

**William A. Shine**  
**Great Neck South High School**

341 Lakeville Road  
Great Neck, New York 11020  
(www.greatneck.k12.ny.us)

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Please note: A translated version of this document is available on the website [www.greatneck.k12.ny.us](http://www.greatneck.k12.ny.us)

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Por favor note: La version traducida de este documento esta disponible en nuestra pagina web [www.greatneck.k12.ny.us](http://www.greatneck.k12.ny.us)

请注意：本文被翻译成了汉语并且在我们的电脑网站可以找到[www.greatneck.k12.ny.us](http://www.greatneck.k12.ny.us)

July, 2017

Dear Parent/Guardian,

Welcome to South High! We hope that you and your family have had a great summer and we look forward to working with you in the coming school year. We strongly urge you to keep this letter in a handy place so you can refer to it in the first weeks of school. Please read and discuss the important information contained in this letter with your child. In addition, please urge your child to check his/her South High School e-mail account regularly throughout the year. We send a lot of information that way, and, therefore, students need to check their e-mail regularly. The school e-mail account is the one students should use for anything school and/or college related. (Entering 9<sup>th</sup> graders will sign in to their e-mails in September.)

**FIRST DAY OF SCHOOL - Thursday, August 31<sup>st</sup>**

All students are asked to report to their first period class on **Thursday, August 31<sup>st</sup>**. We will follow an "A" Day schedule. (Period 1 begins 7:59 a.m.; Period 2 begins 8:43 a.m.; Period 3 begins 9:30 a.m. - please check the website for the full bell schedule.)

During the opening weeks of school, 9<sup>th</sup> grade classes will be visited by the Principal for small group discussions related to school procedures and expectations, the student handbook and the students' adjustment to high school. (Both the student handbook and South High Calendar are available on our website under Quick Links.) They will go over the Code of Conduct and the importance and logistics of participation in extracurricular activities. A club and activities fair will be held on **Friday, September 8<sup>th</sup> at 1:54 p.m.** so that students can learn more about what happens before and after school. Please visit our website and take the link to "Clubs and Activities" (which will be available after school begins) so that you and your child can find potential areas of interest. Please remember that what happens after school is an essential part of the high school experience.

**SCHEDULES**

9<sup>th</sup> grade schedules are enclosed (along with locker information) and are available in the portal. All other students will find their schedules on the portal. If your child does not have a schedule, please contact our Guidance Office (441-4820). We have done our best to provide your child with the courses he/she selected. However, if there is an error and/or a need to correct the schedule, appointments for schedule changes will be scheduled using the Student/Parent Portal on the Great Neck Public Schools website ([www.greatneck.k12.ny.us](http://www.greatneck.k12.ny.us)). Directions for requesting an appointment are provided below. Appointments will be 15 minutes in length. Please arrive 10 minutes early so you are assured of having the full time allotted to you. Appointments will be assigned randomly on the dates listed below. **In order for this procedure to work, it is crucial that scheduled times be honored. Please stay within your allotted time slot. Schedule changes for grades 9 through 12 will be by appointment only on Wednesday, August 23<sup>rd</sup> through Monday, August 28<sup>th</sup>. There will be no schedule changes the first day of school.** While we encourage you to come in person on your assigned date and time, if your appointment is scheduled at a time when you are not in town you can call in from wherever you may be in the world at your designated time. New students should call the Guidance Office (441-4820) to schedule their appointments.

**9th Grade student orientation - Wednesday, August 30<sup>th</sup>, 12:30 p.m.**

The NYSITELL (New York State Identification Test for English Language Learners) and a math placement test will be administered on Monday, August 21<sup>st</sup> or Thursday, August 24<sup>th</sup>. Students must arrive at Great Neck South High at 8 AM and report to the Guidance Office. They will then be taken to the testing room. Test administration will run approximately 3 to 4 hours. Students should call home at the conclusion of test for a ride home. In addition, students should bring a pen and pencil, and water and a small snack to the test. Before leaving the exam, students will receive the date and time for their counselor meeting where they will receive their South High schedule. These appointments will be on Tuesday, August 29<sup>th</sup>.

Below are instructions as to how to request an appointment for a schedule change. Additionally, a link to a video can be found on the South High website to walk you through this process.

Between **Wednesday, August 2<sup>nd</sup> through Thursday, August 10<sup>th</sup>**, you will log into the Infinite Campus Student Portal. To do this you should:

- Go to the Great Neck Public Schools website and click on "Campus Student Portal". (If parents are doing this for their child, they must be logged in as each child individually.)
- You will need your student number in order to log on. You can find your student number on your schedule, as shown below. This information also appears on your Student ID card and report card. The information will appear with the upcoming school year and data.

