



Slingerlands

ELEMENTARY SCHOOL

www.bethlehemschools.org

Back-to-School Information Packet

for parents and students

2016-17

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SLINGERLANDS ELEMENTARY SCHOOL

25 Union Ave., Delmar NY 12054
Ph: 439-7681 Fax: 475-1931
hbonacquist@bcsd.neric.org

August 2016

Dear Parents:

Our vision here at Slingerlands Elementary School is one that represents a collaborative effort among students, staff, parents and community members. We provide a caring, nurturing environment that is focused on developing the whole child. We work to create an environment that promotes the academic, social, emotional and physical well-being of every child. We are committed to our academic program, as well as an emphasis on music, art and physical education.

“Always Our Best” continues to be the Slingerlands motto. As always, you can be confident that your children will receive the best education possible here at Slingerlands. As most of you know we have the highest quality staff anywhere. They will give your child and you their best every day. You will find Slingerlands to be a place where teaching and learning are joyful! This is part of the foundation that grows life long learners

From our students we expect their best work, best manners and best behavior. We encourage children to be good citizens of their classroom and school at all times. Being a good student means taking an active role in the school community by volunteering, being kind to all other students, taking the initiative and being a leader, and being respectful of school property and all the students and adults at Slingerlands. Our motto, “Always Our Best,” should be what guides every decision and action of our students.

We are very fortunate to have the constant support from all of you and the community. Education is a partnership that depends on your involvement and continuous support.

We are thrilled about spending a new year with you and your child. All of you are an essential part of making Slingerlands “A Very Special Place” where children can learn and grow.

Please share any concerns or suggestions at any time. Our doors are always open.

Sincerely,

Heidi Bonacquist
Principal

STAFF ROSTER

Principal

Secretary

Clerical Assistants

Mrs. Valerie Kraupner

Mrs. Sherry Bardin

Classroom Teachers:

Kindergarten

Kindergarten

Kindergarten

Kindergarten

Grade 1

Grade 1

Grade 1

Grade 1

Grade 2

Grade 2

Grade 2

Grade 3

Grade 3

Grade 3

Grade 3

Grade 4

Grade 4

Grade 4

Grade 4

Grade 5

Grade 5

Grade 5

Grade 5

Mrs. Heidi Bonacquist

Mrs. Lisa Whalen

Mrs. Barbara Monthie

Mrs. Robin Collette

Mrs. Linda Reddy

Mrs. Pam MacMillan

Mrs. Jeanne Ferrentino

Mrs. Theresa Costello

Mrs. Pam MacMillan

Mrs. Martha McCaffrey

Mrs. Liz Gentile

Mrs. Alix Messier

Mrs. Kathy Raffe

Ms. Patty Paradis-Skiba

Mrs. Susan Fitzpatrick

Mrs. Cyndi Reiss

Mrs. Melissa Leach

Mrs. Connie Clarkson

Mrs. Beth Kourt

Mrs. Jen Marra

Mrs. Heather Reid

Mrs. Kelly Ward/Mrs. Stefanie Doemel

Mr. Lester Betor

Mrs. Bonnie O'Shea

Ms. Maria Qualtere

Special Education:

Mr. Matt Burns

Mrs. Robin Sarnacki

Mrs. Jodi Dubb

Art:

Mrs. Colleen Sieme

Music:

Mr. Ted Biernacki – Band

Mr. Patrick O'Connell – Strings

Mrs. Sarah Platek -Vocal

Physical Education:

Mrs. Robin Young

Ms. Joanna Crawford

Kitchen Staff:

Mrs. Joan Ceas

Mrs. Tina Benoit

Mrs. Tammy Taylor

Lunch Monitors:

Mrs. Sheila Barnes

Mr. Keith Dubray

Mrs. Debbie Mudge

Mrs. Lisa Maher

Mrs. Christine Pastino

Mrs. Laurie Vanderburgh

Ms. Emily Quinn

STAFF ROSTER

Special Education Aides:

Mrs. Deb Badolato
Mrs. Barb Duclos
Mrs. Sue Egan
Mrs. Cathy Liebold
Mrs. Angela McCarty
Mrs. Sharon Watkinson
Mrs. Jeanne Sullivan

Social Worker:

Mrs. Jackie Gaffney

RTI Reading:

Mrs. Kim McCall
Mrs. Jen Steil

RTI Math

Mrs. Cindy MacCallum
Mrs. Mary Rodgers

ESL

Mrs. Jen Gough
Ms. Kristen Buyce

Challenge:

