

2011 - 2012



School District Information

Table of Contents

Access and Confidentiality of Student Record	21
Asbestos Announcement.....	18
Attendance	
General Information.....	20
District Attendance Policy	23
Code of Conduct	5
Student Rights.....	5
Student Responsibilities.....	6
Student Dress Code.....	9
Prohibited Student Conduct	9
Roles of Parents	6
Roles of Teachers.....	7
Roles of Student Support Service Personnel	7
Building-level Administrators	8
Superintendent, Central Office Administrators	8
Board of Education	8, 20
Disciplinary Penalties	13
Student Searches	14
Visitors to the School.....	15
Public Conduct on School Property	15
Standards of Conduct for Employees and Students in a Drug and Alcohol-Free Environment	18
District Hours and Important Telephone Numbers.....	60, 61, 62
Educationally-Related Laws/Policies	37
Electronic Access/Use of Internet.....	37
Emergency Management Plan	27
Emergency School Closing/Delayed Opening/Early Dismissal Procedures	26
Entrance into School System	30
Age of Initial Entrance.....	30
Entrance from Another School	31
Excused from School	50

Gifts.....	50
Graduation Requirements	
Minimum Diploma Credits.....	50
Required Examinations.....	51
High School Academic Eligibility Policy.....	27
High School Traffic Regulations.....	29
Home Teaching.....	32
Homework Recommendations.....	51
Income Eligibility Guidelines for Free/Reduced-Priced Meals.....	33
Insurance Protection Plan.....	52
Interim Progress Reports.....	53
Islip Booster Club.....	58
Islip Friends of the Arts.....	58
Lockers.....	53
Loitering.....	53
PTA Building Representatives.....	56
Pesticide Notification.....	20
Physical Education.....	53
Physical Examinations.....	31
Project Child Find.....	20
Promotion.....	54
Psychological Services.....	32
Readmission to School.....	21
Release of Information About Students.....	22
Report Cards.....	54
Required Immunization.....	31
School Breakfast & Lunch.....	33
School Bus Regulations.....	28
School District Income Tax Code.....	33
School Nurse/Doctors/Supervising Dentist.....	32
School Registration.....	31
Sexual Harassment Policy.....	42
Smoke-Free Schools.....	54

Social Worker Services.....32

Speech/Language Therapy.....23

Sports Examinations49

Student ID Cards.....52

Student Parking Regulations.....30

Students w/Disabilities.....20

Supportive Services/Health Appraisals.....32

Textbooks.....54

Transportation

 Transportation Policy.....29

 Transportation Schedule 2010-11see below

Trips27

Tuition.....55

Use of School Facilities28

Varsity Sports Schedule.....55

Video & Tape Recorded Conversations55

Working Papers55

TRANSPORTATION SCHEDULE 2011-12

To view the 2011-12 transportation schedule of bus stops, please visit the District’s website, click on Our Schools, then Transportation.



ISLIP PUBLIC SCHOOLS • CODE OF CONDUCT

Mission Statement

“The Islip Schools, in partnership with the community will empower all students to achieve excellence.”

The Board of Education (“Board”) is committed to providing a safe and orderly school environment where students will receive and District personnel will 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.

Student Rights and Responsibilities

A. Student Rights

The District is committed to safeguarding the rights given to all students under State and Federal law. In addition, consistent with the mission of the Islip School District, to promote a safe, healthy, orderly and civil school environment, the role of all District students includes having the right to:

- 1) Take part in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation, or disability.
- 2) Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- 3) Access school rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

All District students have the responsibility to:

- 1) Contribute to maintaining a safe and orderly school environment that is conducive to learning and safety by showing respect for self, others, and property.
- 2) Be familiar with and abide by all District policies, rules, and regulations dealing with student conduct.
- 3) Attend school every day, unless they are legally excused, and be in class on time and prepared to learn.
- 4) Work to the best of their ability in all academic, non-instructional, and extra-curricular pursuits and strive toward their highest level of achievement possible.
- 5) Follow directions given by teachers, administrators, and other school personnel in a respectful, positive manner.
- 6) Work to develop mechanisms of self-control.
- 7) Ask questions when they do not understand.
- 8) Seek appropriate help in preventing and/or solving problems that might lead to disciplinary measures.
- 9) Dress appropriately for school and school functions.
- 10) Accept responsibility for their actions.
- 11) Conduct themselves as responsible members of the school community, when participating in or attending school-sponsored events, and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Essential Partners

A. Parents/Guardians

Consistent with the mission of the Islip School District, the role of parents/guardians is to:

- 1) Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
- 2) Send their children to school ready to participate and learn.
- 3) Ensure their children attend school regularly and on time.
- 4) Ensure absences are excused.
- 5) Insist their children be dressed and groomed in a manner consistent with the student dress code.
- 6) Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- 7) Know school rules and help their children understand them.
- 8) Convey to their children a supportive attitude toward education and the District.
- 9) Build good relationships with teachers, other parents, and their children's friends.
- 10) Help their children deal effectively with peer pressure.

- 11) Inform school officials of changes in the home situation that may affect student conduct or performance.
- 12) Provide a place for study and to ensure homework assignments are completed by students in accordance with teacher directions.
- 13) Participate in school activities/programs as appropriate.

B. Teachers

Consistent with the mission of the Islip School District, the role of teachers is to:

- 1) Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote safety as well as confidence to learn.
- 2) Be prepared to teach.
- 3) Demonstrate interest in teaching and concern for student achievement.
- 4) Know school policies and rules, and enforce them in a fair and consistent manner.
- 5) Communicate to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan
- 6) Communicate regularly with students, parents, and other teachers concerning growth and achievement.
- 7) Develop classroom routines and procedures that support school rules and regulations.
- 8) Work closely with support staff in order to assist students exhibiting disruptive behavior as defined in Section II "Disruptive Student".
- 9) Inform administration of students exhibiting disruptive behavior and keep administration apprised of developments.

C. Student Support Service Personnel (Any staff member who provides direct educationally related services that assist students in coping with peer pressure and emerging personal, social, emotional, and physical problems. These services are provided by psychologists, social workers, counselors, guidance counselors, ESL teachers, teachers of hearing impaired, teachers of vision impaired, mobility teachers, speech teachers, occupational or physical therapists. Social workers, psychologists and speech, ESL, vision and hearing specialists are also considered licensed teachers under SED certification.)

Consistent with the mission of the Islip School District, the role of support service personnel is to:

- 1) Assist students in coping with peer pressure and emerging personal, physical, social, and emotional problems.
- 2) Initiate teacher/student/support staff conferences and parent/teacher/support staff conferences, as necessary, as a way to resolve problems.

- 3) Regularly review with students their educational progress.
- 4) Provide information to assist students with career planning.
- 5) Encourage students to benefit from the curriculum and extracurricular programs.
- 6) Provide to staff essential information on the needs of individual students.

D. Building Level Administrators

Consistent with the mission of the Islip School District, the role of building level administrators is to:

- 1) Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
- 2) Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for re-dress of grievances.
- 3) Evaluate on a regular basis all instructional programs.
- 4) Support the development of and student participation in appropriate extracurricular activities.
- 5) Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

E. Superintendent/Central Office Administrators

Consistent with the mission of the Islip School District, the role of the superintendent/central office administrators is to:

- 1) Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
- 2) Review with administrators the policies of The Board of Education and State and Federal laws relating to school operations and management.
- 3) Inform The Board about educational trends relating to student discipline.
- 4) Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
- 5) Work with administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

F. Board of Education

Consistent with the mission of the Islip School District, the role of The Board of Education is to:

- 1) 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.
- 2) Adopt and review, at least annually, the District's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.

- 3) Lead by example by conducting board meetings in a professional, respectful, courteous manner.

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 shall:

1. Be safe, appropriate, not disrupt or interfere with the educational process, and promote learning and safety.
2. Not include the wearing of headgear in school during the school day except for a medical or religious purpose.
3. Not include items that are vulgar, obscene, libelous or 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.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Each building will develop its own building specific dress code and indicate how staff, parents, and students will be notified regarding the dress code requirements and its implementation at the beginning of the year. Also the building must indicate how staff, parents, and students will be notified when revisions to the dress code are made.

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.

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 school facilities and equipment.

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 school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that by focusing on learning, safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school 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:

A. Engage in conduct that is disorderly. Examples of disorderly conduct include but are not limited to:

- 1) Running in hallways or other settings where running is prohibited.
- 2) Making unreasonable noise.
- 3) Using language or gestures that are profane, lewd, vulgar or abusive.
- 4) Obstructing vehicular or pedestrian traffic.
- 5) Engaging in any willful act which disrupts the normal operation of the school community.
- 6) 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.
- 7) Computer/electronic communications misuse, including any unauthorized use of computers, software, or Internet/Intranet account; accessing inappropriate websites; or any other violation of the Districts "acceptable use" policy.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include but are not limited to:

- 1) Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
- 2) Lateness for, missing or leaving class and/or school without permission.
- 3) Skipping detention.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include:

- 1) Failing to comply with the rules/procedures of the school and/or the reasonable directions of teachers, school administrators or other school personnel in charge of students.
- 2) Use of electronic communication, entertainment, and music devices, including but not limited to cellular phones, texting devices, pagers, PDAs, Walkman and CD players, without prior consent from the principal or his/her designee.

D. Engage in conduct that is violent. Examples of violent conduct include:

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

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

- 1) Lying to school personnel;
- 2) Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function;
- 3) Defamation, which includes making false or unprivileged 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;
- 4) Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner;
- 5) Harassment, which includes a sufficiently 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;

- 6) Intimidation, such as bullying, which includes engaging in actions or statements that put an individual in fear of bodily harm;
- 7) Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school-sponsored activity, organization, club or team;
- 8) Selling, using or possessing obscene material;
- 9) Using vulgar or abusive language, cursing or swearing;
- 10) Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco;
- 11) Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and/or any substances commonly referred to as "designer drugs."
- 12) Possessing drug paraphernalia;
- 13) Inappropriately using or sharing prescription and over-the-counter drugs;
- 14) Illegal gambling activities;
- 15) Indecent exposure, that is, exposure to or sight of the private parts of the body in a lewd or indecent manner;
- 16) Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. Engage in misconduct while on a school bus

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/school behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:

- 1) Plagiarism
- 2) Cheating
- 3) Copying
- 4) Altering records
- 5) Assisting another student in any of the above actions

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 place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. 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 which 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.

The Superintendent will be notified if a student is in possession of or distributing/selling illegal drugs, prescription drugs, and/or alcohol.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

A. 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.

- 1) Oral warning - Any member of the District staff;
- 2) Written warning - Bus drivers, hall or lunch monitors, coaches, guidance counselors, teachers, building administrators, superintendent;

- 3) Written notification to parent - Bus drivers, hall or lunch monitors, coaches, guidance counselors, teachers, building administrators, superintendent;
- 4) Detention - Teachers, building administrators, superintendent;
- 5) Suspension from transportation - Director of transportation, building administrator, superintendent;
- 6) Suspension from athletic participation - Coaches, building administrator, superintendent;
- 7) Suspension from social/extra-curricular activities - Activity director, building administrator, superintendent;
- 8) Suspension of other privileges - Principal, superintendent;
- 9) In-School Suspension - Principal and superintendent;
- 10) Removal from classroom by teacher - Teachers, principal;
- 11) Short-term (five days or less) suspension from school -Principal, superintendent, Board of Education;
- 12) Long-Term (more than five days) suspension from school - Principal, superintendent, Board of Education;
- 13) Permanent suspension from school - Superintendent or Board of Education.

