guardian provides written direction to the contrary.

2. Photographs and videos that do not visually identify students may be published online.

3. Photographs and videos of staff members may be published online only with their prior consent.

4. Photographs and videos of facilities, instructional objects, or student projects may be published online.

5. Audio recordings of performances and narration done by students may be published online subject to applicable copyright laws.

Personal Information:
1. No student's last name shall be published online in Grades PreK – 5 unless access is secure and limited to the parent/guardian, student or staff. Exceptions for students in Grades Pre-K - 5 will be granted upon the recommendation of the building principal to the Superintendent with written parental permission. In Grades 6 - 8, last names of students may be published online only with prior written parent/guardian consent. In grades 9 – 12 last names be published online with consent of the student unless the parent/guardian provides written direction to the contrary.

2. In grades Pre-K – 5 student names and photographs will not be posted together.
3. Notwithstanding the above provisions, any other personal student information may not be published online unless access is secure and limited to the parent/guardian, the student or designated staff.

4. Notwithstanding the above provisions, textual, artistic, photographic or video work attributed to a student may be published online. For students in Grades Pre-K-5, prior written parent/guardian consent is required. In Grades 6-12, student work may be published online with the consent of the student.

Web Pages and Internet Links:

1. Staff members and affiliated parent organizations may upload content online for a school, department, grade level, class, club, team, or parent organization web site as long as they adhere to all provisions in this policy. These staff members and affiliated parent organizations have the primary responsibility for complying with this policy and all applicable laws.

2. School web sites and affiliated parent organization web sites shall include a prominent link back to the school and/or the District home page. Department, grade level, class, club, or team web sites shall include a prominent link back to the school home page.

3. The content of web pages must conform to all District policies and state and federal laws and cannot:
   a. promote illegal activities
   b. promote any form of discrimination
   c. violate copyright laws
   d. plagiarize, in part or whole, the intellectual property of others
   e. campaign for the election of candidates for any public political office
   f. contain commercial advertising
   g. disparage, insult or demean any individual or group
   h. be used to transmit viruses
   i. include public electronic forums that facilitate immediate and/or unmediated posted messages

4. Students may create new web pages, modify existing web pages or upload content directly to a web site, as part of a classroom or club activity but only with the authorization and supervision of a designated staff member.

5. Links to externally published web pages are based solely on their educational relevance and should be reviewed periodically by the web page designer due to the transient nature of the medium.

6. Links to personal home pages or personal email accounts of students or staff members are not permitted.

7. Links for advertising or profit-making purposes are not permitted unless they are directly related to a District, school, PTA or District/school-endorsed fund-raiser.

Great Neck Public Schools
Adopted: 6/17/02
Amended: 3/12/12; 7/7/15
The Board of Education recognizes that students, parents and staff may sometimes wish to express support for a school related or other program by conducting fund-raising activities. The Board requires that all fund-raising activities must be voluntary, and that such fund-raising projects comply with federal and state education law and the Rules of the Board of Regents, and do not interfere with educational objectives or pose a hazard or nuisance to students, faculty, parents, or the community.

Therefore, fund-raising activities may be allowed subject to the following rules and restrictions:

**Approval** - All fund-raising activities and related promotional materials, whether to support school programs or external charities, must have the prior approval of the school principal.

**Restrictions**
1. There will be no residential door-to-door sales or solicitations.
2. Students will not be permitted to raise funds for their own individual expenses for any purpose.
3. Sales or collection of funds will occur only at times and locations determined by the building principal.
4. Sale of food in school will be subject to federal and state laws and regulations.

**Publicity**
1. Any material published to promote or advertise a fund-raising event must include a statement of purpose.
2. The primary purpose of any material published to promote or advertise a fundraising event shall be to describe the event and its benefits.
3. Any mention of sponsors or donors shall be secondary in emphasis and handled with discretion.

_Great Neck Public Schools_

*Adopted: 05/22/05*  
*Amended: 06/18/07; 11/17/14*_
INTERSCHOLASTIC ATHLETICS

Interscholastic athletics is an integral and desirable part of the district's secondary school educational program. Individual and team sports shall be based upon comprehensive physical education instruction and intramural activities, seeking broad participation from all eligible secondary students. Lifetime or carry-over sports are to be particularly encouraged and supported. Parity in the number and kind of sports activities in accordance with Title IX of the Federal Education Amendments of 1972 is a clear objective of the District.

