

August 2019



HAMILTON

CENTRAL SCHOOL

NEWSLETTER

Hamilton Central School * A Professional Learning Community

BOARD OF EDUCATION

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From the Superintendent

Dear Families,

I hope everyone is enjoying their summer, finding time to relax and spend time with family!

First of all, I wanted to say how happy, humbled, and excited I am to have been appointed as your Superintendent of Schools. I believe that our schools are a true community jewel and we have the opportunity to shape our young gems into Emerald Knights upon graduation. Our team has great plans to make our gems shine even brighter, and I look forward to leading those efforts in the future.

One of my goals is to communicate regularly with families, so you can expect to receive letters from me periodically. I am also going to begin posting a Superintendent's "Knight Light" on our district website, highlighting some of the great things that I see happening, or sharing news and plans. I want you to know that my door is always open, and that I am always happy to hear from families and community members about concerns, ideas, or just things that you think are going well! As an avenue to facilitate this dialogue, I will be hosting periodic "an hour with the Superintendent" meetings in my office, focusing on different topics regarding the district.

I know many of you, but I wanted to take this opportunity to "introduce" myself to you all over again in my new role. I think it's good for communities to know their Superintendent! This is home for me and my family! I have a deeply vested interest in our school, having served as a substitute teacher, an elementary teacher, a MS/HS teacher, a Coach, Athletic Director, Assistant Principal, Principal and now as Superintendent. In my 22 years as an Emerald Knight, I have gained a deep understanding of the inner workings of HCS and it's rooted connections to our students and community. There is no other school I would rather serve than Hamilton Central!

My vision for the Hamilton Central School District is to work collaboratively with everyone involved in our learning community to inspire and prepare students to be their best, do their best and make a difference in the lives of others. As the district leader, my plan is to design a transformational partnership among students, faculty & staff, families, and community members based on an atmosphere of trust that is student-centered, collaborative, transparent, progressive and promotes continuous improvement for all of us.

I deeply believe in a quality and comprehensive education for all students and their varying academic pathways. Hamilton is known not only for its academic excellence and outstanding extracurricular programs, but also for the positive and healthy relationships between staff and students. I take very seriously that you have entrusted your children of this community to our care and expect our fine staff to give their best, day in and day out to spread the joy of learning and be inspired by our many students.

In the past few years, I have been concerned about the general direction education has taken in many areas, a direction that reduces education to scores, numbers, and checklists. Our students are so much more than that, and our schools are more than that as well! I believe that schools need to foster an atmosphere of creativity and innovation and foster student growth holistically. When you visit classrooms at HCS, you see active, creative students asking questions, thinking deeply, and inventing solutions, all facilitated by a caring, compassionate faculty and staff. I want to build on those experiences to make our school system a model---a place where every single child's talent and passion is nurtured. I want every student in grades PreK to 12 to WANT to come to school every day because what they are doing here is so engaging and inspiring. I also want to set our teachers free to provide those engaging experiences.

Our Mission...
To Educate Every Student, Every Day



From the Superintendent, continued

I believe deeply in education as an experience to nurture the whole child, and we must develop best practices in social and emotional learning. In today's world it is more important than ever to teach students to be emotionally healthy, good citizens. I am excited and eager to lead our staff to strengthen our social and emotional learning programs.

I am passionately committed to educational equity. I believe in the power of schools to change lives, and I am resolute that no child should be kept from attaining his or her dreams because of obstacles of circumstance, background, or socio-economic status. Community includes everyone.

Hamilton Central School is viewed across the region and state as an innovative, highly effective district and for that reputation to continue, will require trust, collaboration and acceptance of differing opinions. As in any business, there will be differences of opinion at times, but I will always put the best interests of students first, working for every child, every day. I will always listen, be transparent and make informed decisions, so that no one can doubt that HCS decisions - even those that may spark disagreement - are made in the best interests of our students.

My commitment to you is to lead by example and with integrity, match my actions to my beliefs, to engage in open, honest communication and to listen to all our constituent groups to hear their voices and solicit their continued support. I truly believe that we are better collectively working together than in isolation. Our students deserve the very best from all of us and I am ready to do all I can to provide a quality education in a warm, engaging, safe learning environment, where all students feel confident and free to explore their various passions that inspire us to be our best every day. I am enthusiastic about this work and expect to learn from each of you as much as I hope to contribute.

