

# Islip Public Schools 2024-2025 Parent-Student Guidebook

## Board of Education

Phil Dineen, President

Paul Austin, Vice President

Eric Buehler, Trustee

Matthew Clareen, Trustee

Danielle Flora, Trustee

Tom Leggio, Trustee

Laura Rogacki, Trustee

The Islip School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, military status, disability, predisposing genetic characteristic, domestic violence victim status, or any other basis prohibited by New York state and/or federal non-discrimination laws in its educational programs and activities, or employment practices, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the District's non-discrimination policies should be directed to: Dr. Kate O'Callaghan, Assistant Superintendent for Student Support Services, Administration Building, 215 Main Street, Islip, NY 11751; Phone: 631-650-8400.

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## SCHOOL HOURS, ADDRESS, AND TELEPHONE LISTS

### ***Islip High School (7:19 a.m. – 2:00 p.m.\*)***

2508 Union Boulevard, Islip, NY 11751

<b>Main Office</b>	631-650-8300
<b>Fax</b>	631-650-8308
<b>Principal's Office</b>	631-650-8305
<b>Asst. Principal, Grades 11-12</b>	631-650-8315
<b>Asst. Principal, Grades 9</b>	631-650-8320
<b>Asst. Principal, Grades 10</b>	631-650-8330
<b>Guidance Office</b>	631-650-8350
<b>Guidance Office Fax</b>	631-650-8368
<b>Health Office</b>	631-650-8325
<b>Attendance Office</b>	631-650-8310
<b>Athletic Director</b>	631-650-8370
<b>Athletic Office Fax</b>	631-650-8373

### ***Islip Middle School (8:20 a.m. – 2:24 p.m.)***

211 Main Street, Islip, NY 11751

<b>Main Office</b>	631-650-8500
<b>Fax</b>	631-650-8508
<b>Principal's Office</b>	631-650-8505
<b>Assistant Principal's Office</b>	631-650-8515
<b>Dean of Students</b>	631-650-8530
<b>Guidance</b>	631-650-8550
<b>Health Office</b>	631-650-8525
<b>Attendance</b>	631-650-8510
<b>Fine &amp; Performing Arts</b>	631-650-8520

### ***Maud S. Sherwood Elementary School (8:50 a.m. – 2:50 p.m.)***

301 Smith Avenue, Islip, NY 11751

<b>Main Office</b>	631-650-8650
<b>Fax</b>	631-650-8658
<b>Principal's Office</b>	631-650-8655
<b>Health Office</b>	631-650-8675
<b>Attendance</b>	631-650-8660

### ***Commack Road Elementary School (9:15 a.m. – 3:15 p.m.)***

300 Commack Road, Islip, NY 11751

<b>Main Office</b>	631-650-8600
<b>Fax</b>	631-650-8608
<b>Principal's Office</b>	631-650-8605
<b>Health Office</b>	631-650-8625
<b>Attendance</b>	631-650-8610

### ***Wing Elementary School (9:45 a.m. – 3:45 p.m.)***

Winganhauppauge Road, Islip, NY 11751

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

***\*NEW TIMES FOR THE 2024-2025 SCHOOL YEAR.***

**DISTRICT TELEPHONE & FAX NUMBERS**  
**Main School District Phone Number .....631-650-8200**

*Central Administration*  
*Business Hours: 8:30 am - 4:15 pm\**  
215 Main Street, Islip, NY 11751

*Superintendent of Schools*  
Dennis P. O'Hara, Ed.D.  
631-650-8210  
631-650-8218 (fax)

*Assistant Superintendent for Business*  
Michael Zeterberg  
631-650-8265  
631-650-8258 (fax)

*Assistant Superintendent for Human Resources, Administrative  
Services, and Operations*  
Donna Brower  
631-650-8220  
631-650-8218 (fax)

*Plant Facilities Administrator*  
Andrew Scimeca  
631-650-8430  
631-650-8448 (fax)

*Assistant Superintendent for Curriculum & Instruction*  
Michael Giacchetto, Ed.D.  
631-650-8240  
631-650-8218 (fax)

*Department of Food and Nutrition Manager*  
Andrew Bromm  
631-650-8270  
631-650-8258 (fax)

*Assistant Superintendent for Student Support Services*  
Kate O'Callaghan, Ed.D.  
631-650-8400  
631-650-8418 (fax)

*Transportation Secretary*  
Trish Connelly  
631-650-8275

*Enrollment*  
631-650-8405

*School Security*  
Office – 631-650-8421  
Tip Line – 631-859-4847  
Mobile Unit – 631-312-4640

*\*District offices operate on a modified schedule during July and August. We recommend you call before visiting during these months.*

## CHAIN OF COMMUNICATION PROTOCOLS

The Islip Board of Education and administrative team recognize that strong family-school partnerships are essential to student success. Communication is necessary to maintain these partnerships, starting with the staff members who work closest with your children each day. Sometimes, however, additional staff members may need to become involved to resolve an issue. The following communication protocols will guide you in obtaining answers to your questions or concerns.

***NOTE: For concerns about a staff member, start with the Building Principal.***

**CLASSROOM ISSUES** (*procedures, behavior, grades, etc.*) and **CURRICULUM & INSTRUCTION** (*subject matter, textbooks, materials, etc.*)

### Grades K-5

- Classroom teacher, if not resolved...
- School-based Student Support Team (*e.g., school counselor, social worker, or psychologist*), if not resolved...
- Principal, if not resolved...
- Assistant Superintendent for Curriculum & Instruction, if not resolved...
- Superintendent of Schools

### Grades 6-12

- Classroom teacher, if not resolved...
- School-based Student Support Team (*e.g., school counselor, social worker, or psychologist*), if not resolved...
- Department Coordinator, if not resolved...
- Principal, if not resolved...
- Assistant Superintendent for Curriculum & Instruction, if not resolved...
- Superintendent of Schools

### **SPECIAL EDUCATION K-12**

- Teacher, if not resolved...
- Principal, if not resolved...
- Coordinator of Special Education, if not resolved...
- Assistant Superintendent for Student Support Services, if not resolved...
- Superintendent of Schools

### **HEALTH (MEDICAL/MENTAL HEALTH/EMOTIONAL) K-12**

- School nurse, if not resolved...
- School-based Student Support Team (*e.g., school counselor, social worker, or psychologist*), if not resolved...
- Principal, if not resolved...
- Assistant Superintendent for Student Support Services, if not resolved...
- Superintendent of Schools



## **COUNSELING/SOCIAL WORK/PSYCHOLOGY**

### **Grades K-5**

- Teacher, if not resolved...
- Elementary counselor/psychologist/social worker...
- Principal, if not resolved...
- Assistant Superintendent for Student Support Services, if not resolved...
- Assistant Superintendent for Curriculum & Instruction, if not resolved...
- Superintendent of Schools

## **ATHLETICS AND OTHER SCHOOL ACTIVITIES**

### **Athletics**

- Coach, if not resolved...
- Director of Health, Physical Education, and Athletics, if not resolved...
- Principal, if not resolved...
- Superintendent of Schools

## **TRANSPORTATION**

### **Pick-up/route problems, etc.**

- Principal\*, if not resolved...
- Transportation Office, if not resolved...
- Assistant Superintendent for Business if not resolved...
- Superintendent of Schools

*\*Note about drop-offs: If unable to reach anyone in the principal's office, please call Transportation.*

## **TECHNOLOGY/DEVICE ISSUES**

- Building Technology Support, if not resolved...
- Technology Office, if not resolved...
- Director of Technology, Innovation, and Information Systems, if not resolved...
- Superintendent of Schools

### **Grades 6-12**

- Counselor, if not resolved...
- Director of Counseling, if not resolved...
- Principal, if not resolved...
- Assistant Superintendent for Student Support Services, if not resolved...
- Assistant Superintendent for Curriculum & Instruction, if not resolved...
- Superintendent of Schools

### **Other School Activities**

- Activity advisor, if not resolved...
- Principal, if not resolved...
- Assistant Superintendent for Curriculum & Instruction, if not resolved...
- Superintendent of Schools

### **Behavior Issues**

- Bus driver, if not resolved...
- Principal, if not resolved...
- Transportation Office, if not resolved...
- Assistant Superintendent for Student Support Services (*if special education-related*), if not resolved...
- Assistant Superintendent for Business if not resolved...
- Superintendent of Schools

## 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/guardians, 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”) at the annual organizational meeting to be effective for the new school year.

Unless otherwise indicated, this code applies to all students, school personnel, parents/guardians, 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. Participate in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation, gender identity or disability.
2. Provide their account of the relevant events to the appropriate school personnel who are 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; social and emotional growth; and safety by demonstrating 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 extracurricular 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 and use self-control strategies.
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 children is a joint responsibility and partnership between parents/guardians 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 and follow those rules.
8. Convey to their children a supportive attitude toward education and the District.
9. Build good relationships with all school personnel, other parents/guardians, 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 and well-being.
4. Know school policies and rules and enforce them in a fair and consistent manner.
5. Communicate to students and parents/guardians:
  - 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/guardians, 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, ELL teachers, teachers of hearing impaired, teachers of vision impaired, mobility teachers, speech teachers, occupational or physical therapists. (Social workers, psychologists and speech, ELL, 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/guardian/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 college and career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.
6. Provide essential information on the needs of individual students to staff.