Student eligibility for participation on interscholastic teams shall include:

1. medical clearance by a licensed physician and final authorization by the District Physician

2. written parent or guardian consent (the written consent will contain information for parents on mild traumatic brain injury (TBI) and will provide a link to the State Education Department’s web page on TBI.

Although the district will take reasonable care to protect student athletes, students may still sustain injuries. In order to most effectively ensure student safety, open communication between students, parents and coaches about the child’s medical condition is critical. Coaches, and other appropriate staff, will receive guidance and training regarding recognition of injury and removal of the student athlete from play in the event of injury. Parents and/or students are expected to report injuries so that student health can be protected.

In the case of a suspected or actual head injury, a student must be removed from play immediately. In order to resume participation following any injury, including head injury, the student needs to receive medical clearance. The Superintendent, in consultation with appropriate District staff, including the District physician, will adhere to existing regulations and procedures to guide the process of return to play.

In accordance with Policy 5600 Concussion Management, the Board authorizes the creation of a Concussion Management Team (CMT) in each school. The CMT may consist of the athletic director, a school nurse, the District Physician, a coach of an interscholastic team, an athletic trainer, and other appropriate personnel designated by the school or District. The CMT is charged with overseeing compliance with state training requirements, developing guidelines for use by coaches and physical education teachers, and developing information for distribution to parents and students.

The Board of Education will permit students in grades 11 and 12 to receive credit towards high school graduation equivalent to physical education for participation in interscholastic athletics. In accordance with existing Regulations of the New York State Commissioner of Education, students in grade 10 – 12 who participate in out-of-school athletic activities that have been approved by the building physical education staff and administration may also receive credit towards high school graduation equivalent to physical education. In both instances, such credit will, in addition to other requirements, be contingent upon proven cardiovascular and physical fitness and competency in lifetime or carry-over sports. The Director of Athletics, Recreation and Physical Education shall develop standards for such fitness and competency.

Great Neck Public Schools
Adopted: 4/19/16
The Board of Education recognizes that good student health is vital to successful learning and acknowledges its responsibility, along with that of parent(s) or guardian(s), to protect and foster a safe and healthful environment for students.

The school shall work closely with students' families to provide detection and preventive health services. In accordance with law, the school will provide vision, hearing and scoliosis screening. Problems shall be referred to the parent(s) or guardian(s) who shall be encouraged to seek appropriate medical care.

Upon entering second, fourth, seventh and tenth grades, a student must submit a certificate of health examination. The examination, which must conform to state requirements, must have been conducted no more than 12 months before the first day of the school year in question. If a student is unable to furnish the health certificate, the school will provide a physical examination by a licensed provider. A request for exemption from the physical examination, or the requirement to provide a health certificate, must be made in writing to the school principal or designee, who may require documents supporting the request. The only basis for exemption is a claim that the physical examination is in conflict with the parent or guardian's genuine and sincere religious belief.

In order to maintain enrollment in school, students must furnish documentation of required immunizations against certain communicable diseases, as set forth in state law and regulations, unless exempted from immunizations for medical or religious reasons as permitted by state law and regulation.

The State of New York may authorize and require the collection of data from health certificates in furtherance of tracking and understanding health care issues that affect children.

A permanent student health record shall be part of a student's cumulative school record, and should follow the student from grade to grade and school to school along with his/her academic record. The health record shall be maintained by the school nurse.

Schools shall respond to students in accidental or unexpected medical situations. Each school in the district will include in its emergency plan a protocol for responding to health care emergencies, including anaphylaxis (see Policy 5420.3 Food Induced Anaphylaxis), and head injury (see Policy 5600 Concussion Management.) Parents/guardians will be notified of any emergency medical situation as soon as is practicable. In addition, parents/guardians will receive notification of non-emergent medical situations that have been reported to the nurse in a timely manner.
Communicable Diseases

It is the responsibility of the Board to provide all students with a safe and healthy school environment. To meet this responsibility, it is sometimes necessary to exclude students with contagious and infectious diseases from attendance in school.

During an outbreak of these communicable diseases, if the New York State Commissioner of Health or his/her designee so orders, the district will exclude students from school who have an exemption from immunization or who are in the process of obtaining immunization.