Student Searches and Interrogations

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 principals and the building principals’ designees 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.

Visitors to the Schools

The Board encourages parents and other District citizens to visit the District's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, 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 the school are required to sign in at the visitor's registry for each building he or she visits. Visitors will be issued an identification (ID) badge, which must be worn at all times while in the schools or on school grounds. Visitors must sign out and return the ID badge before leaving the building.
3. Student teachers are considered visitors to the buildings and must sign in and out daily in the principal's office. They are required to wear an ID badge at all times while in the schools or on school grounds. The ID badge is to be returned to the District at the end of the student teacher's assigned semester.
4. Visitors attending school functions after school hours that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
5. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

Public Conduct on School Property

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

As such all District personnel are required to wear and have visible a District issued Identification Badge.

The restrictions on public conduct on school property and at school 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 school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose for which they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

- 1) Smoke or otherwise use any other tobacco products on any school grounds, in any school building or on any form of school transportation. **NO SMOKING IS PERMITTED IN SCHOOL BUILDINGS, ON SCHOOL GROUNDS OR ON ANY DISTRICT TRANSPORTATION.**
- 2) Intentionally injure or attempt to injure any person or threaten to do so.
- 3) Intentionally damage or destroy, or attempt to damage or destroy, School District property or the personal property of a teacher, administrator, other District employee or any person lawfully on school property, including graffiti or arson.
- 4) Disrupt the orderly conduct of classes, school programs or other school activities.
- 5) Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- 6) Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
- 7) Enter any portion of the school premises or property without authorization or remain in any building, facility or mode of transportation after it is normally closed.
- 8) Obstruct the free movement of any person in any place to which this code applies.
- 9) Violate the traffic laws, parking regulations or other restrictions on vehicles.
- 10) Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- 11) Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the School District.
- 12) Loiter on or about school property.
- 13) Gamble on school property or at school functions.
- 14) Refuse to comply with any reasonable order from identifiable School District officials performing their duties.
- 15) Willfully incite others to commit any of the acts prohibited by this code.
- 16) Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

- 17) No person, either alone or with others, shall:**
Film, photograph, audiotape or videotape any student, teacher or other staff member during school functions and activities, with the exception of those school functions and activities that are open to the general public, unless said person or persons has obtained the prior consent and authorization of the student (if the student is of legal age to consent), student's parent (if the student is a minor), teacher/staff member (if a teacher or staff member is a subject of the film, photograph, audiotape or videotape) and an appropriate School District official.

B. Penalties

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

1) *Visitors*

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

If a visitor or party to the school violates the rules of public conduct on school property he/she may be subject to:

- a. A District or building level meeting will be held where the facts and circumstances pertaining to the alleged violation of the Code of Conduct will be addressed. The result of the meeting will result in the issuance of:
 - A verbal explanation of the violation with appropriate warning(s) and/or;
 - A written notification to document the meeting and the warning.

If the visitor or party who is charged with the violation of these rules fails to attend the meeting required by Section A, then appropriate District personnel has the discretion to implement the terms of Section B, below.
- b. The visitor or party charged with the violation of these rules may be subject to:
 - Having the privilege to attend school activities/events suspended for a period of time to be determined.
 - The period of suspension shall be determined based upon a review of the existing circumstances underlying the violation.
- c. Any subsequent or continued violations of these rules may subject the violator to withdrawal of visitor privileges to attend any activities/events on School District property for a period of time to be specified by appropriate District personnel. In extenuating circumstances the violator may be granted permission by appropriate District personnel to attend a specific activity /event on School District property. In addition, upon written request, the violator may appeal to the Superintendent for a modification of rescission of privileges.

2) *Students*

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

- 3) *Tenured faculty members*
They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law Section 3020-a or any other legal rights that they may have.
- 4) *Staff members in the classified service of the civil service entitled to the protection of Civil Service Law Section 75*
They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.
- 5) *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.
- 6) In addition, the District reserves the right to pursue a civil or criminal legal action against any person who violates this code.

Standards of Conduct for Employees & Students in a Drug and Alcohol-Free Environment

The District is committed to make every effort to have a drug and alcohol-free school environment. In furtherance of this commitment, the District has adopted, in conjunction with its drug-free school environment policy, “standards of conduct” for employees and students as follows:

- 1) The manufacture, distribution, dispensation, possession and/or illegal use of controlled substances and alcohol by employees and students on the school premises is prohibited.
- 2) The use of controlled substances and alcohol by employees and students prior to attending school which results in the intoxication of the employee or student while on the school premises is likewise prohibited.
- 3) Employees who feel that their work performance may be affected by prescribed medication are encouraged to report potential side effects to their supervisor.
- 4) Employees and students requesting aid and guidance in alcohol and drug abuse resolution will be dealt with on a confidential basis. Help for employees shall be made available by means of referrals to the Employee Assistance Program(EAP). Help for students will be provided through school support systems and referral to appropriate drug and alcohol rehabilitation programs.
- 5) Compliance with the “standards of conduct” is mandatory.
- 6) Sanctions, consistent with local, state and federal law, including possible termination of employment, expulsion and referral for prosecution, will be imposed on employees who violate the “standards of conduct.”
- 7) Students who violate these provisions are subject to disciplinary action.
- 8) The Board of Education policy addressing the consumption of alcohol by students (Policy 5440) enhances the district’s approach towards providing a safe and drug-free campus.

ASBESTOS ANNOUNCEMENT

AHERA is a federal law enacted in 1987 which requires all school districts to reinspect for asbestos-containing building materials. Our facilities have

been inspected and response actions were developed to insure a continued safe environment for our students and employees. Activities include training of custodial and maintenance staff to prevent disturbance of asbestos and periodic reinspection and surveillance activities by trained personnel. Abatement projects have been performed in all school buildings within the District. The following is a list of the buildings which have had an abatement and the date the project was performed.

- July 2011Commack Road and Sherwood Elementary Schools
- February 2011 Wing Elementary School
- August 2009 Wing Elementary School
- June 2009 Islip High School
- May 2009 Administrative Office
- April 2009 Wing Elementary School
- March 2009 Islip High School
- February 2009 Islip High School
- December 2008 Commack Road Elementary School
- July/August 2008 Islip High School
- March 2008 Islip High School
- February 2007 Wing Elementary School
- July 2005 Sherwood Elementary School
- July 2005 Islip High School
- July 1996 Wing Elementary School
- July 1996 Islip High School/Middle School
- August 1995 Sherwood Elementary School
- July 1995 Islip High School/Middle School
- July 1995 Administration Building
- August 1994 Commack Road Elementary School
- August 1990 Islip High School
- April 1990 Islip Middle School
- December 1989 Sherwood Elementary and Islip High School
- February 1989 Wing and Commack Road Elementary Schools

Details of such activities are described in the District's AHERA Management Plan which is available for your review in the Administration Building.

PESTICIDE MANAGEMENT NOTIFICATION

In compliance with approved New York State Education Law, the Islip School District is required to provide written notification to all parents/guardians, faculty, and staff regarding the potential use of pesticides throughout the year. While some pesticides are not subject to prior notification requirements, the District is required to maintain a list of persons in parental relations, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications that are subject to prior notification requirements. If you would like more information or wish to receive the 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please contact Mr. Daniel Leddy, Plant Facilities Administrator, Islip Public Schools, 215 Main Street, Islip, NY 11751 or call 650-8448.

ASSEMBLY PROGRAMS

Assemblies are held in all schools. They include films, speakers, special music by band or orchestra, and various types of programs in which students participate.

BOARD OF EDUCATION

During the 2011-12 school year, the Board of Education will conduct two business meetings each month according to the schedule posted on the District website under “District Information”>”Board of Education”>”Board Meeting Schedule.” Any change of date for a scheduled meeting will be published as a legal notice and posted at District buildings.

STUDENTS WITH DISABILITIES

The Board of Education is concerned with helping all students with disabilities, from birth through age 21. Should you think that your child might have developmental delays which need to be assessed and may warrant special education services, please call the Director of Pupil Personnel Services and Special Education at 650-8415.

PROJECT CHILD FIND (CHILDREN BIRTH-5 YEARS)

Early Childhood Direction Center, Variety Child Learning Center, is a free information, referral and advocacy service. Its services are available to parents, professionals and agencies who are seeking service for a child, birth-5 years, who has any special needs. Early Childhood Direction Center, VCLC, 516-364-8580.

ATTENDANCE - GENERAL INFORMATION

The State Education Department requires the teacher to keep an accurate record of every student’s attendance at school. Such records must show the true cause of absence. For this reason, all students are required on their return to school to bring written excuses from parents or guardians in every case of absence or tardiness. Truancy occurs when a student is absent from school without parental knowledge and no legal excuse for the absence applies.

SAMPLE EXCUSE

Child's Name _____

Teacher _____

Date of Absence _____

Reason for Absence _____

Signature of Parent or Guardian _____

Date of Excuse _____

How Parents Can Help

1. If your child is going to be absent for any reason, please call the attendance office in the school in which your child is registered and report the absence to the attendance secretary.
2. When your child has been absent, send a note of explanation or an excuse when your child returns to school.
3. When writing reason for absence, do not use 'ill' or 'sick.' State specific illness such as sore throat, cold, or upset stomach.
4. Meet your child's teacher. Many times a child's problem can be better understood or even solved when the parent and teacher confer and share information.
5. Do not send your child to school so early that he or she will arrive before the scheduled opening time. We request that children remain at home rather than play on an unsupervised playground.

Readmission to School Following Illness

All Secondary Schools – students who are absent three (3) or more days must be readmitted through the Health Office.

All Elementary Schools – the school will promote good attendance of all students and will make contact with a student's parents when deemed necessary.

Parents or guardians are asked to communicate promptly with the school when the student is absent or when absence is anticipated. By doing so, the teaching staff will be better able to serve each student. Students who are absent more than 3 days must report to the nurse with their excuse.

ACCESS & CONFIDENTIALITY OF STUDENT RECORDS

1. Student records, and any materials contained therein, are confidential and may not be released or made available to any persons other than parents or students without written consent of such parents or students, except as permitted by law.
2. Only District employees with a professional interest in the educational placement or the development of an Individualized Education Program (IEP) have access to a student's records. Teachers who work with a student have access to a student's IEP and will not divulge information.
3. The District will maintain a list of requests for, and disclosures made from, the educational record of a student. This list will be available to the parent or eligible student.

4. Personally identifiable information on a student with a disability may be retained permanently unless the parent or eligible student requests that it be destroyed. NOTE: Extreme caution should be exercised in making such a request, because such information may be needed for Social Security benefits or other purposes. The School District will retain directory information indefinitely. This includes the student's name, address, telephone number, date and place of birth, and other similar information. This information may be disclosed without prior consent, where permitted by law.
5. A parent or student who believes that information in education records collected or maintained is inaccurate, misleading, or violates privacy or other rights of the child, may request that the information be corrected or deleted (Policy 5500). Denial of such a request can be appealed. In any event the parent or eligible minor is entitled to place a written rebuttal in the record.
6. A list of the educational records maintained by the District, along with the location of such records, is available at the office of the Director of Pupil Personnel Services and Special Education. A complete special education folder for each classified student is available in the District Pupil Personnel Services and Special Education office. For inquiries, please call 650-8415. Records include: Educational Evaluations, IEP's, Psychological Evaluations, Social History, Medical Evaluations, Therapy Evaluations, and all correspondence relating to activities of the CSE and due process procedures.
7. Records of special education students are available to parents for review and may be copied at a cost of \$.25 per page. Please contact the Office of Pupil Personnel Services and Special Education at 650-8415.