10-11 William A. Shine - Great Neck South H.S. 341 LAKEVILLE ROAD, GREAT NECK NY 11020 Generate on 07/14/2010 10:51:02 AM Page 1 of 1	Student Schedule For South High, Test Student Grade: 11 Student Number: 990142111 Courses enrolled: 12 Mailing Address: 345 Lakeville Rd., Great Neck, NY 11020
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- In the box labeled "User Name", enter your student number. Your Password is a combination of the first initials of your first and last name (in lower case) and your birth date expressed by a 2-digit day, month, and year. For example, if your name is Jane Doe, with a birthday of 1/1/94, you will type in "jd010194". **If you have changed your password it has been reset.** Please follow directions above.
- After you have logged in, you will see an Inbox with a "Request Schedule Change Appointment" link.
- When you have clicked on this link, a survey page will appear. Select the reason for the schedule change. Click next page for your confirmation.
- When you have entered all the required information, click "Complete Survey".
- Starting on or about **August 16<sup>th</sup>**, check the South High website to find out your scheduled appointment time as well as the name of the counselor with whom you will be meeting.

Appointments will be listed by student number in numerical order. Your name will not appear on this list.

Mr. James Morrow, Special Education Department Head, will be available for scheduling concerns for students entering grade 9 and any other grade concerns Wednesday, August 23<sup>rd</sup> through Monday, August 28<sup>th</sup> from 12:30p.m. – 3:15p.m.

Please note that all students must be enrolled in at least six credits **plus** PE each semester. **We urge each student to schedule a lunch period each semester, we believe it is important for each student to have time built in to the school day for rest and reflection.**

### INTERSCHOLASTIC ATHLETICS

We are very proud of our athletic teams and we urge student participation in them as well as other activities. Student athletes who were not examined by the school physician in June must take a physical examination according to the following schedule. For private doctor physicals, **the doctor must complete all medical information requested, stamp, sign and date.** Submit completed A & B forms to the school nurse, Mrs. Cutrone, by **August 8<sup>th</sup>**. To get these forms, more information and/or if you have any questions please refer to the South High Athletics and **Nurse's Website**. Also check Nurse's website for her summer hours.

*Wednesday, August 16, 2017 – 9:00am – East Gym Football Players and Cheerleading*

*Wednesday August 23, 2017 – 9:00am – East Gym All Other Fall Sports*

*Tuesday, September 5, 2017 – Boys Badminton Tryouts*

**Copy of student's schedule must be given to coach at the first day of tryouts.**

## **STUDENT I.D. PICTURES – Grades 9-11**

Students in grades 9-11 will be called from English classes on **Thursday, September 14<sup>th</sup> and Friday, September 15<sup>th</sup>** for student I.D. cards and also as part of the P.T.S.A. picture day. A flyer will be sent in a separate mailing. **Make-up** day will be **Friday, October 27<sup>th</sup>**.

## **SENIOR PORTRAITS**

Please note that this year we have arranged to have **Senior Portraits prior to the start of school** so that students can prepare and not have to worry about missing class. Senior portraits will take place from **Friday, August 25<sup>th</sup> through Wednesday, August 30<sup>th</sup>**. Make-up dates will be **October 2<sup>nd</sup>, October 3<sup>rd</sup> and October 4<sup>th</sup>**. All seniors will receive an appointment card from Prestige Portraits in the mail two weeks prior to their appointment. Read all instructions carefully. Photos will be taken in the auditorium. **If you are not able to make your appointment you might be able to be seen as a walk-in.** Senior Class group photo will be taken on **Wednesday, September 6<sup>th</sup> at 9:30 am**. The price for the 2018 Vista Yearbook is \$125.00 plus tax. Payments can be made by credit card online to Jostens by going to the South High School's Homepage and clicking on the Yearbook link. Order your yearbook by November 30<sup>th</sup> online and **personalize** your child's cover with his/her name for only \$7.00 extra. Payments can also be made by check or cash. Bring checks, payable to Vista, or cash to Ms. McClellan in the library.

## **PARENTAL INQUIRIES**

Parental inquiries regarding student performance in class are always welcome. Often conversations between parents and teachers are the most effective way of helping a student optimize her/his success. Call the Main Office (441-4800) with your request to contact a teacher. The department heads are also available to answer any departmental question, or to deal with unresolved concerns that you might have with an individual teacher. Please do not hesitate to call.

Please notify the department head by phone or e-mail if your attempts to reach a faculty member have not been successful. If you have e-mailed a faculty member and not heard back after a couple of days, please call the Main Office and leave a message.

Your child's guidance counselor is here to support your child and is available to answer any concern, personal or educational. The two assistant principals can help you with almost any aspect of your child's experience at South. Please feel free to contact them (441-4800). Mrs. Sharon Applebaum works with students A through K, and Mr. John Duggan works with students L through Z. All questions regarding extracurricular activities and use of school facilities should be directed to our Dean Mr. Peter Gottfried (441-4805). Contacting the right person will lead to a more speedy resolution.

## **PARENT PORTAL**

Information regarding your child's grades, health history, attendance, etc. is available through the parent portal. You can now inform us about absences or early dismissal, through the parent portal as well. Students have their own limited portal so please update your parent password and keep it private.

## **PARENT-TEACHER-STUDENT ASSOCIATION**

We encourage all parents to pay their PTSA dues of **\$25** per family. The PTSA is a vital part of our school community and contributes money to pay for many important programs that enhance our students' education and overall high school experience. You can pay your dues online with a credit card, debit card or PayPal account at [gnshts-pta.org](http://gnshts-pta.org). That website will give you more information about how you can get involved and what the PTSA does for our school.

