



# HARTFORD

## CENTRAL SCHOOL DISTRICT

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## Message from the Superintendent

I hope everyone is enjoying the summer recess and spending quality time with family and friends!

As we prepare for the start of the 2024-2025 school year, I would like to extend one more offer of congratulations to the members of the Class of 2024. High school graduation is a significant milestone, and each of our graduates should be incredibly proud of this achievement.

Graduates, as you transition into the next phase of your life, I urge you to reflect purposefully on your experiences at HCS. I hope you treasure the memories of your experience and not consider them fleeting moments in time. Use your memories to remind you of where you have been, but to also inspire you to envision where you are headed. As you embark on this new chapter of your life, carry with you the lessons learned and the memories cherished. Allow these memories to be your guiding light in times of uncertainty and your source of courage in the face of adversity.

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

I am looking forward to working with you and your child(ren) throughout the 2024-2025 school year.

## HARTFORD STEWART’S SPUD RUN

Mark your calendar for the annual Hartford Stewart’s Spud Run on Saturday, October 5, 2024. The one-mile fun run starts at 9 a.m., followed by the 5K at 10 a.m. Known as “The toughest 5K you’ll ever love,” this course features rolling hills and beautiful Hartford scenery. Proceeds benefit the class of 2025. Participants can enjoy Board of Education President Phil Jessen’s “Almost Famous Five Alarm Chili” and Spud Run birthday cakelets!

The awards ceremony will be at approximately 11 a.m. The overall male and female 5K winners will receive a 10-pound sack of spuds, with second and third place overall finishers receiving 5 pounds of spuds. There are 10 age group divisions for male and female, with awards for the top three finishers in each (no duplicate awards). All pre-registered 5K entrants receive a special Spud Run t-shirt. Register today at [zippyreg.com](http://zippyreg.com). For questions, contact race director Andrew Cook at 518-632-5222.

## MESSAGE FROM PRINCIPAL MANNIX

Dear Parents, Guardians and Community Members,

I hope this message finds you well and filled with anticipation for the start of another exciting school year! As we prepare to welcome everyone back to some wonderfully renovated spaces, I want to take a moment to share some thoughts and important information with you.

First and foremost, I extend a warm welcome to all our new students and families joining our school community this year. We are thrilled to have you with us and look forward to getting to know each and every one of you. To our returning students and families, welcome back! Your presence and continued commitment to our school are what makes Hartford such a special place.

As we embark on this new school year together, our focus remains steadfast on providing a safe, supportive, and enriching environment where every child can thrive academically, socially, and emotionally. Our dedicated staff is prepared and excited to inspire, challenge, and guide each student toward success.

After careful consideration, the District has decided to reorganize our kindergarten through grade 2 classes for the upcoming school year. This adjustment aims to remain fiscally responsible to all taxpayers while continuing to address student needs and learning styles. The new class structure includes a change from two sections of each grade level, kindergarten to second, to one section of each grade in kindergarten, first grade and second grade. Using our current numbers, those classes will range from 16-22 students. Grades 3 through 5 will remain with two sections at each grade level. Students in grades 3-5 will have both teachers, as one teaches Math and Science and the other teaches English Language Arts (ELA) and Social Studies. Kindergarten through grade 2 will receive additional support from our interventionists and support staff in an effort to address skill deficits, provide enrichment opportunities and support student needs. Kindergarten through grade 5 teacher assignments for the 2024-25 school year are as follows:

- Kindergarten: Mrs. Kristy Genevick
- First Grade: Mrs. Amy Thomas
- Second Grade: Mrs. Jennifer Lawrence
- Third Grade: Mrs. Wendy Simmons and Mrs. Victoria Vanier
- Fourth Grade: Mrs. Amber Lynch and Ms. Christina Pedone
- Fifth Grade: Mr. Michael MacDougall and Mrs. Christina Talmadge

Throughout the year, we will continue to emphasize our core values of respect, responsibility, kindness, and perseverance. These values not only shape our school culture, but also prepare our students to become compassionate leaders and active contributors to our community. Involvement in your child's education is welcomed and encouraged. I urge you to join Class Dojo for each of your elementary children to ensure a reliable method of communication between teachers and

parents. I can assure you that our district will continue to provide your child/children with a rich educational experience while maintaining a safe environment for everyone. Recess and extra Physical Education will continue to be an important component of students' instructional day as it relates to their physical, social and emotional well-being. Teachers will strive for consistency throughout elementary by using Class Dojo for communication, as well as Google Classroom. Elementary will continue trimester grading and will hold Parent-Teacher Conferences in November to share student progress before the trimester ends. Our teachers and I will continue to recognize students for their accomplishments during monthly Citizens' Assemblies and students will continue to have Art, Music, Library/Technology, and Physical Education. All specials will rotate on a 6 day cycle.

