From the Superintendent...

Dear HCS Community,

Our school district has been quite busy this summer. The PreK-12 facility has been shined and polished thanks to the terrific work provided by our maintenance staff. Our FFA students have been seen all over Madison, Onondaga and Chenango counties. Our bus drivers and their student assistants did yeoman’s work to transport our students who attended summer programs. Many of our teaching staff completed curriculum projects, as well as providing summer instruction and enrichment for many of our elementary level students.

As we go forward, I now see coaches and athletes starting the athletic cycle by practicing faithfully, regardless of how difficult it might be to forego the last two weeks of summer vacation to do so. As a district, we continue to pursue the implementation of our Strategic Plan and our application under the “Smart Schools Bond Act” to receive funds from the State Education Department in support of improved instructional technology.

Speaking of funding, congratulations are in order for Elementary School Principal, Kevin Ellis, who in concert with the Camden Central School District and the Madison-Oneida BOCES, received $942,317 in competitive grant funds for an after school student support and enrichment program. Kevin is working diligently to implement the program this school year. More to come.

An initiative recently discussed centers around planning for a capital improvement project to replace our aging roof and heating, ventilating, air conditioning systems. Please stay tuned.

Finally, I wish to invite the Parent Teacher Organization, the Hamilton Area Community Coalition, and all other parents, community leaders, service providers and business owners to greet and welcome students back on the first day of school, Thursday, September 6th. We will gather at the HCS front entrance between 7:30 – 8:00 a.m.

Peter Punzo
Interim Superintendent of Schools

Please welcome new teachers and staff:

- Melanie Britton
  Cleaner

- Devin Clive
  Math Teacher

- Victoria Daoust
  School Counselor

- Anne Farnsworth
  Long-term Sub - Special Education Teacher

- Joanne Jandreau
  Special Education Teacher

- Diane Law
  Bus Driver

- Celia Marhefka
  Elementary Teacher

- Renee Rashford
  Long-term Sub - Foreign Language (Spanish)

- Mary Walker
  Interim Director of Pupil Personnel Services
A Matter of Principal…

Emerald Knight Parents, Students and Community Members:

Welcome back! We hope that you have enjoyed a safe and relaxing summer. We are excited to have students back in our classrooms and hallways. 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.

Our school, recognized by Newsweek as “One of America’s Best High Schools,” and Niche, Inc. as the #1 High School in Madison County, profits from a committed staff, involved parents, and enthusiastic students. It is our mission to help every child feel welcomed, connected, and a part of our learning community. Additionally, we strive to challenge each student to grow in his and her academic abilities and extra-curricular pursuits.

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 21st century learning skills of collaboration and teamwork, creativity and imagination, critical thinking and problem solving. There are many chances for students at HCS to demonstrate excellence. We ask that you, the parents, join us in encouraging your students to view school as an opportunity to improve their lives and create choices for their future.

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

SEPTEMBER CALENDAR DATES TO NOTE:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th</td>
<td>Kindergarten Orientation</td>
<td>3:30 p.m.</td>
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<tr>
<td></td>
<td>New Family Orientation</td>
<td>5:00 p.m.</td>
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<tr>
<td>5th</td>
<td>Masquers Fall Play Auditions</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td>6th</td>
<td>Welcome Back Students</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Masquers Fall Play Auditions</td>
<td>3:00 p.m.</td>
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<tr>
<td></td>
<td>Grade Orientation</td>
<td>6:30 p.m.</td>
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<tr>
<td>12th</td>
<td>PTO Meeting</td>
<td>3:00 p.m.</td>
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<tr>
<td>13th</td>
<td>Elementary Open House</td>
<td>5:30 p.m.</td>
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<td></td>
<td>Board of Education Meeting</td>
<td>6:00 p.m.</td>
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<tr>
<td>20th</td>
<td>Senior Pictures &amp; Class Picture</td>
<td>6:30 p.m.</td>
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<tr>
<td></td>
<td>Secondary Open House</td>
<td>6:30 p.m.</td>
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<tr>
<td></td>
<td>Parent Instrumental Night</td>
<td>6:30 p.m.</td>
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</tbody>
</table>

More calendar dates can be found on our website.

From the Director of Pupil Personnel Services

Dear Parents and Community Members:

It is with great pleasure and enthusiasm that I write this letter of introduction to you as the new interim Director of Pupil Personnel Services. I am honored to become a part of the Hamilton community and have already received such a warm welcome!