Finally, my promise to you is that under my tenure, I will work to ensure that our schools grow as creative, engaging, loving places, where students learn to work together, to respect each other's dignity and voice, and to celebrate and support each other's dreams.

Thank you again, and I am thrilled to be your Superintendent!

William Dowsland

William Dowsland • Superintendent of Schools

SEPTEMBER CALENDAR DATES TO NOTE:

3 rd	New Family Orientation	5:00 p.m.	19 th	Senior Pictures & Class Picture	8:00 a.m.
6 th	Grade Orientation	6:00 p.m.		RTI-AIS Services Meeting	5:30 p.m.
4 th	Masquers Fall Play Auditions	3:00 p.m.		Parent Instrumental Night	6:00 p.m.
	Kindergarten Meet the Teacher	3:30 p.m.		Elementary & Secondary Open House	6:30 p.m.
5 th	Welcome Back Students		20 th	ACT Registration Deadline	
	Masquers Fall Play Auditions	3:15 p.m.	21 st	Mathletics	8:30 a.m.
12 th	Board of Education Meeting	6:00 p.m.	23 rd	PTO Meeting	

More calendar dates can be found on our website.

HAMILTON CENTRAL SCHOOL 2019-20 CALENDAR

September M T W T F 2 (3) (4) 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30	October M T W T F 7 8 9 10 11 14 15 16 17 18 21 22 23 24 (25) 28 29 30 31	November M T W T F 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	December M T W T F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31
January M T W T F 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31	February M T W T F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28	March M T W T F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 (20) 23 24 25 26 27 30 31	April M T W T F 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30
May M T W T F 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	June M T W T F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30	First Day of School for Students - Sept. 5 Last Day of School for Students - June 25 Student Days Sept. 18 Feb. 15 Oct. 21 Mar. 21 Nov. 17 Apr. 16 Dec. 15 May 20 Jan. 19 June 19 Total Student Days: 181 Staff Days Sept. 20 Feb. 15 Oct. 22 Mar. 22 Nov. 17 Apr. 16 Dec. 15 May 20 Jan. 19 June 20 Total Staff Days: 186	
		Regents Test Days Jan. 21 - 24 June 17-25 Student Vacation Days Sept. 2 Labor Day Sept. 3-4 Supt's Conf. Days Oct. 14 Columbus Day Oct. 25 Supt's Conf. Day Nov. 11 Veterans' Day Nov. 27- Thanksgiving Recess Dec. 23-31 Winter Recess Jan. 1-3 Winter Recess Jan. 20 ML King Day Feb. 17-21 Mid-Winter Recess Mar. 20 Supt's Conf. Day Apr. 6-1 Spring Recess Apr. 10 Good Friday May 25 Memorial Day Jun 27 Commencement	
		Legend: Supt. Conf. Day = Yellow () Vacation Day = Purple -Boxed PK-12 Half Days = Blue PK-5 Half Days=Green Regents Test Day = Orange Rating Day = Pink Take Back Days 4/13, 4/6 Give Back Days - TBD	



MATTER OF PRINCIPAL

Dear HCS Community,

Let me begin by introducing myself as the new MS/HS Principal, a role that I am very excited to move into. For those who do not know me, I have taught middle and high school science at HCS since 2003. I have very much enjoyed my experiences as a teacher, and I believe they will serve me well as my responsibilities shift from teaching to administration. This year is going to be a year of intense learning for me. While I enter this position with years of institutional knowledge, I am prepared to listen, gain a better understanding of different perspectives, and learn about all the facets of my new position.

Our staff has been very busy getting the school ready for the students' return. Floors have been waxed, lockers cleaned, rugs shampooed, rooms prepped, and supplies unpacked, among many other activities that make Hamilton a place we can be proud of. I can not thank the summer crew enough for all the work they put in.

Many teachers were in the building over the summer creating Project Based Learning units during a workshop provided by Magnify Learning. Facilitators walked participants through the planning process, and each teacher developed his

or her own unit of study to be implemented this school year. Throughout the process, teachers were able to collaborate with colleagues from many different subject areas and grade levels. Additionally, our teachers have put in time and effort this summer to make sure that their rooms are set up and their lessons are ready for our students. I know that their preparation and hard work will contribute to an excellent school year.