Please take note of the following important dates and events:

- **First Day of School:** September 5th
- **Open House:** September 26th from 5:30-7:00p.m.
- **Parent-Teacher Conferences:** November 15th, 18th and 26th (11:45 K-8 Dismissal)

I encourage communication between home and school. Please feel free to contact teachers and myself throughout the school year via Class Dojo, phone, written notes, through your child's agenda book, or via email. Additionally, I encourage you to stay informed about school news and updates through our website, newsletters, and social media channels. Faculty, Staff and Administrators will continue to work together to meet the needs of all students and your continued support at home is so important. I am looking forward to the 2024-25 school year with optimism for a successful and rewarding year. Thank you for sharing your children with us and enjoy the remainder of the summer!

*Bethellen C. Mannix*

Elementary Principal/Special Education Chairperson

bmannix@hartfordcsd.org

518-632-5222 ext. 120



## MESSAGE FROM PRINCIPAL DUPUIS

Dear Middle/High School Families,

### Welcome

On behalf of the Middle/High School staff, it is my pleasure to welcome you to the 2024-2025 school year. The start of a new school year is right around the corner. Soon our hallways, classrooms, and athletic fields/courts will be bursting with excitement and enthusiasm. I hope you are enjoying your summer vacation and have had time to relax and rejuvenate. We are all anxiously awaiting your return to school on Thursday, September 5th. I can't wait for you to see our completed renovations and new spaces when you return in September.

I want to welcome our incoming sixth graders to the Middle/High School. One of the highlights each school year is the anticipation that our newest students bring to the building. They remind us that each school year is new and exciting. Sixth grade students and families will be invited to attend the Sixth Grade Orientation on August 28th at 6:00p.m. Invitations will be sent to all families in the mail with more information.

### Congratulations

Again, I would like to congratulate the graduating Class of 2024. We are extremely proud of all their achievements and accomplishments. The faculty, staff, and community can't wait to see what the future holds for the Class of 2024. Thank you to the generous local donors who provided our seniors with over \$26,600 in scholarships and awards at graduation.

### Schedules and Supply Lists

Student schedules and supply lists for students in grades 6-12 have been mailed. Please reach out to the district if you need assistance with school supplies. If you have any questions about your schedule, please contact Mrs. Shaw (Grades 6-7) [tshaw@hartfordcsd.org](mailto:tshaw@hartfordcsd.org) or Mrs. Harrington (Grades 8-12) [wharrington@hartfordcsd.org](mailto:wharrington@hartfordcsd.org) with your questions. Students may drop or add courses beginning September 9th through September 13th.

### Fall Athletics

Fall athletics will begin on August 26th for junior varsity and varsity athletes. The start date for modified athletics will be determined by the coaches, but may begin as early as September 2nd. There will be a Fall Sports Information virtual meeting on Tuesday, August 20th at 6:00p.m. via Google Meet. Please check the district website for the meeting link. In order to participate, all athletes need to be registered and approved through Arbiter(formerly Family ID). Hudson Headwaters Health Network will be in the district on August 15th if you need an updated physical. Please contact Mrs. Connor at 518-632-5222 ext. 307 to reserve a spot.

### Attendance

If during the school year your child is absent or late to school, please contact Mrs. Connor in the Main Office at 518-632-5222 ext 307. If your child is absent, please provide a written excuse when your child returns to school.

### Late Buses

Late buses will run Tuesday through Thursday. Late buses will depart HCS at 3:10p.m. Students should use this time to receive extra help and support from teachers. Students waiting for a sports practice to begin, but are not staying after with a teacher may stay in the cafeteria until 3:10p.m.

### What's New

At the Middle/High School we do not anticipate having any new teachers for the upcoming school year, but we are looking forward to the addition of these new and exciting courses: Advanced PE, Computer Science, Digital Publishing, Sales and Marketing, Forensics, and Introduction to Agriculture.

### Cell Phones

Students may bring their cell phones to school and are permitted to use them appropriately when classes are not in session. Cell phones are not allowed in the classrooms and should be stored in student lockers if brought into the school building. Students will be allowed to use cell phones between classes and during lunch times. Failure to comply with this expectation will result in disciplinary action according to the Code of Conduct.