I have been working in the field of education for 33 years. I am extremely passionate ensuring that students have every opportunity for success. I look forward to working with the district administration, teachers and staff to enhance the students’ educational experiences throughout the year ahead.

During the summer, some of our Special Education teachers worked on developing an educational program to assist students in making a successful transition to his or her postsecondary goals for living, further education and employment. Many thanks to Bridgitte Cook, Vicki Moats, and Mike Sidoran for their amazing work on this endeavor.

Hamilton Central will continue to offer a continuum of services and programs to educate students with disabilities in their home district to the maximum extent possible. If, as a parent or guardian, you feel your child is struggling in his or her academic program or having difficulty socially or emotionally, do not hesitate to contact the teacher, principal, counseling center or me. We want all of our students to be successful and have an enjoyable school experience.

My best wishes to all for a successful school year.

Mary Walker
Interim Director of Pupil Personnel Services
315-824-6353
mwalker@hamiltoncentral.org
Dear Hamilton Families,

On behalf of the entire HCS Elementary staff, I would like to welcome all of our students and families back for another exciting and educational year. It is our goal to present our students with a world class education that provides opportunities for all levels of learners to grow. It is our primary mission to establish independent thinkers, learners, and seekers of knowledge. To provide opportunities for collaboration, academic discourse, and leadership. Our teachers are charged with modeling and developing self-directed, responsible and appropriate decision-making. All of this is done in an environment that promotes creativity, self-efficacy, and student driven learning.

Below are the assignments of each teacher for the 2018-19 school-year. There have been a few modifications to the instructional staffing in the elementary building.

**RtI Support Staff:**
- Special Education:
  - Peter Massi
  - Nichole Pawlikowski
  - Joanne Jandreau (new)

**Reading Teachers:**
- Heather Carter Jackson
- Capri Trivisonno

**Speech:**
- Robin Dunadee

**Occupational Therapy:**
- Stephanie Pope

**Counselor:**
- Deniz Cabas

**CSE Chairperson and School Psychologist:**
- Donna Stanistreet

**Special Area Teachers:**
- Music:
  - Annette Silver

- Art:
  - Tori Kowalski

- Library:
  - Amy Jerome

- P.E.:
  - Carrie Stoddard

**Classroom Teachers:**

**1st Grade:**
- Audrey Miller
- Althea Brooks

**2nd Grade:**
- Jessica Poyer
- Susan White

**3rd Grade:**
- Hope Hanson
- Renee Merkt

**4th Grade:**
- Celia Marhefka (new)
- Pat Rowland
- Sharon Follett

**5th Grade:**
- Liz Merrill
- Rob Poznar (new to 5th)

**Director of Pupil Personnel Services (PPS):**
- Mary Walker (interim)

Entering my 11th year as HCS Elementary Principal, I am committed to bringing a world-class education to our students. This can only be done with the support of the entire learning community. It is also essential to establish a strong connection between home and school. I encourage you to stay in touch with your child’s teacher and to stay informed. I would also invite you to read my monthly Board of Education reports. These can be found on the district web-page under the Board of Education tab. It is my duty as the building leader to make sure we provide the best education for all of our students and to communicate that purpose to the entire community. Please don’t hesitate to call, email or stop by if you have any questions or concerns. Together we make Hamilton a great place to live and learn.

Sincerely,

Kevin Ellis
Kevin Ellis • Elementary Principal
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 DASA Coordinator 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.)
DISTRICT NEWS

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 315-824-6372. 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 2018-19 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
Bus Routes for 2018-19

Route 1 Bus 98 - Holly Roberts
Left onto West Kendrick Ave, left onto Lebanon St, right onto Armstrong Rd, right onto Church Rd continue to left on River Rd to right onto Chamberlain Hill Rd to right onto Lebanon Hill Rd turn around back to left onto Chamberlain Hill Rd to right onto River Rd to right onto Reservoir Rd turn around at the Campground to slight right onto Betts Rd to left onto River Rd to right onto Armstrong Rd turn around at horse farm to left onto River Rd to right onto Rodman Rd turn around to right onto River Rd turn around at 1008 River Rd to right onto Randallsville Rd to right onto Keefe Rd turn around and continue to West Kendrick Ave.

