

ISLAND TREES UFSD

Administrative Offices
74 Farmedge Road
Levittown, NY 11756-5202

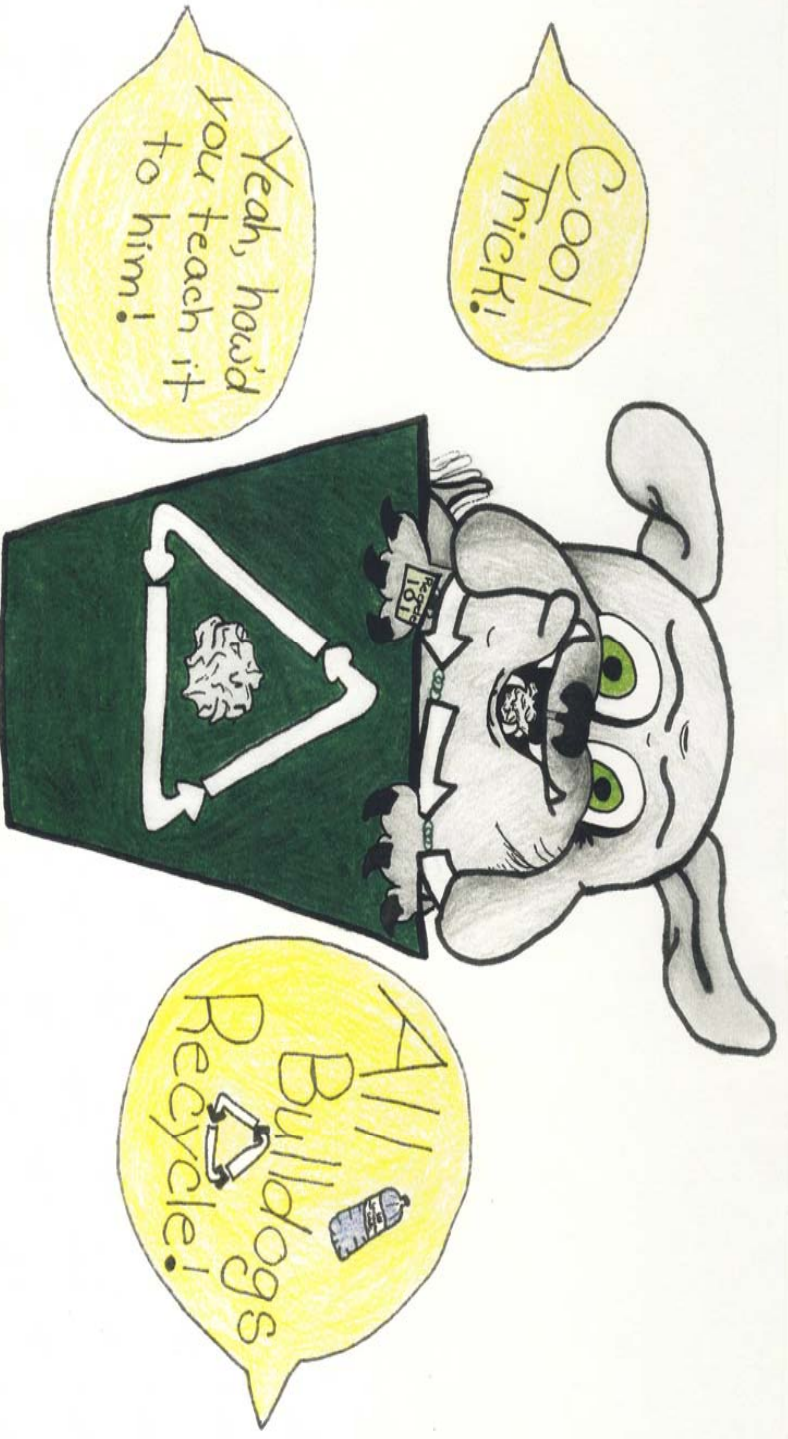
Board of Education

Patricia Mahon, President
Kenneth Rochon, Vice President
Kristen Daum
Daniel Donahue
Kim McDonough
Barbara Medellin
George Storm

Non-Profit Org.
U. S. Postage
PERMIT PAID 180
Island Trees
Public Schools

Island Trees Public Schools

School Calendar and Information Guide 2011-2012



Drawing by Rachel Caffrey
Calendar Cover
Contest Winner 2011

Excellence and Success for all Children

PTA Fundraisers 2011-12

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

	<u>PTSA</u>	<u>J. Fred Sparke PTA</u>	<u>Michael F. Stokes PTA</u>	<u>SEPTA</u>
September	Membership Mini Calendar Sale	Membership Harvest Sale	Membership	Membership Avon Sale
October		Fall Fundraiser Kids Stuff Books	Clothing Sale Pie Sale	
November	Entertainment Books	Poinsettia Sale		
December	Clothing Sale	Vendor Sale		
January		Spirit Clothing		
February	Cookie Dough		Blitz	
March	Plant Sale pre-purchase orders	Plant Sale pre-purchase orders	Blitz Plant Sale pre-purchase orders	
April	Clothing Sale Plant Sale		Flip Flops & Towels Plant Sale	
May		Pre-Packed School Supplies	Pre-Packed School Supplies	



*Drawing by
Jayne Chen
Calendar Cover
Second Place Winner*



*Drawing by
Kaitlin Ryndel
Calendar Cover
Third Place Winner*

ISLAND TREES SCHOOL DISTRICT

District Offices

74 Farmedge Road

Levittown, NY 11756-5202

2011-2012

from the Superintendent.....

Dear Parents,

It is hard to believe that two months have gone by since I stood waving goodbye to the elementary buses and wishing all of the children a happy, healthy, and safe summer. "Blink" and another school year is already upon us. On behalf of the Board of Education and staff, I welcome you back to another wonderful school year in Island Trees.

This summer our administrators, clerical, and custodial staff were very busy preparing our buildings for the opening of our schools on Tuesday, September 6, 2011. We're grateful to have such a dedicated team in place for our school community. In addition, I have observed many of our teachers spending time in their classrooms this summer planning and preparing for another school year. These professionals are excited for the first day of school.

Please use the **2011-2012 SCHOOL CALENDAR** as a reference guide for important information about our schools, students, and activities. In addition, please refer to our Island Trees website, www.islandtrees.org, for the most up-to-date information and news. If you have any other questions, please feel free to call the main office of your school or any of the departments listed in the calendar. In addition, I am always available to assist you.