As I mentioned, this is going to be a year of learning for me, but I do know this about Hamilton: We are a fortunate district because we have a very supportive community, terrific students, and a hard working and dedicated faculty and staff. As with any institution, there can be bumps in the road, but we have the benefit of a family atmosphere that helps us to overcome obstacles. In connection with this, I recently had the opportunity to attend Hamilton's Hall of Honor induction ceremony. I heard from the inductees something that I believe still holds true today at HCS. They reflected on the strong relationships between members of our school community, and the way we support each other as we work and learn together. It is my goal to keep that tradition alive as we work together to educate and support our students.

The start of a school year is a new beginning for teachers, students, and administrators. It is a reset, an opportunity to try new things, a clean slate. As we work together to ensure a great school experience for our children, we ask our family partners to ensure that children come to school on time, rested, and prepared to learn every day. These factors can make a substantial difference in a child's ability to focus, participate, and achieve their potential.

Please join me in welcoming the following new faculty members in the MS/HS building:

Astrid Helfant - Science Teacher
Jessica Hoople - Music Teacher
Patricia Long - French Teacher
Jeffrey Snyder - Social Studies Teacher

In closing, please stop by and say hello. Let me know your thoughts, experiences, and questions. Conversations play an important role in conveying the different perspectives of our community, and they will be helpful to me as I take on this new position. Thank you for this opportunity, and I look forward to our year together.

Best regards,

Mark Arquiett

Mark Arquiett • Secondary Principal

From the Director of Pupil Personnel Services

Dear HCS Families,

I hope you are enjoying quality time together with your family this summer. I wanted to write to communicate some changes here at HCS in regard to my role and responsibility. As I enter my 13th year as the Hamilton Elementary Principal, I will also be taking on the additional responsibility of Director of Pupil Personnel Services (PPS) for the district (PreK-12).

As the Elementary Principal and the Director of PPS, I will strive to provide the students and families of HCS with the best services for our students. As the PPS Director, my responsibilities will include providing leadership and direction for Special Education services for the district. I will also serve in this capacity for services related to homeless students, English as a New Language students (ENL), Response to Intervention (RtI), and other programs and services for students receiving special services. I am excited to work with families in this new capacity, while continuing to provide leadership as the elementary building principal.

Building strong, trusting relationships with families will be a foundation of my leadership in this new role. It will be an expectation of our entire learning community to share in this goal. Relationships help us to better understand our students so that we can provide the best education for them. As parents, please help us by communicating your questions and concerns to your child's teacher. When you continue to have questions, please do not hesitate to contact your building administrator. It is my hope that through clear communication and trusting relationships our students will thrive at the highest levels.

My office will continue to be located in the elementary main office. Questions regarding general education can be addressed through this office and the Elementary secretary, Lynda O'Keeffe (315-824-6330). Questions related to special services provided to students should be addressed through the Special Education secretary, Caprice Kilts (315-824-6350).

Thank you for your support,

Kevin Ellis

Kevin Ellis • Director of Pupil Personnel Services



FROM THE ELEMENTARY PRINCIPAL

Welcome HCS Elementary Families,

Welcome back for another exciting and engaging school year. I am looking forward to working with you and the entire Hamilton learning community as we continue to provide the best education for all of our students.

This year, we will be focusing on building trusting relationships with our students and families. It is our intention that this will help to improve the learning environment and create a positive culture of success for all students. Hamilton Elementary School has chosen the **"Positivity Project"** as a means for helping to create these positive relationships. Each classroom will devote 10-15 minutes each day to lessons that help build positive relationships and develop more empathetic learners. Students will become cognitive of their own character strengths and weaknesses and be able to identify those in others. Together, students and teachers will work to improve their overall character and become their best selves. To learn more about the Positivity Project I encourage you to visit their web-site at [<positivityproject.org>](http://positivityproject.org)

There are several changes in staffing in the elementary for the 2019-20 school year. These changes include new staff members to the HCS team and some existing staff that have moved to different grade levels. These include the following:

Allison Farrar - Has moved from PreK to 2nd Grade

Laurie Coddington- Has moved from Kindergarten to PreK

Sallie Halwick - Special Education Teacher

Bridget Alexander - Special Education Teacher

Jessica Hoople - Music Teacher

Sheri Houck - Elementary Counselor

Michelle Spencer - School Psychologist and CSE Co-Chair

Additionally, I will be taking on a dual responsibility this year. I remain the elementary principal, but I will also be the district's Director of Pupil Personnel Services and Co-CSE chairperson. In this new role, I am committed to providing all students with the appropriate and necessary supports within the least restrictive environment. It is my goal to promote and maximize independence for all students.

