

**ISLIP
HIGH SCHOOL
2012-2013
Student Handbook**



MISSION STATEMENT

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

Dr. Eileen Rossman, Principal
Curtis Juengerkes, Assistant Principal
Lisa Ward, Assistant Principal
Marisela Garmendia, Director of Guidance
Robert Panariello, Director of Athletics
Vincent Green, Director of Fine & Performing Arts

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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DIRECTORY

Web site... www.islipufsd.org

<u>Department</u>	<u>Telephone</u>	<u>Department</u>	<u>Telephone</u>
Main Office	650-8300	Art & Music	650-8520
Principal	650-8305	Careers	650-8390
Asst Prin/Gr 11-12	650-8320	English	650-8397
Asst Prin/Gr 9-10	650-8315	Health/PE	650-8370
Guidance Office	650-8350	Foreign Lang/ESL	650-8395
Athletic Director	650-8370	Library	650-8335
Attendance Office	650-8310	Math	650-8391
Attendance Fax	650-8318	Science	650-8392
Nurse	650-8325	Social Studies	650-8393
Psychologist	650-8332	Special Education	650-8415
Social Worker	650-8331	High School Fax	650-8308

Drug/Alcohol Counselor 650-8333

Attendance Office

9/10 Discipline
Absenteeism/Notes
Changing Schools
Change of Address
Locker Problems
Lateness

School Counseling Office

College Information
Schedule Changes
Transcripts
Request for Parent Conference

Main Office

11/12 Discipline
Bus Pass
Lost and Found
Lost ID Card
Teacher Contact
Lost Planners
Parking Permit

Health Office

Illness
Sports Physicals
Sports Update Cards
Working Papers

The School Day — 7:20 - 1:58

Period/Time

1 7:20 - 8:00	6 11:06 - 11:46
2 8:04 - 8:50	7 11:50 - 12:30
3 8:54 - 9:34	8 12:34 - 1:14
4 9:38 - 10:18	9 1:18 - 1:58
5 10:22 - 11:02	Extra Help 2:00 - 2:15

Students are not permitted in the building or on school property after 2:02 p.m. unless under the direct supervision of a staff member. Late buses will be available and you may check times with the main office.

School delayed openings and school closings information are announced on Channel 12 TV News and the following radio stations: 1370 AM, 1440 AM, 97.5 FM, 103 FM, 106.1 FM. Information can also be found at www.islipufsd.org.

Defibrillators are located on the wall outside the gym and on the wall in the corridor south of the auditorium.

Floor Plans of the high school are on pages 28 and 29.

STUDENT INFORMATION

Students are not allowed visitors during the school day.

Study Hall

All students must attend assigned study halls. Attendance is taken. Disciplinary action is taken if students cut study hall.

Hall Passes

Students must carry their planners when traveling in the halls at all times. The student planner is the student's hall pass when going to lavatories, library, office or other areas of the school. Students must have the teacher's signature in order for it to be an authorized pass. Replacement planners are \$5 (Main Office).

Bus Transportation

Students eligible for bus transportation must show their bus driver a valid high school I.D. card with a bus sticker attached. Stickers may

be obtained in the Main Office. Only students engaged in approved after-school activities are eligible for a late bus. Students riding the late bus without proper permission are subject to disciplinary action.

Library

There is a network of 10 computers, each with Internet access for the students to do research, as well as a number of software programs. Students are permitted to utilize the library's resources during their lunch period or study hall, provided they obtain a library pass in advance from the school librarian. The library's online catalog may be accessed at home:

<http://destiny.islipufsd.org>

Click on: Islip High School

Online databases subscribed to by the district may be accessed at home:

<http://xaaa.calypso.scoolaid.net/bin/vrc/vrclist>

Click on: High School Collection

Click on the database of choice

Enter the following pass codes:

School Name: **isliphs**

Password: **library**

I.D. Cards

Students at Islip High School are issued an I.D. card which they must carry during school hours and to school sponsored functions. Students use their I.D. cards as library cards, bus passes, senior lunch releases, purchasing cafeteria food, and admission to school sponsored activities. Replacement cards are \$5 (Main Office).

Health Office/Illness in School

Students who become ill during the school day are to obtain a pass from their teacher and report directly to the Health Office. Students who are too ill to stay in school may be sent home only after the nurse has contacted the parent or guardian. Use of pills/medication in school requires that a parental permission note be filed in the Health Office along with a doctor's prescription. Medication must be used under the supervision of the school nurse. Inhalers and epi pens are permitted to be carried by students who have doctor's notes filed in the health office. Students cannot keep medicine in their lockers. The use of crutches and wheelchairs in school requires a doctor's note.

Student Physical Examinations

Any student interested in participating in a high school sport must be medically cleared. Forms and additional information can be obtained in the health office in the weeks prior to the sports season. A physical exam is required annually and updated cards are required prior to each season.

According to New York State Education Law, all **10th grade students** must have a physical examination, including a hearing and vision test, on record in the Health Office. This may be done by a family doctor or the school physician. The appropriate forms are available in the Health Office.

Lockers

Each student is provided with a clean and operable hall and gym locker. Students are not permitted to share lockers. Lockers are loaned to the students for use during the school year and remain the property of Islip Public Schools. Therefore, throughout the school year, all lockers are subject to Health and Safety inspections. School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Please keep your locker locked at all times. Do not leave it on "speed lock." The school is not responsible for locker security.