Sincerely,

Charles J. Murphy
Superintendent of Schools

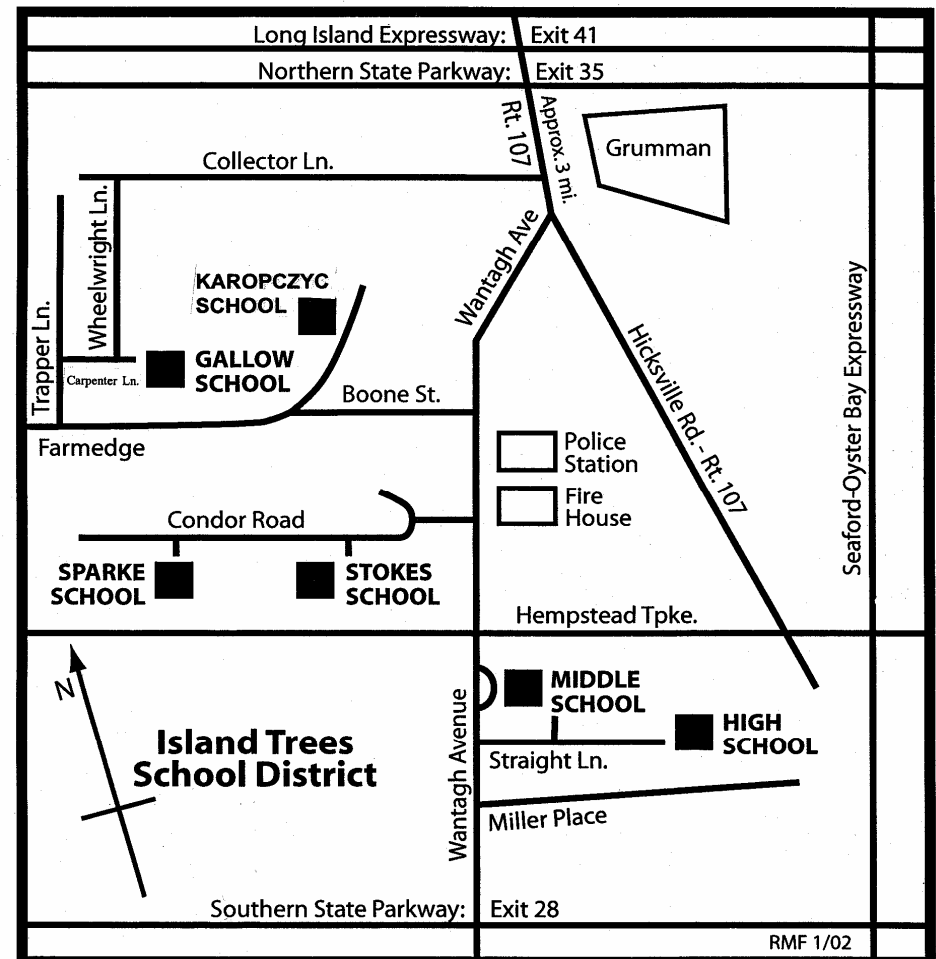





Table of Contents

Absence from School.....	12
Access to Records.....	12
Access to School Records.....	22
Adult Education.....	12
After School Child Care Program.....	26
Attendance.....	12
Before School Child Care Program.....	26
Board of Education.....	12
Budget.....	12
Code of Conduct.....	20
Community Use of Facilities.....	12
Dates to Remember.....	10
Directory - Administrative.....	4
Directory - District Schools.....	6
Directory - Services.....	6
Emergency Drill.....	10
Emergency School Closing.....	10
Employment Opportunities.....	10
Extra Help.....	22
Family Education Rights & Privacy Act (FERPA).....	24
Free/Reduced Lunch and/or Milk Program Form.....	29-32
Immunization.....	14
Insurance Coverage.....	10
Lunch Program.....	28
Map.....	3
No Child Left Behind Act.....	22
Non-Discrimination Policy.....	10
Non-Public Textbooks.....	14
Parent Teacher Association	8
Pesticide & Asbestos Notification.....	22
Physician.....	14
Preschool Program.....	26
Privacy Rights of Parents & Students Directory Information.....	24
Public Information.....	14
Registration - New Students.....	16
Release of Children.....	16
Senior Citizens Program.....	16
Social Security Numbers.....	16
Special Education Committee.....	16
Student Eligibility for Occupational Programs.....	22
Telephone Notification System.....	22
Time Schedules.....	18
Title I:Parents Rights to Know.....	24
Transportation.....	16
Vandalism.....	18
Visitors.....	18
Voter Information.....	18
Working Papers.....	18

Administrative Directory:

<i>Superintendent of Schools</i>	
Charles J. Murphy.....	520-2100
<i>Asst. Superintendent for Special Education</i>	
Dr. Arlene Genden Sage.....	520-2175
<i>Asst. Superintendent for Business</i>	
Susan Hlavenka.....	520-2115
<i>District Clerk</i>	
Concetta Carr.....	520-2100
<i>District Treasurer</i>	
Michael Kearns.....	520-2115
<i>Director of Curriculum & Instruction</i>	
Dr. Susan P. Kelly.....	520-2110
<i>Director of Fine & Performing Arts</i>	
Peter Gibbons.....	520-2152
<i>Director of Physical Education & Athletics</i>	
James Cranmer.....	520-2173
<i>Director of Reading</i>	
Jean Ryan.....	520-2103
<i>Director of Plant & Facilities</i>	
Lou DiPadova.....	520-2108
<i>Food Services</i>	
Peggy McElhinney.....	520-2145
<i>Health Services</i>	
Susan Youngberg.....	520-2106

September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<u>August 31</u> 9AM Grade 9 Orientation@HS 11AM Grade 5 Orientation@MMS	1 TEACHER CONFERENCE DAY SCHOOLS CLOSED KD ORIENTATION @SPARKE	2	3
4 <i>Register by Mail For Adult Community Education</i>	5 LABOR DAY SCHOOLS CLOSED 	6 FIRST DAY OF SCHOOL  9AM BOOHOO/YAHOO Breakfast@Sparke	7 MMS Athletics Begin	8	9 Stokes Welcome Back Teacher Breakfast	10
11 WEEK 1 FALL ADULT COMMUNITY EDUCATION PATRIOT DAY 	12 3:30PM Substance Abuse Coalition Mtg@Stokes 7PM GS Fall Product Training@Stokes 7:30PM PTA Council@Karopczyc	13 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> 7PM Stokes School Meet the Teacher </div> HS Picture Day MMS Summer Reading Assessment	14 MMS Picture Day 7PM Board Work Session @Karopczyc	15 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> 7PM Sparke School Meet the Teacher </div> 6-8PM CAPIT Registration @MMS 7PM HS College Info Night for Seniors MMS Picture Day	16 6-8PM CAPIT Registration @MMS	17
18 WEEK 2 FALL ADULT COMMUNITY EDUCATION	19 7:30PM GS Ldrs/New Leaders Orientation@MMS MMS Book Fair	20 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> 7PM MMS Meet The Teacher </div> 7:45-10AM IT School to Business@HS MMS Book Fair	21 6:30PM GS Registration@MMS 7PM Driver Ed Mtg@HS 7:30PM Board of Ed Mtg @Karopczyc	22 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> 7PM HS Meet the Teacher </div> 12:30-2PM College Mini Fair@HS	23 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> "Go Home Drill" 15 Minute Early Dismissal </div> 7-10PM CAPIT Grades 5-8@MMS 7:15PM Cub Scout Pack 600@ Sparke	24
25 WEEK 3 FALL ADULT COMMUNITY EDUCATION	26 7PM PTSA@MMS	27 3:30PM Sparke Class Parent Tea 7PM Stokes PTA 8PM IT Public Library Board 8PM Pack 600 PLM@MMS	28 Elementary Bank Day	29 ROSH HASHANAH SCHOOLS CLOSED	30 ROSH HASHANAH SCHOOLS CLOSED	

Please note that the district does not have a general number.
Direct dial numbers are listed as follows:

Directory of Schools:

Island Trees High School.....	520-2136
59 Straight Lane Levittown, NY 11756	
Nicholas Grande, Principal Pamela Hostetter, Asst. Principal	
Island Trees Memorial Middle School.....	520-2157
45 Wantagh Ave. So. Levittown, NY 11756	
Roger Bloom, Principal Sean Burns, Asst. Principal	
J. Fred Sparke Elementary School.....	520-2126
100 Robin Place Levittown, NY 11756	
Penny Fisher, Principal	
Michael F. Stokes Elementary School.....	520-2103
101 Owl Place Levittown, NY 11756	
Lisa Newman, Principal Jean Ryan, Asst. Principal/Director of Reading	

Directory of Services:

