



# HARTFORD

## CENTRAL SCHOOL DISTRICT

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### Upcoming Events

U Pre-K Meet & Greet .....	8/27
Kindergarten Meet & Greet..	8/27
Open Hours (all grades) .....	8/27
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Labor Day .....	9/2
First Day of School .....	9/4
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Open House.....	9/26
Columbus Day .....	10/14
Spud Run .....	10/19

## Message from the Superintendent

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

I would like to extend another offer of congratulations to Hartford's Class of 2019! Graduating from high school is an important life event, and one every graduate should be incredibly proud of. I encourage each of our graduates to use the lessons they learned throughout their educational experience to help shape and mold their future. Each of our graduates has the ability to be successful, and I wish them only the best as they enter the next stage of their lives.

It is a distinct privilege 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 attempt to keep an open door policy and make myself available for comments, questions, and/or concerns. I welcome feedback and it is my hope 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 Wednesday, September 4, and am looking forward to working with our faculty, staff, and students on reaching their full potential. I am also excited to welcome back Mrs. Shelley Dupuis to the district in her new role as the Middle/High School Principal. You can learn more about Mrs. Dupuis on page 5 of this newsletter.

If at any point you have a question regarding your child's education, please do not hesitate to contact the appropriate office or your student's teacher(s). I hope everyone enjoys the remainder of the summer recess. I look forward to working with you and your student throughout 2019-2020 school year.

*Arch Cook*

## Attention Students and Families - Open Hours!

On Tuesday, August 27 from 11:00 a.m. - 1:00 p.m. the school will be open to students in all grades and their families to prepare for the first day of the 2019-2020 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  
Shelley Dupuis..... Middle/High School Principal  
Bethellen Mannix ..... Elem. Principal/Spec. Ed. Chairperson

### General

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

### Telephone Directory

(Voice Mail is available for all staff members)

District Office..... 518-632-5931 ext. 508 or 507  
School Nurse ..... 518-632-5222 ext. 398  
Elem. Principal/Spec. Ed. Chair. .... 518-632-5222 ext. 120  
Middle/High School Principal..... 518-632-5922 ext. 307  
Guidance/General ..... 518-632-5222 ext. 306  
Business Office ..... 518- 632-5931 ext. 508  
Transportation/Bus Garage ..... 518-632-5191

### Board of Education Meeting Dates

All meetings begin at 7 p.m.

- |                      |                     |
|----------------------|---------------------|
| • August 19, 2019    | • February 24, 2020 |
| • September 16, 2019 | • March 16, 2020    |
| • October 21, 2019   | • April 20, 2020    |
| • November 18, 2019  | • May 18, 2020      |
| • December 16, 2019  | • June 15, 2020     |
| • January 27, 2020   |                     |

### Parent/Teacher Conferences

- Friday, December 6, 2019
- Friday, December 13, 2019
- Monday, December 16, 2019 (evening)

### Tools for Schools

Price Chopper is sponsoring our “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 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 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 Drills** - The New York State Education Department requires all school districts to conduct eight evacuation (fire) drills and four “Lockdown” drills each school year, with eight drills being conducted prior to December 31, 2019. Four of the 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 518-632-5222.

## 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 his/her 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 School/High School office, depending on the age of your student, 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.



### Academic Grading Calendar

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.

Five-Week Marking Period Ends ..... October 4, 2019

Quarter One Marking Period Ends..... November 1, 2019

Fifteen Week Marking Period Ends ..... December 6, 2019

Quarter Two Marking Period Ends ..... January 24, 2020

Twenty-Five Week Marking Period Ends..... February 28, 2019

Quarter Three Marking Period Ends ..... April 3, 2020

Thirty-Five Week Marking Period Ends ..... May 8, 2020

Quarter Four Marking Period Ends..... June 25, 2020

K-5 Report cards will be distributed the last day of Elementary School.  
6-12 Report cards will be mailed home June 29, 2020.

### 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 2019-2020 school year, please indicate this in writing to your child's principal by September 13, 2019. 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.

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

# 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.

If your child qualifies for free or reduced price meals, this information will be securely contained in the computer system; the meal will be processed just as it is for all the other students. Applications for free and reduced meals will continue to be used to verify eligibility.

Menus will be sent home with K-5 students. Students in Grades 6-12 may pick up a menu in the cafeteria. Please contact the Cafeteria Manager with any concerns at 518-632-5222 ext. 273.

