

STUDENT HANDBOOK 2018-2019



ISLAND TREES HIGH SCHOOL

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59 Straight Lane
Levittown, NY 11756
Telephone: (516) 520-2136
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www.islandtrees.org

HIGH SCHOOL TELEPHONE NUMBERS

Attendance	520-2142
Athletic Office	520-2173
Food Service	520-2145
Guidance	520-2139
Health Office	520-2148
Library	520-2156
Main Office	520-2136
Music Office	520-2152
Psychologist (High School Office).....	520-2149
.....	520-2143

The following is a list of Hotline numbers which may be useful for students or families in crisis:

AIDS Hotline	1-800-342-AIDS
Alcoholics Anonymous	292-3040
Al-Anon	292-3040
Child Abuse Hotline	1-800-342-3720
L.I. Crisis Center	679-1111
(open 24 hrs. day/7 days wk.)	
Mental Health Assoc	489-2322
Nassau County Coalition Against	
Domestic Violence	542-0404
Pregnancy - Teenage Line.....	1-800-522-5006
South Oaks Hospital	1-631-608-5610
Yes Community Counseling Center (Counseling, Addition, and Outreach Services)	719-0313
Mobile Mental Health	227-8255

BELL SCHEDULE

<u>PERIOD</u>	<u>TIME</u>
1	7:28 - 8:13
2	8:16 - 8:57
3	9:00 - 9:41
4	9:44 - 10:25
5	10:28 - 11:09
6	11:13 - 11:54
7	11:57 - 12:38
8	12:41 - 1:22
9	1:25 - 2:08

SCHOOL PHILOSOPHY

Our primary mission at Island Trees High School is to teach our students to develop into knowledgeable and responsible young adults with the potential to become successful individuals and solid citizens, both at home and in the community while simultaneously preparing them to meet the challenges of post-secondary life.

GUIDANCE

The most important resource in the Guidance Office is your counselor. You are encouraged to see your counselor as often as necessary for educational and career planning, personal and social growth, academic improvement, college counseling, and for any needs and/or problems which may arise.

You should remember that counselors are always available when you need them - no appointment is necessary. Parents are encouraged to contact the Guidance Office and meet with the counselors. Counselors may be reached at 520-2139.

OCCUPATIONAL EDUCATION PROGRAMS

Students wishing to prepare for a specific career may enroll in an occupational BOCES programs offered at Barry Career & Technical Educational Center. A student who elects to pursue a career training program offered at BOCES, must be a student in good standing, who adheres to the high school attendance policy, and who has met certain core requirements for high school graduation. Please see your Guidance Counselor for more specific information if you are interested in pursuing one of these programs. All training programs must have district approval. A list of approved programs is available in the course catalog.

HEALTH OFFICE

This office is located in Room 129 on the west side of the building and is open during school hours.

Care is provided for any student who is injured or becomes ill in school. This care is limited to essential first aid only. Any follow-up treatment is to be handled by the family. The nurse is not permitted to offer diagnosis, give medications, change dressings or treat injuries other than to administer first aid. Students requiring medication during the school day must present the medication and a doctor's note authorizing its administration to the school nurse. Students are not permitted to carry medications. All accidents must be reported and accident reports completed. Any student visiting the Health Office throughout the day **MUST** have a pass signed by a classroom teacher.

WORKING PAPERS

Students under eighteen years of age need "Working Papers" for employment. Applications for these papers may be obtained in the Health Office. Social Security numbers are required before these permits may be issued.

LIBRARY MEDIA CENTER

The Library Media Center, located on the second floor above the Main Office, is a state-of-the-art facility. An automated catalog and circulation system, access to on-line resources and CD-ROM technology, comprehensive book and magazine collections, national resource sharing, and the capacity for students to access their school computer accounts enables the library to serve the needs of the entire school population. Students are welcome to use the library to research, study, browse, read or just to have a quiet place to think. Passes are required during school hours.

PHYSICAL EDUCATION

Physical Education classes meet on either **A days** or **B days** for a full semester. It is required that all students take both a Fall & a Spring Physical Education class each year.