RELEASE OF INFORMATION ABOUT STUDENTS

(Title 45: Release of Information and Privacy Act)

In compliance with the Family Education Rights and Privacy Act, the Islip School District will provide, release, and publish information pertaining to students for public relations (positive promotion of student and school activities, events and achievements) and directory information. The following may be supplied: name of student, photograph of student, names of parents, address, age, grade, participation in recognized school activities, extracurricular activities, and sports programs as well as in press releases to local media. Under Title 45 U.S. Code, Regulation 99: Privacy Rights of Parents and Students, parents or guardians or students over the age of 18 who do not desire release of the above information must make specific written request to the Superintendent of Schools by the last school day in September of the current school year. Failure to make such a request shall be considered consent to release, provide, or publish the information during the school year.

Pursuant to the No Child Left Behind (NCLB) Act, the Islip School District must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students. The District must also notify parents of their right and the right of their child to request that the District not release such information without prior written parental consent. Requests of this nature will be honored according to your response on the Parent Verification/Permission Card distributed to your child at the beginning of the school year.

SPEECH AND LANGUAGE THERAPY

Today's schools recognize the importance of effective communication skills to a child's learning and growth. The District believes that every child is entitled to educational opportunities which provide for adequate guidance in learning and utilizing such communication skills. A disorder which interferes with communication can seriously interfere with one's educational achievement. The responsibility of the Speech/Language Pathologist in the District is to help the students having speech and/or language problems to achieve better communication so that they may be able to realize the greatest success their capabilities will permit. The program involves children from kindergarten to grade 12. If your child qualifies for services, you will be notified by the Speech and Language Pathologist.

STUDENT ATTENDANCE POLICY 5100

NOTIFICATION

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, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented:

The attendance policy will be included in student planners, handbooks, and on the District webpage (www.islipufsd.org) where appropriate, and will be reviewed with students at the start of the school year.

Parents will receive a plain language summary of this policy at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read and understand the policy. (Tacit approval is realized when a parent does not return this signed statement within the prescribed timeframe.)

Designated staff members will contact parents/guardians regarding attendance concerns and suggested proactive interventions.

School newsletters, publications, and District webpage (www.islipufsd.org) will include periodic reminders of the components of this policy.

The District will provide a copy of the attendance policy and any amendments to faculty and staff. New staff members will receive a copy upon their employment.

Faculty and staff will review this policy and their individual roles and responsibilities at the beginning of each school year.

Copies of this policy will be made available to any community member through the District webpage (www.islipufsd.org) and upon request.

EXCUSED AND UNEXCUSED ABSENCES

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved school-sponsored activities, approved college visits, approved work programs, military obligations, or such other reasons as may be approved.

All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent's responsibility to notify the school office within at least 24 hours of the ATED and to provide a written excuse upon the student's return to school.

GENERAL PROCEDURES/DATA COLLECTION

Attendance will be taken during each class period in the Middle School and High School. For the elementary schools, K-5 attendance will be taken at the beginning of the school day. All attendance information shall be compiled from the student management system and forwarded to the appropriate staff member responsible for attendance.

The nature of the ATED shall be coded on the student's record according to accepted district recording procedures.

Student ATED data shall be available to and should be reviewed by the principal or designated school personnel, in an expeditious manner, to identify patterns or trends in student absences.

Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early.

Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of any changes will be sent to the appropriate school personnel.

ATTENDANCE INCENTIVES

The District encourages and supports each building's efforts to design and implement systems to acknowledge a student's efforts to maintain or improve attendance. (See 5100-R, E. Attendance Incentives.)

DISCIPLINARY CONSEQUENCES

Unexcused ATEDs will result in disciplinary action (see 5100-R, D. Disciplinary Action) consistent with the District's Code of Conduct. In addition, parents/guardians will be contacted by designated staff members to review attendance policy, explain the ramifications of absences, tardiness, and early departures, stress the importance of school/class attendance, and discuss appropriate strategies to correct the situation.

Disciplinary consequences can include, but are not limited to:

- Parent contact
- Parent/teacher conference
- Detention
- Suspended from participating in after-school activities or sports

ATTENDANCE/GRADE POLICY

The Board of Education recognizes the important relationship between class attendance and student performance. Consequently, a student's marking period final grade will be based on classroom participation, as well as a student's performance on homework, tests, papers, projects, assignments, etc.

Students are expected to attend all scheduled classes.

Consistent with the importance of classroom participation, unexcused ATEDs will affect a student's class participation grade for the marking period.

Students who are unable to attend school or class on a given day due to their participation in a school-sponsored activity (i.e., music lessons, field trips), 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 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.

Students with excused ATEDs and those students with unexcused ATEDs, except for reasons of truancy and/or cutting, will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their overall final grade for the marking period. These students are expected, upon their return, to consult with their teachers regarding missed work. Make-up opportunities must be completed by a date specified by the student's teacher for the class in question.

BUILDING-LEVEL REVIEW

Building principals are responsible for implementing this student attendance policy at the respective school level. Included in this designation is the responsibility to review student attendance data periodically, as well as annually, and take the action steps necessary to improve student attendance.

BOARD OF EDUCATION 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 revisions to the plan as it deems necessary to improve student attendance.

For the complete Attendance Policy and Regulation, please refer to the District's online Policy Manual at http://www.islipufsd.org/our_district/policy_manual.

EMERGENCY SCHOOL CLOSING, DELAYED OPENING, & EARLY DISMISSAL PROCEDURES

In preparation for emergencies as well as the onset of inclement weather, the District has developed the following options related to the operation of school:

1. Close school for the day;
2. Delay the opening of school;
3. Dismiss school early.

MEDIA ALERTS

Should the opening of school be delayed, school canceled, or dismissed early, families may expect timely announcement to that effect via automated telephone message and on the following television, radio stations and websites:

TV NEWS CHANNEL 12
WALK – 1370 AM; 97.5 FM
WBAB – 102.3 FM
WBLI – 106.1 FM
WHLI – B103 FM
www.islipufsd.org
www.cancellations.com

Reminder: If school is closed or dismissed early, all after-school activities are cancelled.

SPECIAL CONCERNS RELATED TO DELAYED OPENINGS

A delayed opening may be announced when conditions are hazardous early in the morning, but the forecast is optimistic about conditions improving. Delays of one hour (60 minutes), one and one-half hours (90 minutes), and two hours (120 minutes) have been developed District-wide. Upon announcement, all students should report to school accordingly.

One Hour Delay: Students who walk to school should report to school one hour later than the scheduled opening time. Those students who receive transportation should report to their bus stop one hour later than the usual pickup time.

One and One-Half Hour Delay: Students who walk to school should report to school one and one half hours later than the scheduled opening time. Those students who receive transportation should report to their bus stop one and one half hours later than the usual pickup time.

Two Hour Delay: Students who walk to school should report to school two hours later than the scheduled opening time. Those students who receive transportation should report to their bus stop two hours later than the usual pickup time. On occasion, conditions may worsen in the morning after a delay is announced. Should the District determine that traveling conditions remain too hazardous even with a delayed opening, a follow-up announcement to close school for the day will be made via automated telephone message and on the above listed radio stations and Channel 12 TV. Experience has demonstrated the need to be prepared for possible emergency and weather-related delays, early dismissals, and/or closing. At this time, please encourage your family to establish appropriate procedures and plans (example: appoint someone to be in charge of children in case of delays or early dismissal) and review these with your children in the event they need to be implemented in the future.

EMERGENCY MANAGEMENT PLAN

An Emergency Management Plan has been developed for all buildings in the Islip School District. The plan includes procedures for emergency incidents and hazardous weather situations, as well as coordination with local/county agencies. The Emergency Management Plan is available in the main office of each building in the District.

TRIPS, ISLIP SCHOOL-SPONSORED

All school-sponsored trips for Islip School District students have been approved in advance by the Islip School District administration. A complete written description of the trip is provided in advance indicating who is sponsoring the trip and who will be in charge, as well as the fact that the trip is an official school-sponsored activity. All school-sponsored trips require a signed parental permission form, which must be returned to the faculty sponsor in advance. If in doubt as to whether a trip is school-sponsored, parents may check by calling the school.

HIGH SCHOOL ACADEMIC ELIGIBILITY POLICY

The Islip Board of Education has adopted a policy establishing minimum academic standards for students to participate in extra-curricular activities including athletics.

The Academic Eligibility Program is as follows:

- 1) The academic performance of every student will be reviewed at the middle and end of every marking period.
- 2) Any student who receives two or more comments, “failing this quarter” and/or “failure due to excessive absences,” or receives two or more

report card grades below 65, will be placed on probation for the next five-week period.

- 3) At the next evaluation time (mid or end of marking period), a student who is still failing two or more subjects will become ineligible and will be dropped from any activities in which he/she is currently enrolled.
- 4) A student assigned to probation is permitted to continue to participate in all extra-curricular activities during the period of probation.
- 5) In order to be considered for an appeal, the student must attend extra help sessions during the next five-week period.
- 6) Students who fail two or more subjects in June will be placed on the probation list for the next school year. If you have any questions, please direct them to Mr. Peter Pramataris, Assistant Principal, at 650-8315.

USE OF SCHOOL FACILITIES

Community residents shall be permitted to use school facilities for worthwhile purposes when such use will not interfere with school activities. Arrangements must be made through the Business Office and are subject to the provisions of Board of Education policy and NYS Education Law. Applications for facilities use and fee schedules are available at the Administration Building. Evidence of insurance is required as part of the application process, and the Islip Union Free School District must be named as an additional insured on the user's policy. For more information, please refer to the District's website home page, under "Our District" and/or contact the Islip Schools Administration Building at 650-8201.

SCHOOL BUS REGULATIONS

All students who do not observe bus regulations will be denied the privilege of riding the school bus.

- 1) Students must cooperate and follow all instructions of the driver.
- 2) Students must carry the bus tickets or photo bus pass I.D. tag at all times.
- 3) Students should be orderly at bus stops.
- 4) Students are to be considerate of people and their property, especially in the bus stop area.
- 5) Students are to remain seated while the bus is in motion.
- 6) Students are not allowed to lean out of open bus windows.
- 7) Students are to cross ten feet in front of the bus in full view of the driver after leaving a stopped school bus.
- 8) Students are required to have both school office permission and parental permission in writing to make any changes in transportation arrangements.
- 9) Students should act in a respectful manner at all times.
- 10) Parents and students are asked to review each school building's procedure for eligibility to ride a bus.

REMEMBER SCHOOL BUS SAFETY RULES!

- 1. STAY SEATED UNTIL FULL STOP**
- 2. FOLLOW 10' RULE**
- 3. WAIT FOR DRIVER'S SIGNAL**
- 4. LOOK OUT FOR YOUR OWN SAFETY**

TRANSPORTATION POLICY 2011-12

Transportation will be provided for all kindergarten and first grade students in the District. Transportation for students in grades 2 through 12 will be provided for those who reside beyond the distances listed for each school building as follows:

Islip High School: Distance from home to nearest entrance to school is at least 1.3 miles.