## 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 ..... \$1.00  
Main Dish..... \$0.55  
Milk ..... \$0.30  
Toast ..... \$0.10  
Snacks ..... \$0.50

Lunch K-12..... \$1.70  
Main Dish..... \$1.00  
Milk ..... \$0.30  
Vegetable ..... \$0.50  
Dessert ..... \$0.50

## September Menu

		9/4	9/5	9/6
		Bagel or assorted cereal	Assorted cereal	Breakfast Wrap
		Hot Dog	Chicken Nuggets	Tanager Pizza Day
9/9	9/10	9/11	9/12	9/13
Assorted cereal	Pig in a blanket or assorted cereal	Bagel or assorted cereal	Assorted cereal	Breakfast Wrap
Chicken Patty Sandwich	Taco Tuesday	Grilled cheese w/tomato soup	Rotini w/ meatballs	Tanager Pizza Day
9/16	9/17	9/18	9/19	9/20
Assorted cereal	Pig in a blanket or assorted cereal	Bagel or assorted cereal	Assorted cereal	Breakfast Wrap
Hamburger or cheeseburger	Taco Tuesday	Brunch for Lunch	Chicken Nuggets	Tanager Pizza Day

## "Charge" Policy

In accordance with the 2018-2019 the amended New York State Education Law 908, and Section 2 of Part B of Chapter 56, when a student changes a meal, parents/guardians will be notified that a student's account balance is exhausted and has accrued unpaid meal charges within 5 days of the initial charge and then every week thereafter. The cafeteria staff will communicate with parents/guardians with five or more unpaid meal charges to determine eligibility for free or reduced price meals and will make at least two documented attempts to reach out to parents/guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet. While a student has a negative balance, that child is prohibited from purchasing snacks or a-la-carte items.

## 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
- Which food(s) should be eliminated for 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: \_\_\_\_\_



## WELCOME MIDDLE/HIGH SCHOOL PRINCIPAL SHELLEY DUPUIS



Hartford Central School District welcomes Mrs. Shelley Dupuis as the district's Middle/High School Principal. She was appointed to the position at the Board of Education meeting on July 8, and began her duties with the district on August 1.

Mrs. Dupuis was the Elementary Principal at North Warren Central School District since July 2016, and was the Coordinator for Instruction and Curriculum Services from May 2015 - June 2016. Prior to serving North Warren, Mrs. Dupuis held the position of Curriculum and Instruction Leader for the Washington County School District Consortium from June 2014 - July 2015, and was an elementary teacher with the Hartford Central School District from November 2000 - May 2014. She is thrilled to return to the district, especially to see students she taught in

elementary school who are now juniors and seniors.

Mrs. Dupuis earned her Certificate of Advanced Study School Leadership from the College of Saint Rose; her Master's of Science in Elementary Education from SUNY Plattsburgh; and her Bachelor's of Science in Elementary Education from SUNY Cortland.

"The district is extremely excited and fortunate to welcome Mrs. Dupuis back. She returns to the district with a proven track record of excellence in educational leadership, and brings a strong commitment to helping all students reach their full potential," stated Superintendent Andrew Cook.

Mrs. Dupuis shared some of her goals for the upcoming school year, which include creating a safe, supportive, and positive



school culture that nurtures positive relationships with all stakeholders; encouraging and promoting increased student involvement in extracurricular activities; and establishing a foundation for continuous school improvement by identifying strengths and opportunities for growth.

Mrs. Dupuis is a native of Greenwich, where she resides with her husband, Eric, and their 11 year old son, Hunter. She is a step-mom to Victoria (19 years) and Erica (21 years) who both attend college. In her free time she enjoys attending her children's sporting events, which keep her busy most weekends. She is also a big fan of the Buffalo Bills. Mrs. Dupuis is not just a sports spectator; she plays in a women's kickball league. She is also a big fan of beach vacations.

Mrs. Dupuis stated, "It is with great Tanager pride and excitement that I return to Hartford to serve as the Middle/High School Principal. It is an honor to serve as principal in the district where I began my teaching career. I'm very excited about the start of the school year, and working as a team to improve teaching and learning. I look forward to listening, collaborating, and leading a wonderful group of educators and students."

Dear Incoming Sixth Grade Students and Families,

It is with Tanager pride that I welcome you to the 2019-2020 school year at Hartford Central School and welcome you to middle school! I hope you are enjoying your summer and have had time to relax and have some fun.