Cafeteria/Lunch

Hot and cold lunches are available during lunch periods. Free and reduced lunch applications may be obtained in the health office. The student I.D. card may be used as a debit card for food in the cafeteria's automated system. Checks made payable to 'Islip School Lunch Program' should be given to cafeteria staff to set up and replenish student accounts. Students are responsible for clearing their tables prior to leaving the cafeteria. Irresponsible student behavior in the cafeteria may result in students being denied use of this facility. Consumption of food/beverages is not permitted in areas outside of the cafeteria. Students in grades 9, 10, & 11 may not leave the school building for lunch. Students in grade 12 may eat lunch off school grounds only during their assigned lunch period provided they: (1) have submitted the completed parental permission form to the Attendance Office, (2) have a valid Islip High School I.D. card with a lunch release sticker, and (3) return promptly for the following period. Excessive absences from any class may result in lunch

privileges being revoked. Students enrolled in BOC (Band, Orchestra, or Chorus); ABOC (Art, Band, Orchestra, or Chorus) or TOC (Theater, Orchestra, Band or Chorus) can leave designated Fine Arts class five (5) minutes early, and arrive to the next Fine Arts class five (5) minutes late. Students who do not have an assigned lunch period and/or are not part of the ABOC, BOC or TOC program may receive permission to obtain lunch between classes. Please see your grade level assistant principal to obtain this privilege.

Textbooks

All textbooks are issued by the school and must be covered and cared for by the student. Lost or damaged books must be paid for by the student. If a student fails to pay for his/her textbook, certain records will be withheld until the debt is satisfied.

Computer Labs

Computers for general student use are located in room 206 and in the library. Students may utilize the computers during their lunch periods and study halls in order to work on class projects, reports, term papers, etc. Internet use requires that students and parents sign a district-issued Internet Use Agreement that must be returned to the library. Unauthorized use of computers/Internet and/or violations of the Computer/Internet Usage Policy will result in loss of computer privileges.

School-Sponsored Trips

All Islip school-sponsored trips are approved in advance by the Islip School District Administration. All school-sponsored trips require a signed parental permission form to be returned to the faculty sponsor in advance. Students currently failing one or more subjects are not eligible to attend school sponsored trips unless the student obtains academic clearance for the course(s) in question.

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 at www.nysdmv.gov). Eligible seniors will have availability to the student parking lot on a first come first serve basis. A ten-point system will be in effect during each quarter. Students who meet or exceed the ten point limitation will not be eligible to park in the subsequent marking period. Each student will begin each quarter with zero points. Suspensions or cuts from a preceding quarter are not counted against a student in the next quarter. The

ten-point system is based on behavior. An out-of-school suspension is 10 points, a full day detention is 5 points, and an unexcused absence is 1 point. Behavior and attendance records from the fourth quarter of the students' junior year will be used to determine eligibility. Parking registration forms may be obtained in the Main Office. 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.

Telephones/Messages

A pay telephone is available for student use in the lobby near the cafeteria. A main office telephone is also available for student use in case of emergencies. Only messages of an emergency nature from a parent or guardian will be given to students. Cell phones are not to be used during the school day (see page 25-Electronic Devices and Cell Phones).

EXTRA-CURRICULAR ACTIVITIES

The Islip Public Schools recognize that a great deal of learning takes place outside, as well as inside, the formal classroom setting. Therefore, we urge each student to participate in at least one extra-curricular activity. In planning an activity schedule, students may choose athletics, music, drama and subject-matter clubs, as well as student government, publications, and interest groups. A list of clubs/organizations is provided later in this handbook. Activities will be scheduled at times convenient to the group/advisor and must be supervised by an advisor. Only officially recognized school groups may use the school building or its' facilities. If a student falls behind in school work, extra help and teacher conferences take precedence over extra-curricular activities.

ACADEMIC ELIGIBILITY

The Islip Board of Education has adopted a policy establishing academic standards for students to participate in extra-curricular activities including athletics. The policy states "academic learning is the first priority for all students at Islip High School," that "participating in extra-curricular activities is a privilege not a right," and that "... any participant in co-curricular activities must maintain a minimum

level of academic performance". The Academic Eligibility Program works as follows:

1. The academic performance of every student will be reviewed in the middle and at the end of every marking period. This enables us to check on academic progress every five weeks.
2. Any student who receives two or more comments of "currently failing" or who receives two or more report card grades below 65, will be placed on probation for the next five-week period.
3. At the next evaluation time (mid or end of marking period), a student who is still failing two or more subjects will become ineligible to participate in extra-curricular activities and will be dropped from any activities in which he/she is currently enrolled.
4. A student who, at the end of five weeks of probation, is no longer failing two or more subjects will be removed from probation.
5. A student assigned to probation is permitted to continue to participate in all extra-curricular activities during the period of probation.
6. The Academic Eligibility Program is continuous. Students thus identified on the June report card will be considered as having academic problems the following September. A student can be removed from the September ineligibility list by passing the appropriate summer school classes.
7. An Appeals Committee will hear any requests brought by students who wish to appeal being placed on probation or being removed from any activities. No appeal will be considered for students who did not seek extra help during the probation period.
8. The Academic Eligibility Program affects participation in **ALL** extra-curricular activities, including practices and club meetings.

ART CLUB is a creative outlet for all students interested in the arts that go beyond classroom instruction. They will have the ability to explore many different mediums: clay, wood, found objects, sculpture, mosaic, etc. They also have the opportunity to interact with other students interested in visual art.

ATHLETES HELPING ATHLETES is a prestigious program and does require a rigorous selection process. The philosophy of the program

is to teach young people what they can become. Those students are then trained to conduct workshops for other students on life skills learned through athletics.