It is the responsibility of the Superintendent of Schools or his/her designee, working through district health personnel, to enforce this policy and to contact the county or local health department when a reportable case of a communicable disease is identified in the student or staff population.

Administering Medication to Students

Neither the Board nor district staff members shall be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours shall be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available to him/her during school hours, or where it is done pursuant to law requiring accommodation to a student's special medical needs (e.g., Section 504 of the Rehabilitation Act of 1973).

Before any medication may be administered to or by any student during school hours, the Board requires:

1. the written request of the parent(s) or guardian(s), which shall give permission for such administration, and relieve the Board and its employees of liability for administration of medication; and

2. the written order of the prescribing authorized medical provider, which will include the purpose of the medication, the dosage, the time at which or the special circumstances under which medication shall be administered, the period for which medication is prescribed; and

3. that in order for a student to carry and use a rescue inhaler, an epinephrine auto-injector, insulin, or glucagon and associated testing supplies, written permission must be provided both by the parent and the prescribing authorized medical provider in accordance with New York State law and regulation.

Students are allowed to carry and apply parentally provided sunscreen without a prescription from an authorized medical provider, assuming that the sunscreen is FDA approved and that the sunscreen is not treating a medical condition. Parents need to provide the district with written permission for students to use sunscreen.

Permission slips and medical orders shall be kept on file in the office of the school nurse.

The district shall make a nebulizer available on site in school buildings where nursing services are provided. Students with a patient specific order shall have access to the nebulizer. The district will ensure that it is maintained in working order. Students are required to supply their own medication and administration sets.
Training
Training to support the fulfillment of staff responsibilities in regard to student health services will be provided as part of the District’s ongoing professional development plan and in conformity with the Commissioner's Regulations.

Regulations
The Superintendent of Schools or his/her designee shall develop comprehensive regulations governing student health services. Those regulations shall include the provision of all health services required by law, procedures for the maintenance of health records, and procedures for the administering of medication to students. The Superintendent or his/her designee shall also develop protocols, in consultation with the District Physician and other appropriate District staff, for the management of injury, with particular attention to concussion.

Great Neck Public Schools

Adopted: 6/15/15
A. Immunization Against Communicable Diseases

Under state Public Health Law 2164, in order to be enrolled in or attend district schools, children must be fully immunized against certain communicable diseases. Those diseases are: poliomyelitis, mumps, measles, diphtheria, rubella, varicella (chicken pox), Haemophilus influenzae type b (Hib), pertussis, tetanus, pneumococcal disease, and hepatitis B.

“Fully immunized” means that the child has either:

1. received the required vaccinations for these diseases as set forth in state regulations;
2. for measles, mumps, rubella, hepatitis B, poliomyelitis, or varicella only, shown immunity with a positive blood test for those disease antibodies; or
3. for varicella only, has had the disease, verified by a physician, nurse practitioner, or physician’s assistant.

Children who are not fully immunized may only be admitted to school if they can document that:

1. they are in the process of receiving immunization or obtaining blood tests; or
2. they have been granted a medical or religious exemption.

Requests for such exemptions shall be directed to the building principal.

Medical exemptions may be issued if immunization is detrimental to a child’s health as per the contra-indications identified by the United States Centers for Disease Control and Prevention (CDC). Medical exemptions must either be:

1. the medical exemption form issued by the New York State Department of Health or the New York City Department of Health and Mental Hygiene, or
2. a statement signed by a physician licensed to practice medicine in New York State indicating the specific immunization, the medical contraindication, and the length of time the exemption is for. Medical exemptions must be reviewed and accepted by the District physician or his/her designee, and reissued annually to remain valid.

Religious exemptions may be granted by the District upon either:

1. a signed and completed Request for Religious Exemption to Immunization created by the New York State Education Department (NYSED), or
2. a written and signed statement from a parent/guardian stating an objection to immunization because of genuine and sincere religious beliefs which prohibit immunization. The Building Principal may require supporting documents for religious exemptions.

All students must present appropriate documentation of their immunization status, as set forth in the Regulations of the New York State Commissioner of Health 10 NYCRR Subpart 66-1.
The building principal may permit students without adequate documentation to attend school up to 14 calendar days while the parent/guardian furnishes the necessary documents. This time period may be extended to 30 days for students transferring from another state or country, as long as they show a good faith effort to obtain the necessary documentation.

