FROM THE SUPERINTENDENT

Dear HCS Community,

Believe it or not, it is that time of year already! With each school year brings a variety of emotions to so many of us, the overriding one with me this year is excitement. Yes, I am excited to greet our children, faculty, staff and parents to another year where we work together to move closer toward excellence in education. I am also excited to be your superintendent. I do not have a job, I have a mission and am thankful for the opportunity to serve Hamilton School District.

As part of our community building this year, I will be hosting a community-wide book read. Together we will be reading and discussing “The Smartest Kids in the World and How They Got That Way” by Amanda Ripley. For more information, please visit our district website at www.hamiltoncentral.org.

The continued building of partnerships and relationships with our district families and our community stakeholders help us have an enjoyable, meaningful and outstanding school year.

I look forward to a great year!

Your Partner in Education,

Dr. Anael Alston

Dr. Anael Alston, Superintendent of Schools

Please welcome the new teachers and staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracie Cook</td>
<td>Music (PT)</td>
</tr>
<tr>
<td>Robin Dunadee</td>
<td>Speech Pathologist</td>
</tr>
<tr>
<td>Kristina Forlini-Walker</td>
<td>Teacher Aide (PT)</td>
</tr>
<tr>
<td>Andrea Keim</td>
<td>Art (PT)</td>
</tr>
<tr>
<td>Jennifer Laubscher</td>
<td>Computer Services Technician</td>
</tr>
<tr>
<td>Victoria Moats</td>
<td>Special Education</td>
</tr>
<tr>
<td>Victoria Seager</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Amanda Sunderman</td>
<td>Elementary</td>
</tr>
<tr>
<td>Danielle Wayman</td>
<td>Special Education</td>
</tr>
<tr>
<td>Sara Zogby</td>
<td>Special Education</td>
</tr>
</tbody>
</table>
Dear Parents, Students and Community Members:

I want to personally welcome you to the 2016-17 school year. I hope you have had an enjoyable summer with family and friends. Whether you are new to Hamilton Central School or a returning student/family, we look forward to you being a part of the Emerald Knight family and hope you become involved in our school’s community. I encourage every student and parent to embrace the opportunity to make this a great school year!

This is an exciting time of year for all of us. The new school year presents an opportunity to refocus on the importance of setting and reaching goals for the year. Hamilton is a fantastic school for many reasons, and the hard work of the faculty, staff, parents and students this summer will result in another successful year for all members of our school community. Our #1 goal is to improve student learning. So, regardless of where your student begins the year, we want to help them in advancing their critical thinking, knowledge, skills, and ability to problem solve. If at any time you have a question about what is occurring in your child’s class, please contact your child’s teacher. We all need to work together to benefit our students.

We strive to offer the best possible education to each of our students. There are many chances for students at HCS to demonstrate excellence. We ask that you, the parents, join us in encouraging your child(ren) to view school as an opportunity to improve their lives and create choices for their future. We encourage parents to be vigilant and monitor student progress by checking Schoology at least once per week and by checking the Parent Portal (SchoolTool) every five weeks for progress reports and report cards. Students are expected to maintain excellent attendance, work to the very best of their academic abilities and be a positive influence on our school culture. Thank you in advance for your support.

Our school wouldn’t be the same without the generosity and active support of our parent and community organizations. I invite you to take a leadership role and make a difference! I encourage you to be involved in our school by working with your child(ren) at home – encouraging academic excellence and responsibility – and by taking part in volunteer groups such as the PTO, Booster Clubs, Steering and Advisory Committees. There are so many needs!

Our faculty and staff consider it a tremendous responsibility and an honor to be part of your child’s present and future and will work diligently to provide a year of learning, growth and accomplishments. We look forward to working with you to meet the needs of our school and our multi-talented student body. Best wishes to all for a productive and successful school year.

Go Knights!

William Dowsland
William Dowsland, Secondary Principal

Class of 2017 Senior Portraits

Dear Parents and Guardians of the Class of 2017:

I am pleased to announce that Terry Murphy will be taking yearbook portraits for the 2017 Hamiltonian. Below is the contact information for Terry to make an appointment for your son/daughter’s senior portrait. You may have senior portraits taken by any photographer; however, I think you will find it convenient to use Terry, as his prices are reasonable. If you choose not to have photos taken by Terry, please make your photographer aware that I will need a digital copy of a wallet sized photo (jpeg format is preferred, but also acceptable is a minimum resolution of 300 pixels per inch). I will need all senior portraits by October 14th to make the deadline for the publisher.