ATHLETICS at Islip High School offers a wide variety of sports over three seasons each year. Football, soccer, cross country, volleyball, girls' tennis and cheerleading take place during the fall season. Basketball, wrestling, bowling, indoor track and cheerleading are winter activities. Baseball, softball, track, lacrosse, boys' tennis, and golf are our spring sports. A student must have a note from a parent, approved by the athletic director prior to a game, to leave an away game by means other than school transportation.

CHESS CLUB is open to all students who have a desire to play chess. We encourage all levels of players, and if you don't know how to play, we will teach you.

COMPETITION CLUB is open to all students who have the desire to apply the academics they learned to different activities throughout the school year. Activities include cardboard boat regattas, Pumpkin Fling in Yaphank and Quiz Bowl.

FOREIGN LANGUAGE HONOR SOCIETY is a combination of two honor societies, which recognizes the outstanding efforts and achievements of students who are in their third level of study or higher of Spanish or Italian. To be eligible, students must have a cumulative average of at least 90 in foreign language classes with no grades falling below 90, as well as a cumulative average of at least 85 in all other subjects. Students must demonstrate good character as evidenced by good behavior, honesty, and keeping up with school responsibilities. Members of this organization will be involved in projects to promote friendship and understanding on an international basis.

GAY STRAIGHT ALLIANCE CLUB (GSA) is a safe place for students to meet, support each other, talk about issues related to sexual orientation, and work to end homophobia. The GSA also works toward educating its members and the community about sexual orientation and gender identity issues. The GSA takes part in National Coming Out Day and participate in the Day of Silence.

HABITAT FOR HUMANITY is a worldwide organization that builds homes for low income families. In the spring, students who have ac-

tively contributed to the club have an opportunity to go to a Habitat for Humanity building site and help build a home. The work done by students includes framing, insulating, sheet rocking, siding, spackling and roofing.

HIGH SCHOOL MATHLETES (Grades 10-12) presents top math students with interesting and challenging math problems. Students learn and practice valuable problem-solving skills. Students are placed on a team which meets once a week to practice for the five contests that are held during the school year with students from neighboring districts.

HISTORY CLUB is designed to enhance student knowledge and appreciation of history. The club is actively involved in fundraising, trivia, cultural activities and field trips. This organization provides students with the opportunity to learn about history through fun and meaningful activities.

INTERACT is a Rotary-sponsored community service club for high school students. This program gives young people the opportunity to participate in fun, meaningful service projects, while developing skills.

JAZZ ENSEMBLE is part of an on-going process to provide students with another dimension of musical experience. Dance music from the "Big Band" era, as well as contemporary jazz, is explored as part of the learning process.

JUNIOR CHAMBER OF COMMERCE enables students to experience a variety of careers. Students are given the opportunity to talk with local business owners and "shadow" individuals to experience various careers.

KIC CLUB (Keep Islip Clean) is a club that promotes recycling; cleaning of the environment and school grounds; and helping students gain experience in community service.

KICKLINE consists of a dance line which performs at home football games, basketball games and competitions.

MARCHING BAND is an organization consisting of instrumentalists and the color guard. The Marching Band rehearses in the summer as well as during and after school in preparation for its shows.

MATHLETES (Grade 9) is an extra-curricular activity which focuses on challenging math problems and problem solving techniques. Students are motivated to think on higher levels. There are five competitions during the school year. In June, there is an awards ceremony honoring schools and students in Suffolk County that scored the highest in the competitions.

MOCK TRIAL CLUB is a politically-oriented organization emphasizing student participation in government. Throughout the year, numerous contemporary issues are discussed and debated with the culminating activity represented at an interscholastic mock trial.

MUSICAL The musical is a full-length production of a major Broadway show involving all aspects of the theater arts. Each year students from art, music and technology join together with faculty, alumni, and parents to create the magic of live theater.

NATIONAL HONOR SOCIETY is a service organization that exists to recognize student achievements in school and in the community, focusing on four key areas that include scholarship, leadership, service and character. The following is a summary of the requirements and conditions for membership at Islip High School. Copies of the detailed requirements may be obtained from the advisor:

Scholarship– Students are required to maintain an unweighted average of 91.5, including all courses from the beginning of ninth grade and in 8th grade for high school credit.

Leadership- This requirement may be fulfilled by successfully holding an office in a school or community organization (e.g. president, vice president, secretary, etc.), by holding a job in which you are responsible for others (religion teacher, dance teacher, camp counselor, etc), or by being recommended for leadership in three classes or school activities where you do not hold a position of leadership.

Character– A student of character demonstrates six qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship. Fulfillment of this requirement is determined by an examination of school records including discipline records, report cards, progress reports, attendance records, and teacher recommendations. A student will not be admitted if he/she has an excessive amount of disciplinary referrals, negative comments on a report card or a progress report, or verified cuts in the qualifying year. (Multiple negative comments from the same teacher on the same report card will

count as one.) Discipline referrals for major infractions any time after the beginning of ninth grade will be considered separately. One major infraction can prevent a student from being admitted.

Service– This requirement is generally considered to be those actions undertaken by the student which are done with or on the behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to the school, to classmates, or to the community can be reviewed. The student who serves must have participated in an organized community service program through the school, his/her church, the Scouts, or any other charitable organization including, but not limited to, soup kitchens, “cleanups,” walkathons, mentoring, or tutoring. The same activity may not be used for both leadership and service.

SADD offers the student body an opportunity to take control over their decisions and help others in developing the skills needed to make healthy and safe decisions. In the past, SADD was the acronym for Students Against Drunk Driving. Recently, on a national level, the name was changed to Students Against Destructive Decisions. The club focuses on communicating to the student population the dangers of alcohol and drugs.