I would like to invite you and your child to attend our 6th Grade Orientation on **Tuesday, August 27, 2019 at 6:00 p.m.** The goal of our orientation is to assist students in familiarizing them to the middle school environment and expectations. During the event, students will have the opportunity to meet the sixth grade teachers, review a copy of their schedule, practice locker combinations, visit the sixth grade classrooms, and learn about their classes. Teachers will also be available to answer any questions you may have. Our dedicated faculty and staff are excited to begin this partnership with you, so we can maximize your child's middle school experience and prepare them for the high school level.

I look forward to seeing you on August 27th as we prepare for a smooth transition to middle school.

- Shelley Dupuis  
Middle/High School Principal

# 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
- \$5.00 for F.I.S.H. Folder (if not already paid for at K Round-Up)

## 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
- 2 packages of Post-It notes

## 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
- 1 package of fine tip dry erase markers

Please label all items

Please be advised that items for grades K-5 are requests from each teacher and are not intended to cause any kind 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. Nims 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!

Please note that Book Lists/Media Lists are available upon request from each classroom teacher.

## 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
- Art smock (an old shirt works great!)
- 1 pair of headphones for computer use
- 1 two-pocket folder (for music)
- Please bring \$6.50 to Mrs. Dougher in September to purchase a Yamaha Recorder through the Music Department (**if not paid for in June of 2nd Grade**). **Please label all items** and NO large binders/trapper keepers due to limited desk space.

## Fourth Grade - Mrs. Lynch & Mrs. Pedone

- 7 plastic pocket folders (1 blue, 1 red, 1 yellow, 1 green, 3 any color)
- 1 - 1" plastic binder (any color)
- 1 package 5-subject dividers
- 1 pair of scissors
- Colored pencils
- 1 small pencil bag pouch
- #2 pencils (not mechanical)
- Erasers
- 2 Composition notebooks (1 blue, 1 black)
- 2 glue sticks
- 1 highlighter
- 1 package dry erase markers
- 2 packages of loose leaf paper
- 1 package 3x 3 Post-It notes (any color)
- Headphones (if not already sent from 4th grade from 3rd grade)
- Recorder for Music; \$6.50 to purchase one if you do not have one from 3rd grade

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

## Fifth Grade - Mrs. Strong & Miss Headwell

- Colored pencils
- 2 packages of #2 pencils
- Set of markers (optional)
- 2 packages of wide-ruled loose leaf lined paper
- 5 two-pocket folders (1 blue, 1 red, 1 green, 1 orange, 1 any color or design)
- 1 sturdy homework folder
- 2 packages of dry erase markers
- 4 marble Composition notebooks (1 red, 1 blue, 1 black, 1 any color)
- 1 set of sticky notes
- 1 handheld pencil sharpener
- 2 packages of glue sticks
- 1 pencil pouch (no pencil boxes)
- 1 package of highlighters
- For Music: 1 two-pocket folder and your recorder from 4th grade (or \$6.50 to purchase a new one) **Please do not label any items**

**2019-2020 Application for Free and Reduced Price School Meals/Meal**

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 518-832-5222 ext. 273 if you need help. Additional names may be listed on a separate paper.

Return Completed Applications to: **Hartford Central School District**  
**4704 State Route 140**  
**Hartford, NY 12338**

**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/FDPR Benefits:**

If anyone in your household receives either SNAP, TANF or FDPR 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 Amount / How Often	Child Support, Alimony Amount / How Often	Pensions, Retirement Payments Amount / How Often	Other Income, Social Security Amount / How Often	No Income
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input 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 (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: \_\_\_\_\_

### School Meal Programs 2019-2020

Children need healthy meals to learn. **Hartford Central School District** offers healthy meals every school day. Breakfast costs **\$1.00**; 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, or 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).

**2019-2020 INCOME ELIGIBILITY GUIDELINES**  
**FOR FREE AND REDUCED PRICE MEALS OR FREE MILK**  
**REDUCED PRICE ELIGIBILITY INCOME CHART**

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 16,237	\$1,354	\$677	\$625	\$313
2	\$21,983	\$1,832	\$916	\$846	\$423
3	\$27,729	\$2,311	\$1,156	\$1,067	\$534
4	\$33,475	\$2,790	\$1,395	\$1,288	\$644
5	\$39,221	\$3,269	\$1,635	\$1,509	\$755
6	\$44,967	\$3,748	\$1,874	\$1,730	\$865
7	\$50,459	\$4,227	\$2,114	\$1,951	\$976
8	\$56,459	\$4,705	\$2,353	\$2,172	\$1,086
Each add'l person add....	\$5,746	\$479	\$240	\$221	\$111

**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 518-632-5222.

### 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 the District's Homeless Coordinator, Mrs. Harrington 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 2019-2020 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 Superintendent Andrew Cook at 518-632-5222.

