



# HARTFORD

## CENTRAL SCHOOL DISTRICT

### Message from the Superintendent

I hope everyone is enjoying the summer season and all the wonderful opportunities that the warmer weather and region provides!

I would like to extend another offer of congratulations to the members of the Class of 2017 on their graduation. Graduating from Hartford Central School District is an important life event and one that each graduate should be incredibly proud of. I encourage each of our graduates to use the lessons they have learned throughout their educational experience to help shape and mold their future. Each of our graduates have shown the ability to be successful, and I wish them only the best as they enter the next stage of their lives.

Each year, it seems as though we regretfully say goodbye to a number of faculty and staff members. As we begin the 2017-2018 school year, we will do so without Rebecca Reynolds and Megan Roberts. I am sure that everyone will join me in wishing Megan and Rebecca all the best as they transition from HCS.

It is my honor to be able to serve the community, faculty, staff, and students of Hartford as the Superintendent of Schools. I will do my best to maintain the tradition of academic achievement while working with all interested parties to ensure success - academic, social, and athletic - for all of our students. I will always strive for an open door policy and make myself available for comments, questions, and/or concerns. I welcome feedback, and it is my hope that everyone would feel comfortable approaching me with ideas or thoughts on how we can work together to ensure the success of our student population.

I am very excited to welcome our students back on September 6, and I am looking forward to working with our faculty, staff, and students on reaching their full potential. If you have any questions regarding your child's education, please do not hesitate to contact the appropriate office or your student's teacher(s). A telephone directory is listed on page two of this newsletter.

I hope that everyone enjoys the remainder of the summer recess, including the Washington County Fair. I look forward to working with you and your child(ren) throughout 2017-2018 school year.

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### Upcoming Events

- U Pre-K Meet & Greet .....8/28
- 6th Grade Orientation .....8/29
- Open Hours (all grades) .....8/30
- Labor Day..... 9/4
- Kindergarten Meet & Greet.... 9/5
- First day of school ..... 9/6
- Board of Education Mtg.....9/18
- Open House.....9/28
- Columbus Day ..... 10/9
- Hartford Spud Run ..... 10/14
- Jr. Band/Chorus Concert..... 12/7
- Sr. Band/Chorus Concert ... 12/14
- Tanager Voices Concert ..... 12/21

Hartford Central School, a community of educators, students, parents, and friends, dedicates itself to developing citizens who are productive and compassionate, and who, through their creativity and responsibility, will be assets to the greater community.

### Attention Students and Families - Open Hours!

On Wednesday, August 30 from 11:00 a.m. - 2:00 p.m. the school will be open to students in all grades and their families to prepare for the first day of the 2017-2018 school year. This is an opportunity to learn where classrooms are located, test locker combinations, locate cubbies, and do a schedule test run. Superintendent Cook will be grilling hot dogs for all.

# General Information

## Administration

Andrew Cook ..... Superintendent  
Bethellen Mannix ..... Elem. Principal/Spec. Ed. Chairperson  
Brian George ..... Middle/High School Principal

## General

Wendy Harrington ..... Guidance Counselor, Grades 8-12  
Trisha Shaw ..... Guidance Counselor, Grades K-7  
Barbara Miner ..... School Psychologist  
Joann Searles ..... District Treasurer  
Janet Rock ..... School Nurse  
Melanie Howe ..... Cafeteria Manager  
Kevin Lovely ..... Building & Grounds Supervisor  
Michael Rogers ..... Director of Transportation

## Telephone Directory

(Voice Mail is available for all staff members)

District Office..... 632-5931 ext. 508 or 507  
School Nurse ..... 632-5222 ext. 398  
Elem. Principal/Spec. Ed. Chairperson ... 632-5222 ext. 120  
Middle/High School Principal..... 632-5922 ext. 307  
Guidance/General ..... 632-5222 ext. 306  
Business Office ..... 632-5931 ext. 508  
Transportation/Bus Garage ..... 632-5191

## Board of Education Meeting Dates

All meetings begin at 7 p.m.

August 21, 2017	January 22, 2018
September 18, 2017	February 12, 2018
October 16, 2017	March 19, 2018
November 21, 2017	April 16, 2018
December 18, 2017	May 21, 2018
	June 18, 2018

## Tools for Schools

Price Chopper is sponsoring the “Tools for Schools” program to offer schools educational, technological, and extracurricular equipment. Every time you use your Advantage Card you will earn points for our school at no extra cost to you. You must register by visiting [www.pricechopper.com/toolsforschools](http://www.pricechopper.com/toolsforschools). Our school code is 16331. Ask your neighbors and family to sign up too!

## Box Tops for Education

Please save and send the school your box tops and used ink cartridges. The school receives various educational products. The drop-off boxes are located in/near the elementary office.

## Code of Conduct

The Hartford Central School District Board of Education is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, a quality education without disruption. In order to achieve this goal, responsible behavior by students, faculty and staff, parents, and other visitors is essential. The Board of Education recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered in a timely, and respectful manner. A student version of the district’s Code of Conduct is included within the issued student agenda books at the start of the year. A full version of the Code of Conduct is available on the district’s website or can be requested through the Elementary or Middle/High School Office.

## School Safety

**Parking Lot** – Parents are reminded that the front traffic circle is closed to traffic from 7:50-8:30 a.m. and again from 2-4 p.m., due to buses entering to drop off and/or pick up students. In addition, the traffic pattern of the circle is one way only and the center driveway entrance is for buses only.

**Entering the Building** – All entrance doors to the building will be locked for security and safety after the arrival of students in the morning. All visitors will need to be buzzed into the building through the Elementary or Middle/High School office and then sign in and out at the respective office.

**Book Bags** – Students are not allowed to carry book bags during the school day. Students may use book bags to bring books and other school supplies in and out of the building. However, once inside the building, the book bags must remain inside the student’s locker.

**Student Parking** – Parking permits for students will be given out on a “first come, first served basis” for senior students. If, after the senior students have received their spaces, there are any parking spaces remaining, they will be given to juniors on a “first come, first served” basis. Once all of the spaces designated for students are assigned, no other permits will be issued. During the first week of school, seniors are to report to the Middle/High School Office for a Student Vehicle Registration form to obtain a permit (parent signature mandatory).