**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 redress of grievances.
3. Evaluate all instructional programs on a regular basis.
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/guardians 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, gender identity, 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/guardians 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/guardians, 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/guardians, 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. Students are expected to be respectful 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 oneself and 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, gestures, and/or written expressions that are offensive, profane, lewd, vulgar, abusive, and/or threatening.
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.
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, but are not limited to:**

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. Misuse of electronic communication, entertainment, and music devices without prior consent from the principal or his/her designee.

3. Taking photographs and/or video/audio recordings on school grounds without the consent of the individual(s) being photographed/recorded or without an otherwise valid school sanctioned purpose. Prior to taking photographs and/or video/audio recordings for any other reason, consent shall be obtained from the building principal or his/her designee.

**D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:**

1. Committing or attempting to commit an act of violence against themselves or others.
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, weight, national origin, religion, religious practice, ethnic group, gender, gender identification, 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, including cyberbullying, which includes engaging in actions or statements that put an individual in fear of physical, verbal, or psychological harm; sexting and sextortion.
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, using, or possessing a cigarette, cigar, pipe, chewing or smokeless tobacco, e-cigarette, vape pen, and/or wax pen.



11. Possessing, consuming, selling, offering, manufacturing, 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,” which are substances designed and synthesized to mimic the intended effects and usages of illegal 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.
17. The selling or distribution of any product or service on school property without consent of school personnel
18. Harassing, threatening, inappropriate and/or obscene actions and/or language toward any person on school property.
19. Transmitting inappropriate or violent material of any kind using an electronic device.

**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;
6. Possessing electronic devices, including but not limited to cell phones, in a testing location during assessments.

***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 various forms of discipline;
5. Information from parents/guardians, 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. *(See Section XI of the full Code of Conduct).*

#### **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 following is a list of consequences that denote who may impose these consequences:

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, or any other appropriate district personnel;
3. Written notification to parent/guardian - 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.
14. Students who possess electronic devices, including but not limited to cell phones, in a testing location during state assessments, will have the device confiscated and the state assessment will be null and void.
15. Students may be barred from school events and not permitted on school property and/or banned from future school events.

\*Restorative Justice Program possible in conjunction with these consequences. Students attend school, but report to the Alternative Learning Center where they complete course work to stay current with their classmates. Additional assignments related to their code violations may also be assigned. Parents and students must meet together with the Dean of Students before they are released from the Restorative Justice Program.

### ***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/guardian 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 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 must show valid identification when signing in and 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 any use of 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, perceived 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 for personal gain 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/guardian (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 have 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 that requires all school districts to re-inspect for asbestos-containing building materials. In accordance with our Asbestos Management Plan (AMP), our facilities have been inspected and response actions were developed to ensure a continued safe environment for our students and employees. Activities include training of custodial and maintenance staff to prevent disturbance of asbestos and periodic re-inspection and surveillance activities by trained personnel. The AMP documents all asbestos-related activities and is available for your review at the district’s Facilities office and within the main office of each school building.

Asbestos response actions and abatement projects have been performed in all school buildings within the District. The following is a list of the buildings and their respective abatement project dates:

- April 2024 ..... Islip High School
- April 2024 ..... Islip Middle School
- April 2024 ..... Sherwood Elementary School
- January 2024 ..... Sherwood Elementary School
- October 2023 ..... Wing Elementary School
- September 2023 ..... Wing Elementary School
- September 2023 ..... Wing Elementary School
- September 2023 ..... Sherwood Elementary School
- July 2023 ..... Islip High School
- July 2023 ..... Islip Middle School
- June 2023 ..... Administration Building
- June 2023 ..... Maintenance Building
- May 2023 ..... Commack Road Elementary School
- May 2023 ..... Islip Middle School
- April 2023 ..... Sherwood Elementary School
- April 2023 ..... Islip High School
- April 2023 ..... Islip Middle School
- March 2023 ..... Islip High School
- March 2023 ..... Islip Middle School
- February 2023 ..... Sherwood Elementary School
- January 2023 ..... Islip Middle School
- December 2022 ..... Islip High School
- October 2022 ..... Islip Middle School
- September 2022 ..... Wing Elementary School
- June 2022 ..... Sherwood Elementary School
- May 2022 ..... Wing Elementary School
- April 2022 ..... Commack Road Elementary School
- March 2022 ..... Islip Middle School
- February 2022 ..... Maintenance Building



- February 2022 ..... Islip High School
- February 2022 ..... Wing Elementary School
- January 2022 ..... Wing Elementary School
- December 2021 ..... Islip Middle School
- September 2021 ..... Wing Elementary School
- September 2021 ..... Islip High School
- September 2021 ..... Islip High School
- August 2021 ..... Islip High School
- June 2021 ..... Maintenance Building
- June 2021 ..... Wing Elementary School
- June 2021 ..... Islip High School
- June 2021 ..... Commack Road Elementary School
- April 2021 ..... Wing Elementary School
- March 2021 ..... Wing Elementary School
- March 2021 ..... Wing Elementary School
- March 2021 ..... Commack Road Elementary School
- April 2020 ..... Wing Elementary School
- April 2020 ..... Sherwood Elementary School
- August 2019 ..... Wing Elementary School
- July 2019 ..... Commack Road Elementary School
- July 2019 ..... Sherwood Elementary School
- June 2019 ..... Wing Elementary School
- June 2019 ..... Islip High School
- December 2018 ..... Islip High School
- July 2018 ..... Islip Middle School
- July 2018 ..... Commack Road Elementary School
- July 2018 ..... Sherwood Elementary School
- July 2018 ..... Wing Elementary School
- March 2018 ..... Wing Elementary School
- July/August 2017 ..... Commack Road Elementary School
- July 2017 ..... Islip High School

- July 2017.....Sherwood Elementary School
- July 2017..... Wing Elementary School
- June 2017 ..... Islip High School
- June 2017 ..... Wing Elementary School
- April 2017 ..... Islip High School
- February 2017 ..... Sherwood Elementary School
- December 2016 ..... Wing Elementary School
- August 2016 ..... Islip High School
- July 2016 ..... Commack Road Elementary School
- July 2016 ..... Sherwood Elementary School
- May 2016 ..... Islip Middle School
- January 2016 ..... Islip High School
- September 2015 ..... Commack Road Elementary School
- September 2015 ..... Sherwood Elementary School
- September 2015 ..... Islip Middle School
- September 2015 ..... Islip High School
- August 2015 ..... Commack Road Elementary School
- August 2015 ..... Wing Elementary School
- August 2015 ..... Islip Middle School
- July 2015 ..... Wing Elementary School
- June 2015 ..... Islip Middle School
- June 2015 ..... Commack Road Elementary School
- June 2015 ..... Islip High School
- March 2015 ..... Islip High School
- September 2014 ..... Commack Road Elementary School
- August 2014 ..... Islip Middle School
- August 2014 ..... Islip High School
- July 2014 ..... Wing Elementary School
- July 2014 ..... Commack Road Elementary School
- July 2013..... Islip High School
- July 2013..... Sherwood Elementary School

- July 2013 ..... Wing Elementary School
- June 2013 ..... Commack Road Elementary School
- July 2012 ..... Commack Road Elementary School
- November 2011 ..... Islip High School
- July 2011 ..... Commack 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 the Plant Facilities Administrator, Islip Public Schools, 215 Main Street, Islip, NY 11751 or call 631-650-8430.

## **BOARD OF EDUCATION**

During the 2024-25 school year, the Board of Education will conduct meetings according to the schedule posted on the [Board Meeting Schedule page](#) District website. Any change of date for a scheduled meeting will be published on the [District website](#) and posted at District buildings.

Anyone wishing to contact the Board of Education may email [BOE@islipufsd.org](mailto:BOE@islipufsd.org).

## **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 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 631-650-8405 between 7:30 a.m. and 2:30 p.m. to arrange to pick up an enrollment packet. Enrollment forms may also be obtained from the [New Entrant Registration page on the Islip School District website](#). 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 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, pertussis, tetanus, measles, mumps, rubella, poliomyelitis, Hepatitis B, Haemophilus influenza Type B (Hib), pneumococcal disease (children born after January 2008), and varicella, 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, fourth, 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, fourth, seventh and tenth grades, it will be given at District expense.

## ATTENDANCE - GENERAL INFORMATION

The State Education Department requires teachers 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 may 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 three days must report to the nurse with their excuse.

## STUDENT ATTENDANCE POLICY 5100

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to reduce the current level of unexcused absences, tardiness, and early departures (referred to in this policy as “ATEDs”), encourage full attendance by all students, maintain an adequate recordkeeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

### *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 website](#) 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 time frame.)
- Designated staff members will contact parents/guardians regarding attendance concerns and suggested proactive interventions.
- School newsletters, publications, and [District website](#) 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 website](#) 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 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.

## **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 from 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 ID card. Students will not receive permission to leave the school building without the possession of their ID card and ID lunch label.

## **STUDENTS WITH DISABILITIES**

The Board of Education is concerned with helping all students with disabilities, from birth through age 22. Should you think that your child might have developmental delays that need to be assessed and may warrant special education services, please call the Assistant Superintendent for Student Support Services at 631-650-8400. Parents and other individuals have the right to file a formal complaint with the State Education Department. The [New York State Education Department website offers guidelines and procedures](#) for this process.

## **SUPPORTIVE SERVICES/HEALTH APPRAISALS**

### ***Home Instruction***

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

## **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 and Language Pathologist in the District is to help the students having speech and/or language impairments 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.