SCIENCE OLYMPIAD is a program that emphasizes applied science knowledge through active, hands-on, group participation. Science Olympiad Teams prepare throughout the school year to compete in tournaments held on local, state and national levels.

STAGE CREW Participants learn about the technical aspects of theater at two workshop demonstrations and while working on various school productions during the school year. Topics covered include: sound, lighting, scenic construction, and special effects. Meetings are scheduled after school and are generally in the high school auditorium. Besides working on a variety of evening events, members take an active role in creating the scenic, lighting and audio elements of the annual High School Musical.

STAR stands for **S**tudents **T**ogether **A**gainst **R**acism. STAR is a creative outlet for all students to discuss issues in multiculturalism, racism, prejudice and discrimination. Students meet weekly to discuss problems in school and society. Members plan activities that promote understanding of foreign cultures and celebrate the end of the

school year by having a multicultural food and music festival.

STUDENT UNION is the student government organization which meets weekly to plan and implement activities for the entire school (grades 9-12) and community. Some of the activities include Freshmen Orientation, Pep Rally, Homecoming, Sports Night, Staff Appreciation Day, food drives and class elections.

SWING is a vocal group of thirty to thirty-five students who are selected each year after passing a challenging audition. This vocal ensemble sings five and six part harmony and performs jazz and popular music. The performances vary from a concert to a musical review, accompanied by the Islip High School Jazz Ensemble.

THEATER ARTS CLUB is open to all students of the high school interested in theater, acting, tech, etc. Members of the Theater Arts Club will participate in a variety of theater activities to enhance their acting and technical skills. Members will also work on projects related to the theatrical productions done in the high school. At the beginning of the school year, the club meets to vote on officers and to set the dates and times for the meetings.

TRI-M MUSIC HONOR SOCIETY Tri-M, Modern Music Masters, is the International Music Honor Society for high school students designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel in music and leadership.

WELLNESS CLUB meets bi-weekly and practices stress reduction exercises. They practice yoga, dance, stretching and movement, as well as relaxation exercises and deep breathing practices. The students work together on building self-esteem and making healthy choices. They participate in fundraising activities and help with projects such as the Wellness Fair and other school-wide programs.

YEARBOOK Secatogue is a yearly overview of student life at Islip High School. It features events which have occurred throughout the year using photographs and narrative essays. Homecoming, Junior Prom, and Sports Night are just a few of the events featured. The yearbook highlights the graduating senior class, faculty, staff, underclassmen, school academics, and all co-curricular activities.

SCHOOL COUNSELING SERVICES

Upon entering 9th grade, all students will be assigned to a counselor. Counseling services continue until graduation. This allows students to avail themselves of educational, career, vocational, and personal counseling throughout high school. Although students work with their counselor on grades and scheduling, they may seek the advice of any counselor concerning personal matters. Other counseling services available to students include certified social workers and a psychologist. If you wish to see a counselor for any reason, you may request an appointment slip from any member of the staff.

GRADUATION INFORMATION

It is a student's responsibility to be aware of the graduation and promotion requirements for his/her class and for his/her credit/sequence standing. Therefore, students should review this information provided by the Counseling Office with parents and direct any questions to their counselor. Only graduating seniors will be allowed to participate in end of the year senior privileges including, but not limited to, prom, senior trip and the senior picnic.

Required Course Credits

Subject	Regents Diploma	Advanced Regents Diploma
English	4 credits	4 credits
Social Studies.....	4 credits	4 credits
Science	3 credits	3 credits*
Mathematics	3 credits	3 credits*
Health	1/2 credit	1/2 credit
Art/Music.....	1 credit	1 credit
Second Language	2 credits	3 credits
Physical Education ...	2 credits	2 credits
Electives.....	2-1/2 credits	1-1/2 credits
Total Required.....	22 credits	22 credits

*3 science credits must be taken at the high school

*3 math credits must be taken at the high school

Required Regents Examinations

Subject	Regents Diploma	Advanced Regents Diploma
English	English 11.....	English 11
Social Studies.....	Global History	Global History US History
Science	Living Env. or.....	Living Env. and Earth Science
Math	Integ. Algebra	Integ. Algebra Integ. Geometry Integ. Algebra II/Trig

1. Students may substitute a 5-credit sequence in Art, Business, Music or Tech for the third Foreign Language credit.
2. Students who transfer in from out of state in grade 7 have until the date of their graduation to complete the second language requirement. Students who transfer in after grade 9 are exempt from the second language requirement.
3. Special education students will be expected to follow the above requirements to earn a Regents diploma. Special education students who do not score between 55 and 64 on the five required Regents examinations must take and pass Regents Competency Tests to earn a local diploma. Special education students who take, but do not pass, the required Regents Competency Tests to earn a local diploma are eligible to graduate with an IEP Diploma as determined by the Committee on Special Education. A student identified as having a handicap may be excused from the second language requirements if so indicated in the student's Individual Education Plan.
4. Regents-with-Honor Diplomas will be given to those earning an average of at least 90 percent in the required Regents examinations. Advanced Regents-with-Honor Diplomas will be given to those earning an average of at least 90 percent in all eight required Regents examinations.

PROMOTION

- To Grade 10 - A student must have earned 5 1/2 credits.
- To Grade 11 - A student must have earned 11 1/2 credits.
- To Grade 12 - A student must have earned 16 1/2 credits.

REPORT CARDS - PROGRESS REPORTS

Report cards are prepared four times during the school year at ten-week intervals. Each quarterly grade consists of class work, tests, class participation and quizzes. Progress reports indicating a student's current course status will be prepared in the middle of each marking period. If a parent/guardian needs to contact a teacher, they may do so through the main office.