### Student Involvement

I encourage all students to participate in a minimum of one club and/or sports team this school year. Research shows that students who are involved in extracurricular activities have higher grades, more positive attitudes toward school, and higher academic aspirations. Get involved! Check out the district website for a list of extracurricular activities.

### Save the Dates

- August 20th: Virtual Falls Sports Information Night 6:00p.m. via Google Meet
- August 26th: JV/Varsity Fall Sports Begin
- September 5th: First Day of School
- September 26th: Open House 5:30-7:00p.m.

If at any time during the school year I can be of assistance to you, please do not hesitate to contact me with questions, concerns or ideas. I am looking forward to seeing you soon for another successful school year. Go Tanagers!

*Mrs. Shelley Dupuis*

Middle/High School Principal  
[sdupuis@hartfordcsd.org](mailto:sdupuis@hartfordcsd.org)  
518-632-5222 ext. 307

# 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  
Amanda Howard ..... District Treasurer  
Melody Sipowicz ..... School Nurse  
Ryan Winthrow ..... School Lunch Director  
Kevin Lovely ..... Buildings & Grounds Supervisor  
Susan Greene-Smith..... Director of Transportation  
Michael Rogers..... Head Bus Driver

## Telephone Directory

(Voice Mail is available for all staff members)

District Office ..... 518-632-5222 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 ..... 518-632-5222 ext. 307  
Guidance/General ..... 518-632-5222 ext. 306  
Business Office ..... 518-632-5222 ext. 508  
Transportation/Bus Garage ..... 518-632-5222 ext. 530

## Board of Education Meetings

All meetings begin at 6:30 p.m.

- September 9, 2024
- October 21, 2024
- November 18, 2024
- December 9, 2024
- January 13, 2025
- February 10, 2025
- March 10, 2025
- April 7, 2025
- May 12, 2025
- June 9, 2025

## 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 members 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

**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 entrances 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, 2024. 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 their 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 Main 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.



### A Note About Absences

On a day when your child is absent from school, please notify the attendance office at your earliest convenience at 518-632-5222.

Elementary Office ext. 101  
Middle/High School Office ext. 307

### 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 should contact Mrs. Jenn Nims in the Guidance Office at 632-5222 ext. 306.

Five-Week Marking Period Ends ..... October 4, 2024

Quarter One Marking Period Ends .....November 8, 2024

Fifteen Week Marking Period Ends ..... December 13, 2024

Quarter Two Marking Period Ends .....January 24, 2025

Twenty-Five Week Marking Period Ends ..... March 7, 2025

Quarter Three Marking Period Ends .....April 11, 2025

Thirty-Five Week Marking Period Ends .....May 23, 2025

Quarter Four Marking Period Ends .....June 26, 2025

K-5 Report cards will be distributed the last day of school.  
6-12 Report cards will be mailed home June 27, 2025.

### 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 2024-2025 school year, please indicate this in writing to your child's principal by September 13, 2024. 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.



**We take pride in sharing student accomplishments and other student news with our community.**

## COMMUNITY ELIGIBILITY PROVISION (CEP)

Dear Parents and Guardians:

The district is pleased to announce that the Hartford Central School District, through our partnership with CapRegion BOCES, has been approved as a Community Eligibility Provision (CEP) district.

CEP is a federal program that allows those school districts with a certain poverty rate (greater than 40%) to provide free breakfast and lunch to all students.

What does this mean for your child(ren)?

All students enrolled at Hartford Central Schools are eligible to receive a healthy breakfast and lunch at school at no charge to your household for each day of the 2024-2025 school year.

All families are asked to complete and return a Household Income Eligibility Form located on page 7. This form is different from the traditional Free and Reduced Price Meal Application and does not qualify the students for free meals, but rather determines a student's eligibility to receive additional benefits, and also aides the district in funding for student learning.

Your child(ren) will be able to participate in these meal programs without having to pay a fee.

Although all students are eligible to receive a free breakfast or lunch, every student will continue to have a personal lunchroom account with a unique personal identification

number (PIN) so they may purchase snacks. This number will stay with the student until they graduate. Students can access their account on the keypad located at the cash register. While it is recommended that students remember their PIN number, the cashier can also retrieve it. We encourage parents and guardians to deposit money into their child's account. However, students may still pay with cash. When sending in money for pre-payment of snacks, please include your child's PIN number on the check or envelope to ensure it is deposited into the correct account.

Menus will be sent home with K-5 students. Students in Grades 6-12 may pick up a menu in the cafeteria. Menus are also posted on the district's website [www.hartfordcsd.org](http://www.hartfordcsd.org) and shared on Facebook. Please contact School Lunch Director, Ryan Withrow with questions or concerns at 518-598-8571.