## **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.

## **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 Assistant Superintendent for Student Support Services. A complete special education folder for each classified student is available in the District Student Support Services office. For inquiries, please call 631-650-8400. 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 for Student Support Services at 631-650-8400.

## **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 Every Student Succeeds Act (ESSA), 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.

## **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.

## **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.

## 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 a timely announcement to that effect via automated telephone message and through the following media and social media outlets:

TELEVISION STATIONS	RADIO STATIONS	ONLINE
NEWS 12 Long Island	WALK 97.5 FM	<a href="#">Islip Public Schools Website</a>
FiOS 1 News	KJOY 98.3 FM	<a href="#">Islip Public Schools Facebook Page*</a>
Channel 7 Eyewitness News	103.1 Max FM	<a href="#">Islip Public Schools Twitter Feed*</a>
Channel 4 NBC	94.3 The Shark FM	
Channel 2 CBS	WHLI 1100 & 1370 AM	
Fox 5/MY9		
Channel 11		

*\*Check with your building principal and PTA for information regarding their social media sites.*

**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. Plans for a delay of two hours (120 minutes) have been developed Districtwide. Upon announcement, all students should report to school accordingly.

**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 and television stations. 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. While the building level plans containing specific responses are confidential in nature, the District-wide School Safety Plan is a public document. This School Safety Plan is available in the main office of each building in the District, and the plan and a brief overview are also available on the [Security page of our website](#).

## **GIFTS**

It is recommended that no gifts be given to teachers by students during the 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 CLICK HERE FOR ADDITIONAL INFORMATION ON NEW YORK STATE DIPLOMA REQUIREMENTS\*](#)

**ADDITIONAL REQUIREMENT:** Per Board of Education policy, students are now required to complete 15 hours of Community Service over the course of their high school career in order to be eligible to graduate (beginning with those students graduating with the class of 2021).

**\*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, 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 four (4) required Regents exams (one in each discipline: English, math, science, and social studies.) Passing score for a Regents credit is 65 or above. In addition, to the four exams, they must complete one (1) Pathway. [Please click here for more information on New York State Pathways.](#)
- b. Students must take Regents exams in English, Global Studies, US History, three math courses, Living Environment and one other science, and a foreign language Checkpoint B exam, 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.
- 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. [Visit this website for additional information on diploma types and credentials.](#)
- e. Other options to meet these requirements are available. Please see the [New York State Education Department website for the latest information on Multiple Pathways.](#)

**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 progress reports or 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. Students who have a failing Final Grade in two or more subjects in June will be placed on the probation list for the next school year. If you have any questions, please call Mr. Charlie Rizzuto, Assistant Principal, at 631-650-8330.

## **HIGH SCHOOL TRAFFIC REGULATIONS**

Parents who drive their children to school may enter the grounds by either the north or south gate, but they must leave by the same gate they enter to avoid passing the bus-loading zone in front of the building. 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. Under New York State Law, 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 have received a NYS Class D license after completing a state-approved Driver Education Course. No motorcycles or motorbikes (2- or 3-wheel motor powered vehicles) are allowed on school property.

## **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 schoolwork. 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 (at the high school level) 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 his/her work every day.
4. Provide a quiet, well-lit place to do homework and study.
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 students in grades 2-12.

8. Encourage your child to review the work in all of his/her subjects each day, even if there are no tests scheduled.
9. Written homework is best done at home. 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.
11. If your child has no written assignment, he/she should read for a minimum of 20 minutes.

## **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.

## **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.

Students are also assigned a gym locker with a built in combination lock. 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 Fitnessgram 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.

## **PROGRESS REPORTS (INTERIM)**

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.

## **PROMOTION**

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

**To Grade 11** - A student must have earned 11 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 school counselor. Teachers are available for parent conference appointments. Parents desiring to confer with a teacher should call the school counseling 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 college and career readiness grades are: 75% for ELA and 80% for math.

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.

## **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 pass or photo bus pass ID 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 2024-25**

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 the school campus is at least 1.3 miles.

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

**Islip Elementary Schools:** Distance from home to nearest entrance to the school campus 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 school building the child attends or the District's Transportation Office, 631-650-8275. (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 page 78 of this document.

## **TRANSPORTATION SCHEDULE 2024-25**

All transportation schedules are sent through ParentSquare in August.

## **TRANSPORTATION - NON-PUBLIC SCHOOL PUPILS (FILING DEADLINE: APRIL 1st)**

Applications for non-public school transportation for the 2024-2025 academic year were due in the District's Transportation Office (215 Main Street, Islip, NY 11751) by April 1, 2024. Applications for non-public school student transportation for the 2025-2026 academic year are due to the same no later than April 1, 2025. Additional information is available by contacting the Transportation Office at 631-650-8275.

## **SCHOOL BREAKFAST AND LUNCH**

Children need healthy meals to learn. We are pleased to inform you that the Islip Union Free School District has implemented a meal certification option available to schools participating in the National School Breakfast and Lunch Program called the Community Eligibility Provision (CEP) for the 2024-2025 school year.

### **What does this mean for you and your child?**

All students enrolled in the Islip School District are eligible to receive a nutritious breakfast and lunch at school **at no charge** to you each day of the 2024-2025 school year. No further action is required of you to avail yourself of these free meals. Your child(ren) will be able to participate in these meal programs without having to pay for meals or submit an application.

*However, we strongly encourage you to fill out an application, as it will determine eligibility for additional State and Federal program benefits for your child(ren).*

A **NEW** 2024-2025 Meal Application and Consent Form must be submitted for each household to the Office of Food and Nutrition, 215 Main Street, Islip, New York 11751.

***A NEW APPLICATION MUST BE SUBMITTED EACH YEAR.***

Households with incomes the same or below the amount of money listed below for their family size may be eligible for and are urged to complete the application forms sent home with a letter to parents. Additional copies are available at the principal's office and kitchen in each school, [as well as on the Office of Food & Nutrition landing page on the District website](#). Applications may be submitted any time during the school year to the Office of Food and Nutrition Manager, 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 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.

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**.

#### **2024-25 Income Eligibility Guidelines - Eligibility Income Chart**

Total Family Size	Annual	Month	Twice/Month	Every 2 Weeks	Weekly
<b>1</b>	\$27,861	\$2,322	\$1,161	\$1,072	\$536
<b>2</b>	\$37,814	\$3,152	\$1,576	\$1,455	\$728
<b>3</b>	\$47,767	\$3,981	\$1,991	\$1,838	\$919
<b>4</b>	\$57,720	\$4,810	\$2,405	\$2,220	\$1,302
<b>5</b>	\$67,673	\$5,640	\$2,820	\$2,603	\$1,493
<b>6</b>	\$77,626	\$6,469	\$3,235	\$2,986	\$1,493
<b>7</b>	\$87,579	\$7,299	\$3,650	\$3,369	\$1,685
<b>8</b>	\$97,532	\$8,128	\$4,064	\$3,752	\$1,876
<b>For each additional household member, add...</b>	\$9,953	\$830	\$415	\$383	\$192

*How to Apply:* You may submit a carefully completed application for your household and return it to the designated office. The application must include the names of everyone in the household, the amount of income for each household member, 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.

*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 SNAP.

*Income Exclusions:* The value of any childcare provided or arranged, or any amount received as payment for such childcare 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:* In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Person with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-2037 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410; or
2. fax: (888) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

*Meals 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 7 CFR 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 oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. You must request 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 contact 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.

*Reapplication:* You may apply for benefits any time during the school year. Also, if you are not eligible now, but during the school year become unemployed, have a decrease in household income, or an increase in family size, you may request and complete an application at that time.

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.

## **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.

## **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 and all other tobacco use in all school buildings, on school grounds, at any school-sponsored event, and in any vehicle used to transport children or personnel. The Board also prohibits the use of e-cigarettes and vape pens in these locations.

## **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 30 days prior to the start of each sport season. This is accomplished by creating or logging into your existing account in [Final Forms, the District's sports registration program.](#)

## **STUDENT ID CARDS - GRADES 9 THROUGH 12**

**Students in grades 9 through 12 must have their Photo ID Card at all times when on campus throughout the school day and at all school-sponsored activities.** A photo ID card is issued initially to all entering freshmen and all transfer students. This ID card serves the following purposes:

1. Bus pass identification;
2. Admission into the building;
3. Library card;
4. Admission to all school-sponsored activities;
5. As part of the lunch release program for seniors. Written parental permission is needed to enable seniors to leave school property during lunch period. Forms are located in the High School Main Office. Once the form is completed and returned, the senior will receive an ID card “excused lunch” sticker. (Underclassmen are not permitted to leave school grounds for lunch during the school day.)

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 ID card “excused lunch” sticker from the Attendance Office. Underclassmen are not permitted to leave school grounds for lunch during the school day.

## **STUDENT PARKING REGULATIONS**

Student parking at the high school is a privilege reserved solely for seniors who possess a valid NYS Class D driver license. (Requirements can be accessed on the [New York State Department of Motor Vehicles website](#).) Eligible seniors must submit parking registration forms (located in the High School Main Office) and obtain their parking pass prior to parking on campus. Detailed regulations will be sent home and will apply to all students operating motor vehicles on school grounds. Student parking is only available in the east parking lot (near the cafeteria). Parking in any other area reserved for visitors and school personnel may result in the immediate revocation of parking privileges and/or suspension from school and/or towing of the vehicle. Students are not permitted to bring motorcycles or 2- or 3-wheel motorized vehicles on Islip school grounds. Students must also follow the directions of administrators and security guards. Violation of the parking regulations will result in the loss of parking privileges.