### Use of Surveillance Notice

For the security and safety of our students, staff and visitors, this facility employs camera surveillance equipment for security purposes 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.

Currently, 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.

## 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 Buildings and Grounds 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.

### For Office Use Only

Date Received: \_\_\_\_\_

☐ Account Created Date: \_\_\_\_\_

ID Verified: by Whom? \_\_\_\_\_

By: \_\_\_\_\_



## ALUMNI SPOTLIGHT



Mr. Brian North is a Hartford Class of 1988 graduate. Upon graduating, he attended James Madison University where he majored in communications with a concentration in broadcasting and a minor in coaching. This is the perfect education combination for his career path, as Mr. North is currently the Sport Director/News Anchor for WCTI (ABC) and FOX Eastern Carolina in New Bern, NC.

Mr. North's first job in broadcasting was with TV8 in Glens Falls, where he started as intern and was promoted to news reporter. He also filled in as sports anchor in Mark Mulholland's absence during their TV8 days. His first full-time job was in WHSV in Harrisonburg, VA working as the weekend sports anchor/sports reporter from 1992 through 1998.

Mr. North's interest in broadcasting began when he was playing little league in Hartford. He wanted to grow up and be the third baseman for the New York Yankees. He quickly realized a lot of other people wanted to do the same thing. At a young age he had the foresight to think about back up job that would "keep him in the game," so becoming a sports broadcaster was the logical career path to pursue.

In addition to playing little league and being a member of DePalo's Diner 1979 minor league champion team, Mr. North has numerous fond memories of growing up in Hartford, starting with making lifelong friends beginning in kindergarten and growing up with them; sharing many character forming moments right up through graduation, and still having close relationships with several of them to this day.

"Playing soccer, basketball, and baseball was definitely a thrill (I still have dreams of playing sports in a Tanagers uniform) and being involved in just about every activity and club organization the school offered. To experience all those opportunities in a small school setting helped educate me beyond the classroom. Most people who attend larger schools don't even get those opportunities. I cherish those life lessons every day and have constant flashbacks to those moments. I would need a book to mention all the classmates and teachers and moments that make me smile on a daily basis. Hartford was the perfect place for me to grow up, and even though I don't live there, I still consider it home," stated Mr. North.

Mr. North grew up on a dairy farm and was not always fond of farming during his youth. However, as an adult, he greatly attributes farming in making him the person he is today. He spends a lot of his vacation time in Hartford and looks forward to doing farm chores and getting back to his roots. Mr. North encourages Hartford students to embrace the unique community, learning opportunities, and the people who make it so special.

"Don't rush growing up, this is a short and special time in your life and you only get it once. Soak up everything. I have life long bonds with the people I grew up with, and remember daily the life lessons coaches and teachers taught me such as Bruce Thomas,

Bob Wilkins, Mike Sauro, Bob Miller, Ginny Morin, Sue Friday, Doc Blanchard, and Janine Thomas, just to name a few. "I was able to learn something from every teacher I had. Take the time to learn from the great members who make up our community who dedicated their lifetimes to the area such as the farmers, store owners, and business owners. You can learn something from anyone. Everyone has a story to tell, take the time to listen to them. That's why God gave us two ears and only one mouth, to listen twice as much as talk. Always remember, you are responsible for your happiness. You control your life with every decision you make. 10% of life is what happens to you and 90% of life is how you react to what happens to you. It's easy to take the easy path, challenge yourself and take the harder path every now and then," stated Mr. North.

Mr. North's parents, Wayne and Marion, and his brother Randy, still reside in Hartford, and his brother Kevin teaches in Los Angeles. Brian and his wife, Jennifer, welcomed a new daughter, Tinsleigh to the family in February 2019.

You can catch Mr. North's broadcasts by visiting [www.wcti12.com](http://www.wcti12.com). When he's not busy working, Mr. North spends his time rehabbing houses, traveling, collecting junk, and exercising.