I encourage you to stay in touch with your child's teacher and to stay informed. A closer connection to school is important in the development and growth of your child. 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 feel the need to reach out. Together we make Hamilton a great place to learn.

Sincerely,

Kevin Ellis

Kevin Ellis • Hamilton Elementary Principal

SAFETY of STUDENTS

Dear HCS Families:

The Hamilton Central School District is proud to serve your family in a safe and nurturing learning environment. The safety of your child in our school, as well as the safety of the faculty and staff, is very important to us. In order to maintain a safe environment for our students to study and learn, it is necessary that we continue to focus on preventative strategies that help us assess district safety procedures.

Every school currently has procedures for emergencies. In 2000, New York State Education Law Section 2801 was enacted requiring schools to develop safety plans regarding emergency response. In July of 2001, the law was amended to require that plans include information for evacuation and sheltering. In accordance with this, "schools need to conduct drills and other exercises to test components of the Emergency Response Plan."

School staff members are trained in various procedures that are outlined in the School Safety Plan and we currently conduct a variety of drills throughout the year to prepare our staff and students. Section 807 of the New York State Education Law requires all schools to conduct a minimum of 12 emergency drills each year.

In addition to conducting these drills, our school has a Safety Team that is trained to activate and respond to different incidents that may occur at our school. Under the Emergency Response Protocol, we will be conducting specific drills designed to help prepare all students and district personnel for five different types of response to emergencies that may occur: evacuation, shelter-in-place, hold-in-place, lockout and lockdown.

Emergency readiness training in schools for staff and students takes place throughout the school year. Student training is grade appropriate and designed to ensure that students understand the importance of these drills without causing unnecessary alarm.

All families are reminded to update information, indicating phone numbers, and the names of adults to whom the school may release children in an emergency, with either the Attendance Office (315-824-6300), the Elementary Office (315-824-6330) or counseling department (315-824-6327).

Sincerely,

William Dowsland

William Dowsland • Superintendent



DISTRICT NEWS

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. Mark Arquiett 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 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



DISTRICT NEWS

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 2019-20 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 2019-20

Route 1 Bus 98

Kelly Dinalfo

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 right onto River Rd to right onto rodman rd turnaround, left on river Armstrong Rd turn around at horse farm to left onto River Rd to right onto Randallsville Rd and right onto 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 Butternut 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, right onto Mason Rd, right onto Bonney Rd, left on hill, left on thayer, left on bonney hill rd, continue on Bonney Hill

Rd, straight 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 3 Bus 106

Holly Haugh

Right onto West Kendrick Ave, right onto Hamilton St, left onto Poolville Rd, right onto Larkin Rd, Rd, right onto State Route 12, Right onto State Route 12, left onto Humphrey Rd turn around, right 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 Gorton 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

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 , 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, right onto Hamilton Rd, straight onto West Kendrick Ave.

Route 5 Bus 100

Ed Backorik

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, left on airport rd, right on Lake Moraine rd, right on johnny cake, left onto Airport Rd, left on 12B left into English ave 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, turn around at perrys, left onto Route 12B, left onto Wylie St, right onto Madison St, straight on Broad St, right on West Kendrick Ave.

Route 6 Bus 105

AM/PM Special Needs Run

Route 7 Bus 102

Edward Mucinsky

AM/PM Special Needs Run

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



2019-2020 INCOME ELIGIBILITY GUIDELINES FOR FREE & REDUCED PRICE MEALS OR FREE MILK

REDUCED PRICE ELIGIBILITY INCOME CHART

Total Family Size	Annual	Monthly	Twice per Month	Every 2 Weeks	Weekly
1	\$ 23,107	\$ 1,926	\$ 963	\$ 889	\$ 445
2	\$ 31,284	\$ 2,607	\$ 1,304	\$ 1,204	\$ 602
3	\$ 39,461	\$ 3,289	\$ 1,645	\$ 1,518	\$ 759
4	\$ 47,638	\$ 3,970	\$ 1,985	\$ 1,833	\$ 917
5	\$ 55,815	\$ 4,652	\$ 2,326	\$ 2,147	\$ 1,074
6	\$ 63,992	\$ 5,333	\$ 2,667	\$ 2,462	\$ 1,231
7	\$ 72,169	\$ 6,015	\$ 3,008	\$ 2,776	\$ 1,388
8	\$ 80,346	\$ 6,696	\$ 3,348	\$ 3,091	\$ 1,546
* Each Additional person add	\$ 8,177	\$ 682	\$ 341	\$ 315	\$ 158