For a Full Year Course— Final averages are calculated by adding all four marking period grades and the final exam or Regents grade and dividing by five.

For a Semester Course— Final averages are calculated by multiplying the sum of the two marking period grades by two, adding the final exam grade and dividing by five.

CUMULATIVE AVERAGE

The cumulative average (GPA), computed at the end of eleventh grade, includes all subjects in which a student received a final numerical grade. All grades and courses are printed on the transcript. Actual grades are indicated on the transcript. Weighting of the final grade is not shown for individual courses, and is used only to compute a weighted average.

CLASS RANK

A decile class rank is calculated at the beginning of twelfth grade, and is based on a three-year cumulative average of grades 9-11 plus accelerated courses taken in the middle school. A final official decile rank is calculated at the end of the first semester of twelfth grade and is based on a weighted average of ALL grades, including courses in progress as well as final grades. The Valedictorian and Salutatorian for the class will be determined at the same time.

REGENTS EXAMINATIONS

In accordance with the philosophy of the Board of Regents, and the regulations of the NY State Education Department, all students enrolled in a Regents course will be required to take the Regents Examination at the conclusion of the course. Students who complete the requirements for a Regents Diploma will receive the appropriate Regents endorsement.

AP EXAMINATIONS

All students enrolled in AP (Advanced Placement) courses will be required to pay for and take the AP Examination in May. Students who qualify for free or reduced lunch are eligible for a reduced fee AP Ex-

amination (see the AP Testing Coordinator for more information). Because April is one month before the crucial AP Examinations, it is expected that AP students not attend field trips during this time.

GRADUATION/PROMOTION REQUIREMENTS

It is a student's responsibility to be aware of the graduation and promotion requirements for his/her class and his/her credit/sequence standing. Therefore, students should review this information (provided by the Counseling Office) with their parents/guardians and direct any questions to their counselor.

HONOR ROLL

To earn a place on the Honor Roll, a student must have a marking period average between 84.5 and 87.4 with no individual course grade below 75. The High Honor Roll requires a marking period average of between 87.5 and 92.4, and no individual course grade below 80. The Principal's List requires a marking period average of 92.5 and higher, and no individual course grade below 85. In addition, students must not have received an incomplete in any course during the marking period.

CLASS DROP POLICY

For a Full-Year Course— Students will have until five (5) school days after the end of **1st quarter** to drop a full-year class without penalty.

For a Semester Course— Students will have five (5) school days after the FIRST Progress Report to drop a first-semester class and five (5) school days after the THIRD Progress Report to drop a second-semester class without penalty.

Students who drop a class after the deadline will receive a grade of **W** (Withdraw) or **WF** (Withdraw Failing) on their report card and on their transcript.

CLASS CHANGE OF LEVEL POLICY

Students will have until five (5) school days after the end of **2nd quarter** to request a CHANGE OF LEVEL (i.e. Honors to Regents). **No Level Changes** will be allowed after this date.

SCHOOL POLICIES

ATTENDANCE POLICY

At Islip High School, class participation is directly tied to attendance and will impact a student's grades. Each teacher will distribute a written grading rubric that includes class participation.

General Procedures

When students are not in attendance, absences are noted and monitored. In accordance with the District's Code of Conduct policy, a system of incremental interventions has been designed and will be implemented as needed.

An absence takes place when a student is not in attendance for all or part of the school day. The parent/guardian must contact school immediately to report an absence. If no call is made, an automated telephone call will be made by the school. Students are responsible for all missed work. Designated staff at each level will follow a system of incremental interventions.

Making Up Work—Excused or Unexcused

It is the responsibility of a school district to educate students as effectively as its resources permit. Responsibility also rests with the student and with the student's family.

Students with excused absences, tardiness, and early departures 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 final grade. Upon their return, students must consult with their teachers regarding missed work and expected completion dates.

Students with unexcused absences, except truancy and cutting, will also be given the opportunity to make up the work upon their return for inclusion in their final grade, in accordance with the procedures established by the classroom teacher.

Vacationing Students

Islip Public Schools believes that a student's presence in class is most important. Regular school attendance maximizes a student's interaction with his/her teachers and peers, and is a major component of academic success. Students who go on vacation when school is in session will miss introductory and follow-up explanations of concepts and procedures provided by the teacher. All assign-

ments are designed to follow lessons provided by the teacher. Even when work is made up, it does not replace the value of a teacher's instruction in the classroom. Absences due to family vacations are considered unexcused absences. As mentioned above, for unexcused absences, students can make up the work upon their return. This work will be included in their final grade, in accordance with the procedures established by the classroom teacher. Families are encouraged to take vacations when school is not in session.

LATENESS TO CLASS

All students are expected to arrive to class on time. Lateness will be dealt with by the individual classroom teacher. Following the second illegal lateness (no late pass) in a marking period, a student may be assigned to a teacher's detention for that lateness. Additional lateness may result in an assigned school detention.

TARDY TO SCHOOL

All students are expected to arrive to class on time. Students who come to school after period 2 must report directly to the Attendance Office with a note explaining the cause of their lateness. The Attendance Office will then issue a readmission slip.

CLASS TRUANCY

Any unauthorized absence from class is considered a truancy and is not permitted. Students who choose to be truant from class will be subject to consequences ranging from detention to out-of-school suspension. Truancy from class is also known as "cutting class."