District schools may access the New York State Immunization Information System (NYSIIS) or the New York City Citywide Immunization Registry (CIR) to verify the immunization history of students entering or registered in that school.

When a child is excluded from school for immunization reasons, the building principal shall notify the parent/guardian of their responsibility to have the child immunized, and the resources available for doing so. The principal shall also notify the local health authority of the child's name and address and the immunization(s) the child lacks, and shall cooperate with that authority to provide a time and place for the required immunization(s) to be administered.

The District will maintain a list of all students who have been exempted from immunization for medical or religious reasons, or who are in the process of receiving immunization, and shall exclude such students from school when so ordered by the New York State Commissioner of Health in the event of an outbreak in school of the vaccine-preventable diseases listed in Public Health Law 2164 and the first paragraph of this section.

When a student transfers out of the District, the parent/guardian will be provided with an immunization transfer record, if needed, showing the student's current immunization status that will be signed by the school nursing personnel or the school physician. A transcript or photocopy of the immunization portion of the district health record will be provided to the new educational institution upon request.

B. Administering Medication to Students in School

The administration of prescribed medication to a student during school hours is permitted only when the medication is necessary to allow the student to attend school or failure to administer the medication would seriously affect the student’s health.

Parent(s) or guardian(s) must present the following information:

1. A written order from a NYS licensed health care provider (e.g. physician, nurse practitioner or physician assistant) containing the following information: student’s name, the date and name of the medicine, dosage and time to be administered. A list of possible side effects may be required.

2. A written note from the parent/guardian giving appropriate licensed school personnel permission to administer the medication to their child during school or for trained medically unlicensed personnel to assist their child in taking their own medication.
Students who may carry and use certain medications

Students are permitted to self-administer medication under certain circumstances, in accordance with New York State law and regulation. A student is authorized to carry and use the following medications: rescue inhaler, epinephrine auto-injector, insulin, glucagon (and associated diabetes testing supplies), if the following conditions are met:

An authorized medical provider must provide written permission that includes an attestation that the student’s diagnosis requires the medication; the student has demonstrated that he/she can self-administer the prescribed medication effectively; the name of the medication, the dose, the times when it is to be taken, the circumstances which may warrant use and the length of time during which the student may use it.

2. Written parental permission.

If a student is authorized to carry and use medication as described above, the parent/guardian is permitted to give extra medication and supplies that the district will maintain in accordance with the written directions submitted by the authorized medical provider.

All documents pertaining to student medication will be kept on file in the nurse’s office.

The school nurse shall develop procedures for the administration of medication, which require that:

1. all medications shall be brought to school by the parent(s) or guardian(s);

2. all medications will be administered by a medically licensed person unless the child is self-directed;

3. medications shall be securely stored in the office and kept in their original labeled container, which specifies the type of medication, the amount to be given and the times of administration; the school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration;

4. all medications shall be picked up by the parent(s) or guardian(s) at the end of the school year, or the end of the period of medication, whichever is earlier. If not picked up within five days of the period of medication, the medication shall be discarded.

An adult must bring the medication to school in the original container. The administering staff member should clearly label the medication with the time to be given and dosage.
Sunscreen

Students are permitted to carry and apply sunscreen without a medical provider’s order under the following conditions:

1. The sunscreen is used to avoid overexposure to the sun and not for medical treatment of an injury or illness, if sunscreen is required to treat a medical condition, the procedures for administering medication (above) apply;

2. The sunscreen is FDA approved for over the counter use;

3. The student’s parents or guardians provide written permission annually for the student to carry and use the sunscreen.

The school nurse will keep written permission for students on file and develop procedures pertaining to this policy.

Administering medication on field trips and at before- and after-school activities.

Taking medication on field trips and at before- and after-school activities is permitted if a student is self-directed in administering their own medication. On field trips or at other before- and after-school activities, teachers or other school staff may carry the medication so that the self-directed student can take it at the proper time.

If a student is going on a field trip but is not self-directed (i.e., fully aware and capable of understanding the need and assuming responsibility for taking medicine), then the District may:

- Permit the parent or guardian to attend the activity and administer the medication.
- Permit the parent to personally request another adult who is not employed by the school to voluntarily administer the medication on the field trip or activity and inform the school district in writing of such request.
- Allow the student’s health care provider to be consulted and, if he/she permits, order the medication time to be adjusted or the dose eliminated.