Mrs. Mary Rodgers

Librarians:

Mrs. Laura Naumovitz

Occupational Therapist:

Mrs. Linda Van Deusen

Physical Therapist:

Mrs. Maureen Bastian

Custodial:

Mr. Jim Kane (Lead)
Mr. Dean Brady
Mr. Duane Sweet

Speech:

Mrs. Janet Cassidy
Mrs. Megan McGivney

Nurses:

Mrs. Kathy Betzhold

Guidance Counselor:

Mrs. Penny Palagyi

School Psychologist

Dr. Cathleen McEvoy

TVI Specialist

Mrs. Maureen Lewicki

Technology Specialist

Mrs. Eileen Pasquini

Committee on Special Education Chairperson

Ms. Dena Sanders

Contacting School Personnel

By telephone:

Main office hours are 8 a.m. to 4:30 p.m. Offices now have voicemail. If you wish to speak to a teacher, your call will be forwarded to the teacher's voicemail. Teachers return calls as soon as possible (when not directly responsible for children). Please leave a detailed message so the teacher can have information ready when the call is returned.

In writing:

Please feel free to write a note to the teacher and send it to school with your child. Most children are good messengers, but it wouldn't hurt to check with them when they return home.

By e-mail:

E-mail addresses for Main Office staff are listed below. An e-mail directory of all staff is on the district's Web site, <http://bcsd.k12.ny.us>. A directory of district administrators is on page 16 of this document.

Main Office E-mail Addresses:

Heidi Bonacquist, Principal	hbonacquist@bcsd.neric.org
Lisa Whalen, Secretary	lwhalen@bcsd.neric.org
Valerie Kraupner, Clerical Assistant	vkraupner@bcsd.neric.org

By Fax:

Our school fax number is 475-1931.

Assignment notebooks/folders:

Students in grades K-5 have a homework folder, which is a handy communication tool for students, teachers and parents. Students in grades 3-5 use an assignment notebook. These are wonderful tools to keep track of student assignments and important school and classroom information. There is a place for written communication between parent and teacher.

School Organization

Slingerlands is a K-5 building with about 500 students. In grades K-5 we generally organize on a graded basis, with 3-4 sections at each grade level. We recognize there is a wide range of abilities and achievement levels within each class. As we develop class lists, our goal is to create well-balanced classes for all students and staff.

We take pride in offering varied and exciting programs in academic and special subject areas, as well as providing support for students through supplemental services. Although students are assigned to particular classroom teachers each year, all children are viewed as important individual members of the entire school and, thus, the responsibility of all staff. As we work with your child each day, you will find that this is a responsibility we take seriously and with great joy.

School Hours

Buses and Students Arrive:	9:10 a.m.
Dismissal:	3:20 p.m.

The morning bells rings at 9:10 a.m. If you need to contact a teacher, please go to the office for assistance. Please do not go directly to teacher classrooms at this time.

Any child who arrives after 9:20 is considered tardy and needs to be signed in at the office. We ask parents who have children walking or riding their bikes to school to please not have children arrive before 9:10 a.m. There is no way to allow them to enter the building before teachers have their rooms open, and it is unsafe to leave them unsupervised.

Dismissal bell rings at 3:20. While instruction has usually been concluded by 3:15 p.m., this time is important for making announcements, reminders, etc. We would ask that you plan after school activities accordingly and only request release prior to 3:20 p.m. for emergencies. Your cooperation is appreciated.

Children who walk (without a parent) or ride bikes are dismissed at 3:20 p.m.

Lunch/Recess

The children have a 50-minute “noon hour”—approximately 25 minutes in the dining room and 25 minutes of recreational time. As a rule, the children go outdoors for fresh air and exercise each day during the school year, unless severe weather conditions prevent them from doing so. Please see that they are appropriately attired. Children returning from illnesses are also expected to go outdoors, unless your physician sends a note regarding otherwise. Noon hour monitors supervise children in the dining room and on the playground.

Lunch and Recess Schedule

	Lunch	Recess
First Grade:	11:05-11:30	11:30-12:00
Second Grade:	11:30-11:55	11:00-11:30
Fourth Grade:	12:00-12:25	12:25-12:50
Third Grade:	12:25-12:50	12:00-12:25
Kindergarten:	12:50-1:15	1:15-1:45
Fifth Grade:	1:15-1:40	12:50-1:15

Reporting Daily Absences

Parents should call the school before 9:30 a.m. each day their child is absent. If you must leave a message, please give the child’s name, the date and the reason for the absence. If we haven’t heard from a parent, we will call home to see if the child is going to be absent or late and for what reason. Reporting a communicable disease helps the school take immediate action to eliminate or control the spread.