LEAVING SCHOOL DURING THE DAY

Students are not permitted to leave the building at any time during the school day without school permission, a school pass and/or a tagged Islip High School I.D. card. When a parent deems it necessary to request that a student be excused from school during the school day, a note signed by that parent must be **submitted to the Attendance Office in advance of each absence**. The note must specify the departure time and the expected return time as well as the reason the student is to be excused. If a student becomes ill during the school day, he/she must report to the Nurse's Office for evaluation. No student is permitted to sign out of school for illness without first going through the Nurse's office.

STUDENT CONDUCT AND DISCIPLINE

The following bylaw is enacted in accordance with the Regulations of the Commissioner of Education, Part 100.2(l).

Section 1. Bill of Rights and Responsibilities of Student Rights

Students of this district shall have the rights afforded to all K-12 students under the provisions of the Federal and State Constitutions and the laws of the State of New York. Although the rights of all K-12 students are not identical to the rights of adults, it is recognized that a student's private, non-school sponsored and non-program related conduct cannot be regulated unless the educational community is affected by such conduct.

Responsibilities of All Students

A student shall not act in such a manner that disrupts the rights of others or which causes disorder or invades the rights of others. A school is a place of learning. Learning involves the expansion of knowledge as well as acting in a manner considerate of the rights and feelings of others. Students must be conscious that younger students follow the leadership of upperclassmen. Such examples should enhance the school environment. Students are expected to show respect for faculty and other members of the school community. A relationship based upon respect creates a harmonious environment.

Section 2. Discipline Code for Student Behavior

A student shall be subject to disciplinary action in relation to the following regardless of whether such acts take place on the school premises (building or grounds) or elsewhere at a school function or a school sponsored function or on a bus going to or from such a function:

(a) Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or being in possession of an alcoholic beverage on the school premises (buildings or grounds) or at a school function or on a bus going to/from a school function or a school-sponsored function.

(b) The use, possession, sale or gift of any drug or controlled substance, including marijuana, or any instruments for the use of such drugs on the school premises (including buildings or grounds) or at a school-sponsored function, or on a bus going to or from a school function. The only exception involves any drug taken in accordance with a current prescription signed by a physician which is to be taken by the particular student at the time of question.

- (c) Stealing, lying, cheating, plagiarism, vandalism, or other acts of dishonesty.
- (d) Verbal or physical intimidation.
- (e) Fighting or causing physical harm to another.
- (f) Pronounced disrespect toward a faculty member or other school employee.
- (g) Possession or use of firearms, knives, or other weapons or fire-works.
- (h) Failure to comply with the directions of a teacher, administrator or other school employee.
- (i) Using profane, vulgar, abusive language or words which may incite another person.
- (j) Selling, using or possessing obscene material.
- (k) Lateness for class or leaving school or class without permission.
- (l) Any willful act which disrupts the normal operation of the school community.
- (m) Smoking a cigarette, cigar or pipe or using smokeless tobacco on school premises (including buildings and grounds) or on a bus going to or from a school function or a school-sponsored function.
- (n) Gambling.
- (o) Hazing.
- (p) Lewd behavior.
- (q) Trespassing.
- (r) Violation of federal, state, local or school regulations.
- (s) Gang activity
- (t) Bullying

Section 3. Dignity for All Students

Bullying is defined as any conduct that endangers the safety, morals, health or welfare of others. Bullying includes one or more repetitive negative actions. Bullying involves an imbalance of social or physical power and/or an unequal level of emotional affect.

Examples of bullying include but are not limited to:

- The communication of derogatory statements and or comments.
- The social exclusion or isolation of others.
- Any physical acts which include but are not limited to hitting, kicking, shoving, or gestures which another finds inappropriate and/or offensive.
- The communication of information to intimidate, harm, manipulate or to defame the character/reputation of another.

- Threatening behaviors which manipulate the actions of another.
- The harassment of another based on the actual or perceived:
 - Race
 - Color
 - Weight
 - National Origin
 - Ethnic Group
 - Religion
 - Religious Practice
 - Disability
 - Sexual Orientation

Cyber bullying is a behavior which involves the intent to hurt, humiliate, threaten, or isolate another using social media sites, email, IM's, text messages or any digital form of communication. Cyber bullying involves an imbalance of social or physical power and involves an unequal level of emotional affect.

A student shall be subject to disciplinary action in relation to the preceding regardless of whether such acts take place on the school premises (building or grounds) or elsewhere at a school function or a school sponsored function or on a bus going to or from such a function.

Section 4. Gangs and Gang Activities

No student shall commit any act which furthers gangs or gang related activities. A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors, or symbols. As used herein, the phrase "gang-related" shall mean any conduct engaged in by a student (1) on behalf of an identified gang, (2) to perpetuate the existence of any identified gang, or (3) to effect the common purpose and design of any identified gang. Conduct prohibited by this policy includes:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs or other items with the intent to convey or promote memberships or affiliations in any gang.
- Communicating verbally or non-verbally, ie; gestures, handshakes, slogans, drawings, etc. with the intent to convey or to promote memberships or affiliations in or with a gang.

- Tagging or otherwise defacing school or personal property with symbols or slogans intended to convey or to promote memberships or affiliations in any gang.
- Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.
- Soliciting others for gang memberships.
- Committing any other illegal act or other violation of school district policies in connection with gang-related activities.

Section 5. Alcohol Consumption by Students

The Board of Education has determined that the use of alcohol by minors represents a serious threat to the welfare of its students. The possession, transportation and distribution of alcoholic beverages during school hours, or during school-sponsored activities and events is strictly prohibited. The consumption of alcohol by students during school hours or during school-sponsored activities and events, and the presence of students who have consumed alcohol on school campus at any time or during school-sponsored off campus activities and events is strictly prohibited. Therefore, to promote a safe, healthy, and productive environment, the Islip School District has implemented the following testing policy with respect to students suspected of consumption of alcohol.