Islip Middle School: Distance from home to nearest entrance to school is at least 3/10 mile.

Islip Elementary Schools: Distance from home to nearest entrance to school is at least 3/10 mile.

The District's transportation policy defines minimum distance eligibility requirements. These distances can only be changed by referendum and not by the Board of Education, District Office, or building personnel. Distance requirements are dictated by the NYS Education Department.

All students who are eligible for transportation will be issued bus passes during the first week of school. Any parent having a question concerning transportation should call the principal of the building the child attends or the District Office, 650-8275. (Suffolk Transportation Service, Inc. provides bus service for the Islip Schools.)

PLEASE NOTE: Students are requested not to arrive at the schools before opening time, as established by each building principal. Since there is no supervision on the playground after school, all students are to go directly home after dismissal. For the exact school hours for each building, please refer to pages 59 and 60 of this document.

NON-PUBLIC SCHOOL PUPILS (*FILING DEADLINE: APRIL 2, 2012*)

Applications for non-public school student transportation for the 2012-2013 academic year are due in the Islip Schools Transportation Office, 215 Main Street, Islip, NY 11751 not later than April 2, 2012. Additional information is available by contacting the Transportation Office at 650-8275.

HIGH SCHOOL TRAFFIC REGULATIONS

Parents who drive their children to school may enter the grounds by either the north or south gate. For pedestrian safety, students should be dropped off at the north or south ends of the west side (sidewalk side) of the street. Parking/standing of cars is not permitted in the bus loading zone. The speed limit is 5 mph on school grounds for all vehicles. It is illegal for any student under 18 to drive to/from Islip High School unless he/she has a Junior License or Learner's Permit and is actually accompanied by a parent or guardian. The only exceptions are those who are 17 years of age and possess the Driver Education Blue Card. (This automatically entitles an individual to a Class 5 license which is valid for the operation of any passenger vehicle). No motorcycles or motorbikes (2 or 3 wheel motor powered vehicles) are allowed on school property.

BICYCLES ON SCHOOL GROUNDS

It is recommended that all students who ride bicycles to school secure them with a lock. Bicycles are to be placed in the bike racks only. Motor bikes or motor scooters are not permitted to be operated on school property. New York State law requires that children under the age of 14 must wear a helmet when riding bicycles.

STUDENT PARKING REGULATIONS

A limited number of parking spaces are available to seniors. Registration forms may be obtained in the Main Office. Eligible seniors will be placed in a lottery that will be drawn quarterly for the available student parking spots. Preference will be given to eligible students who did not have a parking spot the previous quarter. A ten-point system will be in effect during each quarter. Students who meet or exceed the ten-point limitation will be removed from the lottery for the next quarter. Each student will begin each quarter with zero points. Behavior and attendance from fourth quarter of junior year will be used to determine eligibility for the first quarter lottery of senior year. The ten-point system is as follows: each out of school suspension = ten points; each full-day detention = five points; each cut/unexcused absence = one point.

It is illegal for any student under 18 to be driving to/from Islip High School unless he/she has a Junior License or Learner's Permit and is actually accompanied by a parent or guardian. The only exceptions are those who are 17 years of age and possess the Driver Education Blue Card. (This automatically entitles an individual to a Class 5 license which is valid for the operation of any passenger vehicle.) Unregistered vehicles parked on school property during the school day will be assessed a five-point penalty toward the next marking period's lottery. Students are expected to drive safely to and from school particularly in the vicinity of the school and on school grounds where the speed limit is 5 mph. This means strict adherence to the motor vehicle traffic laws of New York State.

Students are to park **ONLY** in the designated area on the east side of the parking lot. Sitting in cars or loitering in the parking area is prohibited. Follow the directions of the administrators and security. They are there to preserve your parking privilege; please cooperate.

Any violations of the above regulations will result in the immediate loss of parking privileges.

ENTRANCE INTO SCHOOL SYSTEM

Age of Initial Entrance

Kindergarten

Children reaching the age of five, on or before December 1 of any year, will be eligible for kindergarten in the preceding September. Children reaching the age of five after December 1 will not enter kindergarten until the following September.

1st and 2nd Grades

Children reaching the age of six on or before December 1 of any year will be eligible for the first grade in the preceding September. Children reaching the age of six after December 1 will not enter first grade until the following September. Exceptions: Children who apply for admission to

the first or second grade on the basis of prior schooling outside the District will be placed initially in the grade their educational experience indicates, pending their observance by classroom teachers, guidance personnel, and the school principal. After these observations are completed, the principal will determine the final grade placement of the children.

Other Grades

Children who apply for admission to grades three through twelve on the basis of prior schooling outside the District will be placed initially in the grade-level they had reached elsewhere. The school principal will determine subsequently whether there should be any change in the grade placement of the children.

School Registration

Registration for new entrants will take place by first contacting the Enrollment Office at 650-8405 between 7:45 a.m. and 2:30 p.m. to arrange to pick up an enrollment packet. The enrollment packet contains detailed instructions and lists the necessary documents required to complete the registration process.

Entrance from Another School

Students entering from other schools must present proof of age by providing a birth certificate, and must present a health certificate with proof of immunization (including dates), a report card and also evidence of having passed the grade previous to the one they wish to enter. The age provision for kindergarten entrance will take precedence over a transfer. It is the parent(s) responsibility to present, in advance, transcripts from the previous school.

Required Immunization

It is the intent of the Islip Board of Education to comply with Section 2164 of the Public Health Laws and NYS Education Law 5951A as amended and approved by the legislature and signed by the Governor. The amended law requires complete immunization against diphtheria, measles, German measles (rubella), mumps, poliomyelitis and Haemophilus influenza Type B (Hib), where applicable. This means that all children entering and attending school must provide, in advance, written documentation from a doctor or a clinic that he/she meets immunization requirements. The subsection of the law pertaining to the responsibility of the school administration has been amended to read as follows: “No principal, teacher, owner or person in charge of a school, shall permit any child to be admitted to school without such proof of immunization.”

Physical Examinations

It is the intent of the Islip Board of Education to comply with Article 19, Section 903 of the New York State Education Law which states: “A health certificate shall be furnished by each pupil in the public schools upon his entrance in such schools and by each child entering the kindergarten, second, seventh and tenth grade thereof. An examination of any child may be required by the local school authorities at any time in their discretion to promote the educational interest of such child.” The Board recognizes that the responsibility for the health of a child rests with the parents.

Therefore, the Islip Board of Education recommends that each child be given a physical examination by the child's own family physician. The physical examination certificate shall state whether such pupil "is in a fit condition of bodily health to permit his or her attendance" (Education Law, Section 903). This examination shall not be performed more than 90 days prior to presentation of such certificate to the school. The necessary forms can be obtained in each school's health office. However, if parents do not arrange for an annual physical examination as prescribed under the law for all students in the kindergarten, first, third, seventh and tenth grades, it will be given at District expense.

SUPPORTIVE SERVICES/HEALTH APPRAISALS

Home Teaching

Homebound children in Grades 1-12 who are residents of the District are eligible for home teaching under certain conditions. Parents of a child who will have extended absence from school due to a medical condition may apply for home teaching by having proper forms filled out by one physician and filed in the Nurse's Office. Forms are available from the school principal or nurse's office. No home teaching will ordinarily be given unless a student is likely to be absent from school two or more calendar weeks.

Psychological Services

Psychological services are primarily concerned with the needs of children, their teachers and parents, in helping to identify learning behaviors as part of careful and effective educational planning. The services are concerned with preventing and overcoming learning problems.

Social Worker Services

Social worker services are provided to students and their families in cooperation with outside agencies. This service is provided in order to address any atypical behaviors as it affects the student's educational program. These services are concerned with prevention, primarily in school/community adjustment.

School Nurse/Doctors/Supervising Dentist

The health appraisal includes a physical examination by the school physician, vision testing, hearing tests and special to logical examination when indicated, weighing and measuring, and special posture examination when needed.

If a student wishes to be examined by the family physician, at the family's expense, the necessary record forms may be obtained from the school health office. These are to be completed by the last school day in September and returned to the nurse. In case of an accident at school, only first aid is given to the students. If further treatment is necessary, parents will be contacted. The school health personnel may not administer any medicine to students unless there is a current written order from a physician provided by the parents. Students are NOT to bring bottles of pills or liquid medicine, prescription or non-prescription, into the schools to be carried on their persons during the school day; such a practice is prohibited in the interests of safety for all. Any injuries received away from school are the responsibility of the parent and cannot be treated at school nor may dressings be

changed by school personnel. To prevent the spread of communicable diseases, each parent is asked to make sure the child has no symptoms of illness before sending him or her to school. To facilitate notifying parents by phone when a student becomes ill in school, it is important that a pupil emergency information card be filled out and filed with the Health Office during the first weeks of school. It is hoped that parents will anticipate such a possibility and make prior arrangements to pick up an ill child when necessary.

SCHOOL DISTRICT INCOME TAX CODE

In preparing your New York State Income Tax Return, use #304. This is the correct number for the Islip Union Free School District.

SCHOOL BREAKFAST AND LUNCH

In accordance with the provisions of Section 9 of the National School Lunch Act, free and reduced price breakfasts and lunches are available to Islip Public School children whose parents or families are determined by the School Food Authority to be unable to pay the full price of the lunch. Eligibility for free and reduced price breakfast and lunch is determined on the basis of certain minimum income criteria established by New York State. School lunch prices for a complete lunch for 2011-12 will be **\$2.00** at the Wing, Sherwood and Commack Elementary Schools, **\$2.25** at the Middle School and **\$2.50** at the High School. Pre-payment option: Prepay in the amount of \$30.00 and receive a free bonus lunch. Prepay and save! If you select the prepay option, please make checks payable to: Islip School Lunch Fund, write your child's name and teacher on the memo line of the check, and place payment in an envelope with your child's name, grade, teacher, and account number (if assigned one) on the front of the envelope. We encourage all families to use our PayPAMS system to make online payments for meals. Go to www.PayPAMS.com or the Islip School District website @ islipufsd.org, look under Our Schools, click on School Lunch Program, and then click PayPAMS. Breakfast is for everyone! Parents are encouraged to take advantage of the convenient and nutritious breakfast program provided at all schools. The cost is an affordable **\$1.00** per day at the middle and elementary schools. Breakfast is also available at the High School for **\$1.25** for students. Check times of service printed on school menus.

Department of Food and Nutrition

Children need healthy meals to learn. **Islip School District** offers healthy meals every school day to all students. **Islip School District** participates in the Free and Reduced Price meal Program: **To participate in this program a NEW 2011-2012 Free and Reduced Price School Meal Application and Consent Form** must be submitted for each household to the Department of Food and Nutrition, 215 Main Street, Islip, New York 11751. A new application must be submitted each year.

Income Eligibility Guidelines for Free and Reduced Price Food Stamp/TANF/FDPIR Households: Households which currently include children who receive Food Stamps or Temporary Assistance to Needy Families (TANF), or the Food Distribution Program on Indian Reservations (FDPIR) must complete an application listing the child's name, a food stamp, TANF, or FDPIR case number and the signature of an adult household member, or provide a Direct Certification letter from the NYS Office of Temporary and Disability Assistance. Children in the household with the same case number may be included on the same application. Separate applications are required for children in the same household with different

case numbers. If the family does not list a food stamp, TANF, or FDPIR case number for all children for whom they are applying, then the application must contain all the information as required for “other households” as described below.