If no other alternative can be found, a school nurse or licensed person must administer the medication.
Administering epinephrine by auto-injection in emergency situations.

The administration of epinephrine by auto-injector has become an accepted and extremely beneficial practice in protecting individuals subject to serious allergic reactions.

Pursuant to New York State Commissioner of Education’s regulations, registered professional nurses may carry and administer agents used in non-patient specific emergency treatment of anaphylaxis.

In addition, pursuant to NYSED guidelines, school nurses may provide training to medically unlicensed school staff in administering epinephrine auto-injectors, prescribed by a licensed prescriber, to a child who has been diagnosed with the potential for a severe reaction, in the event of the onset of a serious allergic reaction when a nurse is not available.

Use of Glucagon

Pursuant to SED guidelines, glucagon may be carried by students, and school nurses may provide training to medically unlicensed school staff in administering glucagon prescribed by a licensed prescriber, to a child who has been diagnosed with the potential for a severe hypoglycemic reaction, in the event that the nurse is not available.

C. Student Medical Exams

In accordance with Sections 903 and 904 of the state Education Law, each student shall have a physical exam given by the District physician or licensed health provider (including a physician, physician assistant or nurse practitioner) upon entrance to school and at grades pre-kindergarten or kindergarten, two, four, seven and ten. Findings are to be kept on record at the school on forms that can be obtained from the school nurse. In addition, the school will request a dental health certificate according to the same schedule.

A student may be excluded from the medical examination requirements because the child’s parent/guardian holds a genuine and sincere religious belief that is contrary to medical examinations. The request for exemption must be in writing to the principal or his/her designee.

In the event that the student’s medical history reveals that they have a known life-threatening allergy, the school nurse, in conjunction with the family, student, child’s teacher, and other appropriate staff, will develop and implement an individual health care plan that will guide prevention and response.
D. Illness or Injury in School

If a student becomes ill or injured in school:

1. The nurse will determine if the student should receive further medical attention, remain in the dispensary or return to class.

2. The nurse will call the parent, guardian or designated emergency contact if he/she feels that the student should go home so that such arrangements can be made.

3. If no parent, guardian or designated emergency contact picks up the student at school, or if no parent/guardian or designated emergency contact will be home, the student will remain in the nurse's office until the end of the school day when a determination will be made in consultation with the building principal or other parties as necessary to determine an appropriate course of action.

4. If the nurse determines that the child can return to class the nurse may notify the parent.

5. The nurse will maintain appropriate records of all student visits.

E. Emergency Contact Information

All students shall have on file emergency contact information that shall state the name and preferred telephone numbers of the following:

1. The student's parent(s) or guardian(s) at home and work;

2. An emergency contact;

3. The student’s licensed health care provider;

F. Student Return to School after Illness/Injury

In general, students should be symptom-free before returning to school. In some instances, students may be asked to provide a note from their licensed health care provider before they return to school or participate in the full range of school activities. In some cases, the final decision to permit participation may rest with the District physician. The Superintendent of Schools or his/her designee, in consultation with the District physician, school nurse and other appropriate staff, will develop protocols to address a student’s return to activities when there has been a serious illness or injury.

Great Neck Public Schools

Adopted: 6/15/15
PEDICULOSIS

Pediculosis (head lice infestation) is a benign medical condition. Parents are the first line of defense in checking their children's hair for evidence of lice and/or nits (eggs) and if either is present treating them immediately using an appropriate product. The parent should then contact the school nurse.

The school nurse will screen any child who is suspected of having lice. If lice and/or nits are present, the nurse will then screen any siblings in that school and the classes involved. Children who are found in the nurse's medical judgment to have live lice or large numbers of nits are to be sent home with instructions as to the best way to treat this problem. Parents/guardians of all children in the affected class(es) will be notified in writing.

In order for the child to be readmitted to school after treatment, the child must be accompanied by an adult for reexamination by the nurse. Should the nurse judge that the treatment was not adequate or effective, the family will be informed that further treatment is necessary and the child will be checked again before admission is granted.

Great Neck Public Schools

Adopted: 07/05/94
Amended: 11/13/95; 03/27/06
STUDENT PRIVACY

The Board of Education recognizes that student surveys are a valuable tool in determining student needs for educational services. Parents have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a U.S. Department of Education (DOE)–funded program. In addition, no minor student may, without parental consent, take part in a survey, analysis or evaluation funded in whole or in part by the U.S. DOE Education that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/guardians shall have the right to inspect, upon request, any instructional material, used as part of the educational curriculum for students. “Instructional material” is defined as: “instructional content that is provided to a student, regardless of format including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). It does not include tests or academic assessments.”