Adult Education	520-2111
Athletics:	
High School.....	520-2144
Memorial Middle School.....	520-2173
Attendance:	
High School.....	520-2142
Memorial Middle School.....	520-2166
Census	520-2111
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.....	520-2107
Staff	520-2120
Nurse Services:	
High School.....	520-2148
Memorial Middle School.....	520-2164
Sparke.....	520-2129
Stokes.....	520-2106
Personnel Services:	
Health Insurance.....	520-2120
Professional.....	520-2120
Civil Service	520-2120
Plant & Facilities.....	520-2108
Psychological Services.....	520-2175
Registration:	
of new students.....	520-2111
for school elections	520-2100
Social Worker	520-2139
Special Education.....	520-2175
Textbooks, private schools.....	520-2177
Transportation	520-2112

October 2011



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 WEEK 4 FALL ADULT COMMUNITY EDUCATION	3 7:30PM GS Svc Team@MMS 7:30PM PTA Council@Karopczyc Sparke Picture Day Stokes Picture Day	4 7PM Gr 5 Greenkill Outdoor Education Parent Meeting@MMS 3:30PM Substance Abuse Coalition Mtg@Stokes	5 2:30PM HS Shared Decision Making 7PM Sparke PTA	6 8:30-10AM College MiniFair@HS 3PM MMS Shared Decision Making 6:30PM Dollars for Scholars	7 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Interim Reports</div> 7-10PM CAPIT Grades 5-8@MMS	8 Yom Kippur
9 WEEK 5 FALL ADULT COMMUNITY EDUCATION	10 COLUMBUS DAY SCHOOLS CLOSED 	11 7PM Town Meeting @Karopczyc	12 PSAT Exam 7:45-1PM Elementary Bank Day HS Blood Drive	13 7PM SEPTA@MMS	14 7PM Joe Masi Volleyball Fundraiser@HS	15
16 WEEK 6 FALL ADULT COMMUNITY EDUCATION	17 3:30PM Substance Abuse Coalition Mtg@Stokes 7:30PM GS Ldrs@MMS	18 HS Marching Band Festival 7:45-10AM IT School to Business@HS 7PM Stokes PTA	19 7PM Board Work Session @Karopczyc	20 10:30-12PM College Mini Fair@HS 7:30PM Stokes Class Parent Tea	21 6:30PM PTSA Bulldog Bonanza@MMS 7PM GS Halloween Party@Stokes	22 Homecoming Weekend 
23 WEEK 7 FALL ADULT COMMUNITY EDUCATION	24 7PM PTSA@MMS	25 8PM IT Public Library Board 8PM Pack 600 PLM@MMS	26 Elementary Bank Day 7:30PM Board Of Ed Mtg @Karopczyc	27 6:30-9PM Parent University@HS	28 3-4:30PM Gr 5/6 Halloween Social@MMS 7:15PM Cub Scout Pack 600@Sparke	29
30 WEEK 8 FALL ADULT COMMUNITY EDUCATION	31 9:15AM Stokes Halloween Parade 10AM Sparke Halloween Parade <i>Halloween</i> 					

ISLAND TREES PARENT TEACHER ASSOCIATION

2011-2012

	<u>COUNCIL</u>	<u>MIDDLE and HIGH SCHOOLS</u>	<u>SPARKE SCHOOL</u>	<u>STOKES SCHOOL</u>	<u>SPECIAL EDUCATION</u>
<i>President(s)</i>	Ellissa Fazio	Diane Kraeker Dawn McDonald	Deborah Jablonowski Maureen Dieppa	Anna Clifford Amy Martin	Annette Lagan
<i>1st Vice President</i>	Maureen Kutzma	Suzanne Friedenreich (HS)	Theresa Foley	Judith Storm	Debbie Jablonowski
<i>2nd Vice President</i>		Donna Paciullo (MMS)	Laura Dufresne	Dawn Garcia	
<i>Treasurer</i>	Cathy Verdi	Kristen Daum	Shandy Arroyo	Shannon Messina	Donna Piarulli
<i>Rec. Secretary</i>	Kim Welsh	Kim Welsh	Catherine Coll	Tara Santivasci	
<i>Corr. Secretary</i>	Cathy Dieringer	Andrea Shea	Kathi Sidewitz	Andrea Caputo	Nancy Agostinelli
<i>Historian</i>	Jennifer Hicks	Lori Siebner	Denise Gross	Debbie McKinney	
<i>Chaplain</i>	Bobbi Riley	Lauretta Lewis	Alaina Walsh	Melinda Lenderman	
<i>Council Delegates</i>		Ann Harris Cathy Verdi Debbie Jablonowski	Mr. Leslie Birne Andrea Uzzo Sarah Healey	Rosanna Kluth Catherine Coll Kim Ciano Deborah Jablonowski	
<i>Alternate Delegates</i>		Kim Ciano Anna Clifford	Karen Sivillo Ann Bonura	Alaina Walsh Kathy Sidewitz	
<i>Immediate Past President(s)</i>	Ellissa Fazio	Ellissa Fazio Maureen Kutzma	Maureen Kutzma Maureen Dieppa	Kim Welsh Jennifer Hicks	Annette Lagan
<i>Principals</i>	Senior High - Nicholas Grande Memorial Middle School - Roger Bloom		Penny Fisher	Lisa Newman	Dr. Arlene Genden Sage

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 2:30PM HS Shared Decision Making 7PM Sparke PTA Stokes Book Fair Day	3 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Elementary Parent Conferences 1-8pm NO SCHOOL Grades K-4</div> 3PM MMS Shared Decision Making Sparke Book Fair Evening Stokes Book Fair Day/Evening	4 MMS Sports Night Sparke Book Fair Day GS Fall Daisy Party@Sparke	5 SAT EXAM 7:45-1PM
6 WEEK 9 FALL ADULT COMMUNITY EDUCATION <div style="border: 1px solid black; padding: 2px; display: inline-block;">DAYLIGHT SAVINGS TIME ENDS</div>	7 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Elementary Parent Conferences 11:45am Dismissal Grades K-4</div> 7:30PM PTA Council @Karopczyc 7:30PM GS Svc Team@MMS MMS Winter 1 Athletics Begin	8 TEACHER CONFERENCE DAY SCHOOLS CLOSED	9 7PM Board Work Session @Karopczyc Elementary Bank Day	10 MMS/HS First Marking Period Closes	11 VETERANS' DAY SCHOOLS CLOSED 	12
13 WEEK 10 FALL ADULT COMMUNITY EDUCATION	14 3:30PM Substance Abuse Coalition Mtg@Stokes 7PM PTSA@MMS HS Wrestling Begins	15 7:45-10AM IT School to Business@HS 7PM Stokes PTA	16 HS Winter Athletics Begin 7-9PM GS Troop Cookie Mgr Mtg@Stokes 7:30PM Board of Ed Mtg @Karopczyc	17 Stokes School Spirit Day	18 <div style="border: 1px solid black; padding: 2px; display: inline-block;">MMS/HS Report Cards Issued</div> 7:15PM Cub Scout Pack 600 @Sparke 7-10PM CAPIT Grades 5-8 @MMS <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">7pm HS Drama Production</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">LISFA@ Massapequa HS-Secondary</div>	19
20 WEEK 11 FALL ADULT COMMUNITY EDUCATION <div style="border: 1px solid black; padding: 2px; display: inline-block;">LISFA@ Massapequa HS - Secondary</div>	21 <div style="border: 1px solid black; padding: 2px; display: inline-block;">HS Parent Conferences 1-8PM NO SCHOOL Grades 9-12</div> 3:30-7:30PM Pie Pickup@Stokes	22 <div style="border: 1px solid black; padding: 2px; display: inline-block;">MMS Parent Conferences 1-8PM NO SCHOOL Grades 5-8</div> 8PM IT Public Library Board	23 Elementary Bank Day	24 THANKSGIVING RECESS SCHOOLS CLOSED 	25 THANKSGIVING RECESS SCHOOLS CLOSED	26
27 WEEK 12 FALL ADULT COMMUNITY EDUCATION	28 7:30PM GS Leaders-Roundtable@MMS <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;">Greenkill Outdoor Education Week Grade 6</div>	29 8PM Pack 600 PLM@MMS	30 7PM Sparke PTA			