Other Households: Households with incomes the same or below the amount of money listed above for their family size may be eligible for and are urged to apply for free and/or reduced price meals (or free milk). They may do so by filling in the application forms sent home with a letter to parents. Additional copies are available at the principal's office in each school. Applications may be submitted any time during the school year to Carol Ann Grodski, MS, RD, CD/N, Food Service Director, Islip School District, 215 Main Street, Islip, New York, 11751

The information provided on the application will be confidential and will be used for determining eligibility. The names and eligibility status of participants may also be used for the allocation of funds to federal education programs such as Title I and National Assessment of Educational Progress (NAEP), State health or State education programs, provided the State agency or local education agency administers the programs, and for federal, State or local means-tested nutrition programs with eligibility standards comparable to the NSLP. Eligibility information may also be released to programs authorized under the National School Lunch Act (NSLA) or the Child Nutrition Act (CNA). The release of information to any program or entity not specifically authorized by the NSLA will require a written consent statement from the parent or guardian.

The school district does, however, have the right to verify at any time during the school year the information on the application. If a parent does not give the school this information, the child/children will no longer be able to receive free or reduced price meals (free milk).

Foster children may also be eligible for these benefits. A separate application for a foster child is no longer necessary. Foster children may be listed on the family application which must contain the foster child's name, personal use income.

Under the provisions of the policy, the designated official will review applications and determine eligibility. If a parent is dissatisfied with the ruling of the designated official, he/she may make a request either orally or in writing for a hearing to appeal the decision Dr. Linda Lippman, Assistant Superintendent for Administrative Services, whose address is 215 Main Street, Islip, New York, 11751 has been designated as the Hearing Official. Hearing procedures are outlined in the policy. However, prior to initiating the hearing procedure, the parent or School Food Authority may request a conference to provide an opportunity for the parent and official to discuss the situation, present information, and obtain an explanation of the data submitted in the application or the decisions rendered. The request for a conference shall not in any way prejudice or diminish the right to a fair hearing.

Only complete applications can be approved. This includes complete and accurate information regarding: the Food Stamp, TANF, or FDPIR case number; the names of all household members; on an income application the social security number of the person who signs the form or an indication that the adult does not have one, and the amount and source of income received by each household member. In addition, the parent or guardian must sign the application form, certifying the information is true and correct.

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410* or call (202) 720-5964. USDA is an equal opportunity provider and employer.

A complete copy of this policy is on file in the office of the School Food Authority District Administrator where it may be reviewed by any interested persons.

To find out how to apply for **food stamps** or other assistance benefits, contact your local assistance office or call **1-800-342-3009**.

FREE AND REDUCED PRICE MEALS
2011-12 Income Eligibility Guideline Income Chart

Total Family Size	Annual	Month	Twice/Month	Every 2 Weeks	Weekly
1	20,147	1,679	840	775	388
2	27,214	2,268	1,134	1,047	524
3	34,281	2,857	1,429	1,319	660
4	41,348	3,446	1,723	1,591	796
5	48,415	4,035	2,018	1,863	932
6	55,482	4,624	2,312	2,134	1,067
7	62,549	5,213	2,607	2,406	1,203
8	69,616	5,802	2,901	2,678	1,339
For each additional household member, add	7,067	589	295	272	136

How to Apply: To get free or reduced price meals for your children you may submit a Direct Certification letter received from the NYS Office of Temporary and Disability Assistance, OR carefully complete one application for your household and return it to the designated office. If you now receive food stamps, Temporary Assistance to Needy Families (TANF) for any children, or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household food stamp, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a food stamp, TANF or FDPIR case number for all the children for whom you are applying, the application must include the names of everyone in the household, the amount of income each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult's social security number, or check the box if the adult does not have a social security number. An application that is not

complete cannot be approved. Contact your local Department of Social Services for your food stamp or TANF case number or complete the income portion of the application.

Reporting Changes: The benefits that you are approved for at the time of application are effective for the entire school year. You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive food stamps.

Income Exclusions: The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964. USDA is an equal opportunity provider and employer.

Meal Service to Children with Disabilities: Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities. Major life activities are defined to include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. You must request the special meals from the school and provide the school with medical certification from a medical doctor. If you believe your child needs substitutions because of a disability, please get in touch with us for further information, as there is specific information that the medical certification must contain.

Confidentiality: The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian. We will let you know when your application is approved or denied.

EDUCATIONALLY RELATED LAWS/POLICIES

Bomb Threat Penalties

A state law has established a felony penalty for making a bomb threat against a school (Chapter 561 of the Laws of 1999). These threats are now punishable by up to a three-year prison sentence, a \$5,000 fine, and a mandatory one-year driver's license suspension. In addition, the False Reporting Act of 1999 (Chapter 207 of the Laws of 1999) allows school districts and emergency service organizations to recover their costs. This law holds individuals—or the parents of those under the age of 18 who make bomb threats—liable for the costs of responding to those threats. The State Assembly has sent a strong message: school bomb threats will not be tolerated.

Electronic Access/Use of Internet:

The following rules and regulations govern the use of the District's computers, software, network resources and access to the Internet. (*collectively "the network"*)

I. Administration

- The Superintendent of Schools shall designate the Network & Systems Coordinator to oversee the network.
- The Network & Systems Coordinator shall:
 - Monitor and examine all network activities, as appropriate, to enforce proper use of the network.
 - Ensure that all files and software are scanned for computer viruses.
 - Review the compatibility and technical requirements of all software prior to purchase.
- The Executive Director of Curriculum K-12 shall:
 - Disseminate these rules and regulations at the building level with all network users.
 - Provide employee training for proper use of the network and ensure that staff provides similar training to their students, which shall include disseminating copies of these rules and regulations.
- All parental consent forms and student network-use agreements shall be kept on file in the principal's office of the respective school.
- Staff members are responsible for teaching proper techniques and standards for participation, guiding access to appropriate sections of the network, and assuring that users understand that if they misuse the network, they may lose their access privilege. Particular concerns include network security, privacy, copyright infringement, E-Mail etiquette, computer viruses and spyware, and proper use of the World Wide Web and other network resources.

- All users will be provided with individual user accounts. The person in whose name the account is issued is responsible at all times for its proper use and security. Care must be taken to choose passwords which cannot be easily guessed. Passwords are not to be shared with anyone and must be changed regularly.

II. Network Access

The following people are entitled to use the network:

- All employees of the district for school business
- All district students, when under direct adult supervision, with signed parental permission slips
- Others working in K-12 public education who request use of the network. These requests will be reviewed on a case-by-case basis and will be granted as needs and resources permit by the Superintendent of Schools or his/her designee.

III. Acceptable Use and Conduct

Acceptable uses of the network are activities that support learning and teaching; inappropriate matter on the Internet and the World Wide Web is prohibited. Network users are encouraged to develop uses which meet their educational needs and which take advantage of the network's functions such as E-Mail, access to the World Wide Web, and other Internet resources.

Islip Public Schools has taken measures to restrict minors from accessing materials considered harmful to them. The district utilizes a content filtering system which is updated regularly and automatically blocks access to thousands of undesirable web sites in compliance with the Children's Internet Protection Act (CIPA). All web traffic is logged and may be monitored both in real-time and historically to detect inappropriate uses.

IV. Unacceptable Activity and Uses

Unacceptable uses of the network include, but are not limited to:

- Using profanity, obscenity, or other language which may be offensive to another user;
- Using defamatory, discriminating, or threatening language;
- Using the network for financial or commercial gain;
- Re-posting personal communications without the author's prior consent;
- Attempting to deliberately degrade or disrupt the computer system, which will be viewed as criminal activity under applicable state and federal law;
- Downloading, storing or printing files or messages that are pornographic, profane, obscene, or that use language that offends or tends to degrade others;
- Spreading computer viruses or spyware deliberately;
- Using the network for any illegal activity, including violation of copyright or other contracts;

- Vandalizing the data of another user or district equipment or materials;
- Creating, running, or installing programs that waste system resources, including but not limited to spyware, adware, and outdated or incompatible applications;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals (such as harassing, embarrassing, humiliating);
- Using an account owned by another user;
- Posting anonymous messages;
- Posting personal information when not related to a school purpose or activity, such as address, telephone number or school address;
- Unauthorized access, including so-called “hacking,” and other unlawful activities; which will be viewed as criminal activity under applicable state and federal law;
- Using network features such as chat rooms, peer-to-peer file transfer utilities, and instant message (IM) services;
- Unauthorized disclosure, use and dissemination of personal identification information regarding minors;
- Installing personal software on the district’s computers under any circumstances; Only software licensed for use by the district may be installed on district computers, and must only be installed by the IT department following a properly approved software installation request;
- Using personal disks or other accessories on the district’s computers and/or network without the permission of the IT department;
- Saving data in any location other than those designated by the IT department;
- Attempting to bypass the district’s security measures or content filtering in any manner;
- Using the network while access privileges are suspended or revoked; and
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Network users identifying a security problem on the district’s network must immediately notify the appropriate teacher, administrator or the Network & Systems Coordinator. Under no circumstance should the user demonstrate the problem to anyone other than to the district official or employee being notified.

V. *Electronic Publications*

Users will be allowed to produce materials for electronic publication on the Internet. Staff supervisor of user will monitor these materials to ensure compliance with content standards. The content of materials is constrained by the following restrictions:

- Student information and/or work used for electronic publication on the Internet will correspond to the level of parental consent on the student’s Parental Consent Form. Such information and/or work will include, but is not limited to:
 - Personal student information
 - Student work (documents, audio, video)
 - Student pictures

- No text, image, movie or sound that contains pornography, profanity, obscenity or language that offends or tends to degrade others will be allowed.

VI. No Privacy Guarantee

At the present time, no student will be given an Islip E-Mail address. If a student needs to print a report and cannot do so at home, he may send it to his personal E-Mail account. When he goes to school, he may access his personal E-Mail account solely to retrieve the document for printing. Using personal E-Mail accounts for any other purpose on the school network is prohibited and will be dealt with accordingly.

It should be understood that use of the district's network is not private and that network use, including the content of E-Mail sent or received, may be monitored at any time and without notice. The district reserves and may exercise the right to monitor, access, retrieve, or delete any data stored in, created, received, or sent over the district's network, including the E-Mail system, for any reason, without permission, and with or without cause.

VII. Sanctions

All users of the district's computer network and equipment are required to comply with the district's policy and regulations governing the use thereof.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to material protected by copyright, threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

VIII. District Limitation of Liability

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing hereunder. The district will not be responsible for any damages that a person may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruption caused by the district's negligence or the individual's errors or omissions. Use of any information obtained via the Internet is at the individual's risk. The Islip School District does not assume responsibility for the accuracy or quality of information obtained through its services.

In no event shall the district be liable for any indirect, special or consequential damages or loss of profits arising out of or related to this agreement, the performance or breach thereof, or the accuracy or correctness of data or the information contained herein, even if the district has been advised of the possibility thereof.

In no event shall the district be liable for any damages resulting from or related to any failure or delay of the district in providing access under this Agreement or to the accuracy or correctness of the data or the information contained herein.

IX. Children's Internet Protection Act (CIPA)

In December 2000, Congress passed the Children's Internet Protection Act. This act outlines requirements for any K-12 public school that receives funding under the E-Rate program for telecommunication services, Internet access and/or any direct costs associated with Internet access.