Requests for Early Dismissal/Parent Pick-Up

Parents who wish to take their children out of school early must put their request in writing and send it to the child's teacher (in advance, please). Parents picking up children during the day or at dismissal time should go directly to the main office to sign them out. Please do not go directly to the classroom. If you are picking up your child at dismissal, you are asked to wait outside until the doors open at 3:15 p.m.

Pick Up Locations

- **A-K - Cafeteria Entrance**
- **L-Z- Front Lobby**

Signing in Late/Parent Drop-Off

If your child is late for any reason, or is returning to school (e.g., from a doctor's appointment), you must accompany the child into the main office to sign him/her in. A parental note is necessary for any late arrival or early dismissal.

Parking Lot

The safety of our children is our #1 concern. Please remember that it is unlawful to pass a stopped school bus. The area of sidewalk in front of the building that starts at the end of Union Avenue and extends to the flagpole is for student drop-off only. Please do not leave your car unattended here, this is a fire lane. Cars that park here contribute to the backup onto Union Avenue and create an unsafe situation for our students.

We now have a "Kiss & Go" Lane at drop-off time. Please pull up as far as you can and have your children exit the car on the right-hand side. Adults should NOT exit the car. If your child needs help, please find a parking spot.

We have many children who walk or bike to school. Please watch for children in the crosswalk.

Slingerlands School News

Slingerlands school news is updated on the school's website. Please check the website daily, as this is our primary means of communication.

Assemblies

School-wide assemblies give children opportunities to share their talents, learning and experiences. These events include multimedia, plays, concerts and individual and group learning events.

Aspen Parent Portal

The district's parent portal is called Aspen. Aspen is a password protected portal that is intended to help to make communication among students, parents, teachers, and administrators more efficient. Parents and guardians are able to access basic student information such as emergency contact information, bus route information, student schedules, academics and calendar information as well as online progress reports.

If you have more than one student in the Bethlehem Central School District, you will only need one Aspen account and login to access the information for each of your children.

If you have questions about Aspen, please email bcsdaspen@bcsd.neric.org.

Parent Teacher Organization (PTO)

The Slingerlands School Parent-Teacher Organization is a member of the New York State PTO and is organized in accordance with its by-laws and guidelines. The Slingerlands PTO brings together administrators, families, teachers and community members to promote the highest standard of education and welfare for our children.

The PTO welcomes all to participate in the school community, family activities and monthly meetings. Consult the district calendar, Slingerlands Web page, or PTO Web page for meeting dates. Meetings are generally held the second Tuesday of the month. The monthly agenda is posted prior to the meeting and abbreviated meeting minutes are posted on the PTO Web page. There are seven PTO Board positions available: Co-Presidents, VP Membership, VP Programs, Treasurer, Recording Secretary and Corresponding Secretary. Election of officers, budget development and meeting structure are dictated by our local by-laws (updated every three years).

Throughout the year, the PTO sponsors programs for the children's enjoyment, as well as to enrich their education. The National PTO has consistently demonstrated that effectively involving parents and families in support of children and their education produces meaningful and lasting results. Therefore, our PTO advocates strongly for parent and family involvement to increase our student success.

The PTO supports several venues to achieve high parent and family involvement in education. First and foremost is the ability to communicate, Second, PTO members can attend Board of Education meetings. Third, Superintendent Jody Monroe meets monthly with the parent-group presidents to discuss the concerns of each school group and the district. Last, affiliation with the state and national PTO keeps members informed about educational trends and state and federal legislative issues.

We have a concerned, well-informed, talented membership. Each year we strive to have more families join the PTO. The most advantageous reason to join is to benefit your child. The many additional reasons include: being connected to the school community, venue for parent resources, a strong parent network, an avenue of communication and being a role model for your child. Please consider joining the PTO!

2016-17 PTO Officers

Co-Presidents:	Betsy Danz and Brooke Donovan
Vice President of Membership:	Keri Meltzer
Vice President of Programs:	Francine Sinkoff
Treasurer:	Katie O'Brien
Assistant Treasurer:	Karyn Pauze
Recording Secretary:	Heather Mullins
Corresponding Secretary:	Heather White

Annual Parent Notifications

ACCESS TO STUDENT RECORDS

Under the Family Educational Rights and Privacy Act (FERPA), parents and students who are over 18 years of age (“eligible students”) have the right to inspect and review the student’s educational records. Such a request must be sent in writing to Chief Business and Financial Officer Mrs. Judith Kehoe, Bethlehem Central School District, 700 Delaware Ave., Delmar, NY 12054. Arrangements will be made to provide access to such records within 45 days after the request has been received.