### 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

### Why should you participate in School Nutrition Programs?



#### School Meals Are Cost-Effective

Recent regulations have revamped school food into more nutritious and appealing meals while still at a low cost. Students that are eligible for free and reduced lunches receive meals that are packed with nutrition. Students that are not eligible for free or reduced meals are still receiving a bargain by purchasing school meals. Quite often, the price paid for a healthy school meal is less than the price of a packed meal from home.



#### School Meals Save Time

An average family can spend up to 30 minutes preparing breakfast and lunch. Doing that for every school day adds up to over 5,500 minutes, or 92.5 hours. That is more than two full work weeks! Our food service professionals are ready to serve your students and eliminate your time crunch.



#### School Meals Support Academic Success

Students spend around six hours per day in the classroom. Without the proper fuel, students can quickly run out of steam and lose interest in schoolwork. Nutritious meals, such as those provided by the School Nutrition Program, provide students with adequate fuel that can keep them energized and focused all day. Plus, a healthy diet will also support a healthy immune system, which means fewer sick days for your children!

Please refer to the School Nutrition page on the district website for further information about programs and policies.

Visit [www.hartfordcsd.org/Page/1257](http://www.hartfordcsd.org/Page/1257)

**Community Eligibility Provision (CEP)/Provision 2 non-base year  
Household Income Eligibility Form**

**Hartford Central School District** is participating in the Community Eligibility Provision (CEP) or Provision 2 in a non-base year. All children in the school will receive meals/milk at no charge regardless of household income or completion of this form. This form is to determine eligibility for additional State and federal program benefits that your child(ren) may qualify for. Read the instructions on the back, complete **only one** form for your household, sign your name and return it to the school named above. Call **Erin Wright, (518) 464-3945** if you need help.

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

Student Name	School	Grade/Teacher	Foster Child	No Income
			<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 5, and sign the application.

Name: \_\_\_\_\_ CASE # \_\_\_\_\_

**3. Household Gross Income:** List all people living in your household, how much and how often they are paid (weekly, every other week, twice per month, monthly). Do not leave income blank. If no income, check box. If you have listed a foster child above, you must report their personal income.

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"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

**4. Signature:** An adult household member must sign this application.

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 may receive 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** \_\_\_\_\_

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:	Total Household Income/How Often:	Household Size:
_____	_____	_____
Free Eligibility	Reduced Eligibility	Denied Eligibility

**PART 1 ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE FORM FOR YOUR HOUSEHOLD.**

- Print the names of the children, including foster children, for whom you are applying on one form.
- List their grade and school.
- Check the box to indicate a foster child living in your household, and check the box for each child with no income.

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

- List a current SNAP (Supplemental Nutrition Assistance Program), TANF (Temporary Assistance for Needy Families) 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.
- An adult household member must sign the form in PART 4. **SKIP PART 3** - Do not list names of household members or income if you list a SNAP, TANF or FDPIR number.

**PARTS 3 & 4 ALL OTHER HOUSEHOLDS MUST COMPLETE ALL OF PARTS 3 AND 4.**

- Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are completing the form for, all other children, your spouse, grandparents, and other related and unrelated people living in your household. Use another piece of paper if you need more space.
- Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box.** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.

**PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA**

The District is committed to maintaining the privacy and security of student data and teacher and principal data and will follow all applicable laws and regulations for the handling and storage of this data in the District and when disclosing or releasing it to others, including, but not limited to, third-party contractors. The District adopts this policy to implement the requirements of Education Law Section 2-d and its implementing regulations, as well as to align the District's data privacy and security practices with the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1).

Definitions: As provided in Education Law Section 2-d and/or its implementing regulations, the following terms, as used in this policy, will mean:

- a) "Breach" means the unauthorized acquisition, access, use, or disclosure of student data and/or teacher or principal data by or to a person not authorized to acquire, access, use, or receive the student data and/or teacher or principal data.
- b) "Building principal" means a building principal subject to annual performance evaluation review under the provisions of Education Law Section 3012-c.
- c) "Classroom teacher" means a teacher subject to annual performance evaluation review under the provisions of Education Law Section 3012-c.
- d) "Commercial or marketing purpose" means the sale of student data, or its use or disclosure for purposes of receiving remuneration, whether directly or indirectly, the use of student data for advertising purposes, or to develop, improve, or market products or services to students.
- e) "Contract or other written agreement" means a binding agreement between an educational agency and a third-party, which includes, but is not limited to, an agreement created in electronic form and signed with an electronic or digital signature or a click-wrap agreement that is used with software licenses, downloaded, and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.
- f) "Disclosure" or "disclosure" means to permit access to, or the release, transfer, or other communication of personally identifiable information by any means, including oral, written, or electronic, whether intended or unintended.
- g) "Education records" means an education record as defined in the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.
- h) "Educational agency" means a school district, board of cooperative educational services (BOCES), school, or the New York State Education Department (NYSED).
- i) "Eligible student" means a student who is eighteen years or older.
- j) "Encryption" means methods of rendering personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or methodology specified or permitted by the Secretary of the United States Department of Health and Human Services in guidance issued under 42 USC Section 17532(b)(2).
- k) "FERPA" means the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.
- l) "NIST Cybersecurity Framework" means the U.S. Department of Commerce National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1). A copy of the NIST Cybersecurity Framework is available at the Office of Counsel, State Education Department, State Education Building, Room 148, 89 Washington Avenue, Albany, New York 12234.
- m) "Parent" means a parent, legal guardian, or person in parental relation to a student.
- n) "Personally identifiable information (PII)" as applied to student data, means personally identifiable information as defined in 34 CFR Section 99.3 implementing the Family Educational Rights and Privacy Act, 20 USC Section 1232g, and, as applied to teacher or principal data, means personally identifying information as this term is defined in Education Law Section 3012-c(10).
- o) "Release" has the same meaning as disclosure or disclose.
- p) "Student" means any person attending or seeking to enroll in an educational agency.
- q) "Student data" means personally identifiable information from the student records of an educational agency.
- r) "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of Education Law Sections 3012-c and 3012-d.
- s) "Third-party contractor" means any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to the educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This term will include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities pursuant to Education Law Section 211-a and is not an educational agency, and a not-for-profit corporation or other nonprofit organization, other than an educational agency.
- t) "Unauthorized disclosure" or "unauthorized release" means any disclosure or release not permitted by federal or state statute or regulation, any lawful contract or written agreement, or that does not respond to a lawful order of a court or tribunal or other lawful order.

**Data Collection Transparency and Restrictions**

As part of its commitment to maintaining the privacy and security of student data and teacher and principal data, the District will take steps to minimize its collection, processing, and transmission of PII. Additionally, the District will:

- a) Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.
  - b) Ensure that it has provisions in its contracts with third-party contractors or in separate data sharing and confidentiality agreements that require the confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.
- Except as required by law or in the case of educational enrollment data, the District will not report to NYSED the following student data elements: a) Juvenile delinquency records;

- b) Criminal records;
- c) Medical and health records; and
- d) Student biometric information.

Nothing in Education Law Section 2-d or this policy should be construed as limiting the administrative use of student data or teacher or principal data by a person acting exclusively in the person's capacity as an employee of the District.

## STUDENT TRANSPORTATION EXPECTATIONS



The school bus is an extension of the classroom, and every effort is made by the District to ensure a safe and convenient mode of transportation for students. The exercise of caution, consideration for others, and proper conduct by each student is essential to ensure the safety of all passengers.

To ensure the safety of all passengers and to avoid distracting the bus driver, it is essential for students to behave appropriately while riding on the school bus. Students are expected to conduct themselves in a manner consistent with established standards for classroom behavior as outlined in the District's Code of Conduct.

### TRANSPORTATION RULES

1. In order to maintain the established schedule, drivers cannot wait for students. Students should be ready and on time for boarding the bus each morning.
2. Students will wait until the bus comes to a full stop before entering the roadway to board the bus or before leaving their seat to get off the bus.
3. Students should use extreme caution when getting on or off the bus. When crossing the highway, wait for the driver to signal to do so and cross 10 feet in front of the bus.
4. Students will take a seat upon boarding a bus and remain seated at all times while the bus is in motion.
5. Students are to keep all extremities inside of the bus at all times.
6. The use of drugs, alcohol, smoking, the use of tobacco, or any illegal substance by students on the bus is strictly prohibited at all times. Eating of food, drinking of beverages, and taking medication is not permitted on the bus.
7. Students will refrain from shouting, yelling, or creating other loud noises which can be distracting to the driver. Conversations should be conducted using "indoor voices."
8. Buses must be kept clean at all times. Each student has the duty, and responsibility, to see that he or she does not litter.
9. Students shall remain on the bus until it arrives at school or at the designated drop-off location. Drivers will not allow students off upon request unless a pass is obtained from the Main Office.
10. Students are not permitted to engage in telephone calls, take photos, or record videos while on the bus. Music may be listened to, but only with the use of headphones.
11. The school bus driver is completely in charge when transporting students. All instructions given shall be followed and students should cooperate with the driver in any way they can.