Route 2 Bus 104- Diane Law
Right onto West Kendrick Ave, left onto Broad St, right onto Payne St, left onto East Lake Rd stop at Butter nut Lane, right onto Rockwell Rd, left onto Hill Rd, right onto McCormick Rd turn around, right onto Hill Rd turn around at Hill Rd and Purdy Rd, Hill Rd to left onto Lakeview Court, left onto Lakeview Drive, left onto Lakeview Court, right onto Newton Rd, Straight to Bonney Rd, left onto Hill Rd, right onto Chappel Rd, right onto Kiley Rd, right onto Bonney Rd, left onto Mason Rd, left onto Alexis Ave, turn around right onto Amelia’s Way turn around right onto Alexis Ave, left onto Mason Rd, right onto Bonnsville Hill Rd, Turn around at Bailey’s, continue on Bonney Hill Rd, Left onto Spring St, right onto Hamilton St, left onto Broad St, right onto West Kendrick Ave.

Route 3 Bus 106 - Holly Haugh
Right onto West Kendrick Ave, right onto Hamilton St, left onto Poolville Rd, right onto Larkin Rd, right onto Crumb Rd, left onto South Hamilton Rd, right onto Harris Rd, right onto South Hamilton Rd, left onto Excell Rd, right onto Williams Rd, left onto Larkin Rd, Left onto State Route 12, right onto Cranston Rd, right onto Poolville Rd, left onto Eaton Rd, right onto Gorton Rd, bare left onto Sacco Rd, right onto Horton Rd, left onto Preston Hill Rd turn around at the Hugh’s farm, Preston Hill Rd to left onto Route 12B South, turn around at Kriemhild Dairy, Route 12B North, left onto Middleport Rd, left onto Randallsville Rd, left onto River Rd, stop at New Life Christian School, Right onto Randallsville Rd, right onto Middleport Rd, left onto Route 12B North, left onto West Kendrick Ave.

Route 4 Bus 99 - Jeff Schindler
Right onto West Kendrick Ave, Right onto Hamilton St, left onto Poolville Rd, right onto Larkin Rd, Right onto State Route 12, left onto Humphrey Rd turn around, right onto State Route 12, left onto Larkin Rd, right onto Poolville Rd, right onto Green Rd, right onto Wickwire Rd, left onto State Route 12, left onto Wickwire Rd, turn around at Palmer Farm, right onto Rhodes Rd, right onto Quarterline Rd, right onto Bailey Rd turn around Abbert Rd, right onto Bailey Rd, left onto Quarterline Rd, straight Poolville Rd, left onto Hamilton Rd, right onto Spring St stop at Spring Hill Rd, left onto Payne St, right onto East Lake Rd, left onto Brookview Dr turn around, right onto East Lake Rd, right onto Payne St, left onto Broad St, right onto West Kendrick Ave.

Route 5 Bus 100 - Al Blinebry
Right onto West Kendrick Ave, left onto Broad St, straight onto Madison St, bare left up Johnnycake Hill Rd, turn around on top Johnnycake Hill Rd, come back down Johnnycake Hill Rd, right onto Airport Rd, right onto Route 12B, Pick up Route 46, turn around at Canal Rd, left onto Route 46, right onto Woodman Pond Rd, left onto Smith Rd, continue straight on Eaton St, left onto Utica St, Route 12B turn around at Den Kelly, right onto Route 12B, left onto English Ave, go through English Ave, left onto Utica St, left onto Wylie St, left onto Madison St, bare right to Lake Moraine Rd, left onto Airport Rd, left onto Johnnycake Hill Rd, onto Madison St, straight on Broad St, right on West Kendrick Ave.

Route 6 Bus 105 - Donna Foster
AM/PM Special Needs Run

Route 7 Bus 102 - Edward Mucinsky
AM/PM Special Needs Run

Route 8 Bus 101
Diane Law AM / Stephen Cornell PM
Special Needs Run

Please note: Bus routes may change slightly after the first week of school.
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.