**NYSED Fire and Emergency Drill Updates** – The New York State Education Department has issued revised guidelines for the required fire and emergency drills held in the school as follows: School Districts are now required to conduct eight evacuation (fire) drills and four “Lockdown” drills with eight drills being conducted prior to December 31, 2017. Four of the fire drills must be conducted using a fire escape (if applicable) or a secondary means of egress, and one drill must be conducted during a lunch or assembly period, unless instruction is provided on how to evacuate during these periods. In addition, at the start of each after school program, event, or performance, the person in charge must notify attendees of the emergency procedure.

The Hartford Central School District is committed to ensuring the safety of everyone entering the building. If you have any questions regarding the District’s safety plans or the required safety drills, please contact the District Office at 632-5222.

# General Information

## Attendance

When your child is absent, please call the school before 9 a.m. to report his/her absence. A written excuse for the absence should also be sent in with the student on the day of their return. For safety reasons, parents are called each morning, either at home or work, for every child's absence.

Middle School/High School students who are late to school must sign in at the Guidance Office and should bring a written excuse for the tardiness.

Elementary students who are late arriving must sign in at the Elementary Office and should bring a written excuse for the tardiness.

**Early Dismissals** – Please send a note to school with the student on the morning of the early dismissal providing the time of pick-up and the reason (phone calls for Early Dismissal are acceptable, but notes are preferred).

**Student Sign-In/Sign-Out** – Parents/Guardians should report to the Elementary or Middle/High School office, depending on the age of the child, to sign students in and out of school.

When the need arises for you or someone else to pick up your child at the end of the school day, or to change the destination and/or bus your child will take, please try to make these arrangements early in the day or send a note in with your child explaining the changes. It can be difficult to make all the appropriate notifications regarding dismissal or bus routes changes if the district is not notified until the end of the day. Your cooperation is most appreciated.

## Attendance Awards

Attendance awards are presented at an awards assembly at the conclusion of the school year. Each year the district presents awards to those students who qualify for "Perfect Attendance" or "Excellent Attendance."

Perfect Attendance = a student does not miss a minute of instruction time due to absence, early dismissal, or late arrival.

Excellent Attendance = fewer than five absences, late arrivals, and early dismissals.



**Consent to Release Free or Reduced Price Eligibility Information on Other Side**

## Middle School/High School Academic Grading Calendar

Five-Week Marking Period Ends ..... October 6, 2017

Quarter One Marking Period Ends..... November 3, 2017

Fifteen Week Marking Period Ends ..... December 8, 2017

Quarter Two Marking Period Ends ..... January 19, 2018

Twenty-Five Week Marking Period Ends..... March 2, 2018

Quarter Three Marking Period Ends ..... April 13, 2018

Thirty-Five Week Marking Period Ends ..... May 11, 2018

Quarter Four Marking Period Ends..... June 22, 2018

6-12 Report cards will be mailed home June 26, 2018.

All five-week reports and report cards will be mailed to parents and guardians. Anyone who does not receive a five-week report or a report card within the expected time is asked to contact Mrs. Parrott-Fuller in the Guidance Office at 632-5222 ext. 306.

## Student Photographs/Images

The Hartford Central School District may, on occasion, use photographs or video recordings of students on the district's website, social media and/or in district and community publications. If you do not wish for your child's image to be published during the 2017-2018 school year, please indicate this in writing to your child's principal by September 15, 2017. This request must be renewed each year.

**Important Note:** The district will honor all written requests by parents who do not want their child's picture or name published in any way. However, the district is not responsible for any media coverage of athletic or special events that are open to the public.

# School Lunch Program

Hartford Central School District has a computerized Point of Sale (POS) system for all school meals purchased in the cafeteria. Every student has his/her own personal lunchroom account based on a unique personal identification number (PIN). This number will stay with the student until he/she graduates. Students can access their account on the keypad located at the cash register. While it is recommended that students remember their numbers, the cashier can also retrieve it. We encourage parents/guardians to deposit money into their child's account. However, students may still pay cash daily. When sending in money for pre-payment of meals under the POS system, please include your child's PIN on the check or envelope so it is deposited into the correct account. Please call for information regarding a secure online pre-payment service to deposit money into the meal account at any time.

## “Charge” Policy

The USDA is now requiring all school districts to have a written policy for students charging meals. In accordance with the USDA, the Hartford Central School District has revised the Board of Education Policy Number 5660 “School Food Service Program (Lunch and Breakfast)” to include the new statutes. From the policy:

- Students may charge up to five reimbursable meals (that are available to all students), and will not be permitted to exceed this limit until the outstanding charges are paid in full.
- If a student's prepaid meal card or account has been exhausted, the student will be given a grace period where no more than five reimbursable meals (that are available to all students) may be charged, to allow time for the meal card or account to be replenished.
- The only item(s) permitted to be charged are a complete meal or milk. A la carte items such as snacks or ice cream may not be charged.
- The District's point-of-sale system will track all charges and payments.
- If a student shows up to school without a lunch, and has exceeded the maximum reimbursable-meal limit, the District may provide a reimbursable meal (that is available to all students) so that he or she does not go hungry that day.
- As appropriate, District administration may contact Social Services to report a student's consistent failure to arrive at school with a meal.
- Unpaid meal charges will be addressed directly with the child's parent or guardian who is responsible for providing funds for meal purchases. Discreet notifications of low, exhausted, or deficit balances will be sent at appropriate intervals during the school year. The notification may include a repayment schedule but will not charge any interest or fees related to meals charged during the grace period. District administration will further consider the benefits of attempted collections and the costs that would be expended in collection attempts.

## September Menu

### Breakfast Hours

Middle School and High School ..... 7:50–8:10 a.m.  
 Kindergarten–5th grade ..... 8:10–8:20 a.m.