Dates to Remember

FIRST DAY OF SCHOOL - SEPTEMBER 6, 2011

ELEMENTARY BACK TO SCHOOL NIGHT

Stokes - September 13

Sparke - September 15

SECONDARY BACK TO SCHOOL NIGHT

Memorial Middle School - September 20

High School - September 22

PARENT CONFERENCE DAYS

Nov. 21- High School - No Classes

Nov. 22- Memorial Middle School - No Classes

Nov. 3 - Elementary Schools - No Classes

Nov. 7 & Feb. 6 - Elementary Schools - 11:45 a.m. dismissal

REPORT CARDS ISSUED

November 18 (Dec. 9 - Elementary)

February 10 (Mar. 16- Elementary)

April 27

June 22 (June 22 - Elementary)

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

Substitute Lunch Monitors

Substitute Nurses

\$90 per day

Possession of a valid Registered

Professional Nurse license

Substitute Teachers

Elementary and Secondary - Certified

\$100 per day

Substitute Food Service Workers

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

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. Sue Youngberg (520-2106) 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.

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 155.13, "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

WBLI 106.1 FM

Cablevision - Channel 12 News

WALK 1370 AM

WALK 97.5 FM

WCBS TV - Channel 2

WBAB 102.3 FM

WLIE 540 AM

WNBC TV - Channel 4

WCBS 880 AM

WINS 1010 AM

www.islandtrees.org

December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Elementary Trimester Ends 6:30PM Sparke Holiday Extravaganza 6:30-9PM Parents Night Out@HS	3
				Greenkill Outdoor Education Week Grade 6		
4 Adult Community Education Resumes January 30, 2012	5 7PM Elementary Concert@HS	6 7PM MMS Gr 7/8 Concert@HS	7 7PM Board Work Session @Karopczyc 2:30PM HS Shared Decision Making Sparke Holiday Fair and Craft Night	8 3PM MMS Shared Decision Making 7PM Stokes PTA	9 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Elementary Report Cards Issued</div> 7-10PM CAPIT Grades 5-8@MMS	10
11	12	13 7PM HS Chorus/Orchestra Concert@HS 8PM Pack 600 PLM@MMS 8PM IT Public Library Board	14 Elementary Bank Day 7:30PM Board of Ed Mtg @Karopczyc	15 6:30-8:30PM Stokes Gift & Holiday Fair Day/Eve	16 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Interim Reports</div> Stokes Gift Fair Day KD Holiday Celebration 7:15PM Cub Scout Pack600@Sparke	17 Breakfast With Santa@MMS 
18	19	20 7PM HS Bands/Community Choir Concert @HS	21 <i>First Day of Hanukkah</i> 	22	23 EARLY DISMISSAL HS 12PM MMS 12:45pm SPK/STK 1:25pm	24
25 <i>Christmas</i> 	26 HOLIDAY RECESS SCHOOLS CLOSED  KWANZAA	27 HOLIDAY RECESS SCHOOLS CLOSED	28 HOLIDAY RECESS SCHOOLS CLOSED	29 HOLIDAY RECESS SCHOOLS CLOSED	30 HOLIDAY RECESS SCHOOLS CLOSED	31

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 Records

The "Freedom of Information Law" Chapter 933 of the Laws of 1977 provides for unimpaird 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.

Adult Education

The Island Trees School District through its Community Adult Education Program provides a variety of educational and recreational opportunities to residents and non-residents alike. Brochures describing the courses offered and registration procedures will be mailed to each home in district. For information, call 520-2111.

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 each regular board meeting's agenda are available in the district's schools 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 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.

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.

January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>1</p> <p>Happy New Year</p> 	<p>2</p> <p>Last Day of Holiday Recess</p>	<p>3</p> <p>Call to add 2012-2013 Kindergarten Age Children to Census 516-520-2111</p>	<p>4</p> <p>2:30PM HS Shared Decision Making</p> <p>7PM Sparke PTA</p> <p>Elementary Bank Day</p>	<p>5</p> <p>3PM MMS Shared Decision Making</p> <p>6:30PM Dollars for Scholars@HS</p> <p>7PM College Financial Aid Workshop@HS</p>	<p>6</p> <p>7-10PM GS Dance@Stokes</p>	<p>7</p> <p>Ted Peterson Varsity Wrestling Tournament</p>
<p>8</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Spring Adult Community Ed Registrations by mail or in person 8AM-3PM</p> </div> <p><i>All County Elementary Concert@Tilles Center</i></p>	<p>9</p> <p>7:30PM PTA Council @Karopczyc</p> <p>7:30PM GS Ldrs/Svc Team@MMS</p>	<p>10</p> <p>3:30PM Substance Abuse Coalition Mtg@Stokes</p>	<p>11</p> <p>7PM Stokes PTA</p>	<p>12</p> <p>7PM SEPTA@MMS</p>	<p>13</p> <p>7-10PM CAPIT Grades 5-8@MMS</p> <p>6:30-8PM Pinewood Derby Registration@Sparke</p> <p><i>All County Div 3 Concert @Tilles Center</i></p>	<p>14</p> <p><i>All County Div 4-5 Concert @ Tilles Center</i></p>
<p>15</p> <p><i>All County Div 2 & Jazz Concert @Tilles Center</i></p>	<p>16</p> <p>Martin Luther King Jr. Day</p> <p>SCHOOLS CLOSED</p>	<p>17</p> <p>7PM Tri-M Honor Society Inductions</p> <p>MMS Winter II Athletics</p>	<p>18</p> <p>7PM Driver Ed Mtg@HS</p> <p>Elementary Bank Day</p> <p>7PM Board Work Session @Karopczyc</p>	<p>19</p> <p>7PM MMS Gr5/6 Concert @HS</p>	<p>20</p> <p>Gr 7/8 Winter Wonderland Dance@MMS</p> <p>7:15PM Cub Scout Pack 600@Sparke</p>	<p>21</p>
<p>22</p>	<p>23</p> <p>7PM PTSA@MMS</p>	<p>24</p> <p>8PM IT Public Library Board</p> <p>8PM Cub Scout Pack 600 PLM@MMS</p>	<p>25</p> <p>7:30PM Board of Ed Mtg @Karopczyc</p>	<p>26</p>	<p>27</p> <p>MMS/HS Second Marking Period Closes</p> <p>Snow Date For Winter Wonderland Dance Gr 7/8</p>	<p>28</p>
<p>HS MIDTERMS AND REGENT EXAMS THIS WEEK</p>						
<p>29</p> <p>WEEK 1 SPRING ADULT COMMUNITY EDUCATION</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>2012-2013 Kindergarten Registrations By Appointment This Week</p> </div>	<p>30</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Stokes PARP</p> </div>	<p>31</p>				

Immunization

In accordance with the laws of New York State, the immunization requirement for **ALL** students K-12 for admission to district classes on the opening day of school, Tuesday, September 6, 2011, are:

- 3 DPT or DT
- 3 Oral Polio
- 1 Measles, Mumps, Rubella (after 1st birthday)
- 1 Measles or MMR on entering Kindergarten
- 3 Hepatitis "B"
- 1 Chicken Pox/Varicella (born on or after 1/1/98 or born on or after 1/1/94 and entering 6th grade)
- 3 HIB Haemophilus B

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, 240 Old Country Road, Mineola (571-3471), regarding its immunization program. Or, call the Nassau Health Center, 1535 Old Country Road, Plainview (572-8550), regarding its immunization clinic.

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 for students entering grades kindergarten, second, fourth, seventh, tenth and all new students.

SCOLIOSIS REMINDER: All students in grades 5-9 will be screened by the school nurse for Scoliosis (lateral curvature of spine). For further information, contact the school nurse in the school of attendance.

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.**

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 Mrs. Santoro at 520-2175 between 9:00 AM and 4:00 PM.

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.

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> 2012-2013 Kindergarten Registrations By Appointment This Week </div>			1 2:30PM HS Shared Decision Making 7PM Sparke PTA Elementary Bank Day	2 3PM MMS Shared Deci- sion Making 6PM Stokes Book Swap/ Book Bingo 7PM HS Senior Fashion Show	3 7-10PM CAPIT Grades 5-8@MMS 7-9PM GS Brownie Night @Stokes	4
Stokes PARP						
5 WEEK 2 SPRING ADULT COMMUNITY EDUCATION <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;"> 2012-2013 Kindergarten Registrations Continue This Week By Appointment </div>	6 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;"> K-4 Parent Conferences EARLY DISMISSAL 11:45am </div> 7:30PM PTA Council @Karopczyc 7:30PM GS Lds Roundtable @MMS	7 7PM Stokes PTA 8PM Pack 600 PLM@MMS	8 7PM Board Work Session @Karopczyc	9	10 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;"> MMS/HS Report Cards Issued </div> 2:30PM HS Talent Show	11
Stokes PARP						
12 WEEK 3 SPRING ADULT COMMUNITY EDUCATION	13 7PM PTSA@MMS	14 Valentine's Day  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;"> 7pm MMS Musical </div>	15 Elementary Bank Day 7:30PM Board of Ed Mtg @Karopczyc	16 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;"> 7pm MMS Musical </div>	17 9AM MMS Gr 7/8 Talent Show 7-10PM CAPIT Grades 5-8@MMS 7:15PM Cub Scout Pack 600	18
19	20 WINTER RECESS SCHOOLS CLOSED  Presidents' Day	21 WINTER RECESS SCHOOLS CLOSED	22 WINTER RECESS SCHOOLS CLOSED	23 WINTER RECESS SCHOOLS CLOSED	24 WINTER RECESS SCHOOLS CLOSED	25
26 WEEK 4 SPRING ADULT COMMUNITY EDUCATION	27	28 8PM IT Library Board	29			

Registration of New Students

ALL students register at Karopczyc School, in the District Registration Office, between 8:00 AM and 3:00 PM. Please call the Registrar at 520-2111 to arrange an appointment. 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 residence (*Mortgage Deed, Tax Bill, Lease, Homeowner's Statement*)
2. If you are renting, homeowner's statement and renter's affidavit are required. These may be obtained from the Registrar's Office.
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
6. Proof of immunization
7. Proof of legal guardianship if the child will not reside with a parent

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.

Senior Citizens Program

The Senior Citizens Program takes place every Wednesday in the Karopczyc School. This free program is available to any senior citizen who resides in Island Trees. Senior citizens congregate from 10:00 AM to 2:00 PM for a variety of activities including bingo, cards, pokeno, painting, coffee, cake, lunch, etc. All senior citizens are welcome.

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.

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.

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 maintenance and inspection reports filed daily. In addition, regular inspections are made by the Department of Transportation of NYS.

March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
WEEK 4 SPRING ADULT COMMUNITY EDUCATION (Continued)				1 7PM HS College Planning For Juniors 7PM Blitz Wrapping @Stokes	2 6PM Battle of Classes 7-9PM GS Daisy Night @Stokes 7-10PM CAPIT Grades 5-8@MMS <div style="border: 1px solid black; padding: 2px; text-align: center;"> LISFA Elementary Festival@Uniondale </div>	3
4 WEEK 5 SPRING ADULT COMMUNITY EDUCATION <div style="border: 1px solid black; padding: 2px; text-align: center;"> LISFA Elementary Festival@Uniondale </div>	5 7:30PM PTA Council @Karopczyc 7:30PM GS Svc Team @MMS HS Spring Athletics Begin	6 6:30-9PM ESL Parent Night@Stokes	7 7PM National Honor Society Inductions@HS Elementary Bank Day 2:30PM HS Shared Decision Making 7PM Sparke PTA	8 3PM MMS Shared Decision Making 7PM SEPTA@MMS 7PM Blitz Basket Wrapping@MMS	9 <div style="border: 1px solid black; padding: 2px; text-align: center;"> Interim Reports </div> 2nd Elementary Trimester Ends 6PM Stokes PTA Fundraiser@MMS 7:15PM CS Pack 600 @Sparke	10
11 WEEK 6 SPRING ADULT COMMUNITY EDUCATION Daylight Savings Time Begins 	12 7PM PTSA@MMS 8PM Gr 6/7 and Gr 7/8 Parent Orientation@MMS	13 7PM Stokes PTA	14 7PM Board Work Session @Karopczyc	15 3-4:30PM Gr 5/6 St. Patrick's Social @MMS	16 <div style="border: 1px solid black; padding: 2px; text-align: center;"> Elementary Report Cards Issued </div> 7-10PM CAPIT Grades 5-8@MMS <div style="border: 1px solid black; padding: 2px; text-align: center;"> 7pm HS Musical </div>	17 
18 WEEK 7 SPRING ADULT COMMUNITY EDUCATION All County Art Exhibit @Adelphi 12-4PM	19 HS Badminton Begins 7:30PM GS Ldrs@MMS	20 8PM Pack 600 PLM @MMS	21 7:30 Board of Ed Mtg @Karopczyc Elementary Bank Day	22	23 9AM MMS Gr 5/6 Talent Show 7PM GS Talent Night@MMS	24
25 WEEK 8 SPRING ADULT COMMUNITY EDUCATION	26 MMS Spring Athletics Begin	27 8PM IT Public Library Board	28 7PM Town Meeting	29	30 Sparke VIP Day Stokes Special Guest Day 6:30-9PM Parents Night Out@HS	31

Time Schedules 2011-2012

HIGH SCHOOL
Grades 9, 10, 11, 12 7:25 AM-2:06 PM

MEMORIAL MIDDLE SCHOOL
Grades 5, 6, 7, 8 8:12 AM-2:34 PM

ELEMENTARY SCHOOLS
Grades K through 4 9:00 AM-3:20 PM

NO LATE BUSES

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

The Island Trees School Budget Vote and Trustee Election takes place in May.

Who is Eligible to Vote?

An Island Trees resident wishing to vote in the May election must be 18 years of age or older, a United States citizen, and a resident of the district for 30 days prior to the election.

Voters registered for general elections are eligible to vote in school district elections without further registration, provided they have voted in a general election at least once within the last four years.

Voters who are registered only on the rolls of the school district must have voted in a school district election at least once within the last four years for their registration to remain active.

How Do I Register to Vote?

Residents may register through the Nassau County Board of Elections to vote in both general elections and school elections. Residents who wish to vote in school district elections **ONLY** may register at the District Clerk's office during the hours of 9 AM to 3 PM when school is in session or at other specified times before the school district vote.

For information regarding absentee ballots, please call the District Clerk's office at 520-2100.

(NOTE: Voters who register specifically to vote in the school district elections are not automatically registered for general elections.)

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. **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.**






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 at 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.)

During July, the school nurse at the Memorial Middle School will process working papers for all students between 9 AM and 12 NOON, Monday through Friday.

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.

April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 WEEK 9 SPRING ADULT COMMUNITY EDUCATION	2 <div style="border: 1px solid black; padding: 5px; display: inline-block;">2012-2013 Applications DUE for Non-Public Transportation</div>  7PM PTA Council @Karopczyc	3 7PM Sparke PTA Sparke Spring Book Fair	4 2:30pm HS Shared Decision Making Elementary Bank Day	5 SPRING RECESS SCHOOLS CLOSED	6 SPRING RECESS SCHOOLS CLOSED	7 <i>Passover</i> 
8 <i>Easter</i> 	9 SPRING RECESS SCHOOLS CLOSED	10 SPRING RECESS SCHOOLS CLOSED <div style="border: 1px solid black; padding: 5px; display: inline-block;">8PM IT Public Library Board Meeting & Budget Hearing</div>	11 SPRING RECESS SCHOOLS CLOSED	12 SPRING RECESS SCHOOLS CLOSED <div style="border: 1px solid black; padding: 5px; display: inline-block;">*If there are 4 or more snow days used during the year, Schools Will Be Open</div>	13 *SPRING RECESS SCHOOLS CLOSED <div style="border: 1px solid black; padding: 5px; display: inline-block;">*If there are 3 or more snow days used during the year, Schools Will Be Open</div>	14
15 WEEK 10 SPRING ADULT COMMUNITY EDUCATION	16 6:30-8PM Regatta Registration@Sparke	17 BOCES BUDGET VOTE 2012-2013 7PM Board Work Session @Karopczyc 3:30PM Substance Abuse Coalition Mtg@Stokes	18 Blood Drive Stokes 7:30PM Stokes PTA	19 3PM MMS Shared Decision Making 7PM Gr 8 Parent/Student HS Orientation 7PM SEPTA@MMS	20 MMS/HS Third Marking Period Closes 7PM Cub Scout Pack 600@Sparke	21 Dollars for Scholars Walk 10-2PM 
22 WEEK 11 SPRING ADULT COMMUNITY EDUCATION <i>Earth Day</i> 	23 7PM PTSA@MMS	24 1-9PM IT Library Budget & Trustee Vote	25 7:30PM Board of Ed Mtg @Karopczyc <div style="border: 1px solid black; padding: 5px; display: inline-block;">NYSSMA FESTIVAL@Island Trees</div>	26 PTA Council Founder's Day & Honorary Life Awards District Dinner	27 <div style="border: 1px solid black; padding: 5px; display: inline-block;">MMS/HS Report Cards Issued</div> HS Staff Recognition MMS Staff Recognition 7PM GS Brownie Workshop@Stokes 7-10PM CAPIT	28
29 WEEK 12 SPRING ADULT COMMUNITY EDUCATION	30 7:30PM GS Svc Team @MMS					

Code of Conduct

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, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and 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.
9. Dress appropriately for school and school functions.

10. Accept responsibility for their actions.
11. 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, libelous or denigrate others on account of race, color, religion, creed, national origin, 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.






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, health or welfare of others.
- Engage in misconduct while on a school bus.
- Engage in any form of academic misconduct.

May 2012

aSun	Mon	Tue	Wed	Thu	Fri	Sat
WEEK 12 SPRING ADULT COMMUNITY EDUCATION (Continued)		1 4-8PM Voter Registration 7:30PM 2012-2013 Budget Hearing 7PM HS Bands/Community Choir@HS 8PM Pack 600 PLM@MMS Spk/Stk Staff Recognition	2 2:30PM HS Shared Decision Making 7PM Sparke PTA	3 3PM MMS Shared Decision Making 7PM Meet the Candidate @HS	4 Secondary Field Trips End 7-10PM CAPIT Grades 5-8@MMS 6:30PM GS Leaders/Daughter Dinner @Stokes	5 SAT EXAM 7:45-1PM <i>Cinco de Mayo</i> 
Grades 3-8 ELA Assessments—Modified Arrival & Dismissal						
6	7:45AM AP Chemistry 11:45AM AP Psychology 7:30PM GS Ldrs@MMS 7:30PM PTA Council @Karopczyc	8 PTSA Plant Sale 7:30PM Stokes PTA	9 7:45AM AP CalculusAB 7-8PM Sparke Plant Pickup@Spk Elementary Bank Day	10 7:45AM AP English Literature 7PM KD Orientation @Sparke 7PM HS Chorus/ Orchestra@HS Spk/Stk Plant Sale	11 7:45AM AP US History 11:45AM Studio Art Stokes Plant Sale 6:30-7:30PM New Cub Scout Registration 7:15 Cub Scout Pack 600 @Sparke 7-8:30PM MMS/HS Art Expo @MMS 7-8:30PM Summer Music Registarions@MMS	12 Junior Prom@HS 7-11PM
Grades 3-8 Math Assessments—Modified Arrival & Dismissal					NYSSMA All State@Syosset	
13 <i>Mother's Day</i> 	7:45AM Biology 7:45AM AP Music Theory 11:45AM AP Physics C: Mechanics 6:30PM GS Reg@MMS 7PM PTSA Volunteer Recognition Dinner @MMS	15 <div style="border: 1px solid black; padding: 5px; text-align: center;"> 2012-2013 Budget Vote & Trustee Elections 12-9@Stokes School </div> 7:45AM AP US Govt. & Politics 7:45-10AM IT Sch to Bus@HS 6PM Stks Lit. & Arts Expo 6PM Spk Authors & Artists Night	16 7:45AM AP English Lan- guage & Composition 7PM Board Work Session @Karopczyc	17 7:45AM AP World History 7PM Gr 7/8 Concert@HS	18 <div style="border: 1px solid black; padding: 5px; text-align: center;"> Interim Reports </div> Grade 8 Picnic Stokes Team Adventure Day <div style="border: 1px solid black; padding: 5px; text-align: center;"> CAPIT Senior Citizen Prom </div>	19
20	7PM Current Gr 4 Parent Orientation to MMS 7PM AP Workshops@HS	22 7PM HS Senior Awards 8PM IT Public Library Board 8PM Pack 600 PLM@MMS Raindate Gr 8 Picnic	23 2PM 2012-2013 Calendar Mtg@Karopczyc Elementary Bank Day 7:30PM Board of Ed Mtg @Karopczyc	24 Gr 4 Special Event Day	25 *SCHOOLS CLOSED <div style="border: 1px solid black; padding: 5px; text-align: center;"> *If there are 2 or more snow days used during the year, Schools Will Be Open on May 25 </div>	26 IT Soccer Club Memorial Day Festival 
27 IT Soccer Club Memorial Day Festival 	28 MEMORIAL DAY SCHOOLS CLOSED 10AM Levittown Community Parade 	29 <div style="border: 1px solid black; padding: 5px; text-align: center;"> *If no snow days used during school year, then Schools Will Be closed May 29 </div>	30 5:45PM Varsity Athletic Awards Dinner 8PM Pack 600PLM	31 <i>6:30PM HS Performing Arts Banquet</i>		

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.

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.

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.

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.

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 Farnedge 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.

No Child Left Behind Act

Among the statute's provisions is a requirement that secondary schools provide certain student information to military recruiters. Specifically, §9528 of the No Child Left Behind 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.

June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 7:45AM MMS Personal Best Awards 7-10PM CAPIT Grades 5-8@MMS Sparke Field Day	2 SAT EXAM 7:45-1PM
3	4 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Gr 4 & Gr 8 Science Written Assessment</div> 7PM National Jr. Honor Society Inductions @HS	5 7PM Elementary Concert @HS	6 6PM MMS Athletic Awards Banquet Elementary Bank Day 7PM Dr Ed Meeting@HS 7PM Sparke PTA Volunteer Recognition	7 Spk/Stk Father's Day Sale 7PM Gr 5/6 Concert@HS	8 Stokes Gr 4 Special Event Rain Date	9
10	11 Kindergarten Celebrations 7:30PM PTA Council @Karopczyc	12 Kindergarten Celebrations 7:30PM Stokes PTA Volunteer Recognition @Stokes	13 8th Grade Moving Up Program@MMS 9AM 7PM Board Work Session @Karopczyc Stokes Team Adventure Day Rain Date	14 Gr 5-8 First Day of School Exams  <i>Flag Day</i>	15 Sparke Fun Fair 6:30-7:30PM New Cub Scout Registration 7:15PM Cub Scout Pack 600 @Sparke	16
Final Exams and Regent Exams 6/13/2012 through 6/21/2012						
17 <i>Father's Day</i> 	18	19 9:30AM Stokes Moving Up Program@MMS	20 7:30PM Board of Ed Mtg @Karopczyc	21 Senior Prom Post Prom Breakfast 1-4AM 	22 Last Day of School Regents Rating Day Early Dismissal MMS 9:05AM Elementary 10AM GRADUATION DAY 	23
24	25 Summer Regents Registration	26 8PM IT Public Library Board	27	28	29	30
Summer Music & Theatre Program						
Sports Camp						

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, sent 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 September 15.

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 Directory Information

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 2011-2012 school year.

Title I: Parent's Right to Know

The Island Trees Union Free School District receives federal funds under Title I to help support our remedial reading program. All of the remedial reading services at Island Trees are provided by fully certified New York State reading specialists; not by paraprofessionals or teachers for whom certification is waived.

Parents of students receiving remedial reading in Title I schools are entitled to request information regarding the baccalaureate degree major of the teacher and any graduate certification or degree held by the teacher and the field of discipline. This request for information must be submitted in writing to the building principal.

July 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Summer Music & Theatre Program Sports Camp	3	4 Independence Day Schools Closed 	5 Summer Music & Theatre Program Sports Camp	6	7
8	9	10 Board of Ed Mtg @Karopczyc (tentative)	11	12	13	14
	Summer Music & Theatre Program					
	Sports Camp					
15	16	17	18	19	20	21
	Summer Music & Theatre Program					
	Sports Camp					
22	23	24 8PM IT Public Library Board	25	26	27	28
	Summer Music & Theatre Program				Music & Theatre Ends	
	Sports Camp					
29	30	31				
	Sports Camp					

SCOPE/Island Trees Programs

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

Preschool Program

The Island Trees Preschool Program is a self-sustaining, not-for-profit program sponsored by SCOPE Education Services in cooperation with the Island Trees School District. The preschool is located in the Stephen E. Karopczyc School on Farmedge Road.

The three-year old program meets three days per week (Monday, Tuesday, and Thursday) starting September 12, 2011. There are two morning classes (9:00 AM to 11:30 AM) and two afternoon classes (12:30 PM to 3:00 PM). Children must be three by December 1st. The cost for the year is \$1610 for district residents and \$2140 for non-residents, if space is available.

Children who are four years old (by December 1st) will attend one of five classes Monday through Thursday from 9:00 AM to 11:30 AM or 12:30 PM to 3:00 PM. The cost for this program is \$2150 for district residents and \$2580 for non-residents (if applicable). The four-day program will start on September 12, 2011.

There is a **non-refundable** \$40.00 fee, which will be collected upon registration. Each class is limited to 16-20 children and is supervised by a qualified early childhood teacher and an assistant. Children **MUST** be completely toilet trained. Proof of age must be presented (birth certificate or baptismal certificate). Island Trees residents must present proof of residency.

The immunization requirements for all students are:

- 3 DPT or DT
- 3 Oral Polio
- 1 Measles, Mumps, Rubella (after 1st birthday)
- 3 Haemophilus influenzae type B (HIB)
- 3 Hepatitis B
- 1 Chicken Pox
- Proof of lead testing

Students who have not met the regulations by the first class **WILL NOT BE ADMITTED TO CLASS.**

Before School Program*

The SCOPE "BEFORE SCHOOL PROGRAM" is entering its eighteenth 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 10 or fewer days per month is \$127.50. The full-time monthly rate for children attending ALL 180 days beginning in September is \$218.

After School Child Care Program*

Now open until 6:30 PM



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 eighteenth 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 10 or fewer days per month is \$159. The full-time monthly rate for children attending ALL 180 days beginning in September is \$277.50.

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

Discounts: 20% for each additional child in same family in same program.
Special AM/PM Monthly Payment Plan: \$480.50

Please call SCOPE at 631-360-0800, Ext. 149 (for school age child), or Ext. 133 (for Pre-K) for further information.

August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	
			Sports Camp				
5	6 PTSA Mailing@MMS 	7	8	9	10	11	
	Sports Camp						
12	13	14	15	16	17	18	
				Summer Regents Exams			
	Sports Camp				Sports Camp Ends		
19	20 HS Football Begins (tentative) 	21	22	23	24	25	
	Band Camp 8am—11am						
26	27 HS Fall Athletics Begin (tentative)	28	29	30	31		
	New Teacher Orientation						

SCHOOL LUNCH PROGRAM

(Please call Mrs. Peggy McElhinney, Director of Food Services, at 520-2145 if you have any questions.)

The cafeterias in **Stokes and Sparke Elementary Schools** serve a nutritionally balanced Type "A" **lunch**, and the cafeterias in the *Memorial Middle School and High School* serve Type "A" *lunch and breakfast*. The meals are designed to meet all government guidelines.

A choice of a hot meal, cold sandwich or salad is available daily. The price of lunch in the elementary schools is \$1.40 per day and in the Memorial Middle School and High School it is \$1.60 per day and breakfast is \$1.00. There are snacks available at an additional cost.

A point of sale computer program is used. This program is similar to a bank account. An **ID card** or **PIN** number will be issued to your student that will be used when purchases are made. The ID card will be given out to each student in the elementary cafeterias before purchasing lunch and then returned to the cashier. The student will use the card to receive any meals or sandwiches. PIN numbers are used at the Memorial Middle School and High School and are the same as the student's ID number. The cost of purchases will be deducted from the account and your student will be notified when his/her balance is low. Additional deposits may then be made by cash or check. This eliminates the need for providing your student with cash on a daily basis.

When you send in a check for prepayment, please indicate the specific amount you want on your child's account for breakfast, lunch and/or snack on 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.

The Island Trees School Lunch Program is offering
YEARLY DISCOUNTED LUNCH CARDS
(Not refundable or transferable)

GRADES K-4	\$215.00
GRADES 5-12	\$245.00

ADVANTAGES of using this card are:

- Great Savings: **30 FREE** Lunches
- Avoiding the problems of lost, misplaced or forgotten money
- The best feature is not having to look for correct change every morning!

*To participate in this program, simply bring a check (made payable to: **Island Trees School Lunch Fund**) for the correct amount to the cashier in your lunch-room. Please note, this program is for the purchase of lunch only, and cannot be used for snacks.*

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#: _____

Amount to be used for BREAKFAST:	\$	_____
Amount to be used for LUNCHES:	\$	_____
Amount to be used for SNACKS:	\$	_____
TOTAL AMOUNT OF CHECK:	\$	_____

Please fill out if you wish to purchase a discounted yearly card or prepaid card.

Check one:

<input type="checkbox"/> ELEMENTARY (K-4)	<input type="checkbox"/> SECONDARY (5-12)
20-meal Lunch Card ___ \$28.00	20-meal Lunch Card ___ \$32.00
Yearly Card ___ \$215.00	Yearly Card ___ \$245.00

Please Print:

Student's Name: _____ Home Phone: _____

Address: _____ Grade: _____ Room #: _____

Amount Enclosed _____	Check # _____
	Cash: _____

Dear Parent/Guardian:

Children need healthy meals to learn. ITUFSD offers healthy meals every school day. Children from households that meet federal guidelines (outlined below) are eligible for free meals or reduced priced meals. Reduced priced meals cost each eligible student \$.0 for lunch and \$.0 for breakfast. To apply for free or reduced priced meals, submit a Direct Certification letter from the NYS Office of Temporary and Disability Assistance **OR** complete the enclosed application, sign it, and return it to **Mrs. Peggy McElhinney at the High School** as soon as possible. Please refer to the guidelines contained in this letter when completing the application. We cannot approve an application that is not complete, so be sure to fill out all required information.

1. **Do I need to fill out an application for each child?** No. Complete the application to apply for free or reduced meals. Do not fill out more than one application for your household.
2. **Who can get free meals?** Children in households getting Food Stamps, SNAP or TANF and most foster children can get free meals regardless of your income. Also, your children can get free meals if your household income is within the free limits on the Federal Income Eligibility Guidelines. Each foster child must be listed on a separate application, with Part 2 completed and include an adult signature.
3. **Can homeless, runaway and migrant children get free meals?** Please call **Dr. Susan Kelly at 520-2110** to see if your child(ren) qualify, if you have not been informed that they will get free meals.
4. **Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart, shown on this application.
5. **Should I fill out an application if I received a letter this school year saying my children are approved for free or reduced price meals?** Please read the letter you received carefully and follow the instructions. Call the school at 520-2145 if you have questions.
6. **My child's application was approved last year. Do I need to fill out another one?** Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new year.
7. **I get WIC, can my child(ren) get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
8. **Will the information I give be checked?** The school may ask you at any time during the school year to verify your eligibility. You will be notified, in writing, if you have been selected for Verification. School officials may ask you to send papers showing that your child should receive free or reduce price meals at the time you applied.
9. **If I don't qualify now, may I apply later?** Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, TANF or other benefits. If you lose your job, your children may be able to get free or reduced price meals at the time you applied.
10. **What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: P. McElhinney, IT High School, 59 Straight Lane, Levittown, NY 11756, 520-2145.
11. **May I apply if someone in my household is not a U. S. citizen?** Yes. You or your child(ren) do not have to be a U. S. citizen to qualify for free or reduced price meals.
12. **Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.
13. **What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.
14. **We are in the military. Do we include our housing allowance as income?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
15. **My spouse is deployed to a combat zone. Is her combat pay counted as income?** No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
16. **My family needs more help. Are there other programs we might apply for?** To find out how to apply for State SNAP or other assistance benefits, contact your local assistance office or call 800-342-3009.

INCOME CHART: The following chart lists income levels according to household size and income levels received either yearly, monthly or weekly. If your total household income is the same or less than the amounts on the Income Chart below, your children may be eligible to receive free or reduced price meals.

REDUCED PRICE ELIGIBILITY INCOME CHART

Effective from July 1, 2011 to June 30, 2012

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

HOW TO APPLY: To get free or reduced price meals for your children, you may submit a **Direct Certification letter received from the NYS Office of Temporary and Disability Assistance OR carefully complete the application** and return it to the school. If you now receive food stamps, Temporary Assistance to Needy Families (TANF) for any children or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household food stamp, TANF or FDPIR number and the signature of an adult household member. All children should be listed on the same application. If you do not list a food stamp, TANF or FDPIR number for all the children for whom you are applying, the application must include the names of everyone in the household, the amount of income for each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and that adult's social security number, or the word "none" if the adult does not have a social security number. An application that is not complete cannot be approved. Contact your local Department of Social Services for your food stamp or TANF case number or complete the income portion of the application.

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

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

NON-DISCRIMINATION: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

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

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

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian.

We will let you know when your application is approved or denied.

Sincerely,

Dr. Charles J. Murphy
Superintendent of Schools

7/2011

Date Withdrew _____

_____ F _____ R _____ D _____
 _____ *Temp Free Expires _____

2011-2012 Application for Free and Reduced Price School Meals/Milk

To apply for free and reduced price meals for your children, read the instructions on the back, complete **only one** form for your household, sign your name and return it to **Mrs. P. McIlhinney**. Call **520-2145** if you need help. Additional names may be listed on a separate paper.

1. List all children in your household who attend school:

Student Name	School	Grade/Teacher	Foster Child	No Income
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

2. Food Stamp or TANF Benefits: If anyone in your household receives either food stamp, TANF or FDIPIR benefits, list their name and CASE # here. Skip to Part 5, and sign the application.

Name: _____ CASE # _____

3. If any child you are applying for is homeless, migrant or a runaway, please call this number: _____
 Homeless Migrant Runaway (Homeless Liaison/Migrant Education Coordinator)

4. Household Gross Income: List all people living in your household, how much and how often they are paid (weekly, every other week, twice per month, monthly). If you have listed a foster child above, you must report their personal income.

Name of household member	Earnings from work before deductions Amount / How Often	Child Support, Alimony Amount / How Often	Pensions, Retirement Payments Amount / How Often	Other Income, Social Security Amount / How Often	No Income <input checked="" type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>

5. Signature: An adult household member must sign this application and provide the last four digits of their Social Security Number (SS#), or mark the "I do not have a SS# box" before it can be approved. I certify (promise) that all of the information on this application is true and that all income is reported. I understand that the information is being given so the school will get federal funds; the school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and federal laws, and my children may lose meal benefits.

Signature: _____ Date: _____
 Email Address: _____ Last Four Digits of Social Security Number: ****-__-__-__

Home Phone _____ Work Phone _____ Home Address _____

DO NOT WRITE BELOW THIS LINE - FOR SCHOOL USE ONLY

**Annual Income Conversion (Only convert when multiple income frequencies are reported on application)
 Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12**

Food Stamp/TANF/Foster
 Income Household: Total Household Income/How Often: _____ / _____ Household Size: _____
 Free Meals Reduced Price Meals Denied/Paid Temporary Free 45 Days Expires ____/____/____
 Date Notice Sent: _____ Signature of Reviewing Official _____

I do not have a SS#

APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, submit a Direct Certification letter received from the Office of Temporary and Disability Assistance OR complete only one application for your household using the instructions. Sign the application and return the application to Mrs. P. McElhinney. If you have a foster child in your household, you may include them on your application. A separate application is no longer needed. Call the school if you need help: 520-2145. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approving your application.

PART 1 ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE APPLICATION FOR YOUR HOUSEHOLD.

- (1) Print the names of the children, including foster children, for whom you are applying on one application.
- (2) List their grade and school.
- (3) Check the box to indicate a foster child living in your household, and check the box for each child with no income.

PART 2 HOUSEHOLDS GETTING FOOD STAMPS, TANF OR FDPiR SHOULD COMPLETE PART 2 AND SIGN PART 5.

- (1) List a current Food Stamp, TANF or FDPiR (Food Distribution Program on Indian Reservations) case number of anyone living in your household.. Do not use the 16-digit number on your benefit card. The case number is provided on your benefit letter.
- (2) An adult household member must sign the application in PART 5. SKIP PART 4. Do not list names of household members or income if you list a food stamp case number, TANF or FDPiR number.

PART 3

Before completing an application for a child who may be homeless, a migrant education student, or a runaway, please call your school's homeless liaison or migrant education coordinator at this number:

(Homeless Liaison/Migrant Education Coordinator name and Phone Number)

PARTS 4 & 5 ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 5.

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
- (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly.** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.
- (3) The application must include the last four digits only of the social security number of the adult who signs **PART 5** if Part 4 is completed. If the adult does not have a social security number, check the box. If you listed a food stamp, TANF or FDPiR number, a social security number is not needed.

OTHER BENEFITS: Your child may be eligible for benefits such as Medicaid or Children's Health Insurance Program (CHIP). In order to determine if your child is eligible, program officials need information from your free and reduced price meal application. Your written consent is required before any information may be released. Please refer to the attached parent Disclosure Letter and Consent Statement for information about other benefits.

PRIVACY ACT STATEMENT

Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you apply on behalf of a foster child or you list a Food Stamp, Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPiR) case number or other FDPiR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We **MAY** share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

DISCRIMINATION COMPLAINTS

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."