Under the new legislation, schools and libraries must:

- Create an Internet safety policy and distribute it to their school community
- Implement technology-blocking measures to prevent students from accessing inappropriate material from all school computers, or certify that they are undertaking measures to implement such technology
- Conduct a public meeting to disseminate and discuss the school's new or revised Internet Safety Policy.

For the complete Electronic Access and Internet Safety Policy and Regulation, please refer to the District's online Policy Manual at http://www.islipufsd.org/our_district/policy_manual.

SEXUAL HARASSMENT POLICY

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment (harassment based on gender, sexual orientation, ethnicity, religion, or appearance). To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the District.

Because sexual harassment can occur staff to student, student to staff, staff to staff, student to student, male to female, female to male, male to male or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student, employee, or any other individual associated with the school.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The District will promptly investigate all complaints of sexual harassment, either formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the District finds that a student or an employee has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, District policy and state law.

All complainants and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind.

The Superintendent of Schools or designee is directed to develop and implement regulations for reporting, investigating and remedying allegations of sexual harassment. These regulations are to be attached to this policy. In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment.

This policy shall be posted in a prominent place in each District facility and shall also be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications.

A committee of administrators, teachers, parents, and students shall be convened annually to review this policy's effectiveness and compliance with applicable state and federal law, and to recommend revisions to the Board.

SEXUAL HARASSMENT REGULATION

The following regulation contains the sexual harassment policy and regulations which are in addition to relevant procedures contained in Policy # 5300: Code of Conduct, Article VI Section E (5) and E (6) and Article XIV Section A (6).

I. Sexual Harassment Defined

Sexual harassment consists of unwelcome sexual advances, a request for sexual favors and other verbal or physical conduct of a sexual nature where:

- A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- B. Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment is unacceptable conduct and includes, but is not limited to:

- A. Assault, inappropriate touching, intentionally impeding movement, continuing comments, gestures, or written communications of a suggestive or derogatory nature;
- B. Continuing to express sexual interest after being informed that the interest is unwelcome (reciprocal attraction between peers is not considered sexual harassment);
- C. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; or suggesting that probation will be failed. Within the educational environment, implying or actually withholding grades earned or deserved, suggesting that a poor performance evaluation will be prepared, or suggesting that a scholarship recommendation or college application will be denied;
- D. Coercive sexual behavior used to control, influence or affect the career, salary and/or work environment, engaging in coercive sexual behavior to control, influence or affect educational opportunities, grades and/or the learning environment of a student;
- E. Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.

For purposes of this regulation, action or conduct shall be considered "unwelcome" if the student and/or employee or third party (school visitor, vendor, etc.) did not request or invite it and regarded the conduct as undesirable or offensive.

Definitions

1. Student: Any person enrolled as a student in any school and/or educational or recreational program authorized by the school District.
2. Employee: Any full-time or part-time faculty members, clerical, custodian, food service worker, monitor, administrator, or other persons receiving compensation for services rendered by the school District.
3. Complainant: Person making the complaint alleging discrimination based upon sex or handicap.
4. Compliance Officer: The person(s) designated by the school District Board of Education to conduct Level II investigations.
5. Superintendent: The Superintendent of Schools or his/her designated representative.

II. Confidentiality

It is District policy to respect the privacy of all parties and witnesses to complaints of sexual harassment. All matters involving sexual harassment complaints will remain confidential to the extent possible. However, because an individual's need for confidentiality must be balanced with the District's legal obligation to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve the complaint, the District retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. The staff member responsible for investigating complaints will discuss confidentiality standards and concerns with all complainants.

III. Reporting Procedures for Complaints

If a complaint received contains evidence or allegations of serious or extreme harassment, criminal touching, quid pro quo (e.g., offering an academic or employment reward or punishment as an inducement for sexual favors), or acts which shock the conscience of a reasonable person, the complaint shall be referred promptly to the Superintendent. In addition, if there is reasonable suspicion that the alleged harassment involves criminal activity, the Superintendent or designee shall be notified, and contact appropriate child protection and law enforcement authorities will be contacted. Where criminal activity is alleged or suspected by a District employee, the accused employee shall be suspended pending the outcome of the investigation, consistent with all contractual or statutory requirements.

A. Level I – Building Level

- 1) Any student, employee, or third party (visitor, vendor, etc.) in the school District who wishes to file a complaint regarding alleged discrimination based upon sex (including sexual harassment) or handicap shall make a complaint in writing on forms available in the each schools' main offices and from the Office of Administrative Services in the central administration building. Form 0110R F-1.

- 2) The form should be submitted to the building principal or designee.
- 3) The building principal or designee should submit a copy of the form to the Title IX Compliance Officer.
- 4) The building principal or designee should:
 - a. Investigate within one week (seven calendar days), the circumstances of the complaint.
- 5) If resolved with the building principal or designee, the resolution should be noted on Form 0110R F-1, reported on Form 0110R F-1A and both forms forwarded to the Title IX Compliance Officer.

If unresolved with the building principal or designee, it should be noted on Form 0110R F-1, reported on Form 0110R F-1A, and both forms forwarded to the Title IX Compliance Officer.

B. Level II –District

- 1) The Title IX Compliance Officer or designee is charged to make a decision and will:
 - a. Investigate, within one week (seven calendar days), the circumstances of the complaint.
 - b. Render a decision, within two weeks (14 calendar days), regarding the circumstances of the complaint.
 - c. Provide the complainant one week (seven calendar days) to react to the decision before it becomes final.
- 2) If resolved with the Title IX Compliance Officer or designee, the resolution should be noted on Form 0110R F-2 and reported on Form 0110R F-2A.
- 3) If unresolved with the Title IX Compliance Officer or designee, it should be noted on Form 0110R F-2 and reported on Form 0110R F-2A and both forms forwarded to the Superintendent of Schools or his/her designee.
- 4) The Superintendent will schedule a meeting within one week (seven calendar days) of the receipt of the request for review. The participants shall be the complainant (the complainant may be accompanied by his/her parent(s), guardian, spouse, or union representation), Title IX Compliance Officer, and the Superintendent; only the complainant and the Title IX Compliance Officer may present information or otherwise actively participate in the meeting.
- 5) The Superintendent will make a decision within one week (seven calendar days), which shall be final. The complainant and the Title IX Compliance Officer will receive copies of the decision. The Superintendent shall complete Forms 0110R F-3 and 0110R F-3A.

IV. Investigation and Resolution Procedures

A. Level I – Building Level

The Principal, designee, or immediate supervisor, shall conduct a preliminary review of when they receive a verbal or written complaint of sexual harassment, or if they observe sexual harassment. Except in the case of severe or criminal conduct, the Principal, designee, or immediate supervisor, should make all reasonable efforts to resolve complaints informally at the building level. The goal of informal investigation and resolution procedures is to end the harassment and obtain a prompt and equitable resolution to a complaint.

As soon as possible but no later than seven working days following receipt of a complaint, the Principal, designee, or immediate supervisor, should begin an investigation of the complaint according to the following steps:

- 1) Interview the victim and document the conversation. Instruct the victim to have no contact or communication regarding the complaint with the alleged harasser. Ask the victim specifically what action he/she wants taken in order to resolve the complaint. Refer the victim, as appropriate, to school social workers, school psychologists, crisis team managers, other school staff, or appropriate outside agencies for counseling services.
- 2) Review any written documentation of the harassment prepared by the victim. If the victim has not prepared written documentation, instruct the victim to do so, providing alternative formats for individuals with disabilities and small children, who have difficulty writing and need accommodations.
- 3) Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. When appropriate, extend the interview process to include all individuals with knowledge of the incident(s). Caution each witness to keep the complaint and his/her statement confidential. Inform the complainant that retaliation against him/her is prohibited.
- 4) Interview the alleged harasser regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation. Provide the alleged harasser an opportunity to respond to the charges in writing.
- 5) Instruct the alleged harasser to have no contact or communication regarding the complaint with the victim and to not retaliate against the victim. Warn the alleged harasser that if he/she makes contact with or retaliates against the victim, he/she will be subject to immediate disciplinary action. Inform the complainant and witnesses that any act of retaliation toward them is prohibited and illegal.
- 6) Review all documentation and information relevant to the complaint.
- 7) Where appropriate, suggest mediation as a potential means of resolving the complaint. In addition to mediation, use appropriate informal methods to resolve the complaint, including but not limited to:
 - a. Discussion with the accused, informing him or her of the District's policies and indicating that the behavior must stop;

- b. Suggesting counseling and/or sensitivity training;
 - c. Conducting training for the department or school in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
 - d. Requesting a letter of apology to the complainant;
 - e. Writing letters of caution or reprimand; and/or
 - f. Separating the parties.
- 8) Parent/Student/Employee Involvement and Notification:
- a. All parents of student victims and accused students shall be notified as soon as possible, preferably within one school day of allegations. All accused employees shall be notified as soon as possible, preferably within one school day of allegations.
 - b. All parents of students who file complaints are able to accompany their child at each stage of both informal and formal investigation and resolution procedures.
 - c. Report back to both the victim and the accused as appropriate regarding the outcome. Instruct the victim to report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against him/her.
 - d. Notify the victim that if he/she desires further investigation and action, he/she may request a District level investigation by contacting the Title IX Compliance Officer. Also notify the victim of his/her right to contact the U.S. Department of Education's Office for Civil Rights and/or a private attorney. Employees may also contact the U.S. Equal Employment Opportunity Commission or the New York State Division of Human Rights.

The Superintendent or his/her designee shall be notified of all investigations concerning sexual harassment.

B. Level II – District Level

The Title IX Compliance Officer, shall promptly investigate and resolve all sexual harassment complaints that are referred to him/her by a principal, designee, or immediate supervisor. In the event the complaint of sexual harassment involves the Title IX Compliance Officer, the complaint shall be filed with or referred to the Superintendent, who shall refer the complaint to a trained investigator not employed by the District for investigation.

The District level investigation should begin as soon as possible but not later than seven working days following receipt of the complaint.

In conducting the formal District level investigation, the District will use investigators who have received formal training in sexual harassment investigation or that have previous experience investigating sexual harassment complaints.

If a District investigation results in a determination that sexual harassment did occur, prompt corrective action will be taken to end the harassment. Where appropriate, District investigators may suggest mediation as a means of exploring options of corrective action and informally resolving the complaint.

The victim and the alleged harasser have the right to be represented by his/her parent(s), guardian, spouse, or union representation, at their own expense, during sexual harassment investigations and hearings. In addition, victims have the right to register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights. Employee victims also have the right to register complaints with the federal Equal Employment Opportunity Commission and the New York State Division of Human Rights. Nothing in these regulations shall be construed to limit the right of the complainant to file a lawsuit in either state or federal court.

V. Retaliation Prohibited

Any act of retaliation against any person who did not welcome sexually harassing behavior, or who has filed a complaint, is prohibited and illegal, and therefore subject to disciplinary action. Likewise, retaliation against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited. For purposes of this policy, retaliation includes but is not limited to: verbal or physical threats, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls, and any other form of harassment. Any person who retaliates is subject to immediate disciplinary action, up to and including suspension or termination.