**2018-2019 INCOME ELIGIBILITY GUIDELINES FOR FREE & REDUCED PRICE MEALS OR FREE MILK**

### REDUCED PRICE ELIGIBILITY INCOME CHART

<table>
<thead>
<tr>
<th>Total Family Size</th>
<th>Annual</th>
<th>Monthly</th>
<th>Twice per Month</th>
<th>Every Two Weeks</th>
<th>Weekly</th>
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<tr>
<td>1</td>
<td>$22,459</td>
<td>$1,872</td>
<td>$936</td>
<td>$864</td>
<td>$432</td>
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<tr>
<td>2</td>
<td>$30,451</td>
<td>$2,538</td>
<td>$1,269</td>
<td>$1,172</td>
<td>$586</td>
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<tr>
<td>3</td>
<td>$38,443</td>
<td>$3,204</td>
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<td>$1,479</td>
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<tr>
<td>4</td>
<td>$46,435</td>
<td>$3,870</td>
<td>$1,935</td>
<td>$1,786</td>
<td>$893</td>
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<td>$54,427</td>
<td>$4,536</td>
<td>$2,268</td>
<td>$2,094</td>
<td>$1,047</td>
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<tr>
<td>6</td>
<td>$62,419</td>
<td>$5,202</td>
<td>$2,601</td>
<td>$2,401</td>
<td>$1,201</td>
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<tr>
<td>7</td>
<td>$70,411</td>
<td>$5,868</td>
<td>$2,934</td>
<td>$2,709</td>
<td>$1,355</td>
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<td>8</td>
<td>$78,403</td>
<td>$6,534</td>
<td>$3,267</td>
<td>$3,016</td>
<td>$1,508</td>
</tr>
</tbody>
</table>

*Each Add’l person add $7,992 $666 $333 $308 $154

**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, TANF 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](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.
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
2018-2019 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>
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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: ____________________

(Homeland 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>
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<tr>
<td>$________ / __________</td>
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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 ____________________

I do not have a SS# □

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

□ SNAP/TANF/Foster
□ Income Household: Total Household Income/How Often: __________ / __________ Household Size: __________
□ Free Meals □ Reduced Price Meals □ Denied/Paid
□ Signature of Reviewing Official ____________________ Date Notice Sent: __________
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 lock 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 Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.
LETTER FROM THE BOE

August 23, 2018

An Open Letter to the Hamilton Central School District Community

Dear Community Members:

During this coming school year, the Board of Education of the Hamilton Central School District will undertake the task of hiring a new superintendent. We have invited District Superintendent Jackie Starks from the Madison-Oneida BOCES to facilitate the search process. In the initial stage of this process, we are assessing the overarching needs of the District to determine the type of candidate we believe will be best suited to move our district forward in the coming years.

In addition to our own analysis, we would like to engage various members of the Hamilton Central School District Community to inform our decision-making. In the coming months, we will form focus groups comprised of members of six stakeholder groups to include: instructional staff, non-instructional staff, our school leadership team, parents, students, and community members. By way of this correspondence, we are seeking a maximum of 12 community volunteers, willing to provide us with their insights regarding the strengths of our organization, as well as opportunities for growth. We are also seeking input into what the community believes are the essential qualities and characteristics of our new leader.

Focus groups will be facilitated by District Superintendent Starks, who will provide information directly to the HCS Board of Education. We anticipate your participation to take no more than two hours.

Please notify District Clerk Debbie Kirley in writing if you are interested in participating in the focus group no later than 10 days from the date of this letter. We are specifically looking for community members who do not already fit within our other interest groups. Ms. Starks will oversee the recruiting of participants for the instructional staff, non-instructional staff, school leadership team, parents, and students.

It is our intent to reach the entire community with this invitation to participate. Please feel free to share this information with any/all interested parties. Should we receive interest from more than 12 community members, participants will be chosen by lottery. We invite all others to provide their feedback directly to the Board through our board email.

We also want to thank the entire HCS Community for its ongoing support for the school. The success of our students is truly a communal effort, which depends on the hard work of all within the community.

Thank you,
The Board of Education for the Hamilton Central School District
Michelle Jacobson, President
Ellen Larson, Vice-President
Paul Lehmann
Harry Jarcho
Cory Duclos
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 ........ 315-824-6310
Secondary Principal
Main Office
Purchasing ....................... 315-824-6320
Elementary Office ............... 315-824-6330
Business Manager ................. 315-824-6372
District Treasurer .................. 315-824-6370
Technology Department ............ 315-824-6388
HS/MS Counseling Office ......... 315-824-6327
School Nurse ..................... 315-824-6340
Athletic Director .................... 315-824-6320
Transportation Department ......... 315-824-6392
Maintenance Department ........... 315-824-6342
Special Education Department ...... 315-824-6350
Cafeteria ........................... 315-824-6382
Receptionist/Attendance/Main Entrance 315-824-6300
Tax Collector ...................... 315-824-6310

TAX LEVY

At an August Board of Education meeting, the tax levy in the amount of $7,330,050 was approved for 2018-19. This amount was the same as projected last spring in the proposed budget, and subsequently approved by the voters. It represents a 2.89% 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 4th & 5th • October 1st & 31st: 9:00 a.m. - 3:00 p.m.

Effective September 6th and thereafter:

Tuesday & Thursday: 3:00 to 4:00 p.m. • Wednesday: 3:00 to 6:00 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.