### Meal Prices

Breakfast K-12 ..... \$0.85  
 Main Dish ..... \$0.55  
 Milk ..... \$0.50  
 Toast ..... \$0.10  
 Snacks ..... \$0.50

Lunch K-12 ..... \$1.70  
 Main Dish ..... \$1.00  
 Milk ..... \$0.50  
 Vegetable ..... \$0.50  
 Dessert ..... \$0.50

		9/6	9/7	9/8
		Cereal w/toast	French Toast Sticks	Breakfast Sandwich
		Hot Dogs	Brunch for Lunch	Tanager Pizza Day
9/11	9/12	9/13	9/14	9/15
Bagel w/cream cheese	Breakfast Wrap	Cereal w/toast	French Toast Sticks	Breakfast Sandwich
Build a Burger	Taco Tuesday	Grilled Cheese w/ Tomato Soup	Pasta w/meat balls	Tanager Pizza Day
9/18	9/19	9/20	9/21	9/22
Bagel w/cream cheese	Breakfast Wrap	Cereal w/toast	French Toast Sticks	Breakfast Sandwich
Chicken Patty Sandwich	Taco Tuesday	Fish Sticks	Chicken Bowl w/ mashed potato	Tanager Pizza Day
9/25	9/26	9/27	9/28	9/29
Bagel w/cream cheese	Breakfast Wrap	Cereal w/toast	French Toast Sticks	Breakfast Sandwich
Hot Dog(s)	Taco Tuesday	Beef Bowl	Chicken Parmesan	Tanager Pizza Day

### Food Allergies and/or Restrictions

If your child has a food allergy or diet restriction, the USDA now requires the following documentation from the student's doctor: The child's disability (the allergy), an explanation of why the child's diet is restricted, how the disability affects major life activities, and which food(s) should be eliminated from the child's meals.

### Consent to Release Free or Reduced Price Eligibility Information

School officials may release information that shows that my child/children are eligible for free or reduced price meals or free milk. I understand the information will only be provided to the program(s) I check below, and I understand that I give up my right to confidentiality for these programs:

- Federal health programs such as Medicaid or Children's Health Insurance Program (CHIP).
- State or federal programs such as the Youth Summer Work program or the Educational Talent Search Program.
- Local health and education programs and other local programs that provide benefits such as free textbooks or school supplies, free band instruments, or reduced fees or summer school or driver education.
- Community programs such as holiday baskets, summer arts and playground programs.

Name(s) of Child/Children: \_\_\_\_\_

I certify that I am the parent/guardian for the child/children for whom the application was made.

Signature of Parent/Guardian: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

# Message from Principal Mannix

## Dear Parents and Guardians,

I hope everyone is enjoying their summer and looking forward to another wonderful school year! Having students in the building for our Summer Success Program and visiting our library this summer on Tuesday evenings and Wednesday mornings has been exciting! Thank you to Mrs. Pollack for providing students with activities and an opportunity to sign out books throughout the summer. The Summer Success Program included 25 students who enhanced their reading and math skills, ultimately preventing summer learning loss. It is always nice to have students in the building!

For those students entering Pre-K, Mrs. Ward will hold a Meet and Greet on Monday, August 28 from 9:00 a.m. -10:30 a.m. For students entering kindergarten, Mrs. Genevick and Mrs. Simmons will hold a Meet and Greet on Tuesday, September 5 from 1:00 p.m. - 3:00 p.m. in their classrooms. I hope you will have the opportunity to stop by school during that time frame to visit the Pre-K and kindergarten classrooms, as well as meet the teachers and their classroom aides, Mrs. Jones, Ms. Howe and Mrs. Howard. The first day of school for all students (Pre-K – Grade 12) is Wednesday, September 6. Morning Pre-K is from 8:00-10:45 and the afternoon session is 11:30-2:15. Mrs. Jones and Mrs. Ward will meet all Pre-K students each day at the elementary entrance door and walk them to their classroom, which is located right next to the elementary office.

Kindergarten teachers will be providing parents with more information about a typical kindergarten day, their daily schedule, snacks, and cafeteria and school procedures at Open House on Thursday, September 28. You will receive a schedule for that evening at the beginning of the school year. I hope you will make every effort to attend this informational session. Open House for Pre-K – Grade 12 is the same evening from 5:30 p.m. -7:00 p.m.

Please be advised that the Hartford Central School District Transportation Policy 705.04 prohibits drivers from releasing a student in grades K-3 without a parent/guardian or sitter visible. If you would like a Request for Exception form for this policy, please contact Mrs. Getty at 632-5222 x101. Please note the Exception forms on file expire on the last day of each school year. Thank you for your cooperation and for understanding that this policy was designed for the safety of your child/children.

Involvement in your child's education is encouraged and necessary. I urge you to become active in our PTA. A schedule of meeting dates will be available in September. There is a PTA mailbox in the elementary office for any correspondence. In the past, the PTA has provided several educational programs, as well as field trips for our students. In order for this to continue, volunteers are needed throughout the school year.

Please take time to check your child's backpack each night. It is important that you receive all letters/notes from school and your child's teacher. Please remove items that have not been provided or required by the teacher. Please be advised that toys are not appropriate for the classroom unless the teacher has specifically requested them.

Thank you for using your child's backpack for its intended purpose – to transport materials to and from school that are used in your child's classroom. Classroom supply lists have been distributed and can be found on page six.

Please be reminded that students are not permitted in classrooms until 8:00 a.m. If you are transporting your child to school, they should arrive at 8:00 a.m. Students in grades 2-5 may go to breakfast immediately upon unloading the bus. Kindergarteners and first graders may go to breakfast at 8:10 a.m. after they have checked into their classroom. Students who do not eat breakfast at school have the advantage of getting their morning work started and will benefit from the smaller student to teacher ratio if they have questions or are having difficulty with a particular skill or concept. If a student is late (after 8:15 a.m.) they need to report to the elementary office. By 8:30 a.m. formal instruction needs to begin and teachers need to be focusing on children. Please arrange classroom visits for a time when teachers are not responsible for instruction. During instructional time, the office staff will gladly deliver messages and items to the appropriate classrooms. To ensure the safety of our students and staff, a visitor's pass must be obtained by signing in at one of the main offices before proceeding through the building at all times.