Parents also have the right to request the amendment of the student’s education records believed to be inaccurate or misleading by writing to the Assistant Superintendent for Business, identifying the record and specifying what they believe is inaccurate and why.

And they have the right to consent to disclosure of personally identifiable information in a student’s education record, except to the extent that FERPA authorizes disclosure without consent. It is the district’s policy to disclose personally identifiable information from student records, without consent, to school district officials with legitimate educational interests (i.e., to fulfill professional responsibilities) and, upon request, to another school district or institution in which a student seeks enrollment. School officials include administrators, supervisors, instructors and support staff employed by the district; Board of Education members; a person or company (e.g., attorney, auditor or therapist) with whom the district has contracted to perform a special task; or a parent or student serving on an official committee or assisting another school official in performing duties.

Parents who believe the district has not complied with FERPA requirements may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, DC, 20202-4605.

STUDENT DIRECTORY INFORMATION

Student directory information (defined as name, grade, school, town of residence, photograph, participation in activities and/or sports, and any honors or awards received) may be released for publicity purposes to the media or other organizations and/or used in school district publications or on the official district Web site.

Parents/guardians who object to the release of their child’s directory information should notify in writing both the superintendent of schools and their child’s building principal within 14 days of the start of each school year.

PARENTS’ BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

The Bethlehem Central School District is committed to ensuring student privacy in accordance with local, state and federal regulations and district policies. To this end and pursuant to U.S. Department of Education (DOE) regulations (Education Law §2-d), the district is providing the following Parents’ Bill of Rights for Data Privacy and Security:

A student’s personally identifiable information cannot be sold or released for any commercial or marketing purposes.

Parents have the right to inspect and review the complete contents of their child’s education record, including any student data maintained by the [insert name] School District. This right of inspection of records is consistent with the federal Family Educational Rights and Privacy Act (FERPA). Under the more recently adopted regulations (Education Law §2-d), the rights of inspection are extended to include data, meaning parents have the right to inspect or receive copies of any data in their child’s educational record. The New York State Education Department (SED) will develop further policies and procedures related to these rights in the future.

State and federal laws protect the confidentiality of personally identifiable information and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls and password protection, must be in place when data is stored or transferred.

A complete list of all student data elements collected by the state is available for public review in an Excel file at <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx> or in a PDF file at [insert link to location on district website]. Parents may also obtain a copy of this list by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, N.Y. 12234.

Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to: Dr. Sal DeAngelo, Chief Technology Officer, Bethlehem Central School District, 700 Delaware Avenue, Delmar, NY 12054. Complaints to SED should be directed to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234; the e-mail address is cpo@mail.nysed.gov. SED's complaint process is under development and will be established through regulations from the department's chief privacy officer, who has yet to be appointed.

Additional student data privacy information

This bill of rights is subject to change based on regulations of the commissioner of education and the SED chief privacy officer, as well as emerging guidance documents from SED. For example, these changes/additions will include requirements for districts to share information about third-party contractors that have access to student data, including:

- How the student, teacher or principal data will be used;
- How the third-party contractors (and any subcontractors/ others with access to the data) will abide by data protection and security requirements;
- What will happen to data when agreements with third-party contractors expire;
- If and how parents, eligible students, teachers or principals may challenge the accuracy of data that is collected; and
- Where data will be stored to ensure security and the security precautions taken to ensure the data is protected, including whether the data will be encrypted.

If you would like more information, please contact: Dr. Sal DeAngelo, Chief Technology Officer, Bethlehem Central School District, 700 Delaware Avenue, Delmar, NY 12054; email sdeangelo@bcsd.neric.org. More information is also available on the following websites:

- New York State Department of Education*: <http://www.p12.nysed.gov/docs/parents-bill-of-rights.pdf>
- U.S. Department of Education*: <http://www.ed.gov/news/press-releases/guidance-schools-issued-how-keep-parents-better-informed-data-they-collect-stude>
- Privacy Technical Assistance Center (PTAC)*: <http://ptac.ed.gov/>

ASBESTOS MANAGEMENT PLAN

In accordance with the EPA Asbestos Hazard Emergency Response Act, the Bethlehem Central School District has in place an asbestos management plan to identify and manage asbestos building materials. The Asbestos Management Plan (AMP) for the district is kept on file at the district office at 700 Delaware Ave., Delmar. These records are available for review during regular business hours (8 a.m. to 4:30 p.m.) or by making an appointment. For more information, contact the Assistant Superintendent for Business in the district business office at 439-7481. Information about required inspections and any scheduled asbestos projects occurring this school year is contained within the AMP and is available on the district website.

DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair, jewelry, make-up and nails, shall:

- ❑ Be safe and appropriate and not disrupt or interfere with the educational process.
- ❑ Not include extremely brief, revealing or see-through garments or garments that expose undergarments and/or midriffs, including spaghetti string straps, halter-tops, etc.
- ❑ Not include pajama pants, or other sleep attire.
- ❑ Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- ❑ Not include the wearing of hats/headgear inside the school during the school day except for a medical or religious purpose, or for approved activities.
- ❑ Not include items that are vulgar, obscene or libelous or that denigrate others on account of race, color, gender, religion, ethnic origin, sexual orientation or disability in an expressed or implied manner.
- ❑ Not promote or endorse the use of alcohol, tobacco or illegal drugs or encourage other illegal or violent activities.
- ❑ Not denote or represent gang affiliation such as bandanas, beads, jewelry or other indicators and/or symbols intended expressly so.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including suspension.

Each building principal or designee shall be responsible for informing all teachers, students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

HARASSMENT, HAZING, AND BULLYING

It is essential that students are able to pursue their academic goals and extracurricular activities in a respectful environment. In May 2010, the Board of Education adopted a policy that strictly prohibits all forms of harassment, hazing & bullying. This refers to any intentional, written, verbal, or electronic communication or physical act which intimidates or threatens others. The policy applies to students and staff members on all school grounds, as well as buses. The policy also states that students and staff members with knowledge of harassment, hazing, and/or bullying should report such activity to a school official promptly. Expectations for student behavior are covered at assemblies and at various programs throughout the year. Parents and students are also encouraged to visit the district's website, <http://bethlehemschools.org> to learn more about the Harassment, Hazing & Bullying policy in the online manual. (Policy No. 0115)

INTEGRATED PEST MANAGEMENT (IPM) POLICY

New York State Education Law requires the district to provide written notification to all persons in parental relation, faculty and staff regarding the potential use of pesticides periodically throughout the school year. The 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 or insecticidal baits in tamper resistant bait stations, silica gels and other nonvolatile ready-to-use pastes, foams or gels in areas inaccessible to children;
- ❑ Boric acid and disodium octaborate tetrahydrate;
- ❑ The application of EPA designated biopesticides or 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 schedule to occur in your school, please contact Charlie Blanchard in the Operations & Maintenance Department, 439-2123.

NON-DISCRIMINATION POLICY

The Bethlehem Central School District offers employment and educational opportunities, including vocational education opportunities, without regard to age, actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation or gender (including gender identity and expression) in admissions, participation or employment.. Grievance procedures are available to interested persons by contacting the person listed below. Inquiries regarding this nondiscrimination policy may be direct-ed to: Title IX/Section 504 Coordinator, Sex/Handicap Discrimination, Superintendent Jody Monroe, 700 Delaware Ave., Delmar, NY 12054; (518) 439-7098.

STAFF QUALIFICATIONS

Pursuant to the No Child Left Behind Act, parents may request information about the professional qualifications of their child's classroom teachers including whether the teacher has State certification for the classes being taught; the teacher's bachelor's degree major and any other certifications or degrees by field or discipline; and whether the child is provided services by paraprofessionals and, if so, their qualifications. Requests for the above information may be directed in writing to Assistant Superintendent for Educational Programs & Instruction David Hurst, 700 Delaware Ave., Delmar, NY 12054.

ANNUAL PROFESSIONAL PERFORMANCE REVIEW

All parents/guardians will have the right to obtain the Annual Professional Performance Review (APPR) quality ratings and composite effectiveness scores for their child's teacher(s) and principal(s) once the scores are officially available in accordance with state law. For additional details, please visit the district website or contact your child's school.

STUDENT PRIVACY

Under the Protection of Pupil Rights Amendment (PPRA), parents have the right to inspect and opt their child out of any student survey that reveals information about personal attitudes, behaviors or beliefs. Parents also have the right to receive notice of and opt their child out of any activities that involve the collection, disclosure or use of a student's personal information for marketing purposes and out of any non-emergency, invasive physical exam or screening, except for hearing, vision and scoliosis screenings or as permitted or required by state law.