Brian North and his wife Jennifer and daughter Tinsleigh

## MESSAGE FROM PRINCIPAL MANNIX

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 Wednesday mornings and evenings has been exciting! Thank you to Mrs. Pollack for providing students with activities and the opportunity for students and their families to sign out books throughout the summer. The Summer Success Program included 50 students who worked to enhance their reading and math skills, ultimately preventing summer learning loss. It is always nice to have students in the building!

For students entering Pre-K, Mrs. Ward will hold a meet and greet on Tuesday, August 27 between 10 a.m. and 11 a.m. For students entering kindergarten, Mrs. Genevick and Mrs. Simmons will hold a meet and greet on Tuesday, August 27 from 11 a.m. -1 p.m. The district will also be sponsoring a BBQ for all students that day from 11:00 a.m. -1:00 p.m. Students are welcome to come explore the building, find their classroom(s) and secondary students can practice opening their locker. I hope you will have the opportunity to stop by school on during those times to visit the Pre-K and Kindergarten classrooms, and meet the teachers and their classroom aides, Mrs. Jones, Mrs. Daigle and Mrs. Howard. The first day of school for all students (Pre-K – Grade 12) is Wednesday, September 4. Morning Pre-K is from 8 a.m. -10:45 a.m. and the afternoon session is 11:30 a.m. - 2:15 p.m. 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 provide parents with more information about a typical kindergarten day, their daily schedule, snacks, and cafeteria and school procedures at Open House on Thursday, September 26. 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 p.m.

Please be advised that the Hartford Central School District Transportation Policy 705.04 prohibits our 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. Nims at 518-632-5222 x101. Please note that 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, 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. Classroom supply lists have been distributed and can be found in this newsletter.

Please remember that students are not permitted in classrooms until 8 a.m. If you are transporting your child to school, they should arrive at 8 a.m.. Students in grades 1-5 may go to breakfast immediately upon unloading the bus. Kindergartners 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. Dismissal for students being picked up is 2:25 p.m. Any changes to your child's dismissal procedure should occur prior to 1 p.m., preferably by a written note in the morning.

All students, starting at the Pre-K level, are required to meet higher expectations. State testing includes grades 3-8, with English Language Arts and Math testing in the spring. Fourth graders will also 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 on-line 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. E-mail addresses are the teacher's first initial followed by their last name @hartfordcsd.org ([bmennix@hartfordcsd.org](mailto:bmennix@hartfordcsd.org)). I feel confident that together we can make 2019-20 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 4!

Sincerely,  
*Bethellen C. Mannix*  
Elementary Principal/Special Education Chairperson  
[bmennix@hartfordcsd.org](mailto:bmennix@hartfordcsd.org)

# Communication Tools

## SchoolTool Parent Portal

Parents/Guardians have the ability to view their child's information online anytime. Please see page 8 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 518-632-5931 with name and address.

## STUDENT NEWS

Class of 2019 graduate Alicen Barker's original artwork was selected as the first place winner of the National Museum of Racing and Hall of Fame's 25th annual "Horsing Around with the Arts" juried competition. Students in grades 8-12 from ten school districts in the region submitted approximately 110 entries for consideration during the 2018-2019 school year. Alicen was invited to Saratoga Racecourse to present a reproduction of her award-winning work to the winning connections of the stakes race sponsored by the museum on Friday, August 2. Alicen's pastel was a depiction of a jockey, and the owners, trainer, and jockey of the winning horse were extremely impressed with her work and appreciated receiving the unexpected additional prize.

Additionally, students Tristan Baldwin, Nigel Fehl, Donnie Heady, and Kyla Rozell had art accepted into the exhibit in the grade 3-7 division. In April, Nigel and Donnie attended the opening reception with Hartford's art teacher, Mrs. Heather Holl who said, "I am so proud of the artistic talent of our students and thrilled for the recognition they received for their work."



Award-winning artist Alicen Barker in the winner's circle.



Alicen Barker presents her winning artwork to the race winners.



Hall of Fame trainer Bill Mott extends his hand in congratulating Alicen Barker.



## BACK PACK PROGRAM

The school is entering its fourth full year participating in the BackPack Program. The program is run in conjunction with the Regional Food Bank of Northeastern New York, and provides students from food-insecure homes with nutritious, child friendly meals on weekends, when other supplemental food programs are not available.