These rules are made for the safety and benefit of all students. Unfortunately, there may be a time when a student does not abide by the rules. In the event of violations, the following disciplinary steps have been established:

- Verbal warning by the bus driver
- Written referral to the school principal for possible disciplinary action
- Parent conference with the school principal to determine eligibility for continued transportation
- School authorities may remove a student from bus privileges at any time if the offense is serious enough to warrant such action regardless of the number of violations

**If you SEE something**  
**If you HEAR something**  
**SAY something**  
**REPORT SUSPICIOUS ACTIVITY**  
**CALL OR TEXT 518-600-1002**  
**OR E-MAIL tips@hartfordcsd.org**  
**FOR EMERGENCIES DIAL 911**

The Hartford Central School District is committed to creating a learning environment that is safe and supportive of every student and condemns, and prohibits, all forms of violence, harassment, bullying and/or discrimination of students, faculty, staff, and visitors. The district takes this responsibility seriously and is seeking everyone's partnership in maintaining a healthy school environment. If you see suspicious activity or any act of bullying, harassment, or discrimination please let us know by utilizing our Tip Hotline:

- Phone Number: 518-600-1002
- Email: [tips@hartfordcsd.org](mailto:tips@hartfordcsd.org)

The Tip Hotline can also be used as a resource to contact the district if you, or someone you know, is in need of mental health services.

## 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. Wendy 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 hospital
- 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 2023-2024 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 all interested persons. The annual visual inspection was also completed and is on file in the District Office.

### Asbestos Management Plan

The school district is responsible for inspecting its buildings, testing and identifying building materials that may contain asbestos, and for developing a plan for the proper management of those materials. The school district must also appoint a trained Asbestos Designee. The district has appointed Kevin Lovely, Head of Buildings and Grounds Maintenance, as the LEA Designee for the school buildings. The Designee ensures that inspections are conducted with the required schedule and that asbestos is only disturbed in compliance with New York State Code Rule 56 and the Commissioner of Education's Regulations. 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 & 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 518-632-5222.

### 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.

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

## BACKPACK PROGRAM AND COMFORT CLOSET

The school is entering its eighth 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 continues to be a generous outpouring of support for the initiative that includes numerous donations from community members, HCS retired teachers, Hartford Food Pantry, Hartford United Presbyterian Church, First Baptist Church Thrift Shoppe, Hartford UMC, Hartford Ridge Riders, many of our school student clubs, 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 Key Club members for Friday distribution. 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 25 students. There is never a waiting list to receive this service as students can be added at any time. 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



In addition to the BackPack program, we also have the Comfort Closet, which offers free toiletries for any student (UPK-12) that might find themselves in need of items (shampoo, soap, deodorant, toothpaste, toothbrushes, etc). The Comfort Closet is located in the Guidance Office, and students are available to stop in and take what they need during their free periods. The Comfort Closet was established by the National Junior Honor Society in 2022 and is sustained through donations.

## 6TH GRADE SUPPLY LISTS

### Home & Careers - Mrs. Barnard

- 1 notebook
- Pen or pencils

### Math/Science - Mrs. Sutliff

- 1 personal pencil sharpener
- 2 packages of pencils

### Social Studies & ELA - Mrs. Burch

- 4 different colored plastic folders w/metal tabs for securing 3-hole punched papers (this is not a 3-ring binder)
- 16 blue and black pens (8 to stay home and 8 for school)
- 1 BLUE spiral subject notebook
- 1 set of headphones

### Technology Class - Ms. Stewart

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

### Physical Education-Ms. Breault

- Sneakers
- Athletic clothing: shorts, t-shirt, sweatpants, etc

### Junior Chorus Concert Attire - Mrs. Dougher

#### Boys Attire

- Black pants
- White shirt
- Dark dress shoes

#### Girls Attire

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

### Junior Band/Concert Attire - Mrs. Schultz

- One 1", 3 ring binder
- Tradition of Excellence Book 1 for your instrument
- Supplies for your instrument - Reeds, oils, swabs, etc

#### Boys Attire

- Black pants
- Dark dress shoes
- White dress shirt

#### Girls Attire

- Black pants or skirt (below the knee)
- Dark dress shoes (closed toe)
- White dress shirt (no spaghetti straps)

## DISTRICT-WIDE COMMUNICATION TOOLS

### National Federation of High School Sports (NFHS)

The district is pleased to continue its partnership with the National Federation of High School Sports (NFHS) and have the ability to stream our indoor interscholastic events through their online platform.