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ATTENDANCE POLICY SUMMARY

Regular attendance and punctuality are expected of pupils from the first day of school. Children should understand that regular school attendance is essential to their educational development and well-being. With some exceptions, every child enrolled in school is expected to be present. State law specifies certain legal absences are permitted, of which personal illness is most common.

Absences, tardiness, and early departure (ATED) from class or school are excused if they are due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine or attendance at health clinics. All other ATEDs are considered unexcused absences. Please note that family vacations are considered unexcused absences.

All ATEDs must be accounted for. It is the parent’s responsibility to notify the school office within at least 24 hours of the ATED and to provide a written excuse upon the student’s return to school. Please include the following information: date of excuse or date of absence, reason for absence, and parent signature. The school must have this information in order to comply with legal requirements. The excuse should be given to your child’s homeroom teacher. Please do not write an excuse to cover children in different classrooms.

Unexcused ATEDs will result in disciplinary action consistent with the district’s Code of Conduct. Students may also be denied the privilege of attending extracurricular events. The principal shall remind parents of the attendance policy, explain the ramifications of unexcused ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

At the elementary level, please note that the principal is required to contact parents as soon as a student has been absent for 10 days, whether the absences are excused or unexcused. Detailed information regarding the district’s attendance policy can be found on the district’s website on the Board of Education page: <http://www.bethlehemschools.org/wp-content/uploads/5100.pdf>.

.....
Please sign and return the bottom portion of this page.

I have read the summary of the attendance policy and understand its purpose and associated responsibilities.

Student Name _____

Grade _____

Parent Name (please print) _____

Parent Signature _____

[This page is intentionally blank.]

Bethlehem Central Health Services

2016-17 Back-to-School Information

School health services in BCSD are provided by professional registered nurses. Our school nurses have a multi-faceted role within the school setting, one that supports the physical, mental, emotional, and social health of students and their success in the learning process. Our nurses provide a variety of school health services, functions and programs. These services are based upon current evidence, best practices, and professional school nursing standards.

EMERGENCY CONTACT & HEALTH INFORMATION IN ASPEN

Parents are required to provide updated health information as part of the of the Emergency Health Information Form on the Aspen Parent Portal. This includes allergies, medications, (both prescription and over-the-counter medications), and recent health information. This health information is available to the nurses only.

Parents are also required to provide emergency contact information. This includes the most up-to-date information for reaching parents and may also include friends or relatives to be called in case of illness or injury if the parents cannot be reached. The school district uses this list to call the emergency contact(s) listed, as necessary. If you cannot be contacted, the school may not release your child to anyone other than the person or persons listed in case of emergency. Emergency contact information is available for review and updating on the Aspen Parent Portal. Please make every effort to keep this important student information current.

MEDICATION POLICY

New York State Education Department Guidelines state that **ALL medications, including over-the-counter medications, given at school**, REQUIRE the following:

- 1) **Written order from your child's physician** stating the name of the medication, dosage, frequency and time of administration;
- 2) **Written statement from the parent or guardian requesting administration** of the medication in school; and
- 3) **Delivery of the medication to the health office by parent or guardian in a properly labeled "original" / pharmacy container.** Elementary students are NOT allowed to carry medications to and from school.

At the secondary level, emergency medications such as epi-pens and inhalers can be carried by those students who are determined to be self-directed with written orders from the student's medical provider.

BCSD medication forms can be found on the district website, <http://bethlehemschools.org>. Follow the "Health and Wellness" link from the left-hand side of the home page.

PHYSICAL EXAM REQUIREMENT

A physical exam is required for all children entering this school system for the first time and for all children entering grades K, 2, 4, 7 and 10. Proof of this exam must be a signed physician's physical appraisal form. **[A physical exam performed within the 12 months prior to the start of the school year is acceptable. All forms are due by October.]** If such an examination is not provided, the school is required by law to provide the exam at the school's expense. We prefer that parents make appointments to have the family doctor complete the physical as he/she will perform a more complete physical exam and will give the required immunizations.

BCSD physical appraisal forms can be found on the district website, <http://bethlehemschools.org>. Please note that there are different forms for Elementary and Secondary (BCMS & BCHS) students.

BODY MASS INDEX

As part of a required school health examination, a student is weighed and his/her height is measured. These numbers are used to figure out the student's body mass index or 'BMI'. The BMI helps the doctor or nurse know if the student's weight is in a healthy range or is too high or too low.

New York State Education Law requires that BMI and weight status group be included as part of the student's school health examination. Each year, a sample of school districts are selected to take part in a survey by the New York State Department of Health (DOH).