A parent/guardian who wishes to inspect and review such instructional material shall submit a request in writing to the Building Principal. Upon receipt of such request, arrangements shall be made to provide access to such material to within 30 calendar days after the request has been received.
It is the policy of the Board not to permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information or providing it to others for that purpose. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services as permitted by law.

In the event of such collection, disclosure or use of personal information gathered from students, student privacy shall be protected by the school district pursuant to the requirements of FERPA.

Parent/guardians have the right to submit a written statement to opt their child out of participation in the following activities:

1. The collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information, or providing it to others for that purpose. Upon request, parents/guardians have the right to inspect any such instrument before it is administered or distributed to their child. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to students or educational institutions, such as:
   a. College or other postsecondary education recruitment, or military recruitment (secondary students have the right to submit a written statement to opt themselves out of this participation);
   b. Book clubs, magazines and programs providing access to low-cost literary products;
   c. Curriculum and instructional materials used in schools;
   d. Tests and assessments used to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information for students or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments;
   e. Student recognition programs; and
   f. The sale by students of products or services to raise funds for school-related activities.

2. In the event of such collection, disclosure or use of personal information gathered from students, student privacy shall be protected by the school district pursuant to the requirements of FERPA.
3. The administration of any survey revealing information concerning one or more of the following:

   a. political affiliations or beliefs of the student or the student's parent;
   b. mental or psychological problems of the student or the student's family;
   c. sex behavior or attitudes;
   d. illegal, anti-social, self-incriminating or demeaning behavior;
   e. critical appraisals of other individuals with whom respondents have close family relationships;
   f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
   g. religious practices, affiliations or beliefs of the student or the student's parent; or
   h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

4. Parents/guardians and eligible students, shall also have the right to inspect, upon their request, a survey created by a party other than the U.S. DOE before the survey is administered or distributed by a school to a student. Such requests must be submitted, in writing, to the Building Principal with a response to be at least two weeks in advance of any survey to be given.

5. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians and eligible students shall be notified at least annually, at the beginning of the school year, and when enrolling students for the first time in district schools of this policy. The school district shall also notify parents/guardians within a reasonable period of time after any substantive change to this policy.

Great Neck Public Schools

Adopted: 04/20/03
Amended: 03/28/11
CHILD ABUSE IN AN EDUCATIONAL SETTING

The Board of Education recognizes that children have the right to an educational setting that does not threaten their physical and emotional health and development. Child abuse by school personnel and school volunteers violates this right and therefore is strictly prohibited. Allegations of child abuse by school personnel and school volunteers shall be reported in accordance with the requirements of Article 23-B of the Education Law.

Required Reporters

Any person holding any of the following positions shall be required to promptly report written and oral allegations of child abuse in an educational setting:

- school board member;
- teacher;
- school nurse;
- school guidance counselor;
- school psychologist;
- school social worker;
- school administrator;
- other school personnel required to hold a teaching or administrative certificate.

For purposes of this policy, persons holding these positions shall be referred to as “required reporters.”

Other district employees may, of course, report allegations of child abuse allegedly committed by district staff and volunteers and are encouraged to do so.

Definitions

For purposes of this policy, “educational setting” means the buildings and grounds of the district, the vehicles provided by the district to transport students to and from school buildings, field trips, co-curricular and extra-curricular activities both on and off school district grounds, all co-curricular and extra-curricular activity sites, and any other location where direct contact between an employee or volunteer and a child has allegedly occurred, including but not limited to the district’s computer network.

“Child” means a person under the age of 21 enrolled in the district.