## **TEXTBOOKS**

All textbooks are furnished by the school. 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.

## **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.

## **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.

## **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 [Facilities page on District's website](#) and/or contact the Islip Schools Administration Building at 631-650-8201.

## **VARSITY SPORTS SCHEDULES**

Sports schedules are distributed to students in 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 website](#) for the most current information on athletic contest schedules.

## **VIDEO & TAPE RECORDED CONVERSATIONS**

Pursuant to Section 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 and to protect individual privacy, recordings of parent/teacher/administrator conferences or student recordings of classroom lessons or meetings shall be prohibited unless such a recording is specifically approved by the teacher and/or administrator. This rule does not apply to the Committee on Special Education ("CSE"), where recording is permitted. The person recording

CSE meetings should notify the District of their intention to record prior to the meeting. Recording includes any and all video, audio, photographic, and/or digital recordings and the like made by any means.

The rule prohibiting recording shall not apply to the Committee of Special Education meetings or meetings with staff members while discussing special education placements.

## **VISITORS**

The School District policy is to accept only those visitors who have legitimate business at the school. All visitors must register upon arrival by presenting a valid photo ID.

## **WORKING PAPERS**

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

- If they are 11 or older: they may deliver newspapers. A newspaper permit is required and may be obtained in the Middle School Guidance Office.
- If they are 14 or 15: They must get working papers. They may not work in a factory. During the vacation period or when school is not in session, the working period is up to 8 hours a day, 6 days a week, but not more than 40 hours a week, between 7:00 a.m. and 9:00 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 they are 16 or 17: They must get working papers. They may not work in a factory. If the individual is not attending school, they may work up to 8 hours a day, 6 days a week, 48 hours a week. If still in school, they may work outside school hours and during vacations. During school weeks, however, said party may work only 4 hours a day, 6 days a week, 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. You may also print the application from the [New York State Education Department website](#).
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 (Assistant Superintendent for Student Support Services), 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.

## EDUCATIONALLY RELATED LAWS, POLICIES, AND PROCEDURES

### ***Bomb Threat Penalties***

State law has states that any person who knowingly reports false information or initiates or circulates a false warning of an impending fire or explosion as well as the release of a hazardous substance to an official organization that deals with emergencies is guilty of a Class E felony for a first offense, punishable by up to four years in prison, and a class D felony for two or more offenses (Penal Law §§ 240.50, 240.55, 240.60).

Any person who places upon school grounds a device or object that appears to be or to contain, a bomb, a destructive device, explosive, or hazardous substance but is actually inoperative is also guilty of a class D felony (Penal Law § 240.62). A person convicted of falsely reporting an incident or placing a false bomb or hazardous substance in the first degree on school grounds will have his/her driving license suspended for one year (Veh. & Traf. Law § 510(2)(b)(xii)).

In addition, a school district may seek restitution from the parent or legal guardian of a minor child between the ages of 10 and 18 who falsely reports a bomb threat or places a bomb for the expense of responding to such false report or incident, up to \$5,000 (Gen. Oblig. Law §3-112).

### ***Electronic Access/Use of Internet***

The following rules and regulations govern the use of District technology. This includes computers, software, network resources, and access to the internet, as well as any third-party cloud services which are maintained by, contracted for, or otherwise used at the direction of the District, e.g., Office 365. (*collectively “the network”*)

These rules and regulations apply whether access to Islip network resources takes place from within the District or outside the District, and whether the resources being accessed are hosted within the District or elsewhere. See section XIII for additional information pertaining to remote access.

### **I. Administration**

- The Superintendent of Schools will designate the Network & Systems Coordinator to oversee the network.
- The Network & Systems Coordinator will:
  - 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, and approve all software whether onsite or web-based, prior to purchase.
- The Director of Technology, Innovation, and Information Systems or designee will:
  - 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 instruction to their students, which will include disseminating copies of these rules and regulations. Said training will include the education of minors regarding

appropriate online behavior, including interacting with individuals on social networking sites and in chat rooms, and cyber-bullying awareness and response.

- Students and staff will receive training which will include an overview of potential consequences for violations of District policies related to electronic access and internet safety.
- Both the Director of Technology, Innovation, and Information Systems and the Network & Systems Coordinator are granted the authority to develop, implement, maintain, and revise an Information Security Management Plan and all supporting documents for this plan, as well as to establish procedures necessary to ensure compliance with Board of Education policy, the Information Security Management Plan, and any additional legal requirements imposed on the District.
- All parental consent forms and student network-use agreements will be kept on file in the principal's office of the respective school or electronically within the District's student information system.
- 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, especially as it pertains to social networking sites, copyright infringement, E-Mail etiquette, computer viruses and spyware, and proper use of the internet and other network resources.
- All regular users of the District's network 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 comply with requirements enforced by the network.
- No guest accounts will be provided.
- At the discretion of the Network & Systems Coordinator, accounts for per-diem substitute teachers may be created and provided to each school building.
- At the discretion of the Network & Systems Coordinator, accounts may be created for training purposes. Any such accounts will be enabled only for the duration of the training and will be disabled once they are no longer required.
- Any accounts that do not fall into one of the above categories will be granted only with the permission of the Network & Systems Coordinator.

## **II. Network Access**

The following people are entitled to use the network for authorized purposes provided they have 1) agreed in writing to (and/or had a parent or guardian agree in writing to) these policies, and 2) completed any required cybersecurity and/or data privacy training within the assigned training window:

- 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;

- Outside vendors, trainers, or contractors brought in at the District's request, and solely for District-related business.

In order to provide appropriate security for the network, users may be required to enroll in multi-factor authentication (MFA); this entails using both a password and an additional form of identification such as a push notification to verify identity.

In the event a user elects to use a personal device (such as a cell phone) for MFA, the device remains the property of and under the control of the user at all times. The District accepts no responsibility for the functionality of the device nor any costs that may be incurred by the user; additionally, no support can be provided for the device, nor does the use of the device imply any obligation of the District's part to provide network access to it. Using a personal device for MFA purposes does not grant the District any access to the device or any content on it whatsoever.

If a user does not want to use a personal device for MFA, other verification methods may be made available at the discretion of the District. Any user who fails to complete required cybersecurity and/or data privacy training in the allotted training window may be subject to various account restrictions necessary to protect the confidentiality and integrity of the District's network and its data.

Any user who, through their behavior, creates an unacceptable risk to the confidentiality, integrity, or availability of the District's data may be subject to various account restrictions necessary to mitigate these risks.

### **III. Acceptable Use and Conduct**

Acceptable uses of the network are activities that support learning and teaching; inappropriate matter on the internet 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 internet, and other online resources.

Limited personal use of the District's computer system is permitted as long as it does not interfere with the discharge of an individual's job responsibilities and has no discernible cost to the District. Such use will be personal and not commercial in nature and will not fall under any of the prohibited uses.

Islip Public Schools has taken measures to restrict both adults and minors from accessing materials that may be considered obscene, pornographic, or in the case of minors, harmful to them. The District utilizes a content filtering system which is updated regularly and automatically blocks access to undesirable web sites in compliance with the Children's Internet Protection Act (CIPA). Content may be explicitly blocked or permitted with or without notice at the discretion of the Network & Systems Coordinator as necessary. 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;
- Cyber-bullying;
- Using the network for financial or commercial gain;
- Sharing content that constitutes advertising either directly or indirectly for a third party unrelated to School District operations;
- 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, unless expressly permitted by the Network & Systems Coordinator;
- Unauthorized disclosure, use and dissemination of personal identification information (PII) regarding minors; this includes the use of any third party website collecting PII without a District-approved data privacy agreement in place;
- 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;
- In limited circumstances, staff may be given permission to use a personal iCloud/iTunes account on a District-owned Apple IOS device; in this case, software purchased by the user may be used on the District's device so long as doing so does not violate the software license to

which the user agreed when purchasing the application. It is understood that licenses purchased by the user on a personal account remain the property of the user, however, care should be taken to not create excessive workflow dependency on applications that are not owned by the District. The District reserves the right to remove this permission at any time and for any reason.

- Using personal devices or peripherals 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 and/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. Social Networking**

The growth of social networking sites creates a unique challenge in the school environment. These types of sites often bridge a user's personal and professional life and thus put the user at significant risk of disclosing information or inadvertently acting in a fashion that is inappropriate in a school setting.

All staff are to be mindful of professionalism when posting on social media sites, as postings could impact your professional reputation and the reputation of the School District.

Personal student information is not to be shared on social networking sites under any circumstances.

The District prohibits staff from "friending" or "following" any current student regardless of age, or any former student under the age of 18 other than a relative.