VI. Discipline/Penalties

Any individual who violates the sexual harassment policy by engaging in prohibited sexual harassment will be subject to appropriate disciplinary action consistent with the District's Code of Conduct and all applicable federal and state laws. Disciplinary measures available to school authorities include, but are not limited to the following:

Students: A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension. The discipline to be imposed shall be consistent with the District's Code of Conduct and all applicable federal and state laws and applicable law.

Employees: A substantiated charge against an employee of the District shall subject such employee to disciplinary action, which may include warning, censure, suspension or dismissal. The discipline to be imposed shall be consistent with the District's Code of Conduct, all applicable contractual and statutory rights, and all applicable federal and state laws.

Volunteers: Penalties may range from a warning up to and including loss of volunteer assignment and shall be consistent with the District's Code of Conduct and all applicable federal and state laws.

Vendors: Penalties may range from a warning up to and including loss of District business and shall be consistent with the District's Code of Conduct and all applicable federal and state laws.

Other individuals: Penalties may range from a warning up to and including denial of future access to school property and shall be consistent with the District's Code of Conduct and all applicable federal and state laws.

False Complaints

False or malicious complaints of sexual harassment may result in corrective or disciplinary action taken against the complainant and shall be consistent with the District's Code of Conduct and all applicable federal and state laws.

Training

All students and employees shall be informed of this policy in student and employee handbooks and student registration materials. A poster summarizing the policy shall also be posted in a prominent location at each school. All secondary school student body officers shall receive District training about the policy at the beginning of each school year.

All new employees shall receive information about this policy at new employee orientation. All other employees shall be provided information at least once a year regarding this policy and the District's commitment to a harassment-free learning and working environment. Principals, Title IX Compliance Officer, and other administrative employees who have specific responsibilities for investigating and resolving complaints of sexual harassment shall receive yearly training on this policy and related legal developments.

Principals in each school and program directors shall be responsible for informing students and staff on a yearly basis of the terms of this policy, including the procedures established for investigation and resolution of complaints, general issues surrounding sexual harassment, the rights and responsibilities of students and employees, and the impact of sexual harassment on the victim.

SPORTS EXAMINATION

All students who wish to participate in inter-scholastic athletics must have a special physical examination at a scheduled time prior to the first practice session. The school doctor gives this examination after preliminary tests have been completed by the school nurse. Anyone who wishes an examination by a private physician must obtain the appropriate form from the nurse's office in the Middle School or High School. An updated questionnaire must be completed by the parent prior to each sports season.

VISITORS

The School District policy is to accept only those visitors who have legitimate business at the school. All visitors must sign in at the reception desk in the Main Office of the visited building.

EXCUSED FROM SCHOOL

Students may not leave the building or school grounds during the school day without permission from the office of the principal, the nurse or the attendance supervisor. All students wishing to be excused during the day must bring a written request from their parents and present it to the building principal. To be excused for any part of the session, students must be in school at least one period. No student is to leave the building at any time without the permission of the principal. Parents should meet the student in the main office where students are dismissed early. *Please note that once a student is on school grounds, the student may not leave without school permission.*

At the **High School level**, students wishing to be excused from school must submit a note (to the Attendance Office) signed by the parent, on the date the student is excused. The note should include the date and time student is being dismissed, expected time of return, and reason he/she is to be excused. Seniors only are permitted to be excused for a lunch period when a completed Lunch Release Form signed by the parent is received by the Attendance Office and a lunch sticker is affixed to the student's I.D. card. Students will not receive permission to leave the school building without the possession of their I.D. card and I.D. lunch label.

GIFTS

It is recommended that no gifts be given to teachers by students at holidays or at the end of the school year in June.

GRADUATION REQUIREMENTS

Minimum Diploma Credits

English 4

Social Studies 4

Science 3

Mathematics 3

Health 1/2

Fine Arts 1

Second Language* 2

Physical Education 2

Electives 2 1/2

Total Required 22

***Please Note:**

1. Students entering in ninth grade must successfully complete two credits in a second language.
2. Students who transfer from out of state in grade 7 have until the date of their graduation to complete the second language requirement. Students who transfer after grade 9 are exempt from the second language requirement.
3. A student identified as having handicapping conditions may be excused from the second language requirement if so indicated in the student's Individual Education Plan.

REQUIRED EXAMINATIONS

In addition to earning the 22 credits and completing the sequence requirements, all students are required to demonstrate competency in certain subject areas before being awarded an Islip diploma (Regents or Local). These competencies can be demonstrated through the following means:

- a. Students must take Regents exams in English, Global Studies, U.S. History, math and science in order to earn a Regents diploma. Passing score for a Regents credit is 65 or above.
- b. Students must take Regents exams in English, Global Studies, U.S. History, two maths, Living Environment and one other science, and a foreign language, and attain a score of 65 or better to obtain a Regents diploma with Advanced designation.
- c. All special education students have the safety net of obtaining a local diploma if they achieve a score between 55 and 64 on their Regents or pass the Regents Competency tests (RCT) if they have taken a Regents exam twice and not earned a score above 55.
- d. A local school district may award a student a Regents diploma with Honors or a Regents diploma with Advanced Designation with Honors. To earn Honors, a student shall achieve an average of 90 percent in all Regents examinations needed for diploma type.

HOMEWORK RECOMMENDATIONS

Students and parents frequently ask about the amount of time that a student should spend on homework. The time will vary depending on many factors, in particular the subjects being taken, the speed and concentration with which a student works, and the individual's learning and retentive ability in a given subject.

It is essential for both the student and the parent to understand that homework not only includes written assignments, but reading and studying as well. It is in the area of studying that the parent assumes the responsibility for seeing that the child adequately prepares his/her reading assignment, masters new vocabulary, takes brief notes on the major points and studies these notes.

The question is often raised by many parents as to how they can assist their children in their school work. The following suggestions are but a few of the more important ways in which parents can help their children to do their best in school:

1. Encourage your child to establish a definite time and place to study each day and see that he/she adheres to it. Each assignment should take an average of 20 to 30 minutes. One to two hours a day is desirable.

2. Your children should study well in advance of an exam. Don't let them wait until the night before. Encourage them to begin their studying as soon as they are told about an examination.
3. Encourage your child to develop personal goals. He/she should try to improve on his/her work every day.
4. Provide a quiet, well-lighted place to do homework and study. Distractions such as TV and a telephone should be avoided.
5. Success is difficult if your child is upset, nervous or worried. Try to provide a calm and stable atmosphere at home. Explore with your child the reasons for his/her anxieties.
6. Your child should keep a neat, up-to-date, and complete notebook. From time to time, go over it with him/her.
7. Your child should keep a record of his/her assignments. Small pieces of paper or textbook covers have a habit of getting lost. A student handbook which includes an assignment section is distributed to all middle and high school students.
8. Encourage your child to review the work in all of his/her subjects each day, even if there are not tests scheduled.
9. Written homework is best done at home. Study hall should be used for study and review. Encourage your child to bring his/her books home every night.
10. Keep in touch with the school. Your child's teachers and counselors are anxious to help in any way possible.

STUDENT I.D. CARDS - GRADES 9 THROUGH 12

Each student is issued a Photo I.D. Card during the beginning of the school year. Cards for students in grades 9-12 will be issued initially to entering freshmen and all transfer students. The student I.D. card serves the following purposes:

1. Bus pass identification
2. Purchasing of food from cafeteria
3. Library card
4. Admission to all school-sponsored activities
5. As part of the lunch release program for seniors, it is imperative that students carry an I.D. card throughout the school day and at school-sponsored activities. (Permission forms are available in the Attendance Office.)

When written parental permission is received by the HS administration to enable seniors to leave school property for a lunch period, the student must obtain an I.D. card "excused lunch" sticker from the Attendance Office. Underclassmen are not permitted to leave school grounds for lunch during the school day.

INSURANCE PROTECTION PLAN

Your Board of Education is providing school related accident insurance coverage for all of the children in the Islip Union Free School District. District coverage provides for reimbursement of medical expenses on a "USUAL & REASONABLE" basis, in the event that your child should be injured under any of the following circumstances:

- While attending regular classes, or school sponsored-activities; or
- While participating as a member of a team in a regularly scheduled game or practice.

The District's policy will be in "excess" of your own insurance coverage. This means that benefits will be paid only for the part of the medical expense which is not covered by your own insurance plan.

In the event of any accident, you must file a claim with your own health insurance company; then, contact your school for instructions on filing a claim under our student accident policy. The student must seek treatment within 45 days of injury.

INTERIM PROGRESS REPORTS

When appropriate, a progress report indicating a student's current course status will be available to parents electronically through the student management system. Copies can be picked up at each school upon request.

LOCKERS

Lockers are loaned to students during the school year and remain the property of Islip Public Schools. Therefore, they are subject to random health and welfare checks throughout the school year by an administrator. They are to be used for storage of clothing, books and education materials, not personal valuables. Pupils are permitted to go to lockers before and after their lunch period. Books for several periods should be carried at one time in order to limit the trips to one's locker. Students should keep their lockers in a clean and orderly condition at all times. If a violation of health or safety regulations is noted in a routine locker examination, the use of the school locker may be withdrawn.

A combination lock may be checked out from the boys' and girls' physical education department for use on a gym locker. Students are personally responsible for all articles in their lockers. Locker combinations should be kept confidential. **The school is not responsible for stolen articles.**

LOITERING

It is unlawful for persons to loiter in or around a school building and grounds at any time. Violators are subject to arrest for trespassing.

PHYSICAL EDUCATION

All students are involved in the physical education program in grades K-5. The following are recommended for participation: shorts, T-shirts, socks, sweat suits and laced sneakers.

All students in grades 6-12 must take physical education. Team sports, individual sports, and lifetime sports are taught in these classes. The Physical Best assessment program is the fitness test that all students will be given.

A student who visits a doctor and knows that he/she will be kept out of physical education classes must request the doctor to write a note that indicates the limitations placed upon the student, as well as when the student can return to class. All students are required to be prepared for class. This includes proper clothing to participate in class.

PROMOTION

To Grade 10 - A student must have earned 5 1/2 credits

To Grade 11 - A student must have earned 11 1/2 credits

To Grade 12 - A student must have earned 16 1/2 credits

REPORT CARDS FOR GRADES 6 THROUGH 12

Quarterly report cards showing the progress of the student will be available to parents electronically through the student management system. Copies can be picked up at each school upon request. After noting any irregularity or unusual condition, either marked improvement or deficiency, the parent should feel free to consult the teacher or the guidance counselor. Teachers are available for parent conference appointments. Parents desiring to confer with a teacher should call the guidance office to set up such an appointment in advance. Grades used in determining student status are:

- The final school passing grade is 65%;
- The Regents examination passing grade is 65%.

Examinations are given at the end of each unit; final tests are given at the end of each course. There are two types of final examinations:

1. Regents Examination for Regents students taking courses in which the Regents exam is offered; and
2. School Prepared Final Examinations for all other semester and year courses.

SMOKE-FREE SCHOOLS

The Board of Education, recognizing health hazards associated with smoking and in accordance with federal, state, public health and education law, prohibits smoking or other tobacco use in all school buildings, on school property, or at any school-sponsored event.

TEXTBOOKS

All textbooks are furnished by the school. Textbooks are changed or replaced approximately every five years. When a textbook is lost, the student must report to the main office and make arrangements to pay for the book immediately. The student will return a "paid receipt" to the class teacher who will then issue a new textbook. All books should be handled appropriately. Students who return books in damaged condition will be assessed a fine appropriate to the amount of damage as determined by the building administrator.