The NFHS Network is the leading online streaming platform for high school sports throughout the country. All NFHS Network events are available to watch online at [www.NFHSnetwork.com](http://www.NFHSnetwork.com) and through the NFHS Network Mobile Apps for iOS and Android, and our TV Apps for ROKU, Amazon Fire, Google TV and Apple TV.

A NFHS membership is needed to access our games and the district has negotiated a discounted rate for our families. Memberships will cost \$40 for the year and include:

- All home Varsity, JV, and modified volleyball, boys' basketball, and girls' basketball games
- Viewing rights to all NFHS Network supported content throughout the country, including:
  - Any streamed sectional level contents
  - All NYS Championship level contents

For additional information about the features and benefits please visit [nfhsnetwork.com](http://nfhsnetwork.com).

To purchase a membership, please contact the Middle/High School Office at 518-632-5222.

### 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.

### SchoolTool Parent Portal

Parents/Guardians have the ability to view their child's information online anytime. Please see page 10 for the registration form to view your child's:

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

### Website and Social Media Accounts

- Hartford Central School District's website: [www.hartfordcsd.org](http://www.hartfordcsd.org)
- Twitter: @HartfordCSD
- Facebook: Hartford Central School
- YouTube: Hartford Central School District Media Account

### 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 Rosa 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.

### 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 518-632-5222 with name and address.





# HARTFORD

## CENTRAL SCHOOL DISTRICT

# TANAGER PRIDE DAYS

Show your Tanager Pride by wearing your Tanager apparel, or other black and red apparel on the dates below. Have fun! Be creative!

**September 27**

**October 25**

**November 26**

**December 20**

**January 31**

**February 28**

**March 28**

**April 25**

**May 30**

**June TBD**



Keep up with the latest school news at [hartfordcsd.org](http://hartfordcsd.org)



# 2024-2025 SCHOOL CALENDAR

JULY 2024						
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			

JANUARY 2025						
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	Independence Day
September 2	Labor Day
September 3 & 4	Supt. Conf. Day
September 5	Classes Begin
October 14	Columbus Day
November 8	Emergency Release Day
November 11	Veteran's Day
November 27-29	Thanksgiving Recess
December 23	Holiday Recess Begins
January 6	Classes Resume
January 20	M. Luther King Jr. Day
January 21 - 24	Regents Testing
January 29	Asian Lunar New Year
February 17-21	Mid-Winter Recess
April 14 - 18	Spring Break
May 26	Memorial Day
June 10 -11	Regents Testing
June 17 - 27	Regents Testing
June 19	Juneteenth
June 26	Last Day of Classes
June 27	Supt. Conf. Day
June 27	Graduation
June 30	Supt. Conf. Day

AUGUST 2024						
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 2025						
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	

SEPTEMBER 2024						
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 2025						
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
<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>

Classes Not in Session  
 Supt. Conference Day

OCTOBER 2024						
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 2025						
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		

----- Regents Testing

September	18
October	22
November	17
December	15
January	18
February	15
March	21
April	17
May	21
June	18

NOVEMBER 2024						
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 2025						
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

Total Number of Pupil Days: 182

Supt. Conference Day: 4

TOTAL DAYS: 186

DECEMBER 2024						
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 2025						
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					



## ELEMENTARY SUPPLY LISTS

### Kindergarten

- Art shirt
- 1 plastic pencil box
- 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
- Headphones\*

### First Grade

- 1 plastic two-pocket folder (not red)
- 1 eraser
- 1 box of crayons (24 or less)
- 1 highlighter
- Approximately (10) #2 pencils - not mechanical
- 1 standard pencil box (not zipper closure)
- 1 pair of "child size" headphones
- 1 box of zip-style *sandwich* bags (**Boys only**)
- 1 box of zip-style *snack* bags (**Girls only**)
- 1 glue stick
- 1 dry erase marker (fine tip)
- Scissors (Child's Fiskars work best)

### Second Grade

- #2 pencils sharpened (not mechanical)
- 2 boxes of 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
- 1 pad of 3" x 3" Post-It notes

*Please label all items*

\* Regular child-sized headphones are more effective than earbuds

### Third Grade

- #2 pencils
- 1 pencil bag or crayon box
- 1 box of crayons or colored pencils
- 2 large glue sticks
- 1 three subject spiral notebook
- 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 use
- 1 two-pocket folder (for music)
- Please bring \$7.00 to Mrs. Dougher in September to purchase a Yamaha Recorder through the Music Department