## **COURSE EXPECTATION SHEETS**

Course Expectation Sheets will be available online for each course in which a student is enrolled. Parents are expected and encouraged to review these sheets so that they are aware of their child's responsibilities for each course and can support them in their efforts. These will also be available to parents at Open House.

## **OPEN HOUSE**

This year Open House will be held on **Thursday, September 28<sup>th</sup> at 7:00 p.m.** We are hoping that you will join us that evening and meet your child's teachers. Please try to arrive early and to carpool if possible, as parking is at a premium. Parents will follow an abbreviated version of their child's program. An important ENL meeting will take place prior to Open House, at 5:45pm in room 210. **Please Note: On September 6<sup>th</sup> at 7:00pm there will be a College meeting for all Seniors, Juniors and their parents. This marks the start of the application process and is important for both students and parents to attend.**

## **RELEASE OF PERSONAL INFORMATION FOR GRADES 11 & 12**

Section 9528 of the Federal No Child Left Behind Act, requires our School District to provide the names, addresses and telephone numbers of our secondary school students to military recruiters or institutions of higher education, upon their request.

However, that law also gives you the right to request that such information not be released without our first receiving written parental consent that we do so. We have provided a survey through the Infinite Campus Parent Portal which allows you to respond to this question. Simply log on to the Parent Portal. You will see a link in your Inbox below School Notices titled "Military/Higher Learning Institutions Survey" as shown below. Click the link and follow directions. Alternately, you can download and print the form available on the Great Neck South High School website under the link Messages from the Principal. Complete this form and return it to the Principal's office by October 20, 2017.



### SENIOR DRIVING AND PARKING

Senior Parking is a privilege reserved for those seniors with good attendance and behavior. Please note that parking is limited and carpools are given priority. Only authorized Seniors are permitted to drive on campus. **Students cannot drive to school with a junior license.** All Seniors who wish to register for parking permits must attend a required informational 1<sup>st</sup> quarter parking meeting on **Wednesday, September 6<sup>th</sup> at 2:45 p.m.** in the auditorium. The **annual Driving Safety Meeting for seniors and juniors and their parents will be held on Wednesday, August 30, 2017 at 7:45 AM** in the auditorium. We remind you that all students, except for approved Seniors are not allowed to drive on campus. Please check the Driving page of the dean's web site for more information.

### SECURITY

It is essential that students feel safe within the school building. It is for this reason that students are urged **NOT** to bring valuables or large amounts of cash to school. Students are urged to maintain strict security of their locker combinations; this information should not be shared with anyone. Very often students give the combination to friends. This immediately breaks down the security of the lockers. Students should also try the lock to make sure that it is secured and the locker door is completely shut. In spot checks, we discover many lockers left open. Students must have their personal belongings with them when they are not locked up. Please remind your child that he/she should be aware of his belongings at all times. Ideally, no one would take something that is not theirs. However, unattended valuables can sometimes serve as a temptation.

Students who bring valuables to school for a specific reason are encouraged to bring them to the Main Office for proper security in our safe. This may include items such as cameras, musical instruments, money, sporting equipment or whatever else the students deem valuable. Calculators should have a student name on it. While cell phones are allowed in school, they should only be used as directed by the teacher in class.

Also, we ask that parents dropping students off at school take the time and care to let their children off at the curb. Please do not double park and/or let passengers out beside another car, as this is extremely dangerous.

I am very excited for the 2017-2018 school year to begin. We are committed to doing everything we can to continue to meet the needs of all of our youngsters. I look forward to our collaboration in that effort. Please take a moment to look at our Calendar Event Explanations on the website under Calendar. It will give you an understanding of all the events going on at school. We urge you to participate in our events with your child.

Sincerely yours,

Dr. Christopher Gitz

- Senior Portraits
- Driver Safety Mtg. (Juniors & Seniors & their Parents)
- 9<sup>th</sup> Grade Orientation
- School Opens
- Mandatory Senior & Junior Students and Parents
- College Process Application Meeting
- Senior Driving Meeting
- Club & Activities Fair
- Student I.D.'s
- 9<sup>th</sup> Grade Parent Meeting
- P.T.S.A. Meeting
- Open House

\* Translators will be available

### IMPORTANT DATES

- Friday, August 25<sup>th</sup> – Wednesday, August 30<sup>th</sup>
- Wednesday, August 30<sup>th</sup> (7:45 a.m.)
- Wednesday, August 30<sup>th</sup> (12:30 p.m.)
- Thursday, August 31<sup>st</sup> (7:59 a.m.)
- Wednesday, September 6<sup>th</sup> (7:00 p.m.) \*
- Wednesday, September 6<sup>th</sup> (2:45 p.m.)
- Friday, September 8<sup>th</sup> (1:54 p.m.)
- Thursday, September 14<sup>th</sup> & Friday, September 15<sup>th</sup>
- Tuesday, September 19<sup>th</sup> (7:00 p.m.) \*
- Tuesday, September 19<sup>th</sup> (7:45 p.m.)
- Thursday, September 28<sup>th</sup> (7:00 p.m.)