October 14th is also the deadline for seniors to submit their baby pictures and quotes. All photos are to be submitted by hard copy. The yearbook staff will make every effort to return your photo, but occasionally a photo may get misplaced, so I suggest making a copy of the photo before submission. When going through photos, set aside pictures for the senior slideshow.

Thank you for your cooperation,

Terry Murphy Photography:
Phone: 315-794-2706
www.TerryMurphyPhoto.com
Dear Parents and Community Members:

Welcome back to the 2016-17 school year. I hope that you have had an enjoyable summer spending time with family and friends. We are very excited for the start of another year serving the students and families of the HCS communities.

I would like to welcome all of the families who are new to the Hamilton community to our “New Student/Family Orientation” on September 6th from 5:00 to 6:00 p.m. in the HCS auditorium. Family members of all new students are invited to learn about the programs, policies, faculty, services, and philosophies of the HCS community. We feel that it is extremely important to create and maintain close relationships with all of our families and this allows us to begin this process. There will also be an opportunity to ask questions to counselors and administrators.

I would also like to introduce our new staff members that will be working in the elementary school. Amanda Sunderman will be teaching 5th grade. Amanda brings a world of experience as she has taught the elementary school in the countries of Brazil, Egypt and Nepal. Danielle Wayman will be a Special Education teacher for our K-1-2 students. Danielle comes to us with experience as a Special Education teacher in the Onondaga – Cortland - Madison BOCES. Sara Zogby has also been hired as a Special Education teacher. Sara substituted last year at HCS in the same capacity. Tracie Cook has been hired to work part-time teaching strings/orchestra. She too was hired to substitute here at HCS last year. Jen Laubscher will become our new technology coordinator. She has held similar positions in former schools she has worked in. Additionally, one of our reliable aide/TA substitutes, Kristina Forlini-Walker, has been hired to work as a paraprofessional.

Many teachers have also taken new positions within the building. Althea Brooks will be moving to 1st grade to teach alongside Audrey Miller. Jessica Poyer and Renee Merkt will be moving to 3rd grade and will make up an entirely new team. Rob Poznar will be a part-time 5th grade teacher (ELA and Math only) and part-time RtI Math Support Specialist. Nichole Ano will be moving up to work with students in Special Education in grades 3-4-5.

It is our goal that your child to be happy and successful at Hamilton Elementary and we believe that you are a key member in this process. Your role is to continually show interest in and support for your child. The child who knows that his or her family is interested in and supports the school programs will almost always have fewer problems in school and will enjoy greater success. At school, we try to create a safe environment where courtesy and kindness prevail and where there is respect for differences in other people, customs and cultures.

As you get to know your child’s teacher, please share any information regarding his or her special needs that will help us better serve your family. We believe that communication among parents, students and teachers is critical in assuring student success. As the principal, I feel it is my job to look out for all students and to make sure the environment that they learn in is both safe and educationally sound. My door is always open and I encourage you to express your concerns with me at any time.

Thank you for supporting our learning community. I look forward to working you again and building long lasting and meaningful relationships.

Sincerely,

Kevin Ellis
Kevin Ellis, Elementary Principal

From the Office of Director of Pupil Personnel Services

Dear Students, Parents/ Guardians, Faculty and Community:

Welcome to the 2016-2017 School Year. For those students and families who are new to our community, I send a special welcome. To those who are returning, a welcome back. I hope each of you has had a wonderful summer and I look forward to working with you this year.

We have had some changes in our Special Education Department at both the Elementary and Secondary levels. It is with sadness that we said goodbye to Felicia Nicholas our Speech and Language Pathologist, and Elgar Sykes who was one of our Elementary Special Education Teachers. We wish them nothing but our best in their new endeavors. At the Elementary level, we welcome Robin Dunne, new Speech and Language Pathologist, and Danielle Wayman, new Elementary Special Education Teacher. At the Junior-Senior High level, we welcome Victoria Moats who is the new Special Education Teacher in our newly created 12:1:1 classroom. The District added this new classroom in order that we may continue to provide a continuum of services and educate our students with disabilities in their home district to the maximum extent possible. A sincere thank you to Dr. Alston, the Board of Education, and the community for supporting this philosophy.