“Child abuse” generally refers to any intentional or reckless act by an employee or a volunteer against a child which injures or kills a child or creates a risk of injury or death, or constitutes child sexual abuse, or involves the actual or attempted dissemination of indecent materials to minors. If a required reporter or any other district employee has a question as to whether alleged conduct constitutes “child abuse,” he or she shall promptly raise the question to the Principal of the building where the abuse is alleged to have occurred. The Principal shall consult with the Superintendent and/or the school attorney, if necessary, to determine whether the allegation constitutes child abuse.
Reporting Requirements

In any case where an oral or written allegation is made to a required reporter that a child has been subjected to child abuse by an employee or volunteer in an educational setting, that person shall upon receipt of such allegation:

• Immediately complete a written report (9620-E) of such allegation including: the full name of the child alleged to have been abused; the name of the child’s parent; the identity of the person making the allegation and their relationship to the alleged child victim; the name of the employee or volunteer against whom the allegation was made; and a listing of the specific allegations of child abuse in an educational setting. Such written report shall be completed on a form prescribed by the Commissioner of Education.

• Except where the school administrator is the person receiving such an oral or written allegation, the employee completing the written report must personally deliver a copy of that written report to the Principal of the school in which the child abuse allegedly occurred. If the alleged abuse did not occur in a school building, the report shall be filed with the Principal of the school attended by the alleged victim.

• If the alleged abuser is a building Principal, the written report shall be delivered directly to the Superintendent.

If the alleged abuser is an employee or volunteer of another district, the report shall be promptly forwarded to the Superintendent of the district where the alleged child victim attends school and to the Superintendent of the district where the abuse allegedly occurred (if different

Upon receiving a written report alleging child abuse in an educational setting, the Principal shall determine whether there is reasonable suspicion to believe that an act of child abuse has occurred. If the person making the allegation of abuse is someone other than the child or the child’s parent, the Principal shall contact the person making the report to learn the source and basis for the allegation.

If the Principal finds that reasonable suspicion exists, he or she shall promptly notify the parent of the alleged child victim (assuming that the parent is not the person who originally reported the alleged abuse). The notice shall be given by telephone (if possible) and in writing, sent via overnight mail to the parent.

The notice shall inform the parent of his or her rights and responsibilities related to the allegations of abuse and shall include a copy of this policy.

The Principal shall also simultaneously provide a copy of the written report to the Superintendent and promptly send a copy to the appropriate law enforcement authorities. In no event shall the Principal delay sending the report to law enforcement because of an inability to contact the Superintendent.

The Superintendent shall send to the Commissioner of Education any written report forwarded to the local law enforcement authorities where the employee or volunteer alleged to have committed an act of child abuse holds a certificate or license issued by the State Education Department.
Rights of Employees and Volunteers

Employees. Pending resolution of the allegations, no employee against whom an allegation of child abuse has been made shall be permitted to have unsupervised contact with any district student. Any employee against whom an allegation of child abuse has been made and against whom the district intends to take adverse action pursuant to applicable law shall be entitled to receive a copy of the report and respond to the allegations made therein.

Volunteers. Pending resolution of the allegations, no volunteer against whom an allegation of child abuse has been made shall be permitted to render volunteer services to the district. Any volunteer against whom an allegation of child abuse has been made and against whom the district decides to take adverse action shall be entitled to receive a copy of the report and respond to the allegations made therein.

Confidentiality

All reports and other written material submitted pursuant to this policy and Article 23-B of the Education Law shall be confidential and may not be disclosed except to law enforcement authorities involved in investigating the alleged abuse or except as expressly authorized by law or pursuant to a court-ordered subpoena. The Principal, Superintendent and other school administrators shall exercise reasonable care to prevent unauthorized disclosure.

Penalties

Required Reporters. Any required reporter who willfully fails to make a written report of alleged child abuse required by Article 23-B of the Education Law shall be subject to criminal penalties provided for in statute, as well as disciplinary sanctions imposed in accordance with applicable law and any applicable collective bargaining agreements.

Administrators. Any administrator who (1) willfully fails to submit a written report of alleged child abuse to an appropriate law enforcement authority as required by Article 23-B of the Education Law, (2) makes any agreement to withhold from law enforcement authorities, the Superintendent or the Commissioner, the fact that an allegation of child abuse in an educational setting on the part of any employee or volunteer has been made in return for the employee’s or volunteer’s resignation or voluntary suspension from his or her position, or (3) willfully discloses a confidential record shall be subject to criminal penalties provided for by statute, as well as disciplinary sanctions imposed in accordance with applicable law and collective bargaining agreement. In addition, the Commissioner of Education may, following an administrative determination, impose a civil penalty of up to five thousand dollars on any administrator who fails to submit a report of child abuse to an appropriate law enforcement authority.