The need for this program was recognized by faculty and staff who took action and sought sponsors to launch the program. There has been a generous outpouring of support for the initiative that includes numerous donations from faculty and staff, community members, the Hartford Faculty Association, Hartford Food Pantry, Hartford United Methodist Church, Herschel-Argyle Lodge,

Yoked Parish Church, Foothills ATV, Hartford Ridge Riders, Smith Equipment, many of our school student clubs, Hartford PTA, Glens Falls National Bank, and the Adirondack League.

The food for the backpacks is picked up and packed on Thursdays with the help of Mrs. Shaw, Mrs. Harrington and a senior volunteer. On Fridays, members of Key Club and the Jr. National Honor Society help deliver the bags.

Each bag contains approximately ten different purchased foods designed to provide nutrition and calories for the children over the weekend. These are kid-friendly, shelf-stable foods that require no preparation or refrigeration. Children can just “open and eat” without

adult supervision.

The BackPack Program at Hartford Central School currently assists over 20 students. Since the program’s implementation, teachers noticed a significant improvement in the well-being of participating students.

If you would like to make a monetary donation to support the BackPack program at Hartford Central School, please make all checks payable to the Regional Food Bank of Northeastern NY and write Hartford BackPack Program in the memo. Checks can be mailed to: Regional Food Bank, 965 Albany- Shaker Road, Latham, NY 12110

## 6th Grade Supply List

### Home & Careers - Mrs. Barnard

- 1 notebook

### Math/Science - Mrs. Sutliff

- At least (2) packs of pencils
- 1 small pencil sharpener
- 1 2” three-ring binder (preferably RED, but black accepted)
- 2 dividers
- 1 package of loose-leaf paper

### English/Social Studies - Mrs. Burch

- 1 package lined paper (1 ream of 250 sheets)
- 16 blue or black pens
- 1 pack of 100 - 3 x 5 lined index cards
- 1 blue three-ring (1 1/2 in) notebook
- 12 dividers for binder
- 1 blue 3-subject notebook

### Technology Class - Ms. Stewart

- (1) 1” three-ring binder
- (1) one gallon zip lock bags
- Pens/Pencils

### Junior Chorus Concert Dress Clothes - Mrs. Dougher

#### Men

- Black pants
- White shirt
- Tie
- Dark dress shoes

#### Women

- Black skirt or dress pants
- White blouse (no spaghetti straps)
- Dark dress shoes

### Junior Band Concert Dress Clothes - Ms. VanderVoort

#### Men

- Black pants
- Dark dress shoes
- White dress shirt

#### Women

- Black pants or skirt
- Dark dress shoes
- White dress shirt (no spaghetti straps)



## SUMMER READING PROGRAM

This summer's reading program was held each Wednesday beginning July 10 through August 14, with a morning and an evening session held. This year's program centered around stories and activities related to outdoor activities. Students and their families were invited to participate and books could also be checked out of the library.

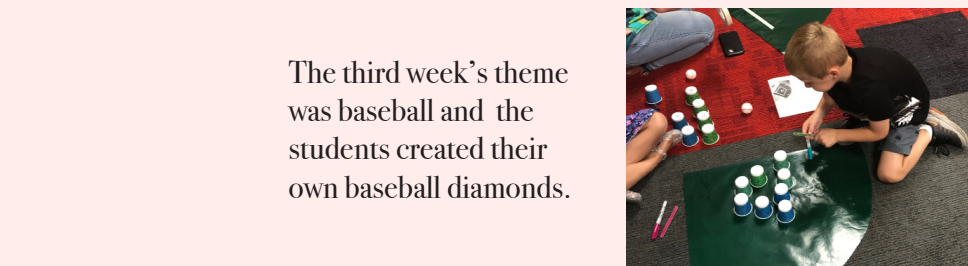


Each week featured a theme and Mrs. Pollack read a book related to the theme. She then led the students and their family members in an activity also related to the theme.

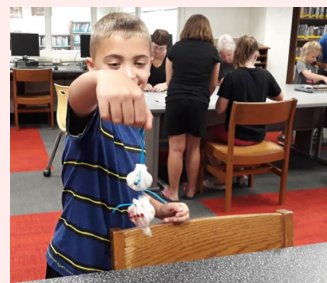
The first week's theme was fishing and the students made fishing bobber zipper pulls.



The second week's theme was hiking and the students decorated walking sticks.



The third week's theme was baseball and the students created their own baseball diamonds.



The fourth week's theme was the beach and the students made bookmarks with seashells. The final two week's themes were horseback riding and camping. Both sessions occurred after the newsletter went to print.