Our mission is to educate all students to reach their full potential. As a parent or guardian, if you feel your child is struggling in his or her academic program or having difficulty emotionally or socially, do not hesitate to contact the teacher, principal, school counselor or me. We want all of our students to be successful and have an enjoyable school experience.

As the interim Director, I have found the Hamilton Central School District and community to be a warm and welcoming environment with great students, involved parents and community members, and professional caring faculty and staff. I look forward to working with everyone as we enter the school year.

My best wishes to all for a successful school year!

Fred Bragan
Director Pupil Personnel Services & Special Education
(315) 824-6354
fbragan@hamiltoncentral.org
Six Hamilton Central School students rose early last May to join three other schools in their travels to Rochester, New York. High school English teacher, Mrs. Moren, and her daughter, Marie, also followed the caravan that left at 7:00am from Canastota. All of the students involved participated in the Rochester Teen Book Festival, an energy-filled event hosted by Nazareth College and sponsored by public libraries and businesses from upstate New York. We had an amazing time, attending sessions led by some of our favorite authors. A few of the authors visited by our group, along with a few of their great titles are listed below. We received transportation, lunch, t-shirt, and free book thanks to a Target Field Trip Grant awarded to our Madison-Oneida BOCES School Library System. We joined veteran TBF attendees from the VVS, Stockbridge, and Camden schools. Some of our students were so busy with their author schedule that lunch was missed. It was such a great trip that there are plans to take part in this again next year.

We also would like to give a big shout-out to Mrs. Roy who helped a panicked librarian decorate t-shirts the day before we were to leave. These t-shirts were noticed and remarked-upon by the authors. So, Thank You Mrs. Roy! Also, a big thanks to the parents and other adults who were able to help these students arrive at such an early hour.

Here is a short list of a few of the authors visited by our students and a few of their titles:

- A.S. King author of *Ask the Passengers*, *Reality Boy*, and *Please Ignore Vera Dietz*.
- Rachel Hawkins author of the *Hex Hall* and *Rebel Belle* series
- Mercedes Lackey the author of too many books to list
- Laurie Halse Anderson author of *Speak*, *Wintergirls*, *The Knife of Impossible Memory*, *Chains*
- Deborah Hopkins author of the *Crank* series
- Ridley Pearson author of the *Kingdom Keeper* series
- Jennifer Donnelly author of *These Shallow Graves*, *Revolution*, *A Northern Light*

We hope to have take part in this festival in May so keep eyes and ears open early 2017.
Notification of Teacher Qualifications:

In accordance with the No Child Left Behind Act, parents are entitled to information regarding the professional qualification of their child’s classroom teacher. You may receive information by contacting the district office. The information will include:

- whether the teacher has met NYS certification requirements for the grade levels and subject areas in which he/she provides instruction;
- whether the teacher is teaching under emergency or other provisional conditions by which NYS certification requirements 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 teacher assistants and, if so, their qualifications.

Dignity for All Students Act:

The Dignity for All Students Act, or DASA, was enacted by the New York State Assembly and went into effect in 2012. It protects students in New York public schools from harassment, discrimination and bullying by other students or school employees. It provided that no student shall be subjected to discrimination based on his or her actual or perceived race, color, national origin, ethnic group, religion, religious practice, disability, weight, sexual orientation, sexual identity, or sex. DASA was amended in July 2013 to include Cyberbullying, which is defined as harassment or bullying by any form of electronic communication, and includes incidents occurring off school property that create, or would foreseeably create, a risk of substantial disruption within the school environment. DASA explicitly states that bullying, taunting, and intimidation on these protected grounds are all forms of harassment.

Dignity Act Coordinators: Mr. Matthew Crumb as the District-wide and Mr. William Dowsland and Mr. Kevin Ellis as the Building-wide DASA Coordinators.

FERPA: Access to Student Records:

Release of Student Directory Information: This notice is to inform parents or eligible students of their right to refuse the release of student directory information and indicates a time period for their response. Following such public notice and a reasonable response period, the District may release such information to an outside group without individual consent. The Family Education Rights and Privacy Act (FERPA) defines student directory information as the following: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (if members of athletic teams), degrees and awards received, and the name of the educational agency or institution previously attended by the student. If any parent would like to request such directory information NOT be released for the child, such request shall be filed, in writing, with the principal of the school having the record with a copy sent to the superintendent.