A school official who has a reasonable suspicion that a particular student has consumed alcohol during school hours or during a school-sponsored event, may recommend to the administrator in charge, the use of breathalyzer testing to determine such consumption. Reasonable suspicion shall be based on objective criteria including, but not limited to, admissions, reliable statements of others, alcohol on the breath, impairment of motor control, and other outward signs of alcohol use and/or intoxication. The Islip School District shall maintain an appropriately calibrated Breathalyzer Testing Device and shall train employees in its use. The term 'school official' shall be limited to nurses, teachers and administrators.

A trained school official shall administer the Breathalyzer Test. If this test is positive, the student will be granted an opportunity to be heard concerning justification for the positive test result. After due consideration of the student's rationale, the school shall make an immediate determination whether or not to exclude the student from the event. If alcohol use has been determined, the student's parents or guardian shall be notified immediately.

In the event that a student refuses the administration of a Breatha-

lyzer Test in any of the circumstances described in the full policy, it shall be assumed that alcohol has been consumed. This matter shall be processed in the same manner as if a positive Breathalyzer Test result had been obtained.

As noted above, the possession, transportation, and distribution of alcoholic beverages during school hours, on school property, or during school sponsored activities and events is strictly prohibited. Any student determined to have possessed, transported, or distributed alcoholic beverages during school hours, or during school sponsored activities and events shall be subject to immediate suspension and further discipline as provided in §3214 of the Education Law of the State of New York.

Section 6. Sexual Harassment

The Islip School district is committed to safeguarding the rights of all of its students to learn in an environment free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome. This includes, but is not limited to, inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, blocking a student's movement, rape or attempted rape. Anyone who is subject to sexual harassment, or who knows of such conduct, should immediately inform an appropriate building administrator, administrative assistant, counselor or teacher.

Section 7. Plagiarism

Education prepares students to become self-reliant, honest members of society. To plagiarize – that is, to offer the work of another as your own - is dishonest and is unjust to those who do their own work. The following situations will be interpreted as instances of plagiarism:

1. The quoting of sentences or paragraphs verbatim without proper citation.
2. The copying, in part or in its entirety, of another student's assignment.

Students who permit others to use their work are participants in the act of plagiarism. The following situations will be interpreted as participation in plagiarism:

1. Making a written assignment available to another student.
2. Submitting an assignment written by another student as your own.

3. Permitting another student to copy one's work during an examination.

4. Supplying answers to another student during an examination.

Students who plagiarize risk failing grades for papers, tests, and/or courses.

Section 8. Dress Code

In accordance with the New York State Project SAVE legislation, Islip High School has adopted the following dress code for all persons entering the high school:

All persons entering Islip High School are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for student dress and appearance. Teachers and all other building personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A person's dress, grooming, and appearance shall:

1. Be safe and appropriate and not disrupt or interfere with the educational process. The following are examples of inappropriate dress:

- Bathing suits or transparent clothing
- Strapless clothing; one-shoulder shirts
- Undergarments; exposed backless shirts
- Halter tops; low-cut/revealing tops
- Shorts or skirts that are too short, revealing or provocative.

2. Not include the wearing of headgear in school during the school day except for medical or religious purposes. An individual demonstrates respect by uncovering his/her head. The educational process deserves the same respect as is shown in other areas of society. Hats, bandanas, etc., must be placed in a student's locker upon arrival to school and may be retrieved when leaving the building.

3. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, creed, national origin, gender, sexual orientation or disability.

4. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities. This includes clothing, jewelry, hats, emblems and badges which by virtue of color, arrangement, trademark, or attribute associated with such affiliation, denotes membership in or a connection with any gang.

This will not be permitted in school buildings, on school grounds, on buses or during school activities on or off the school campus.

5. Meet the requirements of specific student activities (i.e. technology classes, laboratories).

6. The following are prohibited:

- Bare feet
- Sunglasses worn inside the building unless prescribed by a doctor.
- Heavy outdoor wear such as down jackets, trench coats, etc. worn in class or in the hallways.

Each building principal or his or her designee shall be responsible for informing all constituents of the building dress code at the beginning of the school year, and of any revisions to the dress code made during the year. Students who violate the building 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 full day detention 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.

Section 9. Electronic Devices and Cell Phones

In order to maintain a safe learning environment, conducive to the free flow of information, the use of any laser pointer, video camera, cell phone, digital camera, tape recorder or similar device in the classroom is prohibited. This includes the recording of parent/teacher/administrator conferences or student recordings of classroom lessons or meetings unless specifically approved by the teacher or administrator in charge. The only exception to the above is at CSE meetings. Cell phones cannot be used by students during the regular school day (7:20 AM to 1:58 PM) and should be turned off and placed completely out of sight. If a student has his/her cell phone out, or it can be clearly observed/seen, and a staff member requests the cell phone, the student **MUST** comply with the request. If he/she refuses to relinquish the cell phone to a staff member, the student will be subject to disciplinary action. If a cell phone is seen or heard, it will be confiscated for parent pick up or returned to the student the following week, whichever comes first. Repeated offenses could result in further disciplinary action.