## **VI. Use of Personal Devices (Bring Your Own Device – "BYOD")**

Under certain circumstances, certain users may be afforded the opportunity to connect their personal devices to a wireless network designated for this purpose. If a user elects to do so, such use is subject to the following:

- All regulations detailed elsewhere in this policy remain in full force on any BYOD network;
- No support will be provided for personal devices; there is no guarantee a given device will function on the network;

- The ability to connect may be restricted (either by policy or by technical limitations) to those devices which are kept up to date with supported operating systems, security patches and antivirus; in this event any efforts to remediate these issues are the sole responsibility of the device owner;
- Users may be required to validate their identity to the network at a regular interval to verify their permission to use the system;
- Any BYOD network made available should be assumed to be insecure, and users should take appropriate measures to protect their devices from other devices sharing the network;
- In the event nay BYOD network creates a security or performance issue with the District’s “production” network, or as necessary for network maintenance or upgrades, it may be temporarily disabled without notice;
- The availability of any BYOD network is provided at the discretion of the District and may be terminated at any time;
- The user’s rights to access a BYOD network may be terminated at any time for any violation of the District policy or if their device(s) create a disruption in service to other users or to the network as a whole;
- The use of a BYOD network does not eliminate the District’s legal obligation to comply with CIPA (see Section XII), and as such all internet access on a BYOD network remains filtered; users may be required to validate their identity to the content filtering system in order to receive the appropriate filtering policy;
- Any other restrictions necessary to ensure the safety, security, and reliability of the District’s network, as determined by the Network & Systems Coordinator; these changes may be changed at any time, for any reason, and without notice.

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

## **VIII. No Privacy Guarantee**

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 and/or E-Mail system from any device, for any reason, without permission, and with or without cause.

If an authorized user of the District’s E-mail system would like to access E-mail from outside the District, there are two methods that may be used:



- Visit [Office 365](#) from any compatible web browser and select the Outlook tile *or*
- From your smartphone or tablet, via ActiveSync or similar “push” technologies; this includes the native mail application on most devices as well as the Outlook “app”

Regardless of how a personal device is connected to or otherwise used to access the District’s email system (or other District-owned systems such as Infinite Campus), the District **does not have the ability** to access any photos, contacts, text messages, or other personal data on said device, and will not use any such abilities to do so should they become available in the future. All personal data remains the property of the device’s owner, and the District will respect the privacy of this personal data.

When an authorized user elects to use a mobile e-mail app to connect to the District’s e-mail system, the device establishes and maintains an always-on connection to the District’s e-mail system, and as such may become subject to District policies concerning mobile devices.

It is important to note that when a device is connected to our e-mail system *in this specific fashion*, the device may download and store data which may be confidential and which the District has a legal obligation to protect. In the event a personal device connected in this fashion is lost, cannot be retrieved, and cannot be locked, wiped, or otherwise secured by the device’s owner, the District retains the right to remotely wipe the device if there is reason to believe the device may contain information which the District has a legal obligation to protect.

The District will not remotely wipe a device without first notifying the device’s owner and providing a reasonable opportunity for the owner to retrieve or otherwise secure the device.

If it is determined a remote device wipe is necessary, the District’s e-mail system will be used to issue a command to wipe only District data from the device. Different devices and software versions may, however, respond to this wipe command differently, and thus the District cannot guarantee that additional data will not be removed. It is possible the user may lose personal content such as contacts and photos; under no circumstances will the District be liable for any such loss. It is always advisable to backup personal devices, regardless of the use of the District’s e-mail system.

Users who may be uncomfortable with the above provisions pertaining to personal devices may still access District e-mail from personal devices by logging on to Office 365 via a web browser. Connecting to this e-mail system via the web does *not* create an always-on connection and does *not* subject the device to the provisions outlined above.

Access permissions may be revoked at any time and with or without cause at the discretion of the Network & Systems Coordinator. Additionally, no support will be provided for devices which are not owned by the District.

**IX. 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.

**X. Damages**

Care should be taken when using School District computers and other electronic devices. Parent(s)/Guardian(s) could be financially responsible for any damage to the computer/device.

**XI. 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.

**XII. 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 this legislation, schools (including the school board) and libraries must:

- Create an internet safety policy and distribute it to their school community;
- Make this policy available to the FCC for review on request;
- Provide reasonable public notice and hold at least one public hearing or meeting to address the proposed or revised internet safety policy;
- Retain internet safety policies for a period of five years after the funding year the policy was relied upon to obtain the E-Rate funding;
- Implement technology protection measures to prevent adults and minors from accessing inappropriate material, including visual depictions that are obscene, pornographic, or, with respect to the use of the computers by minors, harmful to minors.

### **XIII. Remote Access to District Resources**

The modern computing environment includes both resources hosted within the District and others hosted by third parties in the “cloud.” Additionally, remote work, including work-from-home, has blurred the line between on-site and off-site work. For these reasons, the District makes no distinction between those activities originating from within the District and those originating from outside the District as they pertain to the policies herein. Users are expected to comply with all District network use policies regardless of their location, and regardless of the remote access technology used.

Third parties not employed by the District are required to sign the “INDIVIDUAL CONFIDENTIALITY AND REMOTE ACCESS AGREEMENT” in addition to the “EMPLOYEE AGREEMENT FOR ELECTRONIC ACCESS REGULATION” below.

For the complete Electronic Access and Internet Safety Policy and Regulation, please refer to the [District’s online Policy Manual](#).

### ***ESSA Complaint & Appeal Procedures for the Islip School District for Title I, Parts A, and C, Title II, Part A, Title III, Part A, and Title IV, Part A (or Section 100.2(ee) of Commissioner’s Regulations Regarding Academic Intervention Services)***

Below is the process for resolving complaints submitted to the New York State Education Department’s (NYSED) Office of ESSA-Funded Programs alleging that a local educational agency (LEA), grantee or NYSED has violated a law, rule, or regulation in the administration of any “covered Federal program” under the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) identified below.

These procedures offer parents and other stakeholders a process to file complaints and allow for the timely resolution of such complaints. Complaints filed against a local entity such as a school district, charter school, or grantee will be reviewed by NYSED's Office of ESSA-Funded Programs. Complaints filed against NYSED will be reviewed by NYSED's legal counsel.

A complainant may include any of the following: parents, public agencies, and other individuals or organizations. If the complainant is a minor, the complaint or appeal shall also be signed by his or her guardian, unless the statute or rule under which the complaint or appeal is filed prohibits this requirement. Complaints regarding equitable services for non-public schools should follow the procedures detailed at <http://www.p12.nysed.gov/nonpub/Ombudsman.html>.

Each LEA in New York State is required to disseminate, free of charge, adequate information about these complaint procedures to parents of students, and appropriate private school officials or representatives. The procedures contained in this document meet the requirements of ESSA Section 8304(a)(3)(C) and 34 CFR Part 299, Subpart F – Complaint Procedures.

***Step 1: Attempt to Resolve the Complaint at the Local Level***

Complaints/appeals regarding the administration and implementation of any of the programs listed above should first be addressed at the local level.

- For all LEAs located outside of New York City, complaints must be sent first to the Superintendent of the LEA or designee. For complaints related to Title I, Part D programming provided at a neglected and/or delinquent facility, the complaint should also be sent to the Director of the Facility. If the local LEA fails to resolve the complaint within 30 business days or fails to resolve the issue to the satisfaction of the complainant, the complaint may then be sent to NYSED.
- In New York City, complaints should be sent first to the District Superintendent. If the local community school district fails to resolve the complaint within 30 business days or fails to resolve the issue to the satisfaction of the complainant, the complaint should be sent to the New York City Department of Education, Office of State/Federal Education Policy and School Improvement. If the New York City Department of Education, Office of State/Federal Education Policy, and School Improvement fails to resolve the complaint within 30 business days or fails to resolve the issue to the satisfaction of the complainant, the complaint may then be sent to NYSED.
- Complaints/appeals regarding a regional Migrant Education Tutorial and Support Services (METS) Program Center’s administration and implementation of services for migrant eligible students should be sent first to the Director of the regional METS Program Center. Complaints/appeals regarding student eligibility for the NYS Migrant Education Program, should be sent first to the Director of the Identification and Recruitment (ID&R) Statewide Program Center. METS Program Centers and ID&R contact information is available at <https://www.nysmigrant.org/mets>. If the METS Program Centers and the ID&R Program Center fail to resolve the complaint within 30 business days or fail to resolve the issue to the satisfaction of the complainant, the complaint may then be sent to NYSED.

***Step 2: Submission of Complaint to NYSED***

To initiate a complaint with NYSED, a complainant must submit a written, signed complaint including the following:

1. A statement that the State, LEA, neglected and/or delinquent facility, or METS Program Center has violated a requirement of a federal statute or regulation that applies to any applicable program listed above.
2. The facts on which the statement is based, including sufficient information as to when, where and the nature of activity that is perceived to be in violation of law and/or regulation.
3. Documentation of attempts to resolve the issue with appropriate personnel at the local level where the child, subject to the complaint, attends (e.g., school building, school district, neglected and/or delinquent facility, METS Program Center, or grantee administrators). Appropriate personnel could include the child's teacher, building principal, pupil personnel director, METS Director, Director of the Facility, the superintendent, and/or local board of education.
4. The complainant's recommendation for resolving the complaint.  
Complaints may be emailed to [CONAPPTA@nysed.gov](mailto:CONAPPTA@nysed.gov) with "COMPLAINT" in the subject line of the email. Alternately, a complaint may be mailed to NYSED at the following address:

New York State Education Department  
Office of ESSA Funded Programs  
Attention: Complaint Coordinator  
89 Washington Avenue, Room 320EB  
Albany, New York 12234

### ***Step 3: Review of Complaint***

Once a complaint is received, the complaint coordinator will issue a Letter of Acknowledgement, via mail or email with confirmation, to the complainant that contains the following information:

1. The date that NYSED received the complaint;
2. The name and contact information of the assigned complaint coordinator;
3. How the complainant may provide additional information; and
4. A statement of the ways in which the complaint coordinator may investigate the complaint.