Consent for Use of Photographs/Videos:

Throughout the school year, photographs or videos may be taken of students for use in district-produced publications, videos, websites and Facebook or by the news media. If you do not wish to have your child photographed or videotaped, please indicate this, in writing, to the principal of the school having the record with a copy sent to the superintendent. (Names of students in videos or photographs are not published within district publications.)

Pesticide Notification:

New York State law requires that schools and BOCES maintain a list of staff and parents who wish to receive written notice 48 hours prior to a pesticide application at our facility. If you wish to be included on the School District Notification List, please contact the Business Office at 824-6372. You will then receive advance notification of an application of a pesticide product covered by notification requirements, except in the event of an emergency application in response to a threat to public health.

Code of Conduct:

The Hamilton Central School District is committed to providing a safe and orderly learning environment in which students may receive quality educational services without disruption or interference. Responsible behavior by students, teachers, personnel, parents and other visitors is essential to achieving this goal.

The Board of Education has adopted a district Code of Conduct. The code applies to all students, school personnel, parents and other visitors when on Hamilton Central School District property or attending a school function. The Code of Conduct policy can be found on our website at www.hamiltoncentral.org.

Release of Student Information to Military Recruiters:

Pursuant to the federal No Child Left Behind Act, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of our high school students. However, the district must also notify parents
of their rights and the rights of their children to request, in writing, that the district NOT release such information if it is requested.

Parents, or students who are at least 18 years old, wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and institutions of higher learning, must submit their request, in writing, to the secondary principal’s office.

Use of School Facilities:

Organizations who hope to use the facilities of the school district may obtain a Building Use Form from the main office. Depending on the nature of activity, a certificate of insurance may be required. A custodian must be on duty when the facilities are used. Groups may be charged a fee for the use, depending on the date, time and nature of the event. Please make plans and complete an application well in advance of the date your group may wish to use the facilities.

The building is not available for use on holidays, snow days, Sundays or other special days.

Early School Closing:

If it should be necessary to close school before the usual time, it is important for your child to know what to do. This is especially important if both parents work and there is no one to look after your child if there is an early dismissal. Please discuss this possibility with your child. All after-school activities are canceled when school is dismissed early. Please be sure that your contact information is up-to-date.

Snow Days:

In the event of inclement weather or mechanical breakdown, school may be closed or delayed. Notice of such changes shall be carried over the radio, television and our Global Connect phone call system. Be sure that your contact information is current with the District.

Other District Information can be found in the 2016-17 School Calendar that will be distributed to students at the beginning of the school year. It will also be posted on our website: www.hamiltoncentral.org
Dear Parent/Guardian:

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**
2016-17 Rates

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Annual</th>
<th>Monthly</th>
<th>Twice Monthly</th>
<th>Bi-Weekly</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>21,978</td>
<td>1,832</td>
<td>916</td>
<td>446</td>
<td>425</td>
</tr>
<tr>
<td>2</td>
<td>29,637</td>
<td>2,470</td>
<td>1,235</td>
<td>1,140</td>
<td>570</td>
</tr>
<tr>
<td>3</td>
<td>37,296</td>
<td>3,108</td>
<td>1,554</td>
<td>1,435</td>
<td>718</td>
</tr>
<tr>
<td>4</td>
<td>44,955</td>
<td>3,747</td>
<td>1,874</td>
<td>1,730</td>
<td>865</td>
</tr>
<tr>
<td>5</td>
<td>52,614</td>
<td>4,385</td>
<td>2,193</td>
<td>2,024</td>
<td>1,012</td>
</tr>
<tr>
<td>6</td>
<td>60,273</td>
<td>5,023</td>
<td>2,512</td>
<td>2,319</td>
<td>1,160</td>
</tr>
<tr>
<td>7</td>
<td>67,951</td>
<td>5,663</td>
<td>2,832</td>
<td>2,614</td>
<td>1,307</td>
</tr>
<tr>
<td>8</td>
<td>75,647</td>
<td>6,304</td>
<td>3,152</td>
<td>2,910</td>
<td>1,455</td>
</tr>
</tbody>
</table>

For each additional family member add 7,696 642 321 296 148

How to Apply: To get free and reduced price meals for your children you may submit an Eligibility Letter for Free Meals received from the NYS Education Department, OR carefully complete one application for your household and return it to the designated office. If you now receive SNAP, 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 SNAP, TANK or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a SNAP, TANF or FDPIR case 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 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 the last four digits of that adult’s social security number, or check the box if the adult does not have a social security number. An application that is not complete cannot be approved. Contact your local Department of Social Services for your SNAP 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 SNAP.