All health forms are online
<http://bethlehemschools.org/>

***Click "Health Services" link under
the Departments/Services tab.***

The Bethlehem Central School District has not been selected to submit its information to DOH in 2016- 2017, however it could be required to do so in the future. When surveyed by the state, only summary information is sent. No names or information about individual students are sent. However, you may choose to have your child's information excluded from this survey report. If you would like to do so, download the opt-out form and return the completed form to your child's school.

The BCSD "Childhood Obesity Reporting Opt Out" form can be found on the district website, <http://bethlehemschools.org>, under "Health Services" link that can be found under Departments/Services.

IMMUNIZATION REQUIREMENTS - NEW INFORMATION FOR 2016-17!

Public Health Law 2164 requires that the requires that parents vaccinate their children against serious diseases – including polio, measles, chicken pox, whooping cough, meningitis and others.

Please obtain a complete, signed written or electronic record of administered immunizations from your child's Health Care Provider

To make it easier for parents to view up-to-date immunization requirements for their students, the district's Health Services office has created an online resource that lists required immunizations by grade level. This resource is available on the district website at: www.bethlehemschools.org/immunization-requirements-grade-level/

IMPORTANT NOTE: Beginning Sept. 1, 2016, students entering **seventh and 12th grades** must be vaccinated against meningococcal disease in order to attend school in New York state. Learn more: <http://www.bethlehemschools.org/nys-require-meningitis-vaccination-students-entering-grade-7-grade-12/>

Please be advised that students not in compliance with the required immunization requirements, or those lacking proof of satisfactory progress toward completion, will be excluded from attending school until adequate proof is submitted.

BCSD needs proof of compliance with Public Health Law 2164 before your child may enter school. Adequate proof is certificate or record from the physician's office or Health Care Clinic. Transcript records from other schools are NOT acceptable proof of immunization.

Demonstrated serologic evidence of measles, mumps, rubella, hepatitis B, varicella or all three serotypes of polio antibodies is acceptable proof of immunity to these diseases. Diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.

For more information or to download a copy of the BCSD immunization form, visit <http://bethlehemschools.org> and click "Health Services" under the Department/Services top link.

DENTAL CERTIFICATES

New York State Education Law 903, Chapter 281, permits schools to request a dental examination report for all newly enrolled students, and for students in grades K, 2, 4, 7, and 10. Dental Health Certificates are to be completed by parent or guardian and the child's dentist. Completed certificates should be sent to your school nurse. Dental Screening Forms can be found on the Bethlehem District website, <http://bethlehemschools.org>.

SCHOOL HEALTH SCREENINGS

New York State Education Law, (Article 19, Section 905), and the Commissioner's Regulations, Section 136.3, requires that schools provide the following health screenings:

- Vision screening for all newly enrolled students, including color perception, distance acuity, near vision, and hyperopia; in addition, all students in grades K, 1, 2, 3, 5, 7, and 10, will be screened for distance acuity.
- Hearing screening for all newly enrolled students, as well as for students in grades K, 1, 3, 5, 7, and 10.
- Scoliosis screening for all students in grades 5 through 9.

Parent(s) will be notified of any concerns involving their child's screening(s) in writing. School health screenings will be documented in each student's school health record.

DISMISSAL FOR ILLNESS OR INJURY DURING SCHOOL

All students who are ill or injured must be dismissed through the health office. Students are encouraged to report to the health office any illness or injury that occurred at school. This will ensure proper care and insurance claim processing.

The facilities in school are not designed to take care of ill or injured students for any length of time. Parents are expected to make arrangements to have their ill or injured child picked up at school.

SCHOOL INSURANCE

The district carries accident insurance for all students in grades K-12. The insurance plan provides excess, or secondary, coverage. In the event of accidental injury to a student, parents should first submit the claim to their own health and accident carrier. If the claim is not payable or is in excess of the coverage provided, the remainder is submitted to the school plan for payment.

SPORTS INFORMATION FOR SECONDARY STUDENTS

Interested students must sign up to participate in the athletics program through the health offices at the middle and high schools. The following forms are required to play a sport: 1) Sport's Update form for every season (to be completed by parent); and, 2) Current physical exam. (Additional information may be requested such as illness/injury clearance). If parents or students have any questions, (ie. deadlines, etc), please contact your school nurse.

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School Meals and Snacks Program

Dear Parents:

Welcome to BCSD Food Services. Our mission is to provide your student(s) with delicious, healthy, affordable and safe options for meals and snacks at school.