The complaint coordinator retains authority for determining the manner in which the allegations will be investigated, which may include, but are not limited to, a review of written documentation, interviews, and/or on-site investigations.

During the investigative process, the complaint coordinator may contact the entity in question (“the alleged”) to inform them of the complainant’s allegations and request documentation necessary to determine whether a law, rule or regulations related to the administration of the covered programs was violated.

The complaint coordinator may, if necessary, request additional information from either party. Unless the complaint coordinator grants an extension, based on extenuating circumstances, the documentation from the alleged must be received within the stated timelines in the Letter of Allegations.

***Step 4: Resolution of Complaint***

Within 60 State agency workdays of receiving the complaint, a Letter of Resolution will be sent via mail or email with confirmation to the alleged with a copy to the complainant. The letter will specify whether the allegation is sustained by the complaint coordinator and if any corrective action is required. If corrective action is required, the Letter of Resolution will specify the actions needed, timeline for implementation and the acceptable documentation for resolution. If the complaint coordinator finds an additional violation, which was not cited in the original Letter of Allegations, the complaint coordinator will add this violation to the Letter of Resolution.

In the case of exceptional circumstances, an extension of the 60-day complaint resolution period may be required. The State Education Department has determined that exceptional circumstances may include, but need not be limited to, such occurrences as:

- illness of involved parties;
- cancellation of scheduled on-site reviews due to unscheduled school closings;
- the need for extended review activities beyond those specified in the original written notification; and/or
- any other mutual agreement to changes in review scope or activity.

When exceptional circumstances are identified, the revised date for the completion of the complaint review will be provided in writing to all parties involved in the complaint or appeal. All parties to the complaint have the right to initiate a request for an extension beyond the 60 business day complaint resolution period based on exceptional circumstances. All such requests must be presented to the State Education Department.

***Step 5: Appeal of Resolution to U.S. Department of Education***

Both parties have the right to appeal the complaint coordinator’s Letter of Resolution to the United States Secretary of Education within 30 days of receiving the letter. Such appeals should be submitted to:

United States Department of Education  
Compensatory Education Programs  
400 Maryland Avenue, S.W.

Room 3W230, FOB #6  
Washington, D.C. 20202-6132

## **SEXUAL HARASSMENT POLICY**

The Board of Education recognizes that harassment of students on the basis of actual or perceived sex, sexual orientation, and/or gender identity and expression is abusive and illegal behavior that harms targets and negatively impacts the school culture by creating an environment of fear, distrust, intimidation, and intolerance. The Board further recognizes that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn.

Sexual harassment is a form of sex discrimination and is unlawful under federal and state law. For purposes of this policy, sexual harassment includes harassment on the basis of actual or perceived sex, sexual orientation, and/or gender identity and expression. Sexual harassment of a student can deny or limit the student's ability to participate in or to receive the benefits, services, or opportunities from the school's program.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's actual or perceived sex, sexual orientation, and/or gender identity and expression when:

- a. submission to that conduct is made either explicitly or implicitly a term or condition of a student's education;
- b. submission to or rejection of such conduct is used as the basis for decisions affecting a student's education; or
- c. the conduct has the purpose or effect of unreasonably interfering with a student's school performance or creating an intimidating, hostile, or offensive educational environment, even if the complaining individual is not the intended target of the sexual harassment.

Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature, or verbal, non-verbal, or physical aggression, intimidation, or hostility that is based on actual or perceived gender and sexual stereotypes. Examples of sexual harassment may be found in the accompanying regulation (0110.1-R).

The Board is committed to providing an educational environment that promotes respect, dignity, and equality, and that is free from all forms of sexual harassment. 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, or outside the school setting if the harassment impacts the individual's education in a way that violates their legal rights, including when harassment is done by electronic means (including on social media). Sanctions will be enforced against all those who engage in sexual harassment or retaliation, and against District personnel who knowingly allow such behavior to continue, as per the District's Code of Conduct.

Sexual harassment may subject the District to liability for harm done to targets. Harassers may also be individually subject to civil liability if sued in a court of law or criminal liability if prosecuted.

Under various state and federal laws, students have legal protections against sexual harassment in the school environment as described above. Those laws are listed in the references section. The District's Code of Conduct also addresses appropriate behavior in the school environment. Sexual harassment can occur between persons of all ages and genders.

In order for the Board to enforce this policy effectively and to take prompt corrective measures, it is essential that all targets of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The District will promptly investigate all student 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 the complainant reports that they feel unsafe at school due to the nature of the complaint, the District will determine if accommodations need to be made until the issue is resolved.

If, after appropriate investigation, the District finds that a person, whether it be a student, employee, or third party, has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, contract, District policy, District Code of Conduct, and state law.

All complainants and those who participate in sexual harassment complaints or the investigation of a complaint of sexual harassment have the right to be protected by the District from retaliation of any kind, when they do so with a good faith belief that sexual harassment has occurred. Such prohibited retaliation can include, but is not limited to, discipline, discrimination, demotion, denial of privileges, or any action that would keep a person from coming forward to make or support a sexual harassment claim. Such actions need not be job- or education-related, or occur in the workplace or educational environment, to constitute unlawful retaliation. Where appropriate, follow-up inquiries will be made to ensure that sexual harassment has not resumed and that all of those involved in the investigation of sexual harassment have not suffered retaliation.

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 this policy. In addition, the Board directs that training programs be established for students, and annually for employees, to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment. Age-appropriate instructional materials will be incorporated into the curriculum to educate students so they may recognize and reduce the incidence of sexual harassment.

This policy, or a simplified version, will be referenced in a prominent place in each District facility, on the District's website, and will also be published in student registration materials; student, parent, and employee handbooks; and other appropriate school publications.



### ***Sexual Harassment Regulation***

This regulation is intended to create and preserve an educational environment free from unlawful sexual harassment on the basis of perceived or self-identified sex, sexual orientation, and/or gender identity and expression, in furtherance of the District's commitment to provide a healthy and productive environment for all students that promotes respect, dignity, and equality.

### ***Sexual Harassment Defined***

Sexual harassment is a form of sex discrimination and is unlawful under federal and state law. Sexual harassment includes harassment on the basis of actual or perceived sex, sexual orientation, and/or gender identity and expression.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's actual or perceived sex, gender, gender identity, or sexual orientation, when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of a student's education (including any aspect of the student's participation in school-sponsored activities, or any other aspect of the student's education); or
2. submission to or rejection of that conduct or communication by an individual is used as the basis for decisions affecting a student's education; or
3. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile, or offensive educational environment, even if the complaining individual is not the intended target of the sexual harassment.

Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature, or verbal, non-verbal, or physical aggression, intimidation, or hostility that is based on sex, gender, gender identity, or sexual orientation stereotypes.

### ***Unacceptable Conduct***

Conduct that the District considers unacceptable, and which may constitute sexual harassment includes, but is not limited to, the following:

1. rape, attempted rape, sexual assault, attempted sexual assault, forcible sexual abuse, hazing, and other sexual and gender-based activity of a criminal nature as defined under the State Penal Law;
2. unwelcome sexual advances or invitations or requests for sexual activity, including but not limited to those in exchange for grades, preferences, favors, selection for extracurricular activities, homework, etc., or when accompanied by implied or overt threats concerning the target's school evaluations, other benefits, or detriments;

3. unwelcome or offensive public sexual displays of affection, including kissing, hugging, making out, groping, fondling, petting, inappropriate touching of oneself or others (e.g., pinching, patting, grabbing, poking), sexually suggestive dancing, and massages;
4. any unwelcome communication that is sexually suggestive, sexually degrading, or derogatory or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance, or activities; sexual jokes; sexual gestures; public conversations about sexual activities or exploits; sexual rumors and "rating lists;" howling, catcalls, and whistles; sexually graphic computer files, messages, or games, etc.;
5. unwelcome and offensive name calling or profanity that is sexually suggestive or explicit, sexually degrading, or derogatory, implies sexual intentions, or that is based on sexual stereotypes or sexual orientation, gender identity, or expression;
6. unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or derogatory, or sexually intimidating such as the unwelcome touching of another's body parts, cornering or blocking an individual, standing too close, spanking, pinching, following, stalking, frontal body hugs, etc.;
7. unwelcome and sexually offensive physical pranks or touching of an individual's clothing such as hazing and initiation, "streaking" (running naked in public), "mooning" (exposing one's buttocks), "snuggies" or "wedgies" (pulling underwear up at the waist so it goes in between the buttocks), bra-snapping, skirt "flip-ups," "pantsing" or "spiking" (pulling down someone's pants or swimming suit); pinching; placing hands inside an individual's pants, shirts, blouse, or dress, etc.;
8. unwelcome leers, stares, gestures, or slang that are sexually suggestive; sexually degrading or derogatory; or imply sexual motives or intentions;
9. clothing with sexually obscene or sexually explicit slogans or messages;
10. unwelcome and offensive skits, assemblies, and productions that are sexually suggestive, sexually degrading, or derogatory, or that imply sexual motives or intentions, or that are based on sexual stereotypes;
11. unwelcome written or pictorial display or distribution (including via electronic devices) of pornographic or other sexually explicit materials such as signs, graffiti, calendars, objects, magazines, videos, films, internet material, etc.;
12. other hostile actions taken against an individual because of that person's actual or perceived sex, sexual orientation, gender identity, or expression, such as interfering with, destroying or damaging a person's school area or equipment; sabotaging that person's school activities; bullying, yelling, or name calling; or otherwise interfering with that person's ability to participate in school functions and activities; and
13. any unwelcome behavior based on sexual stereotypes and attitudes that is offensive, degrading, derogatory, intimidating, or demeaning, including, but not limited to:
  - a. disparaging remarks, slurs, jokes about or aggression toward an individual because the person displays mannerisms or a style of dress inconsistent with stereotypical characteristics of the person's sex;
  - b. ostracizing or refusing to participate in group activities with an individual (for example, during class projects, physical education classes, or field trips) because of the individual's actual or perceived sex, sexual orientation, and/or gender identity or expression;

- c. taunting or teasing an individual because they are participating in an activity not typically associated with the individual's actual or perceived sex, sexual orientation, or gender.