*Please label all items*

\* Regular child-sized headphones are more effective than earbuds

### Fourth Grade

- 6 plastic two-pocket folders (1 blue, 1 red, 1 green, 1 yellow, 2 any color)
- 1 pair of scissors
- 2 packages of Colored pencils (24 pack)
- 2 pencil pouches
- #2 pencils (not mechanical and at least 24 pencils)
- Erasers
- 1 blue Composition notebook (at least 80 pages)
- 2 black Composition notebooks
- 4 packages of glue sticks
- 1 highlighter
- Headphones\* (if not sent to 4th grade from 3rd grade)
- 1 package dry erase markers
- 1 container of Lysol or Clorox wipes
- 1 box of tissues
- Recorder for Music; \$7.00 to purchase one if you do not have one from 3rd grade
- Donations of above items to the class are greatly appreciated

*Please **DO NOT** label any folders or notebooks -this will be done together on the first day of school.*

\* Regular child-sized headphones are more effective than earbuds

### Fifth Grade

- 2 packages of #2 pencils
- 1 package of wide-ruled loose leaf lined paper
- 4 two-pocket folders (1 blue, 1 red, 1 green, 1 orange)
- 1 sturdy plastic homework folder
- 1 package of dry erase markers
- 3 marble Composition notebooks (1 red, 1 blue, 1 black)
- 1 pair of scissors
- 2 packages of glue sticks
- 1 pencil pouch (no pencil boxes)
- Headphones\* (if not sent from 4th to 5th grade)
- 1 package of highlighters
- For Music: 1 two-pocket folder and your recorder from 4th grade (or \$7.00 to purchase a new one)
- Donations of above items to the class are greatly appreciated

*Please **DO NOT** label any items-this will be done together on the first day of school.*

### K-5 Elementary Art with Mrs. Holl

- Pencil box or pouch
- Ticonderoga pencils
- 1 large pink eraser
- Box of 24 crayola crayons
- Art smock (an adult large old t-shirt works well!)
- 2 glue sticks

Supplies for grades K-5 are requested by teachers and not meant to cause financial hardship. If you need assistance, please contact Mrs. Mannix for confidential arrangements. We often have donated backpacks and supplies. Check availability by calling Mrs. Livingston at 518-632-5222 ext. 101. Also, look for summer sales at Staples!

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

# HARTFORD

## CENTRAL SCHOOL DISTRICT

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

### Administration

Andrew Cook, Superintendent  
Shelley Dupuis, Middle/High School Principal  
Bethellen Mannix, Elementary Principal

### Board of Education

Philip Jessen, President  
Janine Thomas, Vice-President  
Adam Fish  
Ron Smith  
Ashley Happy

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**Join us in congratulating our Class of 2024 graduates and wishing them the best in their future endeavors!**

**Mia Amato**, Champlain College  
**Seth Burch**, Onondaga Community College  
**Esau Day, Jr.**, University at Albany  
**Trinity DeCota**, SUNY Adirondack  
**Gavyn Dezalia**, Hudson Valley Community College  
**Alawnah Dunda**, Lesley University  
**Gavin Durkee**, employment  
**Jadyn Fish**, Alfred State College of Technology  
**Nathan Fiske**, Siena College  
**Aidan Foster**, SUNY Adirondack  
**John Gauthier**, Hudson Valley Community College  
**Haliegh Grygas**, employment  
**Colby Hollis**, NASCAR Technical Institute  
**Shelby Kelly**, considering her options  
**Mckenna Kibling**, SUNY Adirondack  
**Hunter LaCross**, Southern Adirondack CTE  
**Raeghan Liebig**, Fulton Montgomery Community College

**Kassaundra McNall**, SUNY Adirondack  
**Logan Miller**, SUNY Adirondack  
**Reese Pope**, Alfred State College of Technology  
**Isabelle Reynolds**, Florida Gulf Coast University  
**Aidan Shaw**, Saint Michael's College  
**Cheyenne Shields**, employment  
**Brandan Tyler**, Lincoln Technical Institute  
**Anna Vadnais**, considering her options  
**Cassandra Wade**, considering her options  
**Dominic Walker**, SUNY Adirondack  
**Austin Wells**, SUNY Environmental Science and Forestry  
**Ciara White**, employment  
**Mackenzie Wilson**, Tennessee College of Applied Technology