THE RANGE OF PENALTIES

The range of penalties, which may be imposed for the aforementioned conduct is as follows:

- (a) verbal warning
- (b) written warning
- (c) written notification to parent
- (d) counseling
- (e) probation
- (f) reprimand
- (g) detention/extended detention/full-day detention
- (h) removal from transportation
- (i) suspension from athletic participation
- (j) suspension from social or extra-curricular activities
- (k) suspension of other privileges
- (l) exclusion from a particular class
- (m) out-of-school suspension

DISCIPLINARY MEASURES

The primary disciplinary responsibility for routine classroom infractions such as lateness, failure to follow directions, nonperformance and inappropriate language directed toward other students rests with the classroom teacher. When a problem has not been resolved using the wide variety of techniques available to the teacher, or the behavior is repetitious, or the offense is of a more serious nature, the principal or his/her designee is notified in writing.

Disciplinary actions available to the principal or his/her designee which may be used singularly or in conjunction, include:

Teacher Detention

Students assigned to a teacher's detention or to a school detention must fulfill this obligation by reporting promptly to the appropriate detention room on the date and time noted. Students who do not fulfill their assigned detention will face additional disciplinary actions.

After-school Regular Detention (2:05 PM-2:45 PM) Students reporting for after-school regular detention must be on time, with their books, and ready to work. An unexcused absence from detention will be considered insubordination and can result in the student receiving additional disciplinary measures.

Formal Conference - This is held with the student, parent/guardian, and one/or more staff members.

Restitution - A student or his/her parents/guardian will be required to reimburse for losses/damage to school or personal property.

Work Assignment - Students may be assigned a task as punishment for an infraction.

Loss of Privileges - A student may be suspended from bus transportation, extra-curricular and social activities, and parking and lunch privileges.

Class Suspension - A student who seriously disrupts a class may be temporarily removed from that class in compliance with the provisions of Project SAVE.

Full-Day Detention (7:20 AM-1:58 PM) — is designed to be an alternative to out-of-school suspension. Written assignments are provided by classroom teachers and students are supervised by school district staff.

Out-of-School Suspension—for a period of one to five days is an indication of serious or repeated violation of school rules.

Support Staff Referrals—In case of infractions involving alcohol or substance abuse, students will be referred to support staff as deemed appropriate.

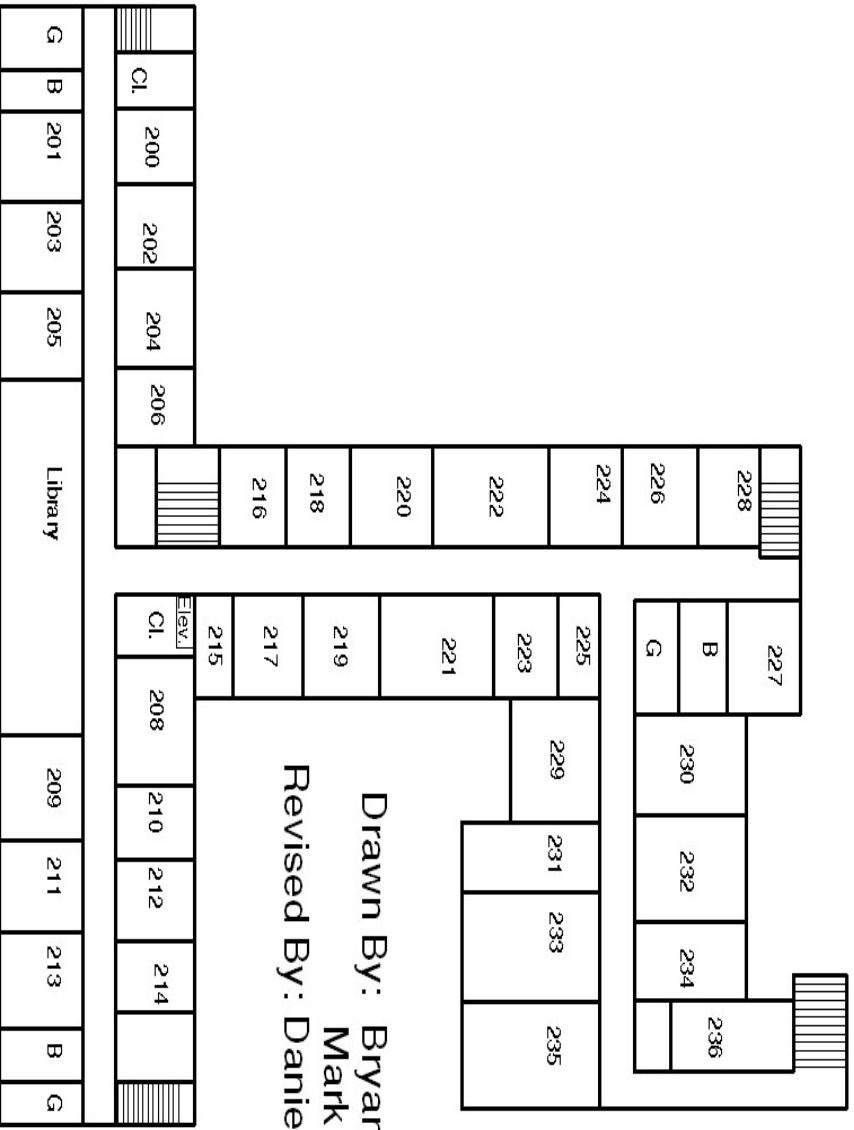
Referral to Outside Agencies—A student engaged in serious misconduct may be subject to referral to the Suffolk County Police, Family Court, etc. Students known to have a handicap will also be referred to the Committee on Special Education.

Superintendent's Hearing—A student who has been involved in severe disciplinary offenses will be brought to the attention of the Superintendent. The Superintendent or his/her designee will hold a hearing to determine whether the student should be suspended from the school setting for an extended period of time (more than five days).

Islip High School First Floor Plan



Second Floor Plan



Drawn By: Bryan Kuefner
 Mark Furmanik
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