EXTRACURRICULAR PARTICIPATION

Participation in extracurricular activities at Island Trees High School is a privilege. Student participation on athletic teams and clubs, and attendance at sporting events and all other school sponsored events and activities, including the junior prom and senior prom are dependent upon adherence to the school's code of conduct. Therefore, at the discretion of the administration, any student who violates the high school code of conduct may lose his/her privilege to participate and/or attend events.

INTERSCHOLASTIC SPORTS

Boys: Football, Soccer, Basketball, Wrestling, Bowling, Baseball, Lacrosse, Cross Country, Track, Golf

Girls: Soccer, Volleyball, Basketball, Bowling, Softball, Cheerleading, Badminton, Cross Country, Track, Kickline, Lacrosse

EXTRACURRICULAR ACTIVITIES

Athletes-Helping Athletes

Art Club

Book Club

BRAV E Club

Career Advantage

Chamber Orchestra

Chess Club

Chorus

Concert Band

Coding Club

Debate Club

Drama

Environmental Club

French Club

Freshmen Mentors

Gay/Straight Alliance

Human Awareness

International Thespian Club

Jazz Band

Jazz Choir

Key Club

Marching Band

Math Team

Musical

National Honor Society

Newspaper Club

Orchestra

Outdoor Club

Quiz Bowl

Robotics

S.A.D.D. Club

Science Olympiad

Science Team

Spanish Club

Sports Info Club

Student Council

Talent Show

Technology Club

Tri-M Music

Yearbook Club

CLOSED CAMPUS

The Island Trees High School is a closed campus. Once students report to school they will not be permitted to leave school grounds unless formerly released through the attendance office or the nurse's office. The **Attendance Office** may be contacted at **520-2142** and the **Nurses' Office** may be contacted at **520-2148**. Any student who does leave the building without permission will be suspended.

MORNING ANNOUNCEMENTS

Morning announcements will be made at the conclusion of 1st period. Announcements will also be posted on Powerschool under Daily Bulletin. With the exception of emergencies, announcements will not be made during class time or after school.

CAFETERIA

In order to serve both the students and staff, the cafeteria maintains food service much of the day. Students are able to purchase breakfast beginning at 7:10 am. Students may purchase a variety of foods at reasonable prices by going through the line in an orderly and civilized manner. It is every individual's responsibility to make their cafeteria a clean and pleasant place to eat. This means cleaning up after oneself. These simple rules have been set for all who use the cafeteria :

1. Deposit all litter in wastebaskets.
2. Leave the table and floor around your place in a clean condition for others.
3. Keep your feet off the cafeteria tables.
4. Proper behavior should be maintained at all times.
5. Students are asked to use the recycle bins, located in the cafeteria.
6. Attendance will be taken every day in each cafeteria.
7. Students must remain in the cafeteria to which they are assigned for the entire period.

Please be reminded no outside lunches can be delivered to students during the school day.

EMERGENCY DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, students move quietly in an orderly manner and quickly under the direction of their classroom teachers. Exit directions are posted in each classroom.

Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside.

Throughout the school year Island Trees High School will also conduct both Lockdown and Lock-In Drills. In addition, we will also conduct evacuation drills.

PASSES

When classes are in session, no student is to be in the corridors without an official pass to be obtained from the teacher of the room to which the student is assigned. The pass must be shown to teachers or security guards who are on duty in the corridors. It is important that the student return as quickly as possible to his assigned room. Any student found in the corridors without a pass will be referred for disciplinary action. A pass does not permit a student to loiter.

TEXTBOOKS

Students are held personally responsible for all textbooks issued to them during the school year. At the time textbooks are issued by the teacher, a book receipt will be completed by the student. Students will receive their book receipts back upon return of the textbook. Also remember, you are expected to maintain the condition of the book. This book receipt is important to keep as proof of the returned textbook. Please keep all book receipts until final report cards have been issued. Students will be issued an obligation due when textbooks are not handed in.

LOCKERS

Each student is assigned an individual locker. The combination should be kept secret by each student. Each locker should be locked at all times. This includes your gym locker. Make sure you keep all belongings in your locker and lock it carefully! Do not leave backpacks or pocketbooks unlocked in the locker- room. The school assumes no responsibility for property lost or taken. There should be no expectation of privacy for lockers or contents. No student is to open or tamper with another student's assigned locker under any circumstances.

Each student's assigned locker should be kept clean. Report inoperative locks to a custodian or to the Main Office.

VISITORS

Students should neither make plans for non-Island Trees student friends to call during school hours nor allow friends to be on the school grounds at any time.

Anyone, other than attending students, who enter the building must report to the Security Desk to show identification and then to the Main Office.

NO STUDENT VISITORS ARE PERMITTED unless they are taking a specific curricular or extracurricular program.

HOMEWORK

Every student has homework every night. Sometimes the teacher will assign definite homework. When there is no homework assignment, you are expected to study things that you do not know perfectly and completely. Remember, homework is evidence of the outside preparation required for successful completion of the course. Parents of students who are absent for a length of time may request homework assignments by contacting the school Guidance Office at 520-2139.

TEACHER CONFERENCES

Parents may call the Main Office at any time to arrange an appointment with any teacher they wish to see. Most teachers have certain times during the school day when they can meet with parents.

Parents may contact teachers through email as well. Email addresses for each teacher begin with the first letter of their first name. Followed by the full last name, and @islandtrees.org. (Example: Joseph Jones can be contacted at jjones@islandtrees.org) Teacher email addresses can be found on our high school website under "Contact Directory."

EXTRA HELP

Every teacher will post an Extra Help Schedule indicating the times and days they are available.

You should always seek extra help from your teachers if you do not understand an assignment, if the work is difficult or if you were absent.

Extracurricular activities do not begin until after the extra help session at 3:00PM. Advisors and coaches may require that you attend extra help before going to a meeting or practice.

Formal review sessions in preparation for Regents and AP exams will be offered by teachers near the end of the year.

REPORT CARDS

Are available through Parent Portal.

Interim reports will be available through the Parent Portal approximately half way through each marking period. The purpose of these reports is to inform you of your progress in each course. Computerized discipline reports are mailed home four times per year.

HONOR ROLL

In order to encourage high academic achievement, the students who achieve the academic standards listed below on each quarter's report card will receive appropriate recognition.

Honor Roll: An average of 89.5 or higher in all credit-bearing course work.

Honorable Mention: An average of 84.5 or higher in all credit-bearing course work.

Disqualification will occur when an attitude or effort comment of **UNSATISFACTORY** is recorded for any course.

National Honor Society

Requirements for Admission

Unweighted Grade Point Average of 90%. A junior's unweighted GPA is based on the 9th and 10th grade while a senior's is based on 9th, 10th and 11th grade.

Teacher Evaluations of all candidates is based on Leadership, Service and Character.

Autobiographical Essay by each candidate addresses personal accomplishments demonstrating Leadership, Service and Character.

Majority Vote by Five Member Council is based on Teacher Evaluations of Autobiographical essay.

All eligible students are notified and evaluated in the fall. Successful candidates will be notified prior to inductions which are held in November.

FINAL GRADE:

The final mark for a course will be entered upon the student's transcript with the amount of credit earned and the Regents examination grade, if any. Except in the case of semester courses, credit is earned only at the conclusion of a school year or summer session.

1. In courses in which a final examination is administered, two fifths (2/5) of the final grade shall determined by the average for the first half of the course, two fifths (2/5) for the second half, and one-fifth (1/5) for the final examination or Regents.
 - a. Typical course which meets for the full year

$$\text{Final mark} = [(2 \text{ times Sem 1 grade}) + (2 \text{ times Sem 2}) + \text{Final Exam}] \div 5$$
 - b. Variation for semester course:

$$\text{Final mark} = [(2 \text{ times Q1 grade}) + (2 \text{ times Q2}) + \text{Exam}] \div 5$$

2. In courses in which a final examination is NOT administered subject to the prior approval of the principal, one-half of the course.
 - a. Typical course which meets for the full year:

$$\text{Final mark} = (\text{Quarter 1} + \text{Q2} + \text{Q3} + \text{Q4}) \div 4$$
 - b. Variation for a semester course:

$$\text{Final mark} = (\text{Quarter 1} + \text{Q2}) \div 2$$

3. In a full-year course where a comprehensive mid-term examination is administered, the mark for the mid-term shall have the same relationship to the final semester grade as does the final exam grade to the final grade for the year:

$$\text{semester grade} = [(2 \text{ times Quarter 1 grade}) + (2 \text{ times Quarter 2 grade}) + \text{Mid-term}] \div 5$$

CLASS RANK AND WEIGHTED AVERAGE:

Each July at the end of the junior year, the weighted average of each member of the subsequent year's graduating class shall be computed. All course work attempted shall be included in this computation including failing grades of courses subsequently passed. Accelerated high school work taken in grade averages will be computed based on the weighted values:

A.P. and College	1.15
Advanced/Honors	1.10
Regents	1.05
Other	1.00

Following the above determination of the weighted average for each member of the class, each student shall be assigned to a tentative rank in class. The student with the highest G.P.A. shall be assigned a rank of 1 and so forth.

PLEASE NOTE: Weighted averages are only used to determine class rank. Unweighted averages will appear on report cards.

- Graduating senior ranks will be recalculated at the end their 7th semester (semester 1 of senior year). This will determine the final top 10 of a particular graduating class.

DRESS GUIDELINES

Students are expected to wear neat, clean clothing to school. Obscene or inappropriate imprints on clothing are not permitted. These include, but are not limited to, beer or liquor company logos and references or illustrations of drugs or drug paraphernalia. Any attire which is a distraction is prohibited. School is a special place. Please dress accordingly. Hats, hoods and headbands are not permitted to be worn in school. "Short shorts", midriff shirts or clothing which intentionally displays undergarments or the wearing of pants below the waist is prohibited.

DISCIPLINE GUIDELINES

Each student is responsible for his or her behavior and will be held accountable for his or her actions. We have set high expectations for student behavior. This handbook provides a brief summary of the Island Trees School District Code of Conduct, which upon request is available to students, teachers and parents. It is impossible for teaching or learning to take place in a classroom or school building unless good order is maintained.

Students are reminded that they must adhere to a code of good behavior not only for their own benefit, but for the benefit of others as well. Students are expected to respect all school personnel as well as other students. Students who do not behave appropriately will face disciplinary action.

- Any statement or suggestion regarding race, color, creed, gender or sexual orientation will result in disciplinary action.
- In addition, any statement or suggestion of mental or physical bullying will result in disciplinary action.
- Any non-school incident that spills over into the school setting which disrupts the educational environment will result in disciplinary action.

DIGNITY FOR ALL STUDENTS ACT

The Dignity for All Students Act is a New York State law intended to provide all public school students with an educational environment free from discrimination or harassment, and to foster civility in public schools. The Dignity Act, among other things, establishes guidelines for student behavior. The Island Trees Board of Education Policy O 1 15 and the Code of Conduct, posted on the district website (www.islandtrees.org) have been updated to encompass the provisions of the Dignity Act.

The Dignity Act also requires that each school appoint at least one staff member to serve as the Dignity Act Coordinator (the "DAC"). For Island Trees High School, the DAC is Mr. Nicholas Grande. Each school's DAC coordinates implementation of the Dignity Act in school, including the requisite staff development and classroom instruction. The DAC also coordinates the school's response to complaints of harassment or discrimination. Incidents of discrimination or harassment should be reported to the DAC, or to a staff member who shall report the allegations to the DAC.

Any questions or concerns regarding the Dignity Act, its implementation, or any alleged instances of Dignity Act violations should be directed to the school's Dignity Act Coordinator.

DRUGS AND ALCOHOL

Any student found at any time to be in possession of, selling, consuming or being under the influence of alcohol, drugs or in possession of drug paraphernalia (including vaping devices) on school property or during a school trip will be suspended from school. A parental conference must occur before re-admittance. Possession of a controlled substance will result in police involvement.

After serving the suspension, the student must meet periodically with a school psychologist. **Reminder--If it is against the law outside of school, it is against the law in school.** School Administration reserves the right to request a student to submit to a breathalyzer test at school or any school function. Failure to comply, or an indication of alcohol being present, will result in the student being picked up by a parent and facing disciplinary action.

SMOKING & TOBACCO USE

Students are prohibited from using tobacco in school or on school grounds. This includes cigarettes, chewing tobacco and any other tobacco products. In addition, students are prohibited from using electronic cigarettes of any type on school grounds. Each infraction will result in an out-of-school suspension.

STUDENT PARKING

Student parking is a privilege reserved only for **seniors** who have Island Trees High School parking permits issued by the Assistant Principal. Every senior is eligible for a parking permit if they are turning seventeen during or before their senior year. Seniors wishing to apply for a parking permit must complete and submit an application form which must be signed by a parent or guardian. Permits will be awarded through a lottery of all eligible applicants which will be held during the first month of school. Students who are awarded permits must submit a copy of their New York State Driver's License, their vehicle registration and the insurance card. Once a copy of these documents is received, and the applicant has turned 17, a parking permit sticker will be provided. This sticker must be visible in the registered vehicle driven by the student each day. Parking violators and students with chronic disciplinary issues such as cutting, lateness to school, and discipline referrals stand to have their parking permits revoked. Please visit the high school website for a parking application.

BEHAVIOR ON SCHOOL BUSES

Riding a school bus is a privilege. To keep the privilege and to assure the safety of fellow students, please observe the following rules:

1. No smoking or vaping.
2. Do nothing to distract the driver.
3. Do not stand while the bus is moving.
4. Be courteous to other students.

Misbehavior of any kind may result in loss of your riding privileges for a period of time to be determined by the Principal. Students are only permitted to ride on their assigned bus.

CELL PHONES, IPODS, AND OTHER ELECTRONIC DEVICES

The use of any electronic devices during the school day is strictly prohibited. This includes but is not limited to, cellular phones, ipods, laser pointers, etc. Before entering the school building, these devices are to be turned off and stowed away. Any electronic device which is in sight will be confiscated. The first time an electronic device is confiscated, it will be held in the Main Office until dismissal. The second and subsequent times an electronic device is confiscated it will be held until a parent or guardian picks it up after dismissal. Continued confiscation of electronic devices from the same student may result in further disciplinary action.

SUSPENSION FROM SCHOOL

Students guilty of certain infractions may be assigned In-School Suspension. These students will spend the day studying in a supervised, designated room apart from the student body. Work will be provided to students by their classroom teachers. This work must be completed by the student while in the In-School Suspension room. Students who do not behave appropriately or comply with the rules may be placed on Out-of-School Suspension.

Students assigned to In-School Suspension will be permitted to visit the lunchroom one time during their regularly scheduled lunch period. They will not be allowed to have food delivered. Students assigned I.S.S. are not permitted to participate in after school activities after school that day. They will also miss the next scheduled contest.

Students guilty of serious infractions will be placed on Out-of-School Suspension, and will not be permitted to participate in any school activities during their suspension.

A student who has been determined, in a Superintendent's hearing, to have brought a firearm (as defined in section 921 of title 18 of the United States Code) to school shall be suspended from attendance and on home instruction for a period of not less than one calendar year except that the Superintendent may modify such suspension in conformance with section 3214 of New York State Education Law.

STUDY HALL REGULATIONS

1. On entering the classroom the student is to go directly to the assigned seat for the checking of attendance.
2. If the student wishes to go to the Library and/or Computer Room, a pass will be issued by the study hall teacher after attendance is taken.
3. Upon leaving the study hall for any reason, a student must sign out, giving destination and time of leaving. Students must remain until the end of the period.
4. Students who have study hall will not be permitted to go to the cafeteria or any other part of the building with the exception of the Library and/or Computer Room.

ATTENDANCE POLICY

Students will be permitted no more than 18 days of absence for a full year course, 9 days of absence from a half year course, or a course that meets on alternate days for the year. This is roughly equivalent to 90% attendance. Students who fail to meet this attendance requirement, regardless of the reason for this absence, will not receive course credit. Students may attend summer school to make up this credit if they have not exceeded 24 days of absence during the regular school year (12 days for a half year course), and have achieved a final average of at least 60%, or if the student has a recommendation from the subject teacher and the building principal. Furthermore, students not meeting the minimum attendance requirement may be disqualified from the Drivers Education Program.

ATTENDANCE PROCEDURES/ ABSENCE

Students are required to submit an excuse note from a parent or a physician on the day following an absence.

Missed class work, tests, quizzes, labs, etc., must be made up within 5 school days after the absence. The student will receive a grade of "O" for each assignment that is not made up within that time. Full day attendance is required of all students who wish to participate in any extracurricular activity. (Students who participate in athletics and extracurricular activities must be signed into the Attendance Office by the end of 2nd period, 9:00AM).

ABSENT FROM A MIDTERM OR FINAL EXAM

If you are ill and cannot take the exam you must provide a doctor's note in order to schedule a make-up exam. If you are illegally absent from a Midterm or Final Exam, there will be no make-up exam. In such cases, the student will receive a grade of "0" for the exam. There are no make-ups for State Exams.

- When a student is absent from school, parents should call and report the absence to the attendance office(520-2142).
Oversleeping is not a legal excuse.
- Students who are in the building but have not signed in will be considered cutting.
- Students are required to bring a parental note to the attendance office at the beginning of the day if they desire an early dismissal from school for a personal or medical appointment. A phone call to verify this will be made.

CUTTING CLASSES

Each cut will be handled in the following way:

Parents will be notified.

Students will receive a "0" for graded work missed.

Detention and parent conference will be mandatory in cases where cutting is habitual.

If cutting persists after parent conference, the result may be in-school suspension or out-of-school suspension.

TRUANCY

Each truancy will be handled as follows:

- Parents will be notified.
Students will receive a "0" for graded work missed.
- Detention and parent conference will be mandatory in cases where truancy is habitual.
- If truancy persists after parent conference, the result may be in-school suspension or out-of-school suspension.

TARDINESS TO SCHOOL

Detention will be assigned, and parents will be called upon the third tardiness in a given quarter. Each tardiness following the third tardiness will result in a detention until the new quarter begins. Persistent tardiness to school will result in a parent conference and further disciplinary action.

LATENESS TO CLASS

Three unexcused latenesses of less than 15 minutes will be equivalent to 1 cut. One unexcused lateness of more than 15 minutes will be equivalent to 1 cut.

EXTRACURRICULAR ELIGIBILITY POLICY

It is the policy of the Island Trees Union Free School District to provide students with an opportunity to develop their own interests and to work cooperatively in groups through the sponsorship of a variety of extracurricular activities. While participation in these activities is desirable, it is also important that students maintain an acceptable level of academic performance and behavior. The following eligibility requirements have been established toward that end. (For the purposes of this policy, extracurricular activity is defined as participation in any non-credit bearing club, organization, or team.)

ATTENDANCE: Full day attendance is expected. A student must be signed into school by 9:00 a.m. and report to Period 3 class to be eligible to participate in any activity on any given day.

DISCIPLINE: Any student athlete who receives an In-School Suspension or Out-of-School Suspension will not be permitted to compete in the next contest. A suitable penalty for all activities outside of athletics will be determined by a building administrator and advisor.

ACADEMIC ELIGIBILITY

PROVISIONAL PARTICIPATION: If a student is failing one or two subjects, he/she will be permitted to participate in extracurricular activities, provided that he/she attends a

minimum of one extra-help class per week in the subject failed. Coaches, advisors, and counselors will coordinate these efforts with teachers.

1. Attends extra help on a regular basis (at least once per week) for each of the two failures.
2. Demonstrates satisfactory effort in all courses.

INELIGIBILITY : If a student is failing three or more subjects, he/she will be ineligible to participate in extracurricular activities for a period of ten weeks. This 10 week period is subject to review by the Principal and Guidance Counselor. This review must be initiated by the student. Fall sport participation eligibility will be based on the previous school year's 4th quarter grades.

GRADES AND ELIGIBILITY:

- A. A mark of "no credit" in any subject will count as a failure. This includes physical education.
- B. All subjects will have equal status in determining eligibility status.
- C. The final grades at the end of the year will determine academic eligibility for all fall activities. (Consideration will be given for successful completion of summer school courses.)
- D. "Provisional" and "Ineligibility" status will commence on the Monday morning following the posting of report cards.

In the event of serious, extenuating circumstances, the particulars of the situation should be brought to the attention of the building Principal or Assistant Principal.

ACADEMIC INTEGRITY

The Island Trees School District seeks to create an academic environment based on integrity, honesty, and hard work. Students are expected to maintain high standards of personal honesty at all times, presenting only their own work for class assignments, quizzes and tests, reports and projects. Academic integrity is violated when a student obtains credit for, or is evaluated on, work that is not his or her own.

The two most common forms of academic dishonesty that we encounter in the classroom are cheating and plagiarism. The administration, faculty, and student body all work together to develop a school culture which praises and fosters academic integrity. Cheating and plagiarism limit a student's ability to realize his or her own potential, destroy the trust between a teacher and a student, and compromise other students' academic standing.

To this end, the Academic Integrity Guidelines were developed to outline the necessary steps a students must follow in order to avoid both plagiarism and cheating. A copy of these guidelines is available on the Island Trees High School website. (www.islandtrees.org)

INTERNET USAGE

Internet access is now available to teachers and students at Island Trees High School. Our goal in providing this service is to promote educational excellence in the Island Trees Schools by facilitating resource sharing, innovation, and communication in the global community.

The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If an Island Trees user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

INTERNET – TERMS AND CONDITIONS

Acceptable Use

The use of each account must be in support of education and research and consistent with the educational objectives of the Island Trees Public School District. Keeping a log of the services used (mail, etc.) and scheduling log-on time may be required. Illegal activities are strictly forbidden and may be reported to the authorities.

NETIQUETTE

Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c) Do not reveal your personal address or the phone numbers of students or colleagues.
- d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do not have access to all mail.
- e) Do not use the network in such a way that you would disrupt the use of the network by other users.
- f) All communications and information accessible via the network should be assumed to be private property.

PRIVILEGES

The use of the network is a privilege, not a right. Inappropriate use, such as placing unlawful information on a system, interfering with the work of others, creating computer viruses, etc., will result in a cancellation of those privileges.

Commercial services are available on the Internet; if a user should enter these services and incur any charges, they are the user's responsibility and do not revert to the Island Trees UFSD.

If a student commits any violation, his or her access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

Note: In order to utilize the Internet in school, a student must agree to and sign a copy of this policy.

THERE ARE CERTAIN BEHAVIORS THAT ARE NOT PERMITTED IN SCHOOL. THEY ARE LISTED BELOW WITH APPROPRIATE CONSEQUENCES. THESE CONSEQUENCES MAY OCCUR INDIVIDUALLY OR IN COMBINATION WITH EACH OTHER.

CONSEQUENCES

OFFENSE	FIRST	SECOND	THIRD	OPTIONS
Truancy	ISS	ISS Parent Conference	OSS, Parent Conference	Multiple OSS Superintendent's Hearing
UNEXCUSED ABSENCE FROM CLASS (Cutting)	Warning Parent Notification	Detention Parent Notification	ISS Parent Conference	OSS Attendance Review Board
UNEXCUSED LATENESS TO SCHOOL (on third lateness per quarter and each thereafter)	Detention	Detention	Detention	ISS Attendance Review Board
LATE TO CLASS 3 times less than 15 minutes late equals 1 cut More than 15 minutes late equals 1 cut	Detention	Detention	Detention	ISS Parent Conference Attendance Review Board
Failure to Attend Assigned Detention	Reschedule	Additional Detention	ISS Parent Conference	OSS ISS/OSS
VANDALISM	Restitution.	School Service.	ISS/OSS.	Parent conference. Police.

TITLE IX

Island Trees Union Free School District does not discriminate on the basis of sex in the educational programs or activities which it operates and it is required by TITLE IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of non-discrimination includes (but is not limited to) the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs, course offerings and student activities. Ms. Susan Hlavenka is the District's Title IX representative. She will provide information relevant to the rights of individuals under TITLE IX, including procedures to be followed if such rights are felt to have been violated.

NONDISCRIMINATORY NOTICE

The Island Trees Union Free School District in compliance with Federal and State statutes and regulations does not unlawfully discriminate on the basis of sex, race, color, creed, disability, marital status, veteran status, or age. Compliance insures that discrimination does not occur in any policies or practices of admission, program or activity, placement, or employment. Questions or grievance concerning this matter should be directed to: Ms. Susan Hlavanka, District Compliance Officer, Island Trees School District, 74 Farmedge Rd., Levittown, New York 11756, (516) 520-2115.