For purposes of this regulation, action or conduct will be considered “unwelcome” if the student did not request or invite it and regarded the conduct as undesirable or offensive.

Sexual harassment may occur on school grounds, school buses, and at all school-sponsored activities, programs, and events, including those that take place at locations outside of the district, or outside the school setting if the harassment impacts the individual's education in a way that violates their legal rights, including when the harassment is done by electronic means (including on social media).

### **Determining if Prohibited Conduct is Sexual Harassment**

Complaints of sexual harassment will be thoroughly investigated to determine whether the totality of the behavior and circumstances meet any of the elements of the above definition of sexual harassment and should therefore be treated as sexual harassment. Not all unacceptable conduct with sexual connotations may constitute sexual harassment. In many cases (other than quid pro quo situations where the alleged harasser offers academic or any other rewards or threatens punishment as an inducement for sexual favors), unacceptable behavior must be sufficiently severe, pervasive, and objectively offensive to be considered sexual harassment. If the behavior does not rise to the level of sexual harassment, but is found to be objectionable behavior, the individual will be educated and counseled in order to prevent the behavior from continuing.

In evaluating the totality of the circumstances and making determination of whether conduct constitutes sexual harassment, the individual investigating the complaint should consider:

1. the degree to which the conduct affected the ability of the student to participate in or benefit from their education or altered conditions of the student's learning environment;
2. the type, frequency, and duration of the conduct;
3. the identity of and relationship between the alleged harasser and the subject of the harassment (e.g., sexually based conduct by an authority figure is more likely to create a hostile environment than similar conduct by a peer);
4. the number of individuals involved;
5. the age and gender, actual or perceived sex, sexual orientation, or gender identification of the alleged harasser and the target of the harassment;
6. the location of the incidents and context in which they occurred;
7. other incidents at the school; and
8. incidents of gender-based, but non-sexual harassment.

### **Reporting Complaints**

Students who believe they have been the target of sexual harassment related to the school setting are encouraged to report complaints as soon as possible after the incident in order to enable the District to promptly and effectively investigate and resolve the complaint. Any person who witnesses or is aware of sexual harassment of a student is also encouraged to report the incident or behavior to the District. Targets are encouraged to submit the complaint in writing; however, complaints may be filed verbally.

Complaints should be filed with the Principal or the Title IX coordinator; however, students may go to any District employee with sexual harassment complaints.

Any school employee who receives a complaint of sexual harassment from a student must inform the student of the employee's obligation to report the complaint to the school administration and must then immediately notify the Principal and/or the Title IX coordinator.

In order to assist investigators, targets should document the harassment as soon as it occurs and with as much detail as possible, including: the nature of the harassment; dates, times, places it has occurred; name of the harasser(s); witnesses to the harassment; and the target's response to the harassment.

### **Confidentiality**

It is District policy to respect the privacy of all parties and witnesses to complaints of sexual harassment. To the extent possible, the District will not release the details of a complaint or the identity of the complainant or the individual(s) against whom the complaint is filed to any third parties who do not need to know such information. 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.

If a complainant requests that their name not be revealed to the individual(s) against whom a complaint is filed, the staff member responsible for conducting the investigation will inform the complainant that:

1. the request may limit the District's ability to respond to their complaint;
2. District policy and federal law prohibit retaliation against complainants and witnesses;
3. the District will attempt to prevent any retaliation; and
4. the District will take strong responsive action if retaliation occurs.

If the complainant still requests confidentiality after being given the notice above, the investigator will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not preclude the District from responding effectively to the harassment and preventing the harassment of others.

## Investigation and Resolution Procedure

### A. Initial (Building-Level) Procedure

The Principal or the Title IX coordinator will conduct a preliminary review 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 or Title IX coordinator should make all reasonable efforts to resolve complaints informally at the school level. The goal of informal investigation and resolution procedures is to end the harassment and obtain a prompt and equitable resolution to a complaint. All persons involved in an investigation (complainants, witnesses, and alleged harassers) will be accorded due process to protect their rights to a fair and impartial investigation. This investigation shall be prompt and thorough and shall be completed as soon as possible.

**Immediately, but no later than two school days following the receipt of a complaint,** the Principal or Title IX coordinator shall begin an investigation of the complaint according to the following steps:

1. Interview the target and document the conversation. Instruct the target to have no contact or communication regarding the complaint with the alleged harasser. Refer the target, as appropriate, to school social workers, school psychologists, crisis team managers, other school staff, or appropriate outside agencies for counseling services.
2. Involvement and Notification
  - a. Parents/guardians of student targets and accused students will be notified the same day as the report is given of allegations that are serious or involve repeated conduct.
  - b. The parents/guardians of students who file complaints are welcome to participate at each stage of both informal and formal investigation and resolution procedures.
  - c. If either the target or the accused is a student receiving special education services under an IEP or section 504/Americans with Disabilities Act accommodations, the Committee on Special Education will be consulted to determine the degree to which the student's disability either caused or is affected by the discrimination or policy violation. In addition, due process procedures required for persons with disabilities under state and federal law will be followed.
  - d. The Principal or Title IX coordinator (i.e., the investigator) will submit a copy of all investigation and interview documentation to the Superintendent of Schools.
  - e. The investigator will report back to both the target and the accused, notifying them in writing, and also in person as appropriate, regarding the outcome of the investigation and the action taken to resolve the complaint. The investigator will instruct the target to report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against them.

- f. The investigator will notify the target that if they desire further investigation and action, they may request a District-level investigation by contacting the Superintendent of Schools. The investigator will also notify the target of their right to contact the New York State Division of Human Rights, the U.S. Department of Education's Office for Civil Rights, and/or a private attorney.
3. Review any written documentation of the harassment prepared by the target. If the target has not prepared written documentation, ask the target to do so, providing alternative formats for individuals with disabilities and young children, who have difficulty writing and need accommodation. If the complainant refuses to complete a complaint form or written documentation, the Principal or Title IX coordinator shall complete a complaint form (see exhibit 0115-E, Student Bullying and Harassment Complaint Form) based on the verbal report.
4. Request, review, obtain, and preserve relevant evidence of harassment (e.g., documents, emails, phone records, etc.), if they exist.
5. 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.
6. Instruct the alleged harasser to have no contact or communication regarding the complaint with the target and not to retaliate against the target. Warn the alleged harasser that if they make such conduct with or retaliate against the target, they will be subject to immediate disciplinary action.
7. Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. Caution each witness to keep the complaint and their statement confidential. Employees may be required to cooperate as needed in investigations of suspected student harassment.
8. Review all documentation and information relevant to the complaint.
9. 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 them 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 such behavior;
  - d. requesting a letter of apology to the complainant;
  - e. writing letters of caution or reprimand; and/or
  - f. separating the parties.
10. Create a written documentation of the investigation, kept in a secure and confidential location containing:
  - a. A list of all documentation and other evidence reviewed, along with a detailed summary;
  - b. A list of names of those interviewed along with a detailed summary of their statements;
  - c. A timeline of events;
  - d. A summary of prior relevant incidents, reported and unreported; and
  - e. The final resolution of the complaint, together with any corrective action(s).

If the initial investigation results in a determination that sexual harassment did occur, the investigator will promptly notify the Superintendent, who will then take prompt disciplinary action in accordance with District policy, the applicable collective bargaining agreement, Code of Conduct, or state or federal law.

If a complaint received by the Principal or the Title IX coordinator contains evidence or allegations of serious or extreme harassment, such as employee to student harassment, criminal touching, quid pro quo (e.g., offering an academic reward or punishment as an inducement for sexual favors), or acts which shock the conscience of a reasonable person, the complaint will be referred promptly to the Superintendent. In addition, where the Principal or Title IX coordinator has a reasonable suspicion that the alleged harassment involves criminal activity, they must immediately notify the Superintendent, who will then contact appropriate child protection and law enforcement authorities. Where criminal activity is alleged or suspected by a District employee, the accused employee will be suspended pending the outcome of the investigation, consistent with all contractual or statutory requirements.

Any party who is not satisfied with the outcome of the initial investigation by the Principal or the Title IX coordinator may request a District-level investigation by submitting a written complaint to the Superintendent of Schools within 30 days.

#### B. District-Level Procedure

The Superintendent of Schools will promptly investigate and resolve all sexual harassment complaints that are referred by a Principal or the Title IX coordinator, as well as those appealed to the Superintendent following an initial investigation by a Principal or the Title IX coordinator. In the event the complaint of sexual harassment involves the Superintendent, the complaint will be filed with or referred to the Board President, who will 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 no later than three working days following the receipt of the complaint by the Superintendent or Board of Education.

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 investigation 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.