Record Retention

Any report of child abuse by an employee or volunteer that does not, after investigation, result in a criminal conviction shall be expunged from the records kept by the district with respect to the subject of the report after five years from the date the report was made.
Training

The Superintendent shall be responsible for establishing and implementing on an ongoing basis a training program for all required reporters on the procedures required under Article 23-B of the Education Law. The program shall include, at a minimum, all the elements specified in the Commissioner’s Regulations.

Immunity

The Board encourages good faith reporting to trained law enforcement authorities and discourages internal investigations by school personnel.

Any employee or volunteer who reasonably and in good faith makes a report of allegations of child abuse in an educational setting in accordance with the reporting requirements of the law shall have immunity from civil liability which might otherwise result by reason of such actions.

Any school administrator or Superintendent who reasonably and in good faith makes a report of allegations of child abuse in an educational setting, or reasonably and in good faith transmits such a report to a person or agency as required by law, shall have immunity from civil liability which might otherwise result by reason of such actions.

Prohibition of “Silent” (Unreported) Resignations

Members of the Board, Principal, or Superintendent may not agree to withhold from law enforcement, the Superintendent or the Commissioner, the fact that a child abuse allegation has been made, in return for the resignation or voluntary suspension from the accused’s position.

Great Neck Public Schools

Adopted: 01/07/02
Amended: 01/28/08
## CHILD ABUSE IN AN EDUCATIONAL SETTING
### CONFIDENTIAL REPORT OF ALLEGATION

<table>
<thead>
<tr>
<th>SUBJECT CHILD</th>
<th>PARENT OF SUBJECT CHILD</th>
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<tr>
<td>Name</td>
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<td>Age or Birthday (Mo/Day/Yr)</td>
<td>Age</td>
</tr>
</tbody>
</table>

### SOURCE OF ALLEGATION (Check as Appropriate)
- Child
- Parent
- Other - Name ______________________________ Relationship to Child (if any) ________________

### ALLEGED PERPETRATOR (EMPLOYEE OR VOLUNTEER)
- Name ______________________________ School District ______________________________
- School Building __________________ School Position ______________________________

### SPECIFIC ALLEGATION

### REPORTER INFORMATION
- Name ______________________________ School District ______________________________
- School Address ______________________ School Telephone __________________________
- Relationship to Child (if any) _______ ______________________________
- Teacher
- School Guidance Counselor
- School Nurse
- School Psychologist
- Administrator
- School Board Member
- School Social Worker
- School personnel required to hold teaching or administrator license or certification

### Date Submitted to Administrator / / /
- Signature ______________________________

### FOR ADMINISTRATOR USE ONLY

### Reasonable Suspicion
- Yes
- No

### Date Submitted to Superintendent / / /
- Name/Signature ______________________________

### Date Submitted to Law Enforcement / / /
- Name/Signature ______________________________

### FOR SUPERINTENDENT OF SCHOOL USE ONLY

### Reasonable Suspicion
- Yes
- No

### Date Submitted to Law Enforcement / / /
- Name/Signature ______________________________

### Date Submitted to Commissioner / / /
- Name/Signature ______________________________
PRIVATE INDIVIDUAL TUTORING BY GREAT NECK FACULTY

The Great Neck Schools provide academic support to students at all grade levels. Among the available services are before and after-school help time, small group instruction time, and study skills centers.

1. Except under extraordinary circumstances requiring the prior approval of the Superintendent, no teacher may offer private individual tutoring (i.e., provide an educational service for a fee) to a student in his/her own building.

2. Private individual tutoring cannot take place on school grounds before, during, or after school hours.

3. Private individual tutoring shall not take place during times school is in session.

Great Neck Public Schools

Adopted: 10/11/83
Amended: 03/01/04; 03/11/13 (effective 07/01/13)
2017-2018
BOARD POLICY MINI-MANUAL

***ACKNOWLEDGEMENT***

(ONLY COMPLETE THIS FORM IF YOU
DO NOT HAVE A MYLEARNINGPLAN ACCOUNT)

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September 2017

I have reviewed the 2017-2018 electronic “mini manual” that contains those policies
the Great Neck Board of Education Policy Committee believes are pertinent to all staff
members.

Staff Member: ________________________________

(print name)

___________________________________________

(signature)

School/Building: ________________________________

Date: _______________________________________

Please print, complete and return this signed form to your designated staff person no
later than September 29, 2017.