LOAN OF TEXTBOOKS

A student residing in the Islip Union Free School District, Islip, New York, who is in attendance in grades K-12 of a non-public school in New York State which operates under compulsory education laws, may borrow textbooks for use in the courses in which he is enrolled.

TUITION

Non-resident students may be admitted to the District under certain circumstances. Approved non-resident students must pay tuition and provide their own transportation. Enrollment of such students is subject to approval of the Superintendent of Schools.

VARSITY SPORTS SCHEDULES

Sports schedules are distributed to students in the Middle School and High School. Anyone wishing a sports schedule may obtain it at the office of the Director of Athletics at the High School. Please refer to the Section XI web site (www.sectionxi.org) for the most current information on athletic contest schedules.

VIDEO & TAPE RECORDED CONVERSATIONS

Pursuant to #1709 of the Education Law, the Board of Education has the power to adopt by-laws and rules for its government as it deems proper for the discharge of its duties required by law and to establish rules and regulations pertaining to the order of the schools to achieve the best educational results. Pertaining to the communicative process between parent and teacher/administrator and the learning process between student and teacher/administrator so as to allow for the free flow of information, recordings of parent/teacher/administrator conferences or student recordings of classroom lessons or meetings shall be prohibited unless specifically approved by the teacher and/or administrator.

Exceptions to the above apply to handicapped children at Committee on Special Education meetings or meetings with staff members while discussing special education placements.

WORKING PAPERS

If a student plans to work, he or she must observe the following regulations.

- If he/she is 11 or older: He/she may deliver newspapers. A newspaper permit is required and may be obtained in the Middle School Guidance Office.
- If he/she is 14 or 15: He/she must get working papers. He/she may not work in a factory. During the vacation period or when school is not in session, the working period is 8 hours a day, 6 days a week, but not more than 40 hours a week, between 7 a.m. and 9 p.m. During the time school is in session, total working time permissible is 3 hours a day, 18 hours a week. A farm work permit is required if one works on a farm.
- If he/she is 16 or 17: He/she must get working papers. He/she may not work in a factory. If the individual is not attending school, he/she may work 6 days a week, 48 hours a week. If still in school, he/she may work outside school hours and during vacations. During school weeks, however, said party may work only 4 hours a day, 28 hours a week. Working papers are required if one works on a farm.

Steps in Obtaining Working Papers

1. Students may get applications for working papers from the High School Health Office.
2. A parent must sign the application.

3. The student will need a current (within the year) physical examination. The student may be examined by their own private physician/or school physician.
4. The student must return to the High School Health Office with: (a) Signed application form (b) Record of physical examination.
5. After paperwork is complete, the Issuing Official (Director of Pupil Personnel Services and Special Education), will approve the working papers.
6. Students who are placed on home teaching for medical reasons are not eligible for working papers until they have been cleared by a medical doctor to return to school.

ISLIP PTA, ISLIP FRIENDS OF THE ARTS, ISLIP BOOSTER CLUB

The Islip Parent Teacher Association is an organization that welcomes into its membership parents, teachers and all other citizens interested in the welfare of children and youth. The Islip PTA units promote programs and activities that serve the needs of the community, its schools and its children. The PTA affords the public an additional opportunity of becoming familiar with the educational system, the District, its personnel and programs. The ultimate goals are to bring into closer relation the home and school, the parent and teacher, and to offer the highest advantages in quality education.

Islip SEPTA, a PTA unit with all rights, responsibilities, and privileges conferred, has as its primary purpose to support, strengthen and promote the greater awareness of special education programs and the children that are served. Membership is encouraged and available through the CSE, PTA and SEPTA networks.

PTA COUNCIL

President	Kathy Fields
1st Vice President	Stacy Abair
2nd Vice President	Mary Terrill
Secretary	Allison Jeran
Treasurer	Adria Kaplan

SPECIAL EDUCATION PTA

President	Kathy Williams
Vice President	Chris Mashkow
Secretary	Denise Colotti
Treasurer	Adria Kaplan
Council Representative	Chris Mashkow
Council Representative	Jean Uher

ISLIP HIGH SCHOOL PTSA

President	Lisa Barraco
Vice President	Kim Doyle
Secretary	Debbie Lambert
Treasurer	Donna Jordan
Council Representative	
Council Representative	

COMMACK ROAD ELEMENTARY SCHOOL PTA

President	Jennifer Albanese
1st Vice President	Jennifer Leonard
2nd Vice President	Jennifer Hayes
Treasurer	Stacey Zurbaran
Secretary	Mindy Lawrence
Council Representative	
Council Representative	

ISLIP MIDDLE SCHOOL PTA

President	Mary Terrill
Vice President	Kathleen Fields
Secretary	Karen Baldino
Treasurer	Ann Persaud
Council Representative	Lori Warnokowski
Council Representative	Lorie Karabatzoglou

SHERWOOD ELEMENTARY SCHOOL PTA

President	Cara Pitta
1st Vice President	Caitlin Eng
2nd Vice President	Deborah Cottral
Treasurer	Diane Howell
Recording Secretary	Stacy Abair
Corresponding Secretary	Cherie Rogers
Council Representative	Jennifer Melaniff
Council Representative	Ainee Cooke

WING ELEMENTARY SCHOOL PTA

President	Kerin Raggio
1st Vice President	Ernie DeFalco
2nd Vice President	Rosanne Dietz
Treasurer	Tracy Worth
Recording Secretary	Gina McLoughlin
Corresponding Secretary	Caitlin Eng
Council Representative	Tina Hardekopf
Council Representative	Jennifer Autera

Support your home school's PTA/PTSA in their annual membership drive on Meet the Teacher Night during September - October (Please refer to the calendar for the date of your school's "Meet the Teacher Night")

ISLIP BOOSTER CLUB

Recognizing that participation in organized sports and sporting events promotes physical well-being and provides opportunities to develop healthy competitive attitudes, the Islip Booster Club encourages and supports Islip student athletes.

Through fundraising events, the Booster Club supports Islip athletic programs by presenting awards to Islip's winning teams, providing trophies for tournaments and encouraging excellence through scholarships. For further information, please call 650-8370.

President George Chappas

District Liaison Bob Panariello

ISLIP FRIENDS OF THE ARTS

Islip Friends of the Arts is a District-wide service organization that works to bring our children new experiences in the areas of art, music, and the performing arts. Studies have shown that exposure to art and music greatly enhances a child's appreciation of the fine arts and has a positive effect on his/her overall education. Through fundraising each year, Friends of the Arts provides recognition, awards and scholarships to students in grades 3-12. Our Board will be announced at our first meeting in September. ALL ARE WELCOME! For further information, please call Barbara at 277-7320.



HELP!!! . . . (IT'S ONLY A PHONE CALL AWAY!!!!)

Do you have a school-related question or a problem? Are you and/or your child in need of school assistance? Have you heard a disturbing rumor? Not sure who to call to find an answer or address a concern? The Islip Board of Education encourages direct parent-teacher communication as being most helpful in achieving a successful school experience for all, as well as strengthening the understanding and appreciation of the roles of both the parent and educational staff. The following communication model will guide you in obtaining answers to your questions and concerns:

Level 1: If you have a question, comment, or concern about your child's education, it should be brought first to your child's teacher.

Level 2: If you are not satisfied with the results at that level, you should then contact your child's principal at the school he/she attends.

Level 3: If this does not produce a satisfactory solution, you are then welcome to contact central administration.

Teachers, supervisors, and administrators are employed to help you. However, if they don't know what your concern is, they can't assist you. Most matters are resolved at Level 1, through a quiet discussion between parent and teacher. Should you have a question, concern, or problem, it is to your benefit and the benefit of your child that you take full advantage of the communication model as outlined above. You are urged to make the appropriate contact in the order indicated. Thank you.

School Building Hours and District Telephone/Fax List
Main School District Phone Number650-8200

Central Administration

Business Hours: 8:30 am - 4:15 pm*

215 Main Street, Islip, NY 11751

Fax: (631) 650-8218



Superintendent of Schools

(631) 650-8210

Assistant Superintendent for Administrative Services

(631) 650-8220

Assistant Superintendent for Business

(631) 650-8265

Executive Director of Curriculum K-12

(631) 650-8240

Director of Pupil Personnel Services & Special Education

(631) 650-8415

Plant Facilities Administrator

(631) 650-8430

Food Service Director

(631) 650-8270

Transportation Secretary

(631) 650-8275

****Please note that school business hours may be slightly modified during the summer months of July and August.***

Islip High School (7:20 am – 1:58 pm)

2508 Union Boulevard, Islip, NY 11751

<i>Main Office</i>	(631) 650-8300
<i>Fax</i>	(631) 650-8308
<i>Principal's Office</i>	(631) 650-8305
<i>Assistant Principal's Office, Grades 9-10</i>	(631) 650-8315
<i>Assistant Principal's Office, Grades 11-12</i>	(631) 650-8320
<i>Guidance Office</i>	(631) 650-8350
<i>Guidance Office Fax</i>	(631) 650-8368
<i>Health Office</i>	(631) 650-8325
<i>Attendance Office</i>	(631) 650-8310
<i>Athletic Director</i>	(631) 650-8370
<i>Athletic Office Fax</i>	(631) 650-8373
<i>Drug Abuse Educator</i>	(631) 650-8333

Islip Middle School (8:20 am - 2:24 pm)

211 Main Street, Islip, NY 11751

<i>Main Office</i>	(631) 650-8500
<i>Fax</i>	(631) 650-8508
<i>Principal's Office</i>	(631) 650-8505
<i>Asst. Principal</i>	(631) 650-8515
<i>Guidance</i>	(631) 650-8550
<i>Health Office</i>	(631) 650-8525
<i>Attendance</i>	(631) 650-8510

Commack Rd. Elementary School (9:15 am - 3:15 pm)

300 Commack Road, Islip, NY 11751

<i>Main Office</i>	(631) 650-8600
<i>Fax</i>	(631) 650-8608
<i>Principal's Office</i>	(631) 650-8605
<i>Nurse's Office</i>	(631) 650-8625
<i>Attendance</i>	(631) 650-8625

Maud S. Sherwood Elementary School (8:50 am – 2:50 pm)

301 Smith Avenue, Islip, NY 11751

<i>Main Office</i>	(631) 650-8650
<i>Fax</i>	(631) 650-8658
<i>Principal's Office</i>	(631) 650-8655
<i>Health Office</i>	(631) 650-8675
<i>Attendance</i>	(631) 650-8650

Wing Elementary School (9:45 am – 3:45 pm)
 Winganhauppauge Road, Islip, NY 11751

<i>Main Office</i>	(631) 650-8450
<i>Fax</i>	(631) 650-8458
<i>Principal's Office</i>	(631) 650-8455
<i>Health Office</i>	(631) 650-8475
<i>Attendance Office</i>	(631) 650-8475

Other

<i>Athletics</i>	(631) 650-8370
<i>Special Ed/PPS</i>	(631) 650-8418
<i>Fine & Performing Arts</i>	(631) 650-8523
<i>School Security</i>	(631) 665-7111
<i>Tip Line</i>	(631) 859-4847 or (631) 859-ITIP



Board of Education

Catherine M. Romano, President
Myrill Solaski, Vice President
Steven Costantino, Trustee
Nelson Couvertier, Trustee
Mary M. Dennis, Trustee
Tom Leggio, Trustee
Dave Twomey, Trustee