How to Apply: To get free or reduced price meals for your children carefully complete one application following the instructions for your household and return it to the designated office listed on the application. 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 any household member, 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 for free and reduced price benefits cannot be approved unless complete eligibility information is submitted, as indicated on the application and in the instructions. Contact your local Department of Social Services for your SNAP or TANF case number or complete the income portion of the application. No application is necessary if the household was notified by the SFA their children have been directly certified. If the household is not sure if their children have been directly certified, the household should contact the school.

Reporting Changes: The benefits that you are approved for at the time of application are effective for the entire school year and up to 30 operating days into the new school year (or until a new eligibility determination is made, whichever comes first). 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.

Reduced Price Eligible Students: Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals at no charge.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability

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 of such individual, a record of such an impairment or being regarded as having such an impairment. Major life activities include but are not limited to: functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. You must request meal modifications from the school and provide the school with medical statement from a State licensed healthcare professional. 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 statement must contain.



HAMILTON CENTRAL SCHOOL DISTRICT

2019-2020 INCOME ELIGIBILITY GUIDELINES FOR FREE & REDUCED PRICE MEALS OR FREE MILK

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

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_cust.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.

Date Withdrew _____

F ____ R ____ D ____

2019-2020 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 the address listed below**. Call **(315) 824-6382** if you need help. Additional names may be listed on a separate paper.

Return Completed Applications to:

Ms. Andrea Cass, Food Service Manager
Hamilton Central School
47 West Kendrick Avenue, Hamilton, NY 13346

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

Student Name	School	Grade/Teacher	Foster Child	Homeless Migrant, Runaway
			<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"/>	<input type="checkbox"/>

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 4, and sign the application.**

Name: _____ CASE #: _____

3. Report all income for ALL Household Members (Skip this step if you answered 'yes' to step 2)

All Household Members (including yourself and all children that have income).

List all Household members not listed in Step 1 (including yourself) **even if they do not receive income**. For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any other source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

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

Total Household Members (Children and Adults)

*Last Four Digits of Social Security Number: XXX-XX- ____ - ____

I do not have a SS# ☐

*When completing section 3, an adult household member must provide the last four digits of their Social Security Number (SS#), or mark the "I do not have a SS# box" before the application can be approved.

4. Signature: An adult household member must sign this application before it can be approved.

I certify (promise) that all 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: _____

Home Phone: _____ Work Phone: _____ Home Address: _____

5. Ethnicity and Race are optional; responding to this section does not affect your children's eligibility for free or reduced price meals.

Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race (Check one or more): ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Island ☐ White

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: _____

HAMILTON CENTRAL SCHOOL DISTRICT

APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, complete only one application for your household using the instructions below. Sign the application and return the application to: **Ms. Andrea Cass, Food Service Manager, Hamilton Central School, 47 West Kendrick Avenue, Hamilton, NY 13346.** If you have a foster child in your household, you may include them on your application. A separate application is not needed. Call the school if you need help: **(315) 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, or if you believe any child meets the description for homeless, migrant, runaway (a school staff will confirm this eligibility).

PART 2 HOUSEHOLDS GETTING SNAP, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.

- (1) List a current SNAP, TANF or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. The case number is provided on your benefit letter.
- (2) An adult household member must sign the application in PART 4. SKIP PART 3. Do not list names of household members or income if you list a SNAP case number, TANF or FDPIR number.

PART 3 ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 4.

- (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) Enter the total number of household members in the box provided. This number should include all adults and children in the household and should reflect the members listed in PART 1 and PART 3.
- (4) The application must include the last four digits only of the social security number of the adult who signs **PART 4** if Part 3 is completed. If the adult does not have a social security number, check the box. **If you listed a SNAP, TANF or FDPIR number, a social security number is not needed.**
- (5) An adult household member must sign the application in PART 4.

OTHER BENEFITS: Your child may be eligible for benefits such as Medicaid or Children's Health Insurance Program (CHIP). 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.

USE OF INFORMATION STATEMENT

Use of Information Statement: 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 submit all needed information, 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 primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), 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

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, audiotope, 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.

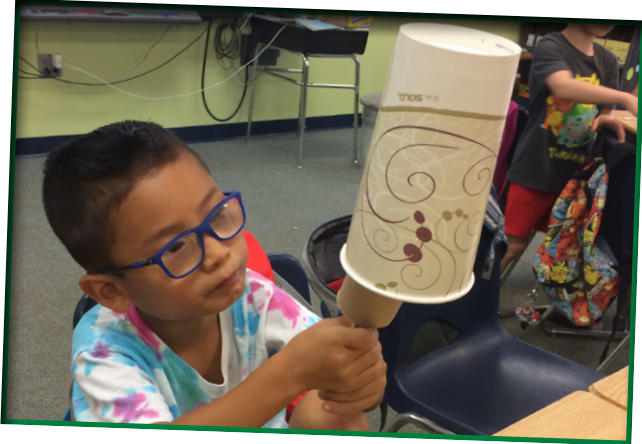
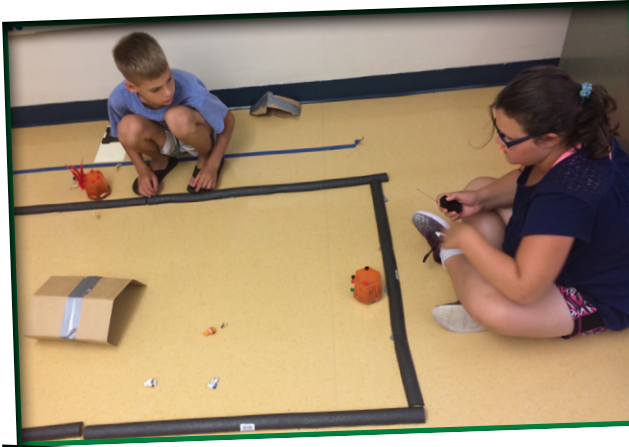
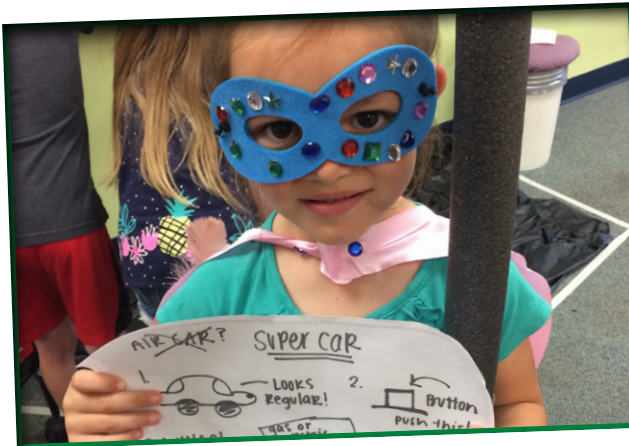
To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and 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.

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SUMMER @ HAMILTON CENTRAL



Hamilton Central School

47 West Kendrick Avenue
Hamilton, NY 13346

"A Professional Learning Community"



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Rural Route or Box Holder

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PAID
Hamilton, NY
13346



TAX LEVY

At an August Board of Education meeting, the tax levy in the amount of **\$7,538,538** was approved for 2019-20. This amount was the same as projected last spring in the proposed budget, and subsequently approved by the voters. It represents a **2.84%** 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:

Special Hours

September 3rd, 4th & 30th
October 31st
9:00 a.m. - 3:00 p.m.

Regular Hours

Effective September 5th and thereafter:
Tuesday & Thursday - 3:00 to 4:00 p.m.
Wednesday - 3:00 to 6:00 p.m.

NEW THIS YEAR: You can now access your tax bill either at www.Infotaxonline.com, click on Hamilton and input pertinent information or at www.hamiltoncentral.org, click on the District tab, click on Tax Info, click on Access Your Tax Info.

You will be able to print, view and see when your payment has been posted as well as print your receipt.

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

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.