A big thank you to our School Library Media Specialist Monica Pollack for coordinating the summer reading program.

**HARTFORD CENTRAL SCHOOL DISTRICT**  
**Hartford, NY 12838**  
**2019 - 2020 School Calendar**

**JULY 2019**

S	M	T	W	T	F	S
		1	2	3	4	5
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			

**JANUARY 2020**

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	31	

July 4  
 September 2  
 September 3  
 September 4  
 October 14  
 November 1  
 November 8  
 November 11  
 November 27-29  
 December 23  
 January 6  
 January 28  
 January 21-24  
 January 24  
 February 17-21  
 April 16  
 April 13-17  
 May 25  
 June 2  
 June 17-26  
 June 26

Independence Day  
 Labor Day  
 Supt. Conference Day  
 Classes Begin  
 Columbus Day  
 Supt. Conference Day  
 Emergency Release Day  
 Veterans' Day  
 Thanksgiving Recess  
 Holiday Recess Begins  
 Classes Resume  
 Martin Luther King Jr. Day  
 Regents Testing  
 Supt. Conference Day  
 Mid-Winter Recess  
 Good Friday  
 Spring Recess  
 Memorial Day  
 Regents Testing Day  
 Regents Testing  
 Graduation

**AUGUST 2019**

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	31

**FEBRUARY 2020**

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

**SEPTEMBER 2019**

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					

**MARCH 2020**

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	31				

**OCTOBER 2019**

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	31		

**APRIL 2020**

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		

**NOVEMBER 2019**

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

**MAY 2020**

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

**DECEMBER 2019**

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	31				

**JUNE 2020**

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				

- Classes Not in Session
- Supt. Conference Days
- BOE Meetings
- Regents Testing Days
- Pay Day
- Concert Dates

September	19
October	22
November	16
December	15
January	18
February	15
March	22
April	16
May	20
June	20
<b>Total Number of Pupil Days</b>	<b>183</b>
<b>Supt. Conference Day:</b>	<b>3</b>
<b>TOTAL DAYS</b>	<b>186</b>



# "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 19<sup>th</sup>, 2019

1 MILE - 9AM & 5k - 10AM

Featuring  
Spud Run  
Birthday  
Cakelets



**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 Glen 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) 652-5922 evenings  
(518) 792-3421 days or email [philj@mybluelight.com](mailto:philj@mybluelight.com)

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

**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 Chili"

**TO BENEFIT:** The Hartford Senior Class of 2020

### AWARDS! At 11 AM

Male & Female

Overall Prizes

10 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 2019

Shirt Size

LAST NAME										FIRST NAME										M		MR		MS		LD		XL	
ADDRESS										PHONE																			
CITY										VIEW PROVINCE										ZIP/POSTAL CODE									
Age Group										Wind Chills										1 mile		5K		AGE (Race Day)		Male		Female	
10 & Under 14-18 19-29 30-39 40-49 50-59 60-69 70-79 80 & over																													

In consideration of the opportunity to participate in this race as a Runner, Walker or Volunteer, I hereby assume 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 am in good physical shape. Further, I hereby grant full permission to any and all the foregoing to use any photographs, video tapes, motion pictures, recordings, or any other record of, this event for any legitimate purpose. I am free from any dangers associated with distance running. I hereby for myself, heirs, executors, or assigns waive & release any and all claims I may have against USATF, 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 staffing, competing in, traveling to, or returning from the events on October 19, 2019.

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

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

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

Official Use Area

Date Rec. \_\_\_\_\_

Race # \_\_\_\_\_

Make Checks Payable To: HARTFORD ROAD RACE COMMITTEE  
MAIL ENTRIES: PHIL JESSEN - RACE DIRECTOR  
74 GILCHRIST HILL EXT, HARTFORD, NY 12838

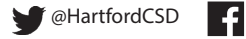


# HARTFORD

## CENTRAL SCHOOL DISTRICT

4704 State Route 149, Hartford, NY 12838

518-632-5222 • [www.hartfordcsd.org](http://www.hartfordcsd.org)