All students, starting at the Pre-K level, are required to meet higher expectations through Common Core Learning Standards. State testing includes grades 3-8, with English Language Arts and Math testing in the spring. Fourth grade students will take the State Science Test in May and June. It is important to realize that Pre-K, kindergarten, grade 1 and grade 2 provide a foundation for these tests. The State Education website ([nysed.gov](http://nysed.gov)) and Engage NY ([engageny.org](http://engageny.org)) are great online resources for parents and teachers and will help you better understand what New York State is expecting of your child.

I encourage communication between school and home. Please feel free to contact teachers and myself via phone, written notes or e-mail throughout the school year. Most e-mail addresses are the teacher's first initial followed by their last name @ hartfordcsd.org ([bmannix@hartfordcsd.org](mailto:bmannix@hartfordcsd.org)). I am confident that together we can make 2017-18 a very successful year. I cannot stress enough the importance of being involved in your child's education, making sure homework is completed, that students are reading daily and practicing math facts with your child/children. It is our goal to provide all students with a quality education, rich in experiences. Some students need more time to master skills and your support and time at home are essential. Remember, your time is the best gift you can give your child/children. If you have any questions as the year progresses, please do not hesitate to contact me. Enjoy the remainder of summer vacation and I look forward to seeing students return on Wednesday, September 6!

Sincerely,

Bethellen C. Mannix  
Elementary Principal/Special Education Chairperson



# Elementary Supply List

## Kindergarten - Mrs. Simmons & Mrs. Genevick

- Art Shirt
- 1 plastic pencil box
- 3 boxes of 24 crayons
- 4 large glue sticks
- Scissors (child's Fiskars)
- (5) #2 pencils
- Erasers (not pencil top)
- 1 adult tube sock (to be used as an eraser)
- 1 package of *fine tip* dry erase markers
- \$6 for F.I.S.H. Folder (if not already paid for at K Round-Up)
- \$4 monthly fee for daily nutritious snack provided by cafeteria

## First Grade - Mr. MacDougall & Mrs. Thomas

- 1 two-pocket folder
- Eraser
- 1 box of crayons (24 or less)
- 1 highlighter
- Art smock (an old shirt works great!)
- (1) package #2 pencils
- Pencil box or crayon box
- 1 pair of "child size" headphones
- 1 box of Zip Lock *sandwich* bags (**Boys only**)
- 1 box of Zip Lock *snack* bags (**Girls only**)
- 2 glue sticks
- 1 dry erase marker

## Second Grade - Mrs. Lawrence & Mrs. Talmadge

- #2 pencils sharpened (not mechanical)
- Crayons
- Glue sticks
- Erasers
- 1 plastic homework folder
- 2 highlighters
- 1 small pencil box
- 1 pencil sharpener with shaving container
- 1 pair of scissors
- Headphones
- Art smock (an old shirt works great!)

Second and Third graders - please label all items and avoid large binders

## Third Grade - Mrs. Mobley & Mrs. Vanier

- #2 pencils
- 1 package of pencil top erasers
- 1 pencil bag
- 1 box of colored pencils
- 1 box of crayons (24 count)
- 2 glue sticks
- 2 composition notebooks
- 1 pair of scissors
- 3 pocket folders (1 red, 1 blue, 1 yellow)
- 1 vinyl pocket folder
- 1 package of dry erase markers
- 1 pair of headphones for computer user
- Art smock (an old shirt works great!)
- 1 two-pocket folder (for music)
- Please bring \$6 to Mrs. Dougher in September to purchase a Yamaha Recorder through the Music Department (**if not paid for in June of 2nd Grade**).

## Fourth Grade - Mrs. Babson & Ms. Lazore

- 4 pocket folders (1 blue, 1 red, 1 yellow, 1 green - SOLID COLORS (plastic is preferred))
- 1 pair of scissors
- 2 plastic homework folders (any color or pattern) 1 for homework and 1 for music
- Colored pencils
- 1 small pencil bag or box
- #2 pencils (not mechanical)
- Erasers
- 2 composition notebooks (Blue for math, any color pattern for ELA)
- Liquid glue
- Headphones
- Art smock (an old shirt works great!)
- Recorder for Music; \$6 to purchase one if you do not have one from 3rd grade

Please **NO** 3-ring binders/trapper-keepers due to limited desk space.

Please **do not label** any folders or notebooks - this will be done together in class.

## Fifth Grade - Ms. LoCascio & Mrs. Scott

- Colored pencils
- 3 packages of #2 pencils
- Set of markers (optional)
- 2 packages of wide-ruled loose leaf paper
- 3 two-pocket folders (1 blue, 1 red, 1 green)
- 1 sturdy homework folder
- 1 package of dry erase markers
- 3 Marble composition notebooks (1 red, 1 blue, 1 black)
- 1 set of sticky notes
- 1 one-subject spiral notebook
- Crayons
- 1 hand-held pencil sharpener
- 1 package of glue sticks
- 1 pencil pouch (no pencil boxes)
- 1 pair of headphones
- 1 package lined index cards
- 1 package of highlighters
- Art smock (an old shirt works great!)
- For music: 1 two-pocket folder and your recorder from 4th grade (or \$6 to purchase a new one)

Please **do not label** any folders or notebooks - this will be done together in class.

Please be advised that items for grades K-5 are requests from each teacher and are not intended to cause any type of financial hardship. If you need assistance in supplying these items, please contact Mrs. Mannix so she can make confidential arrangements to do so.

We typically have some backpacks and supplies donated by retired teachers and outside agencies. Please call Mrs. Getty at 632-5222 x101 to check on the availability of these school supplies. Also, Staples has great deals throughout the summer - watch for their sales fliers!

Also, please note that Book Lists/Media Lists are available upon request from each classroom teacher.

**2017-2018 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 turn it to: Melanie Howe, 4704 State Route 149, Hartford, NY 12838. Call 632-5222, ext. 273 if you need help. Additional names may be listed on a separate paper.