Elementary School students are offered lunch and a la carte snacks daily. Middle School students are offered breakfast, lunch and a la carte snacks daily. High School students are offered breakfast from the BC Blend Café, a wide variety of grab and go or traditional lunch options during scheduled lunch periods, and After School Café from 2:00-3:00pm daily.

We strive to create an environment which is friendly and promotes nutritious choices to support the learning environment at BCSD. In an effort to support the local community and procure the freshest ingredients, BCSD Food Services purchases locally whenever possible. If you have any questions or comments regarding the services we provide, please contact Allissa Eiser, RD, Food Service Director.

BCSD Food Services Staff

Allissa Eiser, RD – Food Service Director

Manon Desjardins – Food Service Technician

Terri Bleichert – BCHS Cook

Robin Vanness – BCMS Cook

Patricia Myers – Eagle Kitchen Lead

Sara Guertze – Elsmere Kitchen Lead

Joan Ceas – Slingerlands Kitchen Lead

Cynthia Alexander – Glenmont Kitchen Lead

Heather Brate – Hamagrael Kitchen Lead

2016-17 Meal Prices

Grade Level	FULL PAY		REDUCED	
	Breakfast	Lunch	Breakfast	Lunch
K-5	Not Offered	\$ 3.00	Not Offered	\$ 0.25
6-8	\$ 2.00	\$ 3.25	\$ 0.25	\$ 0.25
9-12	\$ 2.50	\$ 3.25	\$ 0.25	\$ 0.25
Adult	\$ 2.75 (incl. tax)	\$ 4.00 (incl. tax)	N/A	N/A

How can my student purchase meals or snacks at school?

Each student has a unique school meal account that can be accessed by their student ID number. You can locate your student's ID number through the ASPEN Parent Portal. Your student's school may also issue student ID cards. New students will be assigned an ID number when they enroll.

During meal times, the cashier can discretely identify your student by their ID number, barcode of their ID card, or by their name and school picture using our computerized Point-of-Sale system. They will charge the student's purchases to their account and take payments or deposits. Please see your student's school schedule for breakfast and lunch times.

How can I put money on my student's meal account?

We offer many payment options for purchases of food at school. We encourage parents to take advantage of our convenient online payment service at www.myschoolbucks.com.

How to Set Up an Online Payment Account

- » Log in to Aspen at <https://aspen.bethlehemcentral.org/>
- » On homepage, under “Group Resources,” you will find a document entitled “NutriKids/MySchoolBucks Information” This document provides detailed instructions about the mySchoolBucks system.
- » In Aspen, you will also find your child’s student identification number under the “Demographics” tab.
- » With this number, visit <http://www.myschoolbucks.com> to create an account. Parents will need their child’s name, student ID number and school ZIP code to create an account.
- » If you do not have an account with Aspen or if you have lost your Aspen login information, please email bcsdaspen@bcsd.neric.org.

In order to use this service, a convenience fee of \$1.75 will be assessed for each transaction. This fee is paid to the service provider, not the school district.

You may also pay by check made out to the “BC Food Services” sent to your student’s school. Although we do accept cash payments, we strongly discourage them as they are more difficult to track. To secure checks or cash sent to schools with students, we recommend sending in a sealed envelope marked with school lunch and the student’s name.

Why should I set up an online payment account?

- Parents with more than one child in the district can create a family account and handle all online prepayments for their children from this one account.
- Parents will have the ability to print out a copy of their child’s eating history within the past 30 days to track and control purchases.
- Parents can set up email alerts for low account balances as well as automatic payment schedules for worry-free account management.

WHAT HAPPENS IF MY STUDENT DOESN’T HAVE MONEY TO PAY FOR HIS/HER MEAL?

The BCSD School Board allows limited charging of school meals. Milk and or a la carte/snack purchases CAN-NOT be charged to student accounts.

Elementary (Kindergarten through 5th Grade)	Students will be allowed to charge 3 lunches. After 3 charges, students will be served alternate meals (i.e. peanut butter and jelly sandwich, cheese sandwich, or equivalent) until their account is properly funded.
Middle School (Grades 6-8)	Students will be allowed to charge 3 regular lunches; after 3 charges, no meals will be provided until their account is properly funded.
High School (Grades 9-12)	Students are not allowed to charge school meals.

Collection of outstanding lunch charges on student accounts is as follow:

- When a student account reaches the equivalent of 3 meals, a computer generated POS system will be used to generate a negative balance letter on a monthly basis. This letter will be sent to the home of the student.
- In the event that a student’s negative balance continues to increase, the District reserves the right to utilize the services of collection agencies or small claims courