Dear Island Trees Parents/Guardians and School Community,

Although we are excited at the prospect of reopening our schools, we understand that this school year will be like no other in our lifetime. We have added many new protocols and practices that will change the school experience for students, staff, and families, so we do ask for your patience, understanding and support as we return to our school buildings in a safe manner.

Please note the following measures that will ensure that our students and staff remain healthy in the 2020-21 school year:

Masks – We expect students and staff to wear face coverings for most of the day. Staff and students will be able to take masks breaks from time to time with six-feet of social distance and/or the use of desk barriers. Since the movement of students and staff can be unpredictable, again, our expectation is for students and staff to wear masks for health and safety reasons. The CDC has deemed the use of face coverings a critical tool in preventing the spread of the virus, and NYSED strongly recommends this practice for all districts.

Daily Health Screenings – Parents are required to answer daily temperature and health screening questionnaires for each of their children prior to leaving their homes. We plan to send a daily reminder out each morning with a link to make this task easier for all. Parents who answer “yes” to any of the screening questions are required to keep their child at home until cleared by a healthcare professional. Our entire school staff is required to fill out a similar form before entering any of our buildings. This shared responsibility of our entire school community is essential in keeping our students, staff, and families safe each day.

Sick Children – Even though the COVID-19 infection rate is much lower than it was during the height of the pandemic, we ask parents for their assistance in reducing the likelihood of a local outbreak. Please do not send sick children to school; in fact, you should keep your children home if they exhibit any of the COVID-19 symptoms (fever greater than 100 degrees, chills, shortness of breath, difficulty breathing, fatigue, headaches, new loss of taste/smell, sore throat, congestion, runny nose, tiredness, vomiting, and diarrhea). This protocol is for the benefit of the entire school community.

Sick Children in School – Parents will be asked to pick up their children in the event they become sick and/or exhibit any of the COVID-19 symptoms in school.

Visitors – Visits to schools by individuals other than staff and students are to be avoided whenever feasible. Parents are encouraged to conduct school business remotely whenever possible.

School Closings – With little notice, schools may close due to a COVID-19 health issue. Parents should make arrangements for childcare in the event the school needs to begin remote learning.

Communication – We believe that communication is key in providing frequent updates and information regarding the reopening of our schools. Please continue to monitor our School Reopening webpage that can be accessed on our website https://www.islandtrees.org/.

Our Island Trees staff is working tirelessly to prepare for the school year, and we look forward to a safe reopening for our Island Trees children in September. Thank you again for your patience and support.

Sincerely,

Charles J. Murphy
Superintendent of Schools
Dates to Remember

** FIRST DAY OF SCHOOL - SEPTEMBER 10, 2020 **

ELEMENTARY MEET THE TEACHER NIGHT
Sparke - September 17 (VIRTUAL)
Stokes - September 24 (VIRTUAL)

SECONDARY MEET THE TEACHER NIGHT
Memorial Middle School - September 21 (VIRTUAL)
High School - September 29 (VIRTUAL)

PARENT CONFERENCE DAY
November 2 - Elementary Schools - No Classes
November 6 - Elementary Schools - 11:45 a.m. Dismissal
November 17 - Memorial Middle School - No Classes
November 24 - High School - No Classes
February 1 - Elementary Schools - 11:45 a.m. Dismissal

ELEMENTARY REPORT CARDS ISSUED
December 11, March 12, June 25

SECONDARY REPORT CARDS ISSUED
November 20, February 5, April 23, June 25

*** LAST DAY OF SCHOOL - JUNE 25, 2021 ***

Excellence and Success for All Students

School Time Schedules

HIGH SCHOOL
Grades 9 - 12  7:28 a.m. - 2:08 p.m.

MEMORIAL MIDDLE SCHOOL
Grades 5 - 8  8:12 a.m. - 2:34 p.m.

ELEMENTARY SCHOOLS
Grades K - 4  9:00 a.m. - 3:20 p.m.

NO LATE BUSES
Directory of Schools

Island Trees High School...(Grades 9-12) ........................520-2136
59 Straight Lane
Levittown, NY  11756

Mr. Nicholas Grande, Principal
Dr. Jessica Sventoraitis, Assistant Principal

Island Trees Memorial Middle School...(Grades 5-8)....520-2157
45 Wantagh Ave. So.
Levittown, NY  11756

Mr. Daniel Keegan, Principal
Mrs. Amanda Steele, Assistant Principal

Michael F. Stokes Elementary School...(Grades 2-4)...520-2103
101 Owl Place
Levittown, NY  11756

Mrs. Allison Ackerman, Principal

J. Fred Sparke Elementary School...(Grade K-1)........520-2126
100 Robin Place
Levittown, NY  11756

Dr. Penny Fisher, Principal

Directory of Services

Adult Education.................................................................520-2111
Athletics: .................................................................520-2173
Attendance:
  High School ............................................................520-2142
  Memorial Middle School ........................................520-2166
Census........................................................................520-2111
Curriculum and Instruction........................................520-2185
District Clerk.................................................................520-2100
Financial Services:
  Accounts Payable..................................................520-2118
  Payroll.................................................................520-2114
  Purchasing............................................................520-2119
Food Services...............................................................520-2145
Guidance Services:
  High School ............................................................520-2139
  Memorial Middle School ........................................520-2169
Health Insurance:
  Student .....................................................................520-2164
  Staff .......................................................................520-2120
Nurse Services:
  High School ............................................................520-2148
  Fax .................................................................520-6884
  Memorial Middle School ........................................520-2164
  Fax .................................................................520-0140
  Sparke School ..........................................................520-2129
  Fax .................................................................796-3631
  Stokes School ..........................................................520-2106
  Fax .................................................................796-4280
Personnel Services:
  Health Insurance......................................................520-2120
  Professional............................................................520-2120
  Civil Service ............................................................520-2120
  Plant & Facilities ........................................................520-2108
Psychological Services..................................................520-2175
Registration:
  New students ............................................................520-2111
  School elections ......................................................520-2100
  Special Education ......................................................520-2175
  Textbooks, private schools.................................520-2169 or 520-2126
  Transportation ..........................................................520-2112

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<td><strong>Patriot Day</strong>&lt;br&gt;Elementary Welcome Back&lt;br&gt;Teacher Breakfast&lt;br&gt;MMS Summer Reading&lt;br&gt;Assignment Due&lt;br&gt;6-8PM CAPIT Registration @MMS</td>
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<td><strong>First Day of School</strong>&lt;br&gt;9AM BooHoo/Yahoo Breakfast@Sparke&lt;br&gt;6-8PM CAPIT Registration @MMS</td>
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<td><strong>Labor Day</strong>&lt;br&gt;SCHOOLS CLOSED</td>
<td><strong>7:30PM Board of Education Meeting</strong>&lt;br&gt;6:30PM GS Registration@MMS&lt;br&gt;MMS/HS Picture Day</td>
<td><strong>7PM Sparke School Meet the Teacher Night (VIRTUAL)</strong>&lt;br&gt;MMS/HS Picture Day</td>
<td><strong>5th Grade Welcome Event</strong>&lt;br&gt;Stokes School Meet the Teacher Night (VIRTUAL)</td>
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<td><strong>7PM MMS Meet the Teacher Night (VIRTUAL)</strong>&lt;br&gt;6PM Washington Parent Mtg@MMS</td>
<td><strong>7PM PTSA@MMS Library</strong>&lt;br&gt;7PM Senior College and Financial Aid Night@HS&lt;br&gt;7PM IT Library Board Mtg</td>
<td><strong>Stokes School Meet the Teacher Night (VIRTUAL)</strong>&lt;br&gt;7PM Senior College and Financial Aid Night@HS&lt;br&gt;7PM IT Library Board Mtg</td>
<td><strong>“Go Home Drill” 15 Minute Early Dismissal</strong>&lt;br&gt;7PM Cub Scout Pack&lt;br&gt;600@Sparke&lt;br&gt;6:30-9:30PM CAPIT&lt;br&gt;Grades 5-8 @MMS</td>
<td><strong>SAT EXAM</strong>&lt;br&gt;Report to Test Center by 7:45AM</td>
<td><strong>YOM KIPPUR SCHOOLS CLOSED</strong>&lt;br&gt;7:45-10AM IT School to Business@HS</td>
<td><strong>YOM KIPPUR SCHOOLS CLOSED</strong>&lt;br&gt;7:45-10AM IT School to Business@HS</td>
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### Administrative Directory

**Superintendent of Schools**  
Dr. Charles J. Murphy ................................................. 520-2100  
Fax.............520-2113

**Asst. Superintendent for Special Education**  
Ms. Lauren Lombardi.................................................. 520-2175  
Fax.............731-3846

**Asst. Superintendent for Business**  
Mrs. Susan Hlavenka.................................................. 520-2115  
Fax.............520-4970

**Asst. Superintendent for Curriculum & Instruction**  
Mrs. Elizabeth Roemer ............................................... 520-2185  
Fax.............495-7790

**Director of Special Education**  
Elaine Jung .................................................................. 520-2175  
Fax.............731-3846

**Director of Technology**  
John J. Rezek ................................................................ 495-7730  
Fax.............520-0995

**Director of Physical Education & Athletics**  
Sean Burns .................................................................. 520-2173  
Fax.............520-2146

**Director of Plant & Facilities**  
Kenneth McLean ......................................................... 520-2108  
Fax.............520-4970

**School Lunch Office**  
Marie Salata .................................................................. 520-2145  
Fax.............520-4136

**Health Services**  
Karen Stephens .............................................................. 520-2164  
Fax.............520-0140

**District Clerk**  
Natalie McAuley .............................................................. 520-2100  
Fax.............520-2113

**District Treasurer**  
Michael Kears .................................................................. 520-2115  
Fax.............520-4970

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<td><strong>Elementary PTA Class Parent &amp; Volunteers Meet &amp; Greet</strong>&lt;br&gt;Dollars for Scholars Application Opening&lt;br&gt;7:30PM GS Service Team@MMS</td>
<td><strong>7:30PM Pack 600 PLM@MMS</strong>&lt;br&gt;7:30PM GS Service Team@MMS</td>
<td><strong>2:15PM HS Shared Decision Making</strong>&lt;br&gt;Stokes Picture Day</td>
<td><strong>8pm Joe Masi Volleyball @HS</strong>&lt;br&gt;Interim Reports On Parent Portal</td>
<td><strong>10pm Pack 600 Den Mtg@Spk</strong>&lt;br&gt;HS Blood Drive</td>
<td><strong>7:30PM Board of Education Meeting</strong>&lt;br&gt;7:30PM Board Work Session&lt;br&gt;HS Marching Band Festival@Mitchell Athletic Field</td>
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<td><strong>COLUMBUS DAY</strong>&lt;br&gt;SCHOOLS CLOSED</td>
<td><strong>7:45-10AM IT School to Business@HS</strong>&lt;br&gt;SAT &amp; PSAT School Day&lt;br&gt;7:30AM&lt;br&gt;7PM Board Work Session&lt;br&gt;HS Marching Band Festival@Mitchell Athletic Field</td>
<td><strong>7:45-10AM IT School to Business@HS</strong>&lt;br&gt;SAT &amp; PSAT School Day&lt;br&gt;7:30AM&lt;br&gt;7PM Board Work Session&lt;br&gt;HS Marching Band Festival@Mitchell Athletic Field</td>
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|     | **7PM PTSA Mtg@MMS Library**<br>7:30PM GS Leaders@MMS | **7PM HS Blood Drive**<br>7:30PM GS Leaders@MMS | **7:30PM Board of Education Meeting**<br>7:30PM Board Work Session<br>HS Marching Band Festival@Mitchell Athletic Field | **7PM IT Library Board Mtg**<br>7:30PM Board of Education Meeting<br>7:30PM Board Work Session<br>HS Marching Band Festival@Mitchell Athletic Field | **2:30-4:15PM Grades 5/6 Halloween Social@MMS**<br>7:00PM Cub Scout Pack 600 @Spake<br>AP Exam Registration Forms & Fees Due to HS Guidance | **HOMECOMING 2:00PM**

**REMINDER**<br>Call to add 2021-2022 Kindergarten Age Children to Census 516-520-2111

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<td><strong>HS Blood Drive</strong>&lt;br&gt;6:30-9PM ENL Night@MMS&lt;br&gt;7PM Dollars for Scholars&lt;br&gt;@HS Cafeteria</td>
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<td><strong>Elementary PTA Halloween Party@Stokes</strong>&lt;br&gt;Elementary Halloween Celebrations</td>
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Absence from School

Parents are required to call the child’s school (as listed below) to report absences and to provide a written excuse when the child returns to school. The excuse should note dates and reasons for all absences.

High School Attendance Office - 520-2142(43)
Memorial Middle School Attendance Office - 520-2166(67)
Sparke School Nurse - 520-2129
Stokes School Nurse - 520-2106

Access to School Records

In compliance with the New York State Freedom of Information Law, official records of the school district may be reviewed by residents of the school district. Requests to review these records should be made to the District Clerk on a form which has been developed for this purpose. Copies of school district records will be made for residents at a cost of 25 cents per page.

Exceptions to this policy are matters of a personal nature regarding school district employees and confidential information regarding particular pupils. Furthermore, the school district is not required to develop information in a format which is not generally maintained.

Access to Student Records

The “Freedom of Information Law” Chapter 933 of the Laws of 1977 provides for unimpaired access to the records of government agencies by the public.

The Island Trees School District makes student records available for review by parents of students under 18 and by students who have reached their eighteenth birthday. Procedures for such review process (Policy #5500-R) may be obtained from elementary school principals or from secondary school guidance staff members.

Attendance

The New York State Educational Law requires all students to attend school regularly when they are physically and mentally able to do so. The law allows excused absences for the following reasons:

1. Sickness
2. Sickness or death in family
3. Religious observance
4. Required presence in court
5. School approved and supervised trips
6. Weather-related school closings

Board of Education

A seven member Board of Education elected by residents for three-year terms and serving without pay is responsible for the efficient management of the schools. Board members are elected at the Annual Meeting conducted each spring. The Board meets in the General Purpose Room of the Stephen E. Karopczyc School at 7:30 PM for regular board meetings, and at 7:00 PM in the Board Conference Room for work sessions, on the dates indicated on the calendar, unless public notice is given. Copies of board meeting agendas are available on the district’s website before the meeting. Residents are invited to attend these meetings which often feature presentations of educational programs and activities.

Budget

The budget is required for operation and maintenance of the buildings, staff salaries, textbooks and supplies, and other school costs. If you are interested in details of the budget, you may secure a copy at the Office of the Superintendent of Schools or on the district website. Each year, a public meeting is held on the budget before the residents vote on it. Voting takes place on the third Tuesday in May. Details of qualifications, registration, and voting procedures will be made public in advance through the school district website and budget newsletter which is distributed to all residents.

Child Abuse or Neglect Reporting

Child Abuse or Neglect Reporting Toll-Free Hotline Telephone Number & Website

Please note that the New York State Office of Children and Family Services (OCFS) operates a toll-free hotline telephone number to receive reports of child abuse and neglect at 1-800-342-3720. The hotline receives calls 24 hours a day, seven days a week.

More information on child abuse or neglect reporting is available on the OCFS website at http://ocfs.ny.gov/main/cps/.
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**November 2020**

- **Sun, Nov 1:**
  - Elementary Parent Conferences 1-8PM
  - NO SCHOOL—Grades K-4
  - 7:30PM PTA Council
  - @Karopczyk
  - 7:30PM GS Svc Team@MMS

- **Mon, Nov 2:**
  - 7:30PM GS Troop Cookie Mgr
  - Mgr @Stokes
  - HS Drama Tech Rehearsal
  - MMS Winter 1 Athletics
  - Begin

- **Tue, Nov 3:**
  - 7PM Board Work Session
  - 7:45-10AM IT School to Business@HS
  - HS Drama Tech Rehearsal
  - 7:30PM Pack 600 PLM@MMS

- **Wed, Nov 4:**
  - 2:15PM HS Shared Decision Making
  - Sparke Book Fair Day/Eve
  - 7PM Elementary PTA@Sparke
  - MMS/HS Picture Retake

- **Thu, Nov 5:**
  - 2:45PM MMS Shared Decision Making
  - 7PM SEPTA@MMS

- **Fri, Nov 6:**
  - Elementary Parent Conferences
  - 11:45AM Dismissal
  - Grades KD—4

- **Sat, Nov 7:**
  - 7PM MMS Sports Night

- **Sun, Nov 8:**
  - HS Winter Athletics
  - 7PM Pack 600 Den Mtg@Spk

- **Mon, Nov 9:**
  - MMS Parent Conferences
  - 1-8PM
  - NO SCHOOL—Grades 5-8

- **Tue, Nov 10:**
  - 7:30PM Board of Education Meeting
  - PTSA Book Fair

- **Wed, Nov 11:**
  - VETERANS’ DAY
  - SCHOOLS CLOSED

- **Thu, Nov 12:**
  - 3PM HS Drama Senior Citizen Performance

- **Fri, Nov 13:**
  - MMS/HS First Marking Period Closes
  - Gr 9-11 Add/Drop Deadline
  - 6:30-9:30PM CAPIT
  - Grades 5-8@MMS

- **Sat, Nov 14:**
  - 7:00PM HS Drama Production
  - LISFA Secondary Festival@Wisdom Lane HS

- **Sun, Nov 15:**
  - 3:30-7PM Elementary PTA Pie
  - Pick up@Sparke
  - 6:30PM SEPTA Gift Card
  - Pickup@Sparke
  - 7PM Dollars for Scholars@HS Cafeteria

- **Mon, Nov 16:**
  - 3:30-7PM Elementary PTA Pie
  - Pickup@Sparke
  - 6:30PM SEPTA Gift Card
  - Pickup@Sparke
  - 7PM Dollars for Scholars@HS Cafeteria

- **Tue, Nov 17:**
  - HS Parent Conferences
  - 1-8PM
  - NO SCHOOL—Grades 9-12

- **Wed, Nov 18:**
  - Early Dismissal
  - HS 11:50AM
  - MMS 12:30PM
  - Elementary 1:25PM

- **Thu, Nov 19:**
  - 7PM National Honor Society Inductions @HS
  - PTSA Book Fair@MMS
  - 7PM Cub Scout Pack
  - 600@Sparke
  - Elementary Picture Re-take
  - 7PM Blitz Set-up@MMS
  - 7PM IT Library Board

- **Fri, Nov 20:**
  - MMS/HS Report Cards
  - Issued On The Parent Portal
  - Elementary School Spirit Day
  - 5:30PM Elementary PTA-Blitz@MMS

- **Sat, Nov 21:**
  - NO SCHOOL—Grades 9-12

- **Sun, Nov 22:**
  - NO SCHOOL—Grades 9-12

- **Mon, Nov 23:**
  - Early Dismissal
  - HS 11:50AM
  - MMS 12:30PM
  - Elementary 1:25PM

- **Tue, Nov 24:**
  - Thanksgiving Recess
  - SCHOOLS CLOSED

- **Wed, Nov 25:**
  - Thanksgiving Recess
  - SCHOOLS CLOSED
Community Use of Facilities

The school facilities of the Island Trees Union Free School District shall be available to responsible community organizations after normal school hours for civic, social, recreational, and entertainment purposes.

Organizations requesting use shall make a formal application to the Board of Education. Organizations granted permission must comply with New York State law and the rules and regulations of the school district. Certificate of insurance indicating the District as “an additional insured” will be required before the usage is approved, unless waived by the District. An annual fee of $500 per season will be imposed for use of a district softball or baseball field by adult teams.

The Superintendent of Schools, or anyone he so designates, is empowered to reject any request for the use of school facilities when it is not in the best interest of the school district.

While the Board of Education encourages community groups to use our school facilities according to its guidelines, school-sponsored activities must always take precedence in scheduling the use of buildings and grounds. For more information and a schedule of fees, if applicable, please call the Office of Buildings and Grounds, 520-2108.

Dignity for All Students

New York State legislators enacted a new law, “The Dignity for All Students Act,” effective July 1, 2012. The Dignity Act makes it the official policy of New York State that all students in public schools have the right to an education free of discrimination and harassment. Schools are required by law to post Dignity Act Coordinators (DAC) for each school building. The following school officials have been appointed to these roles:

- District DAC - Charles Murphy, Superintendent
- I. T. High School DAC - Nicholas Grande, Principal
- I. T. Memorial Middle School DAC - Daniel Keegan, Principal
- M. F. Stokes Elementary DAC - Allison Ackerman, Principal
- J. F. Sparke Elementary DAC - Penny Fisher, Principal

Emergency Drill

Once a year, all students are released earlier than their regularly scheduled dismissal time in order to test the response of the district’s Emergency Management Plan. This mandatory “go home” drill is held in compliance with NYS Education Commissioner’s Regulations Section 155.17, “School Emergency Management Plan.” Parents are notified well in advance of the date of the drill so they can make appropriate arrangements.

Emergency School Closing

In case of bad weather, or other emergencies, the district has arranged with the following radio stations to announce the closing of our schools for that day. Announcements will be made beginning at 6:00 AM. PLEASE DO NOT CALL THE SCHOOL FOR THIS INFORMATION.

- WHLI 1100 AM
- WALK 97.5 FM
- Cablevision - 12 News
- Fox 5
- WKJY 98.3 FM
- WCBS 880 AM
- WCBS TV - Channel 2
- FIOS
- WBAB 102.3 FM
- WINS 1010 AM
- WNBC TV - Channel 4
- FIOS
- WBLI 106.1 FM
- www.islandtrees.org
- WABC TV - Channel 7

We strongly suggest each family have a battery operated radio for emergencies that involve the loss of power.

Employment Opportunities

Unless otherwise noted, interested persons should send a self-addressed envelope to: Personnel Office, Island Trees School District, 74 Farmedge Road, Levittown, NY 11756-5202

Substitute Cleaners

$125 per day
Possession of a valid Registered Professional Nurse license
$85 per day
Licensed Practical Nurse

Substitute Teachers

Elementary and Secondary - Certified
$110 per day

Substitute Lunch Monitors

Substitute Nurses

$125 per day
Possession of a valid Registered Professional Nurse license

Substitute Food Service Workers

Positions are available in the school cafeterias. Anyone interested in applying should contact 520-2145.

Every Student Succeeds Act (ESSA)

Among the statute’s provisions is a requirement that secondary schools provide certain student information to military recruiters. Specifically, §8528 of the Every Student Succeeds Act requires that school districts disclose upon request, the names, addresses and telephone listings of high school students to military recruiters and institutions of higher learning. There is a provision of the law that allows parents and students to request that such information not be released without their prior written consent.

Parents or students wishing to exercise the option to withhold such information without prior written parental consent must sign and return a form which will be distributed by each secondary building.
## December 2020

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<td>7PM HS Chorus/Orchestra Concert@HS</td>
<td>2:15PM HS Shared Decision Making</td>
<td>2:45PM MMS Shared Decision Making</td>
<td>7PM HS Foreign Language Honor Society Inductions</td>
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<td>7PM HS Bands/Community Chorus Concert@HS</td>
<td>7PM Board Work Session</td>
<td>Stokes Gift Fair Day/Eve</td>
<td>Elementary Report Cards Issued</td>
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<td>7PM MMS Gr 5/6 Concert@HS</td>
<td>7:30PM Board of Education Meeting</td>
<td>7PM IT Library Board Mtg</td>
<td>Interim Reports On The Parent Portal</td>
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Extra Help

Teachers at Island Trees Memorial Middle School and Island Trees High School provide extra help in regularly scheduled periods either before or after school hours at least one time per week as needed. The extra help schedule for each teacher may be posted on the individual school’s website and/or distributed at Open House. Please contact your child’s teacher to take advantage of this additional learning opportunity.

Immunizations

In accordance with the laws of New York State, which have changed starting June 2019, the immunization requirements for ALL students K-12 for admission to district classes on the opening day of school, Wednesday, September 9, 2020 are:

5 DPT or DT - grades K-5 (3 doses grades 6-12; 4th dose must be age 4 and over)
4 Polio Vaccine (IPV/OPV) - K-12 - (4th dose must be age 4 and over)
2 MMR
3 Hepatitis “B”
2 Chicken Pox/Varicella
3 TDAP—grade 6 (Age 11)*
1 Meningococcal Vaccine - grades 7 & 12

*All students entering 6th grade in September who are 11 years of age must submit proof of TDAP immunization. All students turning 11 years of age during the school year must submit proof of TDAP within 2 weeks.

For the health and safety of your children kindly see your physician, or contact the Nassau County Department of Health, 200 County Seat Drive, Mineola, NY 11501 (227-9416) regarding its immunization program. Or, call the Family Health Center in Hempstead (572-1300) or Westbury (571-9500), or NuHealth (Nassau Univ. Medical Center), 2201 Hempstead Tpke., E. Meadow (486-NUMC), regarding their immunization clinics.

During the school year, questions and information about your child’s immunization records should be directed to the nurse at the school of attendance.

SCHOOL PHYSICAL REMINDER: Student’s Physical Examination Forms must be received by September 15. A physical examination, including Body Mass Index and Weight Status Category Information is required for newly entering students and students in Kindergarten, grades 1, 3, 5, 7, 9, and 11.

SCOLIOSIS REMINDER: Boys in grade 9 and girls in grade 5 & 7 will be screened by the school nurse, if the doctor did not document the results on the physical form, for Scoliosis (lateral curvature of spine). For further information, contact the school nurse in the school of attendance.

VISION REMINDER: Distance and near vision acuity screenings will be done by the school nurse, if the doctor did not document the results on the physical form, for all newly entering students and students in Kindergarten, grades 1, 3, 5, 7 and 11. Color perception screening will be done for all newly entering students.

HEARING REMINDER: Hearing screenings will be done for all newly entering students and students in Kindergarten, grades 1, 3, 5, 7, and 11, if the doctor did not document the results on the physical form.

Immunizations (con’t)

A letter will be sent home if there are any findings on the screenings done at school that would cause concern or need medical follow-up. Please call the school’s Health Office if you have any questions or concerns.

MEDICATION IN SCHOOL: Any medication to be taken during the school day must be administered by the school nurse, must be kept in the Health Office, and must be accompanied by a doctor’s order and a parent’s request for its administration. Forms can be obtained in the Health Office. STUDENTS ARE NOT ALLOWED AT ANY TIME TO CARRY ANY KIND OF MEDICATION (INCLUDING ALL OVER THE COUNTER MEDICATIONS) ON HIS/HER PERSON.

A STUDENT MUST HAVE A DOCTOR’S NOTE TO USE CRUTCHES IN SCHOOL.

Insurance Coverage

Island Trees provides limited secondary coverage to all students while they are participating in supervised school-sponsored activities. Benefits paid under the district policy are only in excess of those paid through the family’s own insurance.

Further information on claims and benefits may be obtained from the school nurse in each building or by calling Mrs. Karen Stephens (520-2164) in the District Nurse’s office.

Non-Discrimination Policy

The Island Trees School District does not discriminate on the basis of handicap, race, religion, national origin, age, or sex in its education programs or employment practices. Ms. Susan Hlavenka is the compliance officer, as required under Title IX. She can be reached at 520-2115.

Non-Public Textbooks

In accordance with the New York State Textbook Loan Act, the school district will provide textbooks to Island Trees residents who attend non-public schools.

PLEASE NOTE:

Textbook loan applications MUST be received prior to May 15th.

Books on loan MUST be returned before July 1st.

Books for the new year will be picked up at the end of August. More specific details will be mailed home.

The Non-Public Textbook Office is located in the Island Trees Memorial Middle School, Wantagh Avenue. The office is closed during school hours. For information concerning non-public textbooks, please call Cathy Huller at 520-2169 or Kathy Moore at 520-2126 between 8:00 AM and 3:00 PM.
# January 2021

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<td>7:30PM PTA Council @Karopczyk</td>
<td>7:30PM Pack 600 LM@MMS</td>
<td>2:15PM HS Shared Decision Making</td>
<td>2:45PM MMS Shared Decision Making</td>
<td>6:30-9:30PM CAPTT Grades 5-8 @MMS</td>
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<td>7:30PM GS Svc Team@MMS</td>
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<td>7PM Pack 600 Den Mtg@Spk</td>
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<td>7PM Board Work Session</td>
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<td>7-8PM Pinewood Derby Registration@Sparke</td>
<td>All County Concert Div IV 8PM@Tilles Center</td>
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<td>6:30-9:30PM CAPTT Grades 5-8@MMS</td>
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<tr>
<td>All County Div II 11AM and Div III 4PM @Tilles Center</td>
<td>MARTIN LUTHER KING JR. DAY SCHOOLS CLOSED</td>
<td>MMS Winter II Sports Begin</td>
<td>7:30PM Board of Education Meeting</td>
<td>7PM SEPTA@MMS</td>
<td>MS/HS Second Marking Period Closes</td>
<td>12PM IT Library Budget Work Session/Board Mtg</td>
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<td>7PM Dollars for Scholars@HS Cafeteria</td>
<td>Fashion Show Rehearsal</td>
<td>7PM Elementary PTA@Sparke</td>
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<td>&quot;Snow Date&quot; for Winter Wonderland Dance Gr 7/8</td>
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<td>HS MIDTERMS AND RECENT EXAMS THIS WEEK</td>
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**2020-2021 Island Trees Parent Teacher Association**

<table>
<thead>
<tr>
<th>President(s)</th>
<th>PTA Council</th>
<th>Middle School and High School PTSA</th>
<th>Stokes and Sparke Elementary PTA</th>
<th>SEPTA</th>
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<tbody>
<tr>
<td>Jodi Kilbride</td>
<td>Karen Ciraldo</td>
<td>Denise Rich</td>
<td>Erin Pinto</td>
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<td>Lori Waiting</td>
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<td>Maria Grupposo</td>
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<tr>
<th>1st Vice President</th>
<th>PTA Council</th>
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<tr>
<td>Lisa Zizzo</td>
<td>Antonella Ducatelli</td>
<td>Jill Munro</td>
<td>Lisa Zizzo</td>
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<th>2nd Vice President</th>
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<tr>
<td>Karen Lynch</td>
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<td>Melisa Esposito</td>
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<th>3rd Vice President</th>
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<td>Erin Forde</td>
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<th>4th Vice President</th>
<th>PTA Council</th>
<th>Middle School and High School PTSA</th>
<th>Stokes and Sparke Elementary PTA</th>
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<td>Tara Carroll</td>
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<tr>
<th>Treasurer</th>
<th>PTA Council</th>
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<th>Stokes and Sparke Elementary PTA</th>
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<tbody>
<tr>
<td>Monica Navarrete</td>
<td>Tracey Sommerville</td>
<td>Monica Cassidy</td>
<td>Kerrianne Taylor</td>
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<tr>
<th>Rec. Secretary</th>
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<th>Middle School and High School PTSA</th>
<th>Stokes and Sparke Elementary PTA</th>
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<tr>
<td>Sarah Healey</td>
<td>Stephanie Mignanelli</td>
<td>Elizabeth Hansehe</td>
<td>Kristen Ranfone</td>
<td></td>
</tr>
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</table>

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<thead>
<tr>
<th>Corr. Secretary</th>
<th>PTA Council</th>
<th>Middle School and High School PTSA</th>
<th>Stokes and Sparke Elementary PTA</th>
<th>SEPTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kris Mendola</td>
<td>Angelica Papandrea</td>
<td>Jillian Plummer</td>
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<tr>
<th>Historian</th>
<th>PTA Council</th>
<th>Middle School and High School PTSA</th>
<th>Stokes and Sparke Elementary PTA</th>
<th>SEPTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Soto</td>
<td>Rosemarie Ruiz</td>
<td></td>
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<tr>
<th>Council Delegates</th>
<th>PTA Council</th>
<th>Middle School and High School PTSA</th>
<th>Stokes and Sparke Elementary PTA</th>
<th>SEPTA</th>
</tr>
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<tbody>
<tr>
<td>Erin Pinto</td>
<td></td>
<td>Jackie Yee</td>
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<tr>
<td>Kelly Soto</td>
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<td>Kelly Soto</td>
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<tr>
<td>Denise Rich</td>
<td></td>
<td>Marissa Cifarelli</td>
<td></td>
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<tr>
<td>Lori Waiting</td>
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<thead>
<tr>
<th>Immediate Past President(s)</th>
<th>PTA Council</th>
<th>Middle School and High School PTSA</th>
<th>Stokes and Sparke Elementary PTA</th>
<th>SEPTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jodi Kilbride</td>
<td>Karen Ciraldo/Lori Waiting</td>
<td>Denise Rich/Maria Grupposo</td>
<td>Erin Pinto</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Principals</th>
<th>PTA Council</th>
<th>Middle School and High School PTSA</th>
<th>Stokes and Sparke Elementary PTA</th>
<th>SEPTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicholas Grande (HS)</td>
<td>Allison Ackerman (Stokes)</td>
<td>Dr. Arlene Genden-Sage</td>
<td></td>
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</tr>
<tr>
<td>Daniel Keegan (MMS)</td>
<td>Penny Fisher (Sparke)</td>
<td>Lauren Lombardi</td>
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**2020-2021 PTA Fundraisers**

<table>
<thead>
<tr>
<th>PTA Council</th>
<th>PTSA</th>
<th>Elementary PTA</th>
<th>SEPTA</th>
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<tbody>
<tr>
<td>September</td>
<td>Membership</td>
<td>Membership</td>
<td>Membership</td>
</tr>
<tr>
<td>October</td>
<td>Gift Wrap/Holiday Sale</td>
<td>Harvest Sale</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Pie Sale</td>
<td>Miss Chocolate Pies and Cookies</td>
<td>Gift Card Fundraiser</td>
</tr>
<tr>
<td>February</td>
<td>Book Fair</td>
<td>Blitz</td>
<td>Paint Pallet Night</td>
</tr>
<tr>
<td>March</td>
<td>Bulldog Clothing</td>
<td>Blitz</td>
<td>Square One Art</td>
</tr>
<tr>
<td>April</td>
<td>Book Fair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>Plant Sale (Pre-sale)</td>
<td>Plant Sale</td>
<td>Mixed Bags or Yankee Candle</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Greeting Cards</td>
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</tbody>
</table>

Order forms for the fundraisers are available on the Island Trees website and are open to the entire community. Go to www.islandtrees.org, click on Families, click on PTA, then on the individual PTA that is having that sale. Please support the children of our community. **Together we can create a better tomorrow!**
# February 2021

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<tr>
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</tbody>
</table>
|     |     | K-4 Parent Conferences  
By Invitation if requested  
EARLY DISMISSAL  
11:45AM  
SEPTA Parent Paint Pallet Night | 7:30PM GS Svc Team@MMS  
7:30PM Pack 600 LM@MMS | 7PM Board Work Session |     |     |
| 4   | 5   |     | 6   |     |     |     |
|     |     |     |     | 2:45PM MMS Shared Decision Making  
Senior Fashion Show |     | 2:30PM MMS/HS Report Cards Issued On The Parent Portal  
2:30PM HS Talent Show  
6:30-9:30PM CAPIT Grades 5-8 @MMS |     |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 7PM Pack 600 Den MtgSpk | 7PM PTSA@MMS | 7:30PM Board of Education Meeting |     |     |     |     |
|     |     |     |     | 7PM IT Library Board Mtg |     |     |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| HAPPY LUNAR NEW YEAR | WINTER RECESS SCHOOLS CLOSED | WINTER RECESS SCHOOLS CLOSED | WINTER RECESS SCHOOLS CLOSED | WINTER RECESS SCHOOLS CLOSED | LAST DAY OF WINTER RECESS SCHOOLS CLOSED |     |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
|     | 7PM Dollars for Scholars  
@HS Cafeteria |     | 2:15PM HS Shared Decision Making | 7PM IT Library Board Mtg | 2:30PM Battle of the Classes@HS  
7-8PM Pack 600 Pack Night@Spk | 10-1PM Dollars for Scholars  
District Mailing |
Pesticide & Asbestos Notification

New York State Education Law Section 409-H, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty and staff regarding the potential use of pesticides periodically throughout the school year. The Island Trees School District is also required to maintain a list of persons in parental relation, faculty and staff who wish to receive 48-hour prior written notification of certain pesticide applications. If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please contact the Facilities Office, 74 Farmedge Road, Levittown, NY 11756, or call 516-520-2108 and have your name added to the list for the school building you wish to be notified about. Any pesticides used are applied by a certified pesticide applicator using least hazardous methods.

It is the intention of the Island Trees School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. Parents, teachers and employees are welcome to review a copy of the asbestos management plan in the school district administrative office or administrative office of the school during regular business hours. All inquiries regarding the asbestos plan and asbestos-related issues should be directed to 516-520-2108.

Physician (School)

Dr. Jeffrey N. Elfenbein
3921 Merrick Road
Seaford, NY 11783
785-0660

Public Information

Parents are apprised of school events through special bulletins from principals and the parent-teacher association newsletters. The Board of Education issues the District Newsletter throughout the school year and sends current news to local newspapers. A budget edition of the District Newsletter is distributed prior to the annual meeting, and the district also provides general information in the annual calendar.

Release of Children

No child may be taken from the school premises, even by the parent or guardian, until the person doing so goes to the school office and presents valid identification. If the child is being picked up by someone other than the parent or guardian, prior authorization must have been arranged.

Resources Addressing Substance Abuse

A new law, Education Law §3038, requires each school district to designate a staff member who will provide materials and/or resources, upon request, to any student, parent or staff member regarding where and how to find available substance abuse related materials. While all of our psychologists and school counselors may be helpful, Ms. Jill Tepper, has been designated as the point person to provide these resources. Ms. Tepper may be reached at 516-520-2169 or jtepper@islandtrees.org.

Social Security Numbers

The following is the procedure for obtaining a social security card for a child:

1. Get an application from a social security office by calling 1-800-772-1213.
2. Take the completed application and supporting documents to the Social Security Office in Mineola, Melville, or Freeport.

Supporting documents include the original birth certificate and one additional document.

Registration of New Students

Parents/guardians will register their child(ren) on-line the www.islandtrees.org website. Under Families, select On-line Student Enrollment Registration and fill out all forms. If you have any questions, please call the Registrar at 516-520-2111. Families new to the district will also complete census information. The following documents are required in order to register:

1. If you own your home, you must provide proof of ownership (Mortgage Deed, Tax Bill, Homeowner's Insurance).
2. If you are renting, Homeowner's Statement and Renter's Affidavit are required. These may be obtained from the Registrar's Office or at www.islandtrees.org.
3. Two (2) current bills from the home, preferably utilities
4. Driver's license and car registration of parent
5. Original birth certificate or passport or other documentary evidence of age
6. Proof of immunization from the doctor’s office with imprint or seal of doctor
7. Proof of legal guardianship if the child will not reside with a parent
8. Copy of the latest report card of the student if transferring into the district
# March 2021

<table>
<thead>
<tr>
<th>Sun</th>
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</tr>
<tr>
<td>7:30PM GS Svc Team@MMS</td>
<td>7:30PM GS Ldrs@MMS</td>
<td>7PM Elementary PTA@Sparke</td>
<td>2:45PM MMS Shared Decision Making</td>
<td>Interim Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30PM PTA Council @Karopczyk</td>
<td></td>
<td></td>
<td>3PM HS Musical Senior Citizen Performance</td>
<td>Elementary 2nd Trimester Ends</td>
<td></td>
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<tr>
<td></td>
<td>Tech Rehearsal for HS Musical</td>
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<td>7</td>
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<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>7PM SEPTA@MMS</td>
<td>7PM Grade 7/8 MMS Musical</td>
<td>4:15PM Grade 7/8 MMS Musical Performance for Elementary Students</td>
<td>2:30PM Battle Of the Classes &quot;Raindate&quot;</td>
<td>Elementary Report Cards Issued</td>
<td></td>
<td>SAT EXAM Report to Test Center by 7:45AM</td>
</tr>
<tr>
<td>7:30PM Pack 600 PLM@MMS</td>
<td>7PM Grade 7/8 MMS Musical</td>
<td>7PM Board Work Session</td>
<td>7PM Grade 7/8 MMS Musical</td>
<td></td>
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<td></td>
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<td></td>
<td>Gr 6 Greenkill Outdoor Education Week</td>
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<td>16</td>
<td>17</td>
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<tr>
<td></td>
<td>PTSA Scholarship Deadline</td>
<td>7:30PM Board of Education Meeting</td>
<td>7PM HS College Planning for Juniors</td>
<td></td>
<td>2:45PM MMS Gr 5/6 Talent Show</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7PM Pack 600 Den Mtg@Spk</td>
<td>2:45PM MMS Gr 7/8 Talent Show</td>
<td>7PM HS College Planning for Juniors</td>
<td></td>
<td>7PM Cub Scout Pack 600@Spk</td>
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<tr>
<td></td>
<td>HS Spring Athletics Begin</td>
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<tr>
<td>21</td>
<td>22</td>
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<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>7PM Dollars for Scholars@HS Cafeteria</td>
<td>7PM PTSA Mtg@MMS Library</td>
<td>Sparke Book Fair Day/Eve</td>
<td>7PM Tri-M Honor Society Inductions</td>
<td>2:45-4:15PM Gr 5/6 Spring Social@MMS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HS Badminton Begins</td>
<td></td>
<td>Sparke Family Reading Night</td>
<td>7PM IT Library Board Mtg</td>
<td>Dollars for Scholars Application Deadline</td>
<td></td>
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<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
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<tr>
<td>SPRING RECESS SCHOOLS CLOSED</td>
<td>SPRING RECESS SCHOOLS CLOSED</td>
<td>SPRING RECESS SCHOOLS CLOSED</td>
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</table>

**Notes:**
- LISFA Intermediate Festival@TBA
- NYSSMA Piano Only@NCC
- LISFA Intermediate Festival@TBA
- 7PM HS Musical

**Additional Events:**
- Tech Rehearsal for HS Musical
- Gr 6 Greenkill Outdoor Education Week
- Sparke PARP
- Sparke PARP
- Spring APEX
- Spring APEX
- SPRING RECESS SCHOOLS CLOSED
- SPRING RECESS SCHOOLS CLOSED
- SPRING RECESS SCHOOLS CLOSED

**Dates:**
- March 21-31: SPRING RECESS SCHOOLS CLOSED
- April 1-17: SPRING RECESS SCHOOLS CLOSED

**Calendar Links:**
- LISFA Intermediate Festival@TBA
- NYSSMA Piano Only@NCC

**Important Dates:**
- SAT EXAM Report to Test Center by 7:45AM
- 2:45-4:15PM Gr 5/6 Spring Social@MMS

**Contact Information:**
- Sparke VIP Day
- 6:30-9:30PM CAPIT Grades 5-8@MMS

**School Events:**
- HS Badminton Begins
- Dollars for Scholars Application Deadline

**Sparke PARP Dates:**
- March 21-31
- April 1-17

**School Holidays:**
- March 21-31: SPRING RECESS SCHOOLS CLOSED
- April 1-17: SPRING RECESS SCHOOLS CLOSED
**Special Education Committee**

The Island Trees School District has a Committee on Special Education and a Committee on Preschool Special Education which meet on a regular basis throughout the school year.

Each committee is composed of administrators, teachers, psychologists, speech therapists, social workers and parents. All parents within the District who feel their youngster may need Special Education Services have access to these Committees by calling 520-2175.

**Special Education Services**

The school district is required to inform all parents of children entering our schools of their child’s rights with respect to special education under the law governing special education known as The Individuals with Disabilities Education Act (IDEA). In accordance with federal and state regulations, the district provides appropriate special education services to students with disabilities. Any parent who suspects that his/her child may have a disability may refer the child for an evaluation by the Committee on Special Education (CSE) for eligibility for special education services. This written referral can be made to the school’s principal or to Ms. Lauren Lombardi, Assistant Superintendent for Special Education, Island Trees UFSD, 45 Wantagh Avenue So., Levittown, NY 11756. More detailed information on this process is available in A Parent’s Guide to Special Education, which is published on the New York Education Department’s website and can be found at the following links:


Before referring a student who is not currently enrolled in the Island Trees School District, the parent/guardian needs to contact the Registration Office at 520-2111 to arrange an appointment to register the child. Forms and other details are available on the district website at [www.islandtrees.org](http://www.islandtrees.org) under Families>Student Registration.

Parents who suspect that their child under the age of 3 may need special education services should contact the Nassau County Department of Health’s Early Intervention Program at (516) 227-8661.

If you have any questions, please contact Ms. Lombardi at 520-2175.

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**Student Bullying Prevention & Intervention**

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity and equality. The Board recognizes that harassment, hazing and bullying are detrimental to student learning and achievement. It interferes with the mission of the district to educate its students and disrupts the operation of the schools. Such behavior affects not only the students who are its targets, but also those individuals who participate and witness such acts. To this end, the Board condemns and strictly prohibits all forms of harassment, hazing and bullying on school grounds, school buses and at all school-sponsored activities, programs and events, including those that take place at locations outside the district but that materially and substantially disrupt the educational process of the school environment or impinge on the rights of others. For more details about this policy, please contact your building principal or see Board Policy 0115/0115-R/0115-E on the Island Trees website under the Board of Education tab.

**Student Eligibility for Occupational Programs**

The high school administrators recognize the importance of occupational and technical training programs for students. Students have the opportunity to attend these programs; however, they must be a student in good standing – one who adheres to our high school attendance policy, as well as meet the core criteria for graduation. The decision for attendance for these programs rest with the Board of Education.

**Telephone Notification System**

In a further effort to bridge communication with parents/guardians and ensure the safety of our students when an emergency closing is implemented, the district has instituted ConnectEd, a telephone notification system, that will automatically dial designated phone numbers and play a recorded message. In order for this system to function properly, it is essential that parents provide daytime phone numbers on their emergency notification cards at the start of the year and notify their child’s school immediately should the number change during the school year. The system is only as good as the information that is provided to us. Make sure your emergency numbers are current.
# April 2021

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</tbody>
</table>
|     |     |     |     | **SPRING RECESS SCHOOLS CLOSED**  
   *If there are 3 or more inclement weather days*  
   Schools WILL Be Open  
   **SPRING RECESS SCHOOLS CLOSED**  
   *If there are 2 or more inclement weather days*  
   Schools WILL Be Open  
   7PM IT Library Budget Hearing  
   & Board Mtg |
|     |     |     |     | 2   |     |     |
|     |     |     |     | **SPRING RECESS SCHOOLS CLOSED**  
   Applications DUE For Non-Public Transportation |
|     |     |     |     | 3   |     |     |
|     |     | **SPRING RECESS SCHOOLS CLOSED**  
   4PM NAHS Inductions and  
   HS Art Expo  
   7:30PM GS Svc Team@MMS |
|     |     | 8   |     | 7   | 9   | 10  |
|     |     | 7:30PM Pack LM @MMS  
   Elementary Spring Pictures  
   7PM Board Work Session |
|     | 11  | 12  | 13  | 14  | 15  | 16  |
|     |     | 6PM NAHS Inductions and  
   HS Art Expo  
   7:30PM GS Svc Team@MMS  
   BOCES Budget Vote  
   2021-2022  
   7:30PM Board of Education  
   Meeting  
   1-9PM IT Library Budget Vote  
   **NYSSMA Level 1-6 Classical Guitar@Westbury HS**  
   **ELA Grades 3-8 Assessments**  
   7PM SEPTA@MMS |
|     | 17  | 18  | 19  | 20  | 21  | 22  |
|     |     | 7PM Pak 600 Den Mtg@Spk  
   7:8PM Regatta  
   Registration@Sparke GPR  
   School Trustee Election  
   Petitions Due  
   7:30PM PTA Council@Karopczyk  
   7PM BOCES Budget Vote  
   2021-2022  
   7:30PM Board of Education  
   Meeting  
   1-9PM IT Library Budget Vote  
   Elementary PTABlood Drive@Stokes |
|     | 23  | 24  | 25  | 26  | 27  | 28  |
|     | 29  | 30  | 31  |     |     |     |
|     |     |     |     | 7PM Dollars for Scholars Mtg  
   @HS Cafeteria  
   7:30PM GS Ldrs@MMS  
   PTSA BOGO Book Fair@MMS  
   7PM PTSA Mtg@MMS Library  
   5PM PTACouncil Founders’  
   Day & Honorary Life Awards  
   District Dinner |
|     |     |     |     | 7PM BOCES Budget Vote  
   2021-2022  
   7:30PM Board of Education  
   Meeting  
   1-9PM IT Library Budget Vote  
   Elementary PTABlood Drive@Stokes  
   HS Blood Drive  
   7PM SEPTA@MMS  
   MMS/HS Report  
   Cards Issued On The  
   Parent Portal  
   7PM Cub Scout Pack 600@Spk |
|     |     |     |     | 7PM Dollars for Scholars Mtg  
   @HS Cafeteria  
   7:30PM GS Ldrs@MMS  
   PTSA BOGO Book Fair@MMS  
   7PM PTSA Mtg@MMS Library  
   5PM PTACouncil Founders’  
   Day & Honorary Life Awards  
   District Dinner |

*If there are 3 or more inclement weather days*  
Schools WILL Be Open  
*If there are 2 or more inclement weather days*  
Schools WILL Be Open
**Transportation**

During the week before school commences in September, students entitled to transportation to public or private schools will be notified by mail or by phone of their bus stop and time.

**TRANSPORTATION REQUESTS:** Requests for transportation to private schools must be submitted to the Transportation Office no later than the first business day in April. Because of budget restrictions, we cannot guarantee that transportation will be provided to those who apply after the cut-off date.

**BUS SAFETY:** The efforts made to continually ensure safe bus transportation have been the key to the District’s fine safety record over the years. Buses are checked and maintained and inspection reports filed daily. In addition, regular inspections are made by the Department of Transportation of NYS.

**Vandalism**

School property belongs to the residents of Island Trees, and we must all do our part to see that no purposeful damage is done. If vandalism or other deliberate damage occurs, full restitution will be required from the guilty parties, parents or guardians in accordance with the law.

**Visitors**

Visitors to school are welcome if they have made an appointment and have a pass from the office. In the interest of the safety of your children, strangers in the buildings will be challenged.

**Voter Information**

ANNUAL SCHOOL ELECTION AND BUDGET VOTE, Tuesday, May 18, 2021.

VOTER INFORMATION:

- Citizen of the United States
- 18 years or older
- Resident of the district for a period of 30 days or more before the election.
- Anyone who voted in a school, state or national election during the four years prior to the pending election is already registered and can vote.
- Those not registered or who have not voted within four years in a general election or school election must register.
- Registration forms for school elections only may be obtained from the District Clerk's Office.
- Registration forms for all elections may be obtained from the Board of Elections by calling 571-2411.

FOR MORE INFORMATION, PLEASE CALL THE DISTRICT CLERK AT (516) 520-2100.

**Información Para el Votante**

ELECCIÓN ESCOLAR ANUAL Y VOTACIÓN DEL PRESUPUESTO MARTES, 18 de mayo 2021

INFORMACIÓN DE VOTANTES:

- Ciudadano de los Estados Unidos
- 18 años o más
- Residente del distrito por un período de 30 días o más antes de la elección.
- Cualquier persona que votó en una escuela, estado o elección nacional durante los cuatro años anteriores a la elección pendiente ya está registrado y puede votar.
- Los que no están registrados o que no han votado dentro de los cuatro años en una elección general o elección de la escuela deben registrarse.
- Los formularios de inscripción para las elecciones escolares sólo se pueden obtener de la Oficina del Secretario de Distrito.
- Los formularios de inscripción para todas las elecciones se pueden obtener de la Junta de Elecciones llamando al 571-2411.

PARA MÁS INFORMACIÓN, POR FAVOR llame al secretario del distrito al (516) 520-2100.

**Working Papers**

Students who are in need of working papers for employment should pick up an application at the nurse's office in the High School. Forms can also be found on our website under Departments>Health. As it is difficult to process applications when school is not in session (July and August), it is advisable to plan ahead—especially for the possibility of summer employment. During the summer months, you can contact the HS Main Office for working cards.

There are two types of working papers. Permits are issued for work as a newspaper carrier. Certificates are issued for other types of employment. The student and/or parent are to complete Part I of the application and return it, during September through June, to the nurse of the school of enrollment. If attending a non-public school, return the application to the nurse of the school where the child would be enrolled in Island Trees. If the student brings proof of physical fitness signed by a physician with the application, the working papers can be issued immediately. (A school report card which specifies participation in physical education will serve as proof of fitness for newspaper carriers.)

Parents and guardians are reminded that children under 16 are limited, in general, to 18 hours of work per week except in summer when this increases to 40 hours. Older students under 18 are limited to 28 hours per week except in summer when this increases to 48. Note that students under 16 cannot work after 7 PM except in the summer when this becomes 9 PM. Other students under 18 cannot work after 10 PM except in summer when this becomes Midnight. Employers are required by NYS law to post the work schedule of all persons less than 18 years of age.
## May 2021

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<tr>
<td>7:45AM AP US Government &amp; Politics</td>
<td>7:45-10AM IT School to Business@HS</td>
<td>7:45AM AP US Government &amp; Politics</td>
<td>7:45AM AP English Literature</td>
<td>7:45AM AP US History</td>
<td>7:45AM AP Chemistry</td>
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<tr>
<td>11:45AM AP Physics C: Mechanics</td>
<td>7:45AM AP Calculus AB</td>
<td>11:45AM AP Human Geography</td>
<td>11:45AM AP Physics 1</td>
<td>2-3PM MMS Shared Decision Making</td>
<td>3:30PM 2020-2021 BUDGET HEARING</td>
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<tr>
<td>7PM Grades 7/8 Concert@HS</td>
<td>7PM Elementary PTSA@Stokes</td>
<td>7PM HS Bands/Community Choir Concert@HS</td>
<td>7:30PM HS Shared Decision Making</td>
<td>7PM Board Work Session</td>
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<td>7:30PM GS Mtg@MMS</td>
<td>Trades @HS</td>
<td>Phelps &amp; Stokes Staff Recognition</td>
<td>7PM IT Library Board Mtg</td>
<td>6:15PM HS Senior Awards</td>
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<tr>
<td>7:45AM AP World History</td>
<td>Meet The Candidate</td>
<td>7:45AM AP English Language &amp; Composition</td>
<td>7:45AM AP English Language &amp; Composition</td>
<td>7:45AM AP Biology</td>
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<td>7:45AM AP Seminar</td>
<td>7:45AM AP Seminar</td>
<td>11:45AM AP Microeconomics</td>
<td>11:45AM AP Statistics</td>
<td>Stokes Team Adventure Day</td>
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<td>11:45AM AP Psychology</td>
<td>11:45AM AP Psychology</td>
<td>7PM HS Chorus/Orchestra Concert@HS</td>
<td>7PM HS Chorus/Orchestra Concert@HS</td>
<td>7:45AM AP Biology</td>
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<td>7:30PM Pack 600 PLM@MMS</td>
<td>7PM Board Work Session</td>
<td>7:45AM AP Science Principles</td>
<td>7PM Board Work Session</td>
<td>Stokes Team Adventure Day</td>
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<td>2PM 2021-2022 Calendar Mtg@Karopczyc</td>
<td>2021-2022 Budget Vote &amp; Trustee Elections</td>
<td>7:30PM Board of Education Meeting</td>
<td>Interim Reports On The Parent Portal</td>
<td>7:45AM MMS Personal Best Awards</td>
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<tr>
<td>7PM Pack 600 Den Mtg@Spk</td>
<td>12-9PM@Stokes School</td>
<td>6:15PM HS Senior Awards</td>
<td>Raindate Stokes Team Adventure Day</td>
<td>Sparke Field Day</td>
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<td>IT Soccer Club Memorial Festival</td>
<td>Memorial Day SCHOOLS CLOSED</td>
<td>6:15PM HS Senior Awards</td>
<td>7PM Varsity Athletic Awards</td>
<td>*If there are 1 or more inclement weather days schools WILL BE OPEN</td>
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<td>10AM Levittown Community Parade</td>
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*NYSSMA All State@Syosset HS*
The Board of Education ("Board") is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality education services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this code of conduct ("code").

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights
The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:
1. Take part in all district activities on an equal basis regardless of race, weight, color, creed, national origin, ethnic group, religion, religious practice, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

Student Responsibilities
All district students have the responsibility to:
1. Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop strategies to positively express emotion.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
10. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

STUDENT DRESS CODE
All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. All district personnel shall dress appropriately and help students develop an understanding of appropriate appearance in the school setting.

A student’s dress, grooming and appearance shall:
1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include safe footwear at all times.
5. Not include the wearing of hats in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, weight, color, religion, religious practice, creed, national origin, ethnic group, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Not include the wearing of gang-related paraphernalia.

PROHIBITED STUDENT CONDUCT
The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

Students may be subject to disciplinary action, up to and including suspension from school, when they:
- Engage in conduct that is disorderly.
- Engage in conduct that is insubordinate or disruptive.
- Engage in conduct that is violent.
- Engage in any conduct that endangers the safety, morals, physical or mental health or welfare of others.
- Engage in misconduct while on a school bus.
- Engage in any form of academic misconduct.
- Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function.
## June 2021

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<td>6:30PM HS Performing Arts Banquet</td>
<td>2:30PM HS Performing Arts Banquet</td>
<td>7PM Gr 5/6 Concert@HS</td>
<td>Stokes Gr 4 Special Event Day</td>
<td>SAT EXAM Report to Test Center by 7:45AM</td>
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<td>2</td>
<td>7PM National Jr Honor Society Inductions@HS</td>
<td>7PM National Jr Honor Society Inductions@HS</td>
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<td>6:30PM GS Registration@MMS</td>
<td>7PM PTSA Volunteer Recognition Dinner @MMS</td>
<td>7PM PTSA Volunteer Recognition Dinner @MMS</td>
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<td>3PM MMS Athletic Awards Banquet</td>
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<td>7PM Board Work Session</td>
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<td>7PM Elementary Concert@HS</td>
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<td>12</td>
<td>Gr 4-8 First Day of School Exams</td>
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<td>Senior Class BBQ</td>
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<td>8th Grade Moving Up Program @MMS 9AM</td>
<td>8th Grade Moving Up Program @MMS 9AM</td>
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<td>7PM Dollars for Scholars @HS Cafeteria</td>
<td>7PM Dollars for Scholars @HS Cafeteria</td>
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<td>7PM Pack 600 Den Mtg@Spk</td>
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<td>7:30PM Board of Education Meeting</td>
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<td>Sparke Father’s Day Sale</td>
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<td>7PM 8th Grade Dance @Aura</td>
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<td>Kindergarten Celebrations</td>
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<td>Sparke Fun Fair</td>
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<td>6-9PM Elementary Family Picnic</td>
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<td>7PM Cub Scout Pack 600@Spke</td>
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<td>1st Grade Send Off@Spake</td>
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<td>21</td>
<td>7-11PM Senior Prom/Post Prom Breakfast 12-3AM</td>
<td>7-11PM Senior Prom/Post Prom Breakfast 12-3AM</td>
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<td>22</td>
<td>Summer School and August Regents Registration@HS</td>
<td>Summer School and August Regents Registration@HS</td>
<td>Summer School and August Regents Registration@HS</td>
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<td>24</td>
<td>Island Trees Class of 2021 GRADUATION 6:30PM@HS</td>
<td>Island Trees Class of 2021 GRADUATION 6:30PM@HS</td>
<td>Island Trees Class of 2021 GRADUATION 6:30PM@HS</td>
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<td>Island Trees Class of 2021 GRADUATION 6:30PM@HS</td>
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<td>27</td>
<td>Summer Music &amp; Theatre</td>
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NYS ESSA Funded Programs/Title IA Complaint Process

Please contact building principals or Elizabeth Roemer, Assistant Superintendent for Curriculum and Instruction, with any concerns or complaints regarding Title I Programs.

If you are not satisfied with the outcome, you can file a complaint/appeal to New York State Education Department:

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

Parties dissatisfied with the State Education Department’s complaint resolution may file an appeal with the United States Department of Education at:

United States Department of Education
Compensatory Education Programs
400 Maryland Ave SW
Room 3W230, FOB #6
Washington, DC 20202-6132

Family Education Rights and Privacy Act (FERPA)

The federal Family Educational Rights and Privacy Act (FERPA) requires that an annual notice be sent home to parents (and students 18 and older). This notice, in our school calendar, will serve to every family, will meet this requirement.

- Parents and emancipated students have the right to inspect and review their child’s (or their own) educational record and seek changes to records they believe are inaccurate or misleading.
- The procedures for exercising the right to inspect and review records and requesting a change to records are as follows: The parent or emancipated student may make a verbal or written request to the school principal and expect a response in 48 hours. If changes are requested, a review or determination will be made within 14 calendar days.
- The district won’t release personally identifiable information in educational records without students’ or parents’ consent, except for exceptions provided by law.
- Parents or students can file a complaint if they believe the district has not kept information confidential.
- The school will disclose educational records to school officials, such as teachers, administrators and Board members, without parental consent. There must be a legitimate educational interest for giving them the records (such as to monitor a student’s academic or social progress).
- Directory information, such as a student’s name and address, diploma and awards received, and a student’s height and weight if on an athletic team, will be considered available to appropriate sources. If a parent does not want such information disclosed, they should inform the district Superintendent in writing by Sept.15.

FERPA (cont’d)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) protects the use and disclosure of an individual’s protected health information. Protected health information is defined under the HIPAA Privacy Rule as individually identifiable health information that relates to the past, present or future physical or mental health or condition of an individual that either identifies or potentially identifies an individual. Education records as defined under FERPA are excluded from the Privacy Rule. Protected health information of students not covered by FERPA may be covered by the HIPAA Privacy Rule.

Privacy Rights of Parents and Students

Unless objections to any specific items listed below are submitted in writing by parents or legal guardians, or by those students themselves who are over the age of 18 years, the school district herewith gives notice of intention to provide, release, or publish in school or student newspapers, magazines, yearbooks or other publications, daily or weekly newspapers, athletic programs, musical or theatrical programs, and news releases any or all of the following information pertaining to students as may be appropriate under the circumstances: name of students, participation in recognized school activities, extracurricular activities and sports programs, academic honors, achievements, awards, scholarships, photographs and similar information.

Due to the worldwide accessibility of the Island Trees website, we require specific authorization by a parent/guardian prior to the posting of any photographs on the Island Trees web page. At the beginning of each school year, a copy of the computer network Acceptable Use Policy and Web Page Picture Authorization will be sent home with each student. This must be returned to the student’s teacher indicating whether the student’s parent/guardian has granted permission for the student to use the internet and permission for the district to post the student’s photograph on the Island Trees website.

Under 20USC Section 1232g, Family Education Rights and Privacy Act, parents who do not desire release of any of the above information must make a specific request in writing to the Superintendent of Schools by September 30. Failure to make such a request shall be deemed consent to release, provide or publish the directory information during the 2019-2020 school year.

Title I: Parent’s Right to Know

The Island Trees Union Free School District receives federal funds under Title I to help children reach high academic standards. As per Title I legislation, labeled Every Student Succeeds Act (ESSA), parents and children attending a Title I school are entitled to request information regarding the professional qualifications of their child’s classroom teacher(s). Specifically included is their right to know the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification, or degree held by the teacher, and the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

This request for information may be submitted in writing to the building principal.
Parents’ Bill of Rights

Pursuant to New York State Education Law 2-d, Parents, Legal Guardians and persons in parental relation to a student are entitled to certain rights with regard to their child’s personally identifiable information, as defined by Education Law 2-d. This document contains a plain-English summary of such rights.

1. A student’s personally identifiable information cannot be sold or released for any commercial purposes.

2. Parents have the right to inspect and review the complete contents of their child’s educational records maintained by the Island Trees School District.

3. State and Federal Laws protect the confidentiality of personally identifiable student information, and safeguards associated with industry standards and best practices, including, but not limited to, encryption, firewalls, and password protection must be in place when data is stored or transferred.

4. A complete list of all student data elements collected by New York State is available for review at the following website:
   The list may also be made available by writing to:
   Office of Information & Reporting Services
   New York State Education Department
   Room 863 EBA
   89 Washington Avenue
   Albany, NY 12234

5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to:
   Island Trees School District
   74 Farmedge Road
   Levittown, NY 11756
   OR
   Chief Privacy Officer
   New York State Education Department
   89 Washington Avenue
   Albany, NY 12234
   Email: CPO@mail.nysed.gov

6. Each contract with a third-party contractor which will receive student data, or teacher or principal data will include information addressing the following:
   a. The exclusive purposes for which the student data or teacher or principal data will be used.
   b. How the third-party contractor will ensure that the subcontractors, persons or entities that the third-party contractor will share the student data or teacher or principal data with, if any, will abide by data protection and security requirements.
   c. When the agreement expires and what happens to the student data or teacher and principal data upon expiration of the agreement.
   d. If and how a parent, student, a student over eighteen years of age, teacher or principal may challenge the accuracy of the student data or teacher or principal data that is collected; and
   e. Where the student data or teacher or principal data will be stored, and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.

7. Third-party contractors are also required to:
   a. Provide training on federal and state law governing confidentiality to any officers, employees, or assignees who have access to student data or teacher or principal data;
   b. Limit internal access to education records to those individuals who have a legitimate educational interest in such records.
   c. Not use educational records for any other purpose than those explicitly authorized in the contract;
   d. Not disclose personally identifiable information to any other party without the prior written consent of the parent or eligible student; or (ii) unless required by statute or court order and the third-party contractor provides a notice of the disclosure to the New York State Education Department, board of education, or institution that provided the information no later than the time the information is disclosed, unless providing notice of the disclosure is expressly prohibited by the statute or court order;
   e. Maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of personally identifiable student information in its custody;
   f. Use encryption technology to protect data while in motion or in its custody from unauthorized disclosure as specified in Education Law 2-d;
   g. Notify Island Trees UFSD of any breach of security resulting in an unauthorized release of student data, in the most expedient way possible and without unreasonable delay;
   h. Provide a data security and privacy plan outlining how all state, federal and local data security and privacy requirements will be implemented over the life of the contract;
   i. Provide a signed copy of this Bill of Rights to the Island Trees School District thereby acknowledging that they are aware of and agree to abide by this Bill of Rights.

8. This Bill of Rights is subject to change based on regulations of the Commissioner of Education and the New York State Education Department Chief Privacy Officer, as well as emerging guidance documents.
SCOPE/Island Trees Programs

All Parents/Guardians must create a new account & register online at https://www.scopeonline.us/

(All of the Island Trees/SCOPE Programs are financed by the parents whose children attend the programs)

Before School Program

The SCOPE "BEFORE SCHOOL PROGRAM" is entering its twenty-sixth year. It will begin at 7:00 AM and operate until the start of school. The program will be located at the J. Fred Sparke Elementary School in the GPR. Parents are responsible for transportation to the program and for signing their children in each morning. The minimum monthly rate for children attending 5 or fewer days per month is $78.00 ($15.60 per day over 5). The minimum full-time monthly rate for children attending ALL 180 days beginning in September is $265.00.

After School Child Care Program

The SCOPE “AFTER SCHOOL PROGRAM” is in session on all school days and begins immediately following dismissal and closes at 6:30 PM. This program is entering its twenty-sixth year and will be located at the Michael F. Stokes Elementary School in the GPR and the J. Fred Sparke Elementary School in the GPR. There is a ratio of one staff member for every ten children. All activities are designed to encourage skill development and peer relationships. Children are provided a snack each day and time to work on homework. The minimum monthly rate for children attending 5 or fewer days per month is $97.00 ($19.40 per day over 5). The minimum full-time monthly rate for children attending ALL 180 days beginning in September is $335.00.

There is an annual, non-refundable registration fee of $40.00 for one child and $20.00 for each sibling.

Discounts: 20% for first additional child in same family in same program and 40% of for each additional child thereafter.

Special AM/PM Monthly Payment Plan: $582.00.

SCOPE Pre-School Program 2020-2021

Unfortunately, due to the new New York State social distance guidelines for schools, Island Trees will be unable to host the SCOPE Pre-School at Sparke Elementary School for the 2020-2021 school year. Since the Island Trees school community has worked closely with SCOPE for years, this is devastating news. Please note that we expect to relocate the SCOPE Pre-School program to the Karopczykc school building for the 2021-2022 school year once the new public library facility is completed. SCOPE will be contacting families shortly, but if you have any questions, please contact them directly at 631-360-0800. We apologize for any inconvenience this has caused for your children and family.

Please call SCOPE at 631-360-0800, Ext. 100 for further information or visit the website at https://www.scopeonline.us/
SCHOOL LUNCH PROGRAM

(Please call the School Lunch Office at 520-2145 if you have any questions.)

Nutritionally balanced lunches are served at each of the cafeterias at Island Trees School District. A choice of a hot meal, cold sandwich or salad is available daily at all schools. The price of lunch in the elementary schools is $2.25 per day. The price of lunch in the Memorial Middle School and High School is $2.50 per day. A Premium Meal is offered at the High School for $3.50 daily. The Middle School and High School also have breakfast available for all students and staff daily. A choice of a Cold Breakfast for $1.25 or a Hot Breakfast for $1.50 is served daily. The meals are designed to meet all state and federal guidelines.

There are Smart Snacks and beverages available at an additional cost. Parents or guardians can put restrictions on student accounts by calling the Lunch Office at 516-520-2145. Please note that anyone who owes money or has a negative balance will not be permitted to purchase snacks until the debt has been paid in full.

Everyone in the district has an account on Nutrikids, our Point of Sale System. A PIN number is issued to each student and staff member to use when purchasing items in our cafeterias. PIN numbers are the same as the student’s ID number. Purchases may be made using cash or the prepayment system if money is put into the account in advance. Prepayments can be made by sending cash or a check to the cafeteria, or can be made 24 hours a day on an online system through www.myschoolbucks.com. We strongly recommend making prepayments to make it easier and faster on the meal lines daily. Online prepayments are easier for you to regulate and track without worrying about lost cash or checks sent to school in envelopes or Ziploc bags. If you do send in cash or a check, please make sure your child’s name, grade, teacher, and amount of money enclosed is easily identified on an envelope or the check.

When you send in a check for prepayment, you may restrict the funds to “meals only” using the form below.

If you do not wish to participate in the prepayment program, your child may still purchase breakfast, lunch and snacks daily in the cafeteria with cash.

ISLAND TREES SCHOOL DISTRICT

Make check payable to: Island Trees School Lunch Fund

(Please put your school name, child’s name, and your home phone number on your check)

Date: _______________________
Student’s Name: _______________________
Teacher: _______________________
Home Phone: _______________________
Grade: ____________ Room#: ____________

Restrict my deposit to meals only (no snacks): Yes _______ No _______

Island Trees UFSD uses mySchoolBucks.com, a service that allows you to prepay for your child’s school breakfast, lunch, and a la carte items online using your credit or debit card.

What is mySchool Bucks®?

mySchoolBucks provides parents with the ability to prepay for meals, monitor student cafeteria purchases, receive e-mail notification for low account balances, set spending limits, and place limits on purchases.

How do I enroll?
1. Go to www.mySchoolBucks.com and click “Register for an Account.”
2. Activate your account and add students. You will need your student’s name and school ID number.
3. Provide your credit or debit card information.

If you have any further questions, please visit www.mySchoolBucks.com and select the FAQ link. If you need assistance with the enrollment process, please call mySchoolBucks Customer Support at 1-855-832-5226.

A transaction fee of $2.49 applies to each online payment.

NOTE: All payments are added as cash on account. If you want to restrict your purchases to MEALS ONLY, you must contact the School Lunch Office at (516) 520-2145 to add an account restriction.
2020-21 INCOME ELIGIBILITY GUIDELINES FOR FREE AND REDUCED PRICE MEALS

<table>
<thead>
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<th>Income Level</th>
<th>Monthly</th>
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<th>3x Monthly</th>
<th>4x Monthly</th>
<th>5x Monthly</th>
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<td>$ 23.50</td>
</tr>
</tbody>
</table>

Reduced Price Eligibility Income Chart

How to Apply: To be eligible for reduced price meals, your family must apply for food assistance. You will be notified of your eligibility status within 10 days. If you are eligible, you will receive reduced price meals. If you are not eligible, you will receive full price meals.

Table of Contents:
- Reduced Price Eligibility Income Chart
- Family Size

Family Size

- 1 person gets full price meals.
- 2 or more people get reduced price meals.

Reduced Price Meals

- For full price meals, your family must pay the full price.
- For reduced price meals, your family must pay a reduced price.

Income Eligibility Guidelines

- The table above shows the income eligibility guidelines for free and reduced price meals.
- If your family's income is below the guideline, you may apply for reduced price meals.
- If your family's income is above the guideline, you may apply for full price meals.

For more information, please contact your school's food service department.
I AM A PARENT OR GUARDIAN OF A CHILD IN My Household. 
12. I AFFIRM THAT NO OTHER CHILDREN, EXCEPT MY CHILDREN, (IF ANY) LIVES IN MY HOUSEHOLD.

30
### Annual Income Information

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<th>Form Year</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
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<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Income Source</td>
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<tr>
<td>Social Security</td>
<td></td>
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<td></td>
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<tr>
<td>Pension, Retirement</td>
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<td></td>
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</tr>
<tr>
<td>Child Support/Alimony</td>
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<td></td>
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</tr>
<tr>
<td>Same-Sex Spouse Work</td>
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<tr>
<td>Other Income, Social Security Benefits</td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Household Members

- **Total Household Members (Children & Adults):**

### Households

- **Household Type:**
- **Roommate:**
- **Foster Child:**

### School Information

- **Student Name:**
- **School:**
- **Grade/Teacher:**
- **Runaway/Abandoned:**

### Application Information

- **Date Written:**
- **Signature:**

---

*Note: The document contains a form with various fields to be filled in, including income information, household members, school details, and application-related sections.*