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

Student Name	School	Grade/Teacher	Foster Child	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 (SSN), or mark the "I do not have a SSN" 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:  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: \_\_\_\_\_

## School Meal Programs 2017-2018

Children need healthy meals to learn. **Hartford Central School District** offers healthy meals every school day. Breakfast costs **\$0.85**; lunch costs **\$1.70**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$0.25** for breakfast and **\$0.25** for lunch. To apply for free or reduced meals, submit a Direct Certification letter from the NYS Office of Temporary and Disability Assistance OR complete the enclosed application, sign it, and return it to the school as soon as possible. We cannot approve an application that is not complete, so be sure to fill out all required information.

- 1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Complete the application to apply for free or reduced price meals. *Use one Free and Reduced Price School Meals Application for all students in your household.*
- 2. WHO CAN GET FREE MEALS?** All children in households receiving benefits from SNAP, the Food Distribution Program on Indian Reservations or TANF, can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
- 3. CAN FOSTER CHILDREN GET FREE MEALS?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.
- 4. CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail the school homeless liaison or migrant coordinator to see if they qualify.
- 5. WHO CAN GET REDUCED PRICE MEALS?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown on this application.
- 6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** Please read the letter you got carefully and follow the instructions. Call school at 632-5222, ext. 273 if you have questions.
- 7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child's application is only good for that school year and for the first 30 days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
- 8. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out a FREE/REDUCED PRICE MEAL application.
- 9. WILL THE INFORMATION I GIVE BE CHECKED?** Yes, and we may also ask you to send written proof.
- 10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
- 11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You also may ask for a hearing by calling or writing to: Andrew Cook, Superintendent of Hartford Central School, PO Box 79, Hartford, NY 12838, phone 632-5222.
- 12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
- 13. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you.
- 14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
- 15. WE ARE IN THE MILITARY.** Do we include our housing allowance as income? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
- 16. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME?** No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
- 17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-800-342-3009**.

How to Apply: To get free or reduced price meals for your children you may submit an Eligibility Letter for Free Meals/Milk (formerly Direct Certification Letter) received from the NYS Office of Temporary and Disability Assistance, OR carefully complete one application for your household and return it to the designated office. If you now receive Supplemental Nutrition Assistance Program (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 food stamp, 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 food stamp or TANF case number or complete the income portion of the application.



## 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 the Cafeteria Manager. 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. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approval of 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 is living in your household, and check the box for each child with no income.

### **PART 2 HOUSEHOLDS RECEIVING FOOD STAMPS, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART**

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 runaway, please call your school's homeless liaison or migrant education coordinator: Mrs. Wendy Harrington at (518) 632-5222 ext. 505

### **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 receive 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 additional space is needed.
- (2) Write the amount of current income each household member receives, before taxes or anything else 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. In 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 Developmental 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 is signing 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 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 provide us.

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

### **DISCRIMINATION COMPLAINTS**

The U.S. Department of Agriculture (USA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, family 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 basis will apply to all programs and/or employment).

If you wish to file a Civil Rights complaint or discrimination, complete the USDA Program Complaint Form (PDF), found online at [www.usda.gov/complaint](http://www.usda.gov/complaint); at any USA 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 by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W. Washington, D.C. 20250-9410, by fax at (202) 690-7442 or e-mail at [program.intake@usda.gov](mailto:program.intake@usda.gov).

**2017-2018 INCOME ELIGIBILITY GUIDELINES FOR FREE AND REDUCED PRICE MEALS OR FREE MILK**

<b>Free Eligibility Scale - Lunch Breakfast, Milk</b>					
Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 15,678	\$ 1,307	\$ 654	\$ 603	\$ 302
2	\$ 21,112	\$ 1,760	\$ 880	\$ 812	\$ 406
3	\$ 26,546	\$ 2,213	\$ 1,107	\$ 1,021	\$ 511
4	\$ 31,980	\$ 2,665	\$ 1,333	\$ 1,230	\$ 615
5	\$ 37,414	\$ 3,118	\$ 1,559	\$ 1,439	\$ 720
6	\$ 42,848	\$ 3,571	\$ 1,786	\$ 1,648	\$ 824
7	\$ 48,282	\$ 4,024	\$ 2,012	\$ 1,857	\$ 929
8	\$ 53,716	\$ 4,477	\$ 2,239	\$ 2,066	\$ 1,033
Each add'l person add....	\$ 5,434	\$ 453	\$ 227	\$ 209	\$ 105

<b>Reduced Price Eligibility Scale - Lunch, Breakfast, Milk</b>					
Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 22,311	\$ 1,860	\$ 930	\$ 859	\$ 430
2	\$ 30,044	\$ 2,504	\$ 1,252	\$ 1,156	\$ 578
3	\$ 37,777	\$ 3,149	\$ 1,575	\$ 1,453	\$ 727
4	\$ 45,510	\$ 3,793	\$ 1,897	\$ 1,751	\$ 876
5	\$ 53,243	\$ 4,437	\$ 2,219	\$ 2,048	\$ 1,024
6	\$ 60,976	\$ 5,082	\$ 2,541	\$ 2,346	\$ 1,173
7	\$ 68,709	\$ 5,726	\$ 2,863	\$ 2,643	\$ 1,322
8	\$ 76,442	\$ 6,371	\$ 3,186	\$ 2,941	\$ 1,471
Each add'l person add....	\$ 7,733	\$ 645	\$ 323	\$ 298	\$ 149

**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.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis 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 basis 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](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](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g. Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202)720-2600 (voice and TDD).

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

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

**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.

## Required Notices

### Dignity for All Students (DASA)

In July of 2012, New York State implemented the Dignity for All Students Act (DASA) which reads: It is hereby declared to be a policy of the State to afford all students in public schools an environment free of discrimination and harassment. The purpose of this article is to foster civility in public schools and to prevent and prohibit conduct that is inconsistent with the school's educational mission.

No student shall be subjected to harassment by school employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

The Hartford Central School District is committed to creating a safe and caring learning environment where all students can succeed. If bullying or harassment is occurring to you or someone you know, please report the incident to administration, guidance, or an adult. Any questions or concerns regarding bullying should be directed to the District's DASA Coordinator, Mrs. Trisha Shaw at 632-5222.

### Homeless Students

Homeless students have certain rights and protections afforded to them under the McKinney-Vento Act. If you or someone you know is homeless and would like additional information, please contact Mrs. Harrington, Homeless Coordinator, at 518-632-5222.

A homeless student is one who lacks a "fixed, regular, and adequate nighttime residence." This can include:

- Sharing a home due to economic hardship or loss of housing
- Living in a hotel, motel, car, campground, or trailer park due to the lack of alternative adequate accommodations
- Living in emergency or transitional shelters
- Are abandoned in hospitals
- Are awaiting foster care placement

### Annual Fire Inspection

In accordance with Educational Law, Section 807-a 5 (b) and (c), notice is hereby given that the annual fire inspection for the year 2017-2018 of the Hartford Central School District, including: the main building, the A.E.P. building, the Technology building, and the Bus Garage, for fire hazards which might endanger

the lives of students, teachers, and employees therein, has been completed and the report is available at the District Office for inspection of all interested persons. The annual visual inspection was also completed and is on file in the District Office.

### Asbestos Management Plan

In accordance with the EPS Asbestos Hazard Emergency Response Act of 1987 (40 CFR, part 763), the Asbestos Management Plan for this school building is available for review week days from 7:30 a.m. - 3:30 p.m. For more information, please contact Andrew Cook, Superintendent, at 632-5222.

### Use of Surveillance Notice

For the security and safety of our students, staff and visitors, this facility employs camera surveillance equipment on school grounds and in school buses. This equipment may or may not be monitored at any given time, but can be recorded.

### Title VI, Title IX and Section 504 Public Notice

The Hartford Central School District is in compliance with the provisions of Title VI, Title IX, Section 504 and the Age Discrimination Act of 1975. The Hartford Central School District does not discriminate due to race, national origin, sex, age or disability. If you have any questions or concerns regarding Title IX and Section 504 please contact Andrew Cook, Superintendent, at 632-5931.

### Notice for Directory Information Under FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that requires the Hartford Central School District, with certain exceptions, to obtain parent/guardian's written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Hartford Central School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary, in accordance with District procedures. The primary purpose of directory information is to allow the Hartford Central School District to include this type of information from your child's education records in certain school publications. Examples include:

- The yearbook
- Principal's list, Honor roll, Merit roll, or other recognition lists
- Graduation programs

Directory information, which is information that is typically not considered harmful or an invasion of personal privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information: name, address, and telephone numbers; unless a parent/guardian has advised the District that they do not want their child's information disclosed without their prior written consent (Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503 (c)).

If you do not want the Hartford Central School District to disclose directory information from your child's education records without your prior written consent, you may submit a written request to the building principal that the district not disclose student information.

### Title I: Parents-Right-To-Know

In accordance with ESEA, Section 1111(h)(6), PARENTS RIGHT-TO-KNOW, the Hartford Central School District is notifying every parent of a student in a Title I school that you have the right, and may request, information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers can include the following:

1. Whether the teacher has met the NYS qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which NYS qualification or licensing criteria have been waived.
3. 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.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

At the present time, all faculty members employed by the Hartford Central School District within the Title I programs meet the qualifications of "highly qualified," as defined by the Federal Government.

If you have questions, please call 518-632-5222.

## Potential Use of Pesticides

The Hartford Central School District is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- a school remains unoccupied for a continuous 72-hours following an application
- anti-microbial products
- nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children
- silica gels and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children
- boric acid and disodium octaborate tetra hydrate
- the application of EPA designated biopesticides
- the application of EPA designated exempt materials under 40CFR152.25
- the use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list. If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in the school, please complete the form below and return it to Kevin Lovely, Head of Building Maintenance, Hartford Central School District. Mr. Lovely, the school pesticide representative, can be reached at 518-632-5222.

### Request for Pesticide Application Notification Form

If you are a person in parental relation list the school(s) your child(ren) attend(s): \_\_\_\_\_

If you are a school employee list the school(s) or building(s) regularly worked in: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

The Hartford Central School District uses an integrated pest management (IPM) approach to pests, which is recommended by the NYS Education Department and the US EPA.



### SchoolTool Parent Portal Access Request Form

In order to protect the privacy and confidentiality of our students' records, all parents/guardians who would like to gain access to the SchoolTool Parent Portal are required to complete this form and return it in person to the Guidance Office. For security purposes, a photo ID is required when returning this form. Parents/Guardians are required to adhere to the following SchoolTool Parent Portal guidelines:

- Parents/Guardians will access data solely in regard to their child(ren)
- Parents/Guardians will not access any account assigned to another user
- Please do not share your password with anyone, including your children
- Please do not allow your computer to "remember" your Parent Portal password

Parent/Guardian Name (one per form): \_\_\_\_\_

Parent/Guardian Home Address: \_\_\_\_\_

Parent/Guardian Email Address (Required): \_\_\_\_\_

*Only one email per application. Your email address will be your user name.*

List all children who are/will be enrolled within Hartford Central School District	Your relationship to the student	Reside with the student? (yes or no)	Grade

*You only need to complete this form once. New children will be automatically entered.*

I have read the SchoolTool Parent Access Form and agree to abide by and support the guidelines. I certify that all of the above information is true and I have legal authority to access the records of the student(s) listed above.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Important:** Once the information on this form is received and processed, you will receive notification via email that your SchoolTool Parent Portal account has been created. The email will also contain instructions to complete the registration process.

<b>For Office Use Only</b>	
Date Received: _____	ID Verified: by Whom? _____
<input type="checkbox"/> Account Created Date: _____	By: _____



## Message from Principal George

### Dear Parents and Guardians,

I hope this newsletter finds you relaxing by the pool, enjoying your summer! August is already upon us and the beginning of school is right around the corner.

All incoming 6th graders are invited to attend 6th Grade Orientation on Tuesday, August 29, 2017 from 6:00 to 7:00 p.m. This is a wonderful opportunity for students and their parents to meet their teachers and learn a little about the transition from elementary to middle school.

The Hartford Central School District is always looking to provide our students with as many educational opportunities as possible. During the 2017-2018 school year the district is offering:

- **8 Distance Learning Classes**
  - Hosting two courses - English 101/108, and AP US History
  - Receiving six courses - Sociology, Psychology, Ethics of Business, Nanotechnology, AP Calculus and Principles of Management
  - **9 College Courses** - Hartford CSD is partnering with five area colleges (SUNY Adirondack, SUNY Plattsburgh, HVCC, FMCC and Cobleskill) to offer 12 college courses and receive up to 36 college credits - Spanish 201/208, English 101/108, Math 121/125, LAS, Sociology/ Psychology, Developmental Psychology, Entrepreneurship & Hospitality Management, and Business Law
  - The district is partnering with four area colleges (SUNY Adirondack, SUNY Plattsburgh, HVCC, and FMCC) to offer 11 college courses and receive up to 33 college credits - Spanish 201/208, English 101/108, Math 121/125, LAS, Sociology, Psychology, Ethics of Business, and Principals of Management.
- **Two Advanced Placement Course** - AP US History, AP Calculus
- **Four Early College High School Programs** through SUNY Adirondack - IT Computer Networking, Advanced Manufacturing, New Media and Business and Entrepreneurship.

The district is always seeking opportunities to increase our communication with parents and provide them with information to help their children reach their full potential. SchoolTool Parent Portal is an internet based program that allows parents and guardians to access their children's schedule, attendance, and academic information. To gain access to this wonderful program, parents can fill out the form on page 12 and return it to the guidance office.

While it is always sad to say good bye to summer, I am excited for the upcoming school year. If you have any questions please contact me. Enjoy the rest of your summer and I look forward to seeing your children on Wednesday, September 6.

Brian George

Middle/High School Principal  
bgeorge@hartfordcsd.org

## Communication Tools

### SchoolTool Parent Portal

Parents/Guardians have the ability to view their child's information online anytime. Please see page 12 for the registration form so you can view your child's:

- Schedule
- Grades
- Attendance
- Report Cards
- 3-8 Assessment Results
- Emergency Contacts



### School Messenger System

In order to help facilitate timely notices, the district is using an automated notification system that has the ability to call parents and guardians with important information and opportune reminders. To ensure you are receiving all messages, please update the district whenever you change your home and/or cell phone numbers.

Please note: this system is only available for parents and guardians. However, in emergency situations, messages will be sent to everyone listed in the student's emergency contact list.

### State Education Monthly Newsletter

Parents are invited to sign up to receive the latest updates from the State Education Department. Updates include the "News and Notes" monthly newsletter and other important updates from Commissioner Elia and the State Department of Education. Follow these instructions to subscribe to listserv:

- Send an e-mail message to [LISTSERV@LISTSERV.NYSED.GOV](mailto:LISTSERV@LISTSERV.NYSED.GOV)
- The body of the message must read: `SUBSCRIBE PARENTS <Your Name>`
- Example: `SUBSCRIBE PARENTS Jane Smith`

You will receive an e-mail confirming your subscription.

### Website and Social Media

Hartford Central School District's website: [www.hartfordcsd.org](http://www.hartfordcsd.org)

Twitter:  @HartfordCSD

Facebook:  Hartford Central School

### District Newsletter

The school district newsletter is compiled in November and May (budget newsletter). If the need arises, a single page flyer may be produced in-house to provide you with specific information. If you know of someone in the district who is not currently receiving the newsletter, please have them contact the district office at 632-5931 with name and address.





# 2017-2018 SCHOOL YEAR Calendar

July 17						
S	M	T	W	T	F	S
						1
2	3	X	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Marking Periods		
	Week	Quarter
End 1st Marking Period	10/6/17	11/3/17
End 2nd Marking Period	12/8/17	1/19/18
End 3rd Marking Period	3/2/18	4/13/18
End 4th Marking Period	5/11/18	6/22/18

7/4	Independence Day
9/4	Labor Day
9/5	Superintendent Conference Day
9/6	Classes Begin
9/28	Open House
10/9	Columbus Day
10/20	Superintendent Conference Day
11/9	Emergency Release Day
11/10	Veterans Day Observed
11/22-24	Thanksgiving Recess
12/25	Holiday Recess Begins
1/2	Classes Resume
1/15	Martin Luther King, Jr. Day
1/22-1/25	New York State Regents Exams
1/26	Superintendent Conference Day
2/19	President's Day; building closed
2/19-23	Mid-Winter Recess
3/30	Good Friday
4/2 - 4/6	Spring Recess
5/28	Memorial Day
6/5	New York State Regents Exams
6/12 - 6/22	New York State Regents Exams
7/4	Independence Day

September 17						
S	M	T	W	T	F	S
						1 2
3	X	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 17						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	X	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 17						
S	M	T	W	T	F	S
				1	2	3 4
5	6	7	8	9	X	11
12	13	14	15	16	17	18
19	20	21	X	X	X	25
25	29	28	29	30		

December 17						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	X	X	X	X	X	30
31						

January 18						
S	M	T	W	T	F	S
	X	2	3	4	5	6
7	8	9	10	11	12	13
14	X	15	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 18						
S	M	T	W	T	F	S
						1 2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	X	20	21	22	23	24
25	26	27	28			

March 18						
S	M	T	W	T	F	S
						1 2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	X	31

April 18						
S	M	T	W	T	F	S
1	X	X	X	X	X	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 18						
S	M	T	W	T	F	S
						1 2 3 4 5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	X	29	30	31		

June 18						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 18						
S	M	T	W	T	F	S
1	2	3	X	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Building closed; no school for faculty, staff, office personnel, students	X
Recess; no school for faculty or students; building and offices open	/
<b>Regents Testing Days</b>	<b>Bold</b>
Superintendent's Conference Day (no school for students)	

**A Note About Absences**  
 On a day when your child is absent from school, please notify the attendance office at your earliest convenience at 632-5222.

# "THE TOUGHEST 5K YOU'LL EVER LOVE"

## Hartford Stewart's Spud Run

Sponsored by **Stewart's Shops®**

### 5 K AND 1 MILE FUN RUN

Saturday, October 14<sup>th</sup>, 2017

1 MILE - 9AM & 5k - 10AM

Featuring  
Spud Run  
Birthday  
Cakes!



**REGISTRATION:** Until 8:30 A.M.(1 Mile) & 9:00 A.M.(5K) at Hartford Central School, Routes 40 & 149, Hartford, N.Y. (15 Miles east of Glass Falls)

**ENTRY FEES:** \$15.00 Pre-Registration Fee 5k (\$20.00 Race Day)  
**NO FEE - One Mile Fun Run**

**RACE INFORMATION:** Phone: Phil Jessen- (518) 632-5922 evenings  
(518) 792-3421 days or email [philj@nytrailsight.com](mailto:philj@nytrailsight.com)

**COURSE:** 1 mile has one hill - 5k has rolling hills (one is HIG)

**RESULTS:** Posted & Published, No ties! Decisions of the Race Director are Final!

**T-SHIRTS:** Special Spud Run Shirts for all pre-registered 5k entrants

**FACILITIES:** Arrive dressed to run. Restrooms available. H<sup>2</sup>O at Start. **NO SHOWERS**

**FABULOUS REFRESHMENTS:** including Phil's "Almost Famous Five-Alarm Chik"



**TO BENEFIT:** The Hartford Senior Class of 2018

**AWARDS!**  
**At LLAM**

Male & Female

Overall Prizes

50 LB Sack of Spuds

1<sup>st</sup> Place

5 LB - 2<sup>nd</sup> Place

5 LB - 3<sup>rd</sup> Place

Ten Age Groups

1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Places

No Duplicates

Detach Here

Spud Run 2017 Shirt Size

LAST NAME	FIRST NAME	MI	BN	DOB	LG	M
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ADDRESS	PHONE					
<input type="text"/>	<input type="text"/>		<input type="text"/>			
CITY	STATE/ZIP/CITY	ZIP/POSTAL CODE				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
Age Group						
10 & Under	14-19	20-29	30-39	40-49	50-59	60-69
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70-79	80 & over	Wheel Chair	1 mile	OK	AGE (Race Day)	Male
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

In consideration of the opportunity to participate in this race I hereby assume, release and forever discharge the sponsoring agents, their members & any other persons staffing this race in any claims & demands as a result of participating in this event I also certify that I run in good physical shape. Further, I hereby grant full permission to my and all the foregoing to use any photographs, video tapes, motion pictures, recordings, or any other record of this event for any legitimate purposes. I realize there are dangers associated with distance running. I hereby for myself, heirs, associates, or assigns waive & release any and all claims I may have against USAT&F, the above listed sponsors, Hartford Road Race Committee, Town of Hartford, Hartford Central School, its officers and any race official for any injury, illness or property loss which might occur to me while competing in, traveling to, or returning from the events on October 14, 2017.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent (if under 18) \_\_\_\_\_

ENTRY	\$ _____
ADDITIONAL DONATION	\$ _____
AMOUNT ENCLOSED	\$ _____

<u>Official Use Area</u>
Date Rec. _____
Race # _____

Make Checks Payable To: **HARTFORD ROAD RACE COMMITTEE**  
**MAIL ENTRIES: PHIL JESSEN - RACE DIRECTOR**  
**74 GILCHRIST HILL EXT, HARTFORD, NY 13838**

# HARTFORD

## CENTRAL SCHOOL DISTRICT

4704 State Route 149, Hartford, NY 12838  
518-632-5222 • www.hartfordcsd.org  
@HartfordCSD



NON-PROFIT ORG.  
U.S. POSTAGE

**PAID**

Glens Falls, NY 12801  
PERMIT #511

### Administration

Andrew Cook, Superintendent  
Brian George, Middle/High School Principal  
Bethellen Mannix, Elementary Principal

### Board of Education

Brian Getty, President  
Janine Thomas, Vice-President  
Philip Jessen  
Adam Fish  
Ron Smith

## Congratulations to the Class of 2017



**Please join us in congratulating our recent graduates. We wish them all the best in their future endeavors!**

**Adriana Armstrong**, SUNY Morrisville; **Natasha E. Arno**, University at Albany; **Danielle Aubrey**, SUNY Morrisville; **Mattison Baker**, SUNY Adirondack or Schenectady County Community College; **Tristian Baker**, SUNY Adirondack; **Jeffrey A. Bardin**, employment; **Ashley Barker**, SUNY Adirondack; **Janae M. Belden**, Excelsior College; **Abigail M. Boucher**, SUNY Adirondack; **Leah Bowen**, Word of Life then Liberty University; **Mykaela E. Braunsdorf**, SUNY Adirondack; **Brianna Bultman**, Alfred State; **Mackenzie J. Casey**, SUNY Adirondack; **Kevin T. Cass**, SUNY Adirondack; **Xavier M. DuFour**, Rochester Institute Technology; **Alyssa A. Fifield**, employment; **Dennis M. Galusha**, employment; **Sierra Gayton-Sawatzky**, University at Buffalo; **Jessica M. Getty**, Hudson Valley Community College; **Winston B. Getty**, employment; **Marleah D. Gibson**, Tomkins-Cortland; **Seara N. Granger**, SUNY Adirondack; **Nicholas Howk**, employment; **Aziz Jordan**, SUNY Adirondack; **Ryan C. Kibling**, Hudson Valley Community College; **Albert LaFreniere, Jr.**, employment; **Andrew J. Lane**, employment; **Nathan D. Leise**, SUNY Adirondack; **Nikolas S. Lovett**, employment; **Joshua McIntosh**, employment; **Michael S. Mulhall III**, employment; **Bryce Ottens**, SUNY Adirondack; **Matthew L. Purdy**, SUNY Adirondack; **Britanny Robinson**, undecided; **William Robitaille**, Brandeis University; **Abigail L. Roy-Raia**, SUNY Adirondack; **Bethany L. Tyler**, SUNY Adirondack or SUNY Cobleskill; **Anna Ward**, SUNY Cobleskill; **Alyssa D. Wicks**, Alfred State; **Jarod Winters**, employment