No later than 30 days following the receipt of the complaint, the Superintendent (or in cases involving the Superintendent, the Board-appointed investigator) will notify the target and alleged harasser, in writing, of the outcome of the investigation. If additional time is needed to complete the investigation or take appropriate action, the Superintendent or Board-appointed investigator will provide all parties with a written status report within 30 days following receipt of the complaint.

The target and the alleged harasser have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings.

### **External Remedies**

In addition, targets have the right to register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights (OCR) and the New York State Division of Human Rights (DHR). The OCR may be contacted by phone: (800) 421-3481; by mail: 400 Maryland Avenue SW, Washington, DC 20202-1100; or through their website (<https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>). The DHR may be contacted by phone: (888) 392-3644; by mail: 1 Fordham Plaza, Fourth Floor, Bronx, NY 10458; or through their website (<https://dhr.ny.gov/complaint>).

Nothing in these regulations limits the right of the complainant to file a lawsuit in either state or federal court, or to contact law enforcement officials if the sexual harassment involves, but is not limited to, unwanted physical touching, coerced physical confinement, or coerced sex acts, or other acts that may constitute a crime.

### **Retaliation Prohibited**

Any act of retaliation against any person who opposes sexually harassing behavior, or who has filed a complaint in good faith, is prohibited and illegal, and therefore subject to disciplinary action. Likewise, retaliation against any person who has, in good faith, 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, discipline, discrimination, demotion, denial of privileges, any action that would keep a person from coming forward to make or support a sexual harassment claim, and any other form of harassment. Such actions need not be job- or education-related, or occur in the workplace or educational environment, to constitute unlawful retaliation. Any person who retaliates is subject to immediate disciplinary action, up to and including suspension or termination.

### **Discipline/Penalties and Consequences**

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



**Students:** Discipline may range from a reprimand up to and including suspension from school, to be imposed consistent with the District's Code of Conduct and applicable law.

**Employees:** Discipline may include a warning, censure, suspension, or termination, to be imposed consistent with the District's Code of Conduct, all applicable contractual and statutory rights, and all applicable laws.

**Volunteers:** Penalties may range from a warning up to and including denial of future access to school property.

**"Non-employees"** (i.e., contractors, subcontractors, vendors, consultant, and other persons providing services pursuant to a contract, or their employees): Penalties may range from a warning up to and including loss of District business.

**Other individuals:** Penalties may range from a warning up to and including denial of future access to school property.

### **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 will be informed of this policy and regulation in student and employee handbooks, on the District website, and student registration materials. A poster summarizing the policy will also be posted in a prominent location at each school. All secondary school student body officers will receive District training about the policy at the beginning of each school year.

In addition, age-appropriate curricular materials will be made available so that it can be incorporated in instruction K-12 to ensure that all students are educated to recognize and report sexual harassment, and on appropriate and inappropriate behavior.

Building principals and program directors are 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 target.

## **ISLIP ARTS AND MUSIC PARENTS**

Islip Arts and Music Parents, Inc. (IAMP) is a not-for-profit 501(c)(3), district-wide (K-12) parent organization. IAMP values the visual and performing arts in Islip. We believe students who have experiences within the arts community develop life-long skills, an increased appreciation for the arts, and an enhanced involvement in the community and society.

IAMP supports the goals of the Fine and Performing Arts Department in Islip schools. Through fundraising and volunteer parent support, IAMP will provide programs, performance opportunities, awards, and scholarships. Please like our Facebook page: [IAMP Islip Arts & Music Parents](#); follow our Instagram: [IslipArtMusicParents](#); or email us at [ISLIPamp@gmail.com](mailto:ISLIPamp@gmail.com). For more information, you may also contact District Liaison Michael Hershkowitz at 631-650-8520.

Membership forms and meeting dates will be posted on social media and sent home in the back-to-school packets. Please come meet our Board and learn about some of the new and exciting things we have planned for the upcoming school year. All are welcome!

## **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 631-650-8370, or visit the [Islip Booster Club website](#).

President: John Mullins

District Liaison: John Sparacio

## **ISLIP PTA**

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.

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

**SPECIAL EDUCATION PTA (SEPTA)**

[islipsepta@gmail.com](mailto:islipsepta@gmail.com)

<b>President</b>	Michelle Robinson
<b>Past President</b>	Kristy Evans
<b>1<sup>st</sup> Vice-President</b>	Diana Farrell
<b>2<sup>nd</sup> Vice President</b>	Melissa LaPera
<b>Corresponding Secretary</b>	Laura Eikevick
<b>Recording Secretary</b>	Kristy O'Reilly
<b>Treasurer</b>	Odilis Noonan

**WING ELEMENTARY SCHOOL PTA**

[wingelementarypta@gmail.com](mailto:wingelementarypta@gmail.com)

<b>President</b>	Jeanine Gendron
<b>Co-President</b>	Jaclyn Lawrence
<b>1<sup>st</sup> Vice President</b>	Samantha Logallo
<b>2<sup>nd</sup> Vice President</b>	Jennifer Spiotta
<b>Recording Secretary</b>	Samantha Montalban
<b>Corresponding Secretary</b>	Nikki Kelly
<b>Treasurer</b>	Nicole Wicker
<b>1<sup>st</sup> Grade Representative</b>	ChristaMarie Staiger
<b>Kindergarten Rep</b>	Karyn Carpenter
<b>UPK Representative</b>	Victoria Hulsen

**COMMACK ROAD ELEMENTARY SCHOOL PTA**[commackroadpta@gmail.com](mailto:commackroadpta@gmail.com)

<b>Co-President</b>	Angella Cox
<b>Co-President</b>	Victoria Hulsen
<b>1<sup>st</sup> Vice President</b>	Charlstie Veith
<b>2<sup>nd</sup> Vice President</b>	Kelly Horner
<b>Secretary</b>	Jessica Mondo
<b>Treasurer</b>	Karolina Girasole

**ISLIP MIDDLE SCHOOL PTA**[IslipMiddleSchool@gmail.com](mailto:IslipMiddleSchool@gmail.com)

<b>President</b>	Barbara Pollina
<b>Vice President</b>	Christine Breslin
<b>Secretary</b>	Kathy Hoffmann
<b>Treasurer</b>	Meredith Raskin-Musto

**SHERWOOD ELEMENTARY SCHOOL PTA**[sherwoodpta@gmail.com](mailto:sherwoodpta@gmail.com)

<b>Co-President</b>	Jennifer Sanders
<b>Co-President</b>	Laura Yarosz
<b>Vice President (Events/Fundraising)</b>	Daniel Ocampo
<b>Vice President (Communications)</b>	MaryBeth Rosamilia
<b>Vice President (Membership)</b>	Hilary Breig
<b>Corresponding Secretary</b>	Geraldine Szabo-Reres
<b>Recording Secretary</b>	Tricia Lisa-Farina
<b>Treasurer</b>	Kristy Evans

**ISLIP HIGH SCHOOL PTSA**[IslipPTSA@gmail.com](mailto:IslipPTSA@gmail.com)

<b>President</b>	Kristy Evans
<b>Past President</b>	Stacey Zurbaran
<b>Co-Vice President</b>	Nicole Muschenick
<b>Co-Vice President</b>	Jennifer Swindells
<b>Secretary</b>	Bernadette Kjeldsen
<b>Treasurer</b>	Stacey Pigari

## YOUTH SERVICES GUIDE

### HOTLINES

Emergencies.....	911
3 <sup>rd</sup> Precinct Cancel the Keg Hotline.....	631-854-8326
Child Abuse Hotline .....	800-422-4453
HIV Counseling and Testing .....	877-865-4222
Long Island Poison Control .....	800-222-1222
Response Crisis Intervention Hotline .....	631-751-7500
Runaway Hotline (Covenant House) .....	800-999-9999
Suicide & Crisis Counseling (Here2help.com).....	631-751-7500
VIBS 24-Hour Domestic Violence Hotline .....	631-360-3606
(Rape, Sexual Harassment)	
Women's Help Line.....	631-853-8222
Alternatives for Youth (AFY).....	631-853-7889

### YOUTH AND FAMILY COUNSELING AND OTHER SERVICES

Al-Anon & Alateen.....	631-669-2827
Alcoholics Anonymous.....	631-669-1124
Brentwood Mental Health Clinic .....	631-853-7300
Catholic Charities Chemical Dependencies Svcs. ..	631-543-6200
Catholic Charities Mental Health Service.....	631-665-6707
Daytop Village Adolescent Drug Treatment .....	631-351-7112
Dept. of Social Services Emergency Housing .....	631-854-9100
(after 4:30 p.m.)	
Eating Disorders Associates .....	631-724-7152
Family Services League Counseling.....	631-647-3100

Hope for Youth .....	631-691-5100
(nightline) .....	631-389-1080
Hope House.....	631-928-2377
Islip Youth Bureau.....	631-224-5320
LI Gay and Lesbian Youth (LIGALY) .....	631-665-2300
Mather Hospital (Adolescent Psychiatric) .....	631-476-2775
The Neighborhood House of Sayville.....	631-589-0055
Outreach .....	631-951-2613
Phoenix House (Residential Drug Treatment).....	844-294-7730
South Oaks .....	631-608-5028
Suffolk County Psychological Association .....	631-423-2409
Sunrise Counseling Center.....	631-666-1615
Victims Information Bureau (VIBS) .....	631-360-3730
Youth Enrichment Services .....	631-587-5172
YES Youth & Family Counseling Center.....	631-446-1950