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.

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille; large print, audiotape, American Sign Language, etc). should contact the Agency (State or Local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint filing dust.html, and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202)690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.
Letter to Parents for School Meal Program

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, working, seeing, hearing, speaking, breathing, learning, and working. You must request special meals from the school and provide the school with medical certification from a 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.

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

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian. We will let you know when your application is approved or denied.

Sincerely,

Andrea Cass
Andrea Cass, Food Service Manager
2016-2017 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 Hamilton Central School District, Food Service Manager: Andrea Cass, Call 315-824-6382, if you need help. Additional names may be listed on a separate paper.

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

<table>
<thead>
<tr>
<th>Student Name</th>
<th>School</th>
<th>Grade/Teacher</th>
<th>Foster Child</th>
<th>No Income</th>
</tr>
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<tbody>
<tr>
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2. SNAP/TANF/FDPIR Benefits:
   If anyone in your household receives either SNAP, TANF or FDPIR 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). Do not leave income blank. If no income, check box. If you have listed a foster child above, you must report their personal income.

<table>
<thead>
<tr>
<th>Name of household member</th>
<th>Earnings from work before deductions Amount / How Often</th>
<th>Child Support, Alimony Amount / How Often</th>
<th>Pensions, Retirement Payments Amount / How Often</th>
<th>Other Income, Social Security Amount / How Often</th>
<th>No Income</th>
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</table>

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

☐ SNAP/TANF/Foster  ☐ Income Household: Total Household Income/How Often: __________ / __________
☐ Free Meals ☐ Reduced Price Meals  ☐ Denied/Paid
☐ Signature of Reviewing Official ____________________________ Date Notice Sent: __________

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
APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, submit a Free Meals/Milk Eligibility 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 your child’s school. 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: 824-6382. 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. If no income, check the box. 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

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Judicature, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov
**BUS ROUTES FOR 2016-17**

**Rt. 1 – Bus 88 – Eugene Gonzalez**

W. Kendrick to Broad St., Payne St., to East Lake Rd, stop at Butternut. Turnaround to Rockwell Rd, continue to Hill Rd. to McCormick Rd, turnaround and come back down Hill Rd to Lakeview Drive, Lakeview Court. Lakeview Drive to Newton Rd, to Bonney Rd. Turn left on Hill Rd to Chappel Rd, to Kiley to Hamilton Rd, right on Bonney Rd. Stop at Hillside Dr, left on Mason, left on Alexis circle around right on Amelia Way circle around, right on Alexis, right on Mason, left on Bonney Rd, right on Bonney Hill Rd, turnaround Bonney Hill, stop at Rambling Rd continue on Bonney Hill, right on East Lake Rd, left on Brookview Dr, turnaround right on East Lake Rd., right on Payne St. left on Broad St., right on W. Kendrick.

**Rt. 2 – Bus 94 – Donna Foster**

W. Kendrick to Randallsville Rd right on Armstrong, Church Rd. to Cary Rd. to River Rd turn left. River Rd to Reservoir Rd, right on Ger Rd, stop at Lake Shore Dr, right on Lebanon Hill Rd. turnaround left on Chamberlain Rd, right on River Rd, to Briggs, turnaround, right on River, right on Rodman, turnaround, right on River turnaround at Thomas’, back north on River to right on Randallsville Road, to Lebanon St., right on W. Kendrick

**Rt. 3 – Bus 92 – Nancy Hughes**

W. Kendrick to Hamilton St. turn right on Smith Road to Eaton Rd, left on Gorton Rd. Turnaround back down Gorton Rd, left on Sacco Rd, right on Gorton Rd , right on Horton Rd, left on Preston Hill Rd, turnaround down Preston Hill, left on Horton. Turnaround back up Horton, left on Preston Hill Rd, left on Rt. 12B heading south to Red Gate Farm, turnaround go Rt. 12 North to left on Middleport Rd, right on Randallsville Rd, right on River Rd turnaround at Armstrong, back to Randallsville Rd to Middleport Rd, left on Rt. 12B, left on College St. right on Lebanon St., right on W. Kendrick.