### Administration

Andrew Cook, Superintendent

Shelley Dupuis, Middle/High School Principal

Bethellen Mannix, Elementary Principal

### Board of Education

Brian Getty, President

Janine Thomas, Vice-President

Philip Jessen

Adam Fish

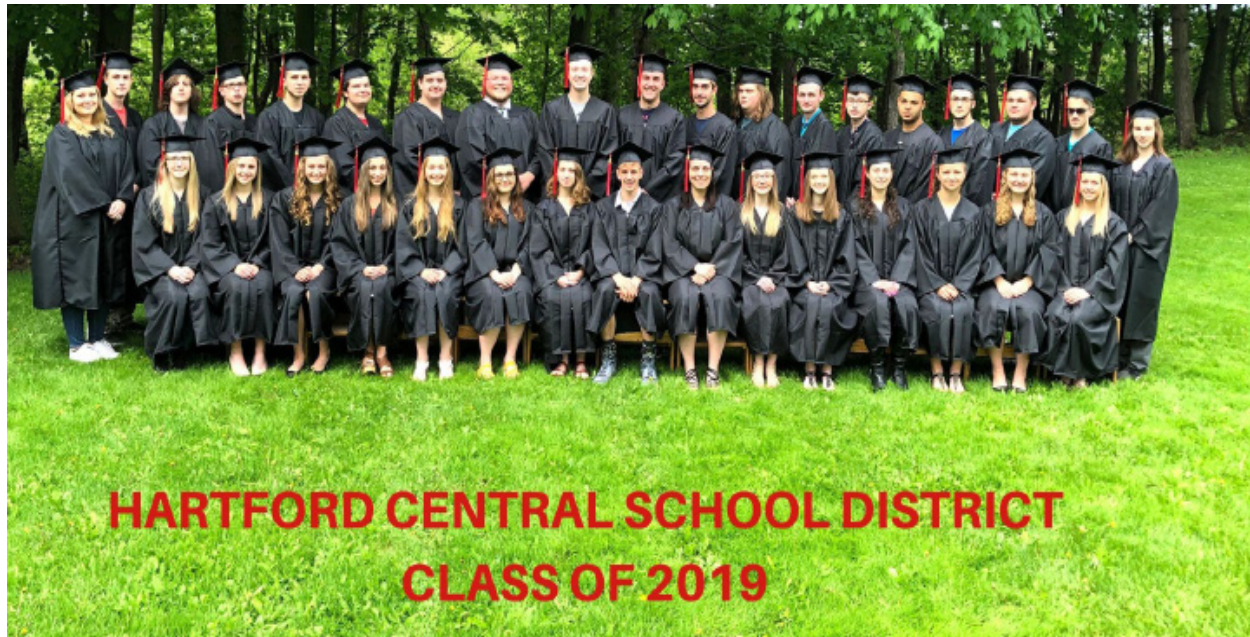
Ron Smith

NON-PROFIT ORG.  
U.S. POSTAGE

**PAID**

Glens Falls, NY 12801

PERMIT #511



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

**Alicen Barker**, SUNY Adirondack; **Bricen Barker**, employment; **Hailey Barker**, college; **Mitchell D. Brayman**, SUNY Adirondack; **Bradley Burch**, Hudson Valley Community College; **Lucas Casey**, SUNY Adirondack; **Anthony Dickinson**, military; **Kyle Eastman**, employment; **Andrew J. Euber**, military; **Valerie Keeley**, Hudson Valley Community College; **Davan T. Kibling**, SUNY Adirondack; **Rylie Liebig**, SUNY Oneonta; **Dylan Lettus**, continue WSWHE BOCES CTE program; **Kaitlin Mallory**, SUNY Adirondack; **Kyler Martindale**, employment; **Carlee McGreevy**, SUNY Delhi; **Justin Mefford**, employment; **Matthew E. Mulhall**, SUNY Adirondack; **Kate L. Osborne**, SUNY Adirondack; **Brendan Petit**, SUNY Adirondack; **Timothy Purdy**, employment; **Camille Rogers**, Fulton-Montgomery Community College; **Patrick H. Smith**, employment; **Tanner Smith**, Modern Welding School; **Kimberly Stone**, SUNY Adirondack; **Megan Tyler**, SUNY Adirondack; **Alexandria Wade**, Albany College Pharmacy and Health Sciences; **Kayleigh Wade**, SUNY Adirondack; **Diahjanae N. Walker**, undecided; **Brittney M. White**, SUNY Adirondack; **Lauren P. Wicks**, SUNY Cobleskill; **Alisia Willette**, undecided; **Noah Wilson**, military; **Seth D. Wood**, employment; **Olivia M. Woodward**, SUNY Adirondack