**Rt. 4 – Bus 98 – Robert Reed**

W. Kendrick to Larkin Rd to Williams Rd to Aldermann Rd turnaround to Williams Rd to Excell Rd to South Hamilton Rd to Collins Rd turnaround to Harris Rd to Moscow Rd to Larkin Rd. Left on Rt. 12, right on Cranston. Turnaround at town barn, left on Rt. 12, to Ackley Rd. turnaround, Larkin Rd to Poolville Rd to Hamilton St, left on Broad St, right on W. Kendrick.

**Rt. 5 - Bus 99– Jeffrey Schindler**

W. Kendrick to Payne St, Mason Rd, right on Bonney Rd, left on Hill Rd, left on Thayer Rd, turnaround back to left on Hill Rd to Green Rd, cross RR tracks, right on Wickwire Rd, right on Rt. 12. Turnaround at Humphrey Rd, to North on Rt. 12 to Wratten Rd. turnaround, left on Rt. 12 to Wickwire Rd, circle around and across RR crossing continue on Wickwire, left on Rhodes Rd, right on Quarterline Rd to Bailey Rd, Abbert Rd. turnaround, Bailey Rd, Quarterline Rd to Poolville Rd, left on Noble Rd turnaround, left on Poolville Rd, right on Hamilton St, right on Spring St. left on Payne St. to Lebanon St. left on W. Kendrick.

**Rt. 6 – Bus 100– Allen Blinebry**

W Kendrick to Madison St. to Johnnycake Hill Rd right on Airport to West Lake Rd turn left. Stop at Frank Rd continue to causeway, turnaround back on West Lake Rd to West Hill Rd, right on Johnnycake Hill Rd, left to Airport Rd, right to Rt. 12B, left to Eaton St continue to Smith Rd to Woodman Pond Rd turn left on to Rt. 46 turnaround at Canal Rd back on Rt. 12B, left on English Ave. back to Rt. 12B and turn left, go to intersection by Byrne Dairy turnaround back up Rt. 12B to Parry’s, turnaround back down Rt. 12B, left on Wiley St, right on Madison St, Broad St. to W Kendrick.

**Rt. 7– Bus 96 – Edward Mucinsky**

AM/PM - special needs run

**Rt. 8 - Linda Little**

AM/PM - special needs run

Please Note: Bus Routes may change slightly after the first week of school.

**PLEASE NOTE**

Late Bus Run - Monday thru Thursdays @ 4:00 p.m.
PLEASE NOTE:
As per New York State Law, parents who wish to request alternate transportation routes, for the purposes of child care, MUST do so before April 1st of the preceding year.

TAX LEVY
At an August Board of Education meeting, the tax levy in the amount of $7,054,117 was approved for 2016-17. This amount was the same as projected last spring in the proposed budget, and subsequently approved by the voters. It represents a 2.96% increase over last year’s levy. The tax rates for individual district residents will vary depending upon any changes in assessments or equalization rates, within a particular township.

School tax bills will be mailed at the end of August. For your convenience, please note that your taxes can be paid by mail or in person at the District Office of the school. Tax collector hours are as follows:

September 1st, 6th, 7th, 30th
October 31st - 9:00 a.m. - 3:00 p.m.

Effective September 8th and thereafter: Tuesday & Thursday - 3:00 to 4:00 p.m. • Wednesday - 3:00 to 6:00 p.m.

Direct Phone Numbers:
Provided below are direct phone numbers to assist you in contacting the person to whom you wish to speak.

Superintendent/District Office ................................................................. 824-6310
Secondary Principal/Main Office/Purchasing ........................................... 824-6320
Elementary Office ..................................................................................... 824-6330
Business Manager ...................................................................................... 824-6372
District Treasurer ..................................................................................... 824-6360
Technology Department .......................................................................... 824-6363
HS/MS Counseling Office ......................................................................... 824-6327
School Nurse ............................................................................................. 824-6340
Athletic Director ........................................................................................ 824-6370
Transportation Department ....................................................................... 824-6392
Maintenance Department .......................................................................... 824-6342
Special Education Department ................................................................. 824-6350
Cafeteria ..................................................................................................... 824-6350
Receptionist/Attendance/Main Entrance .................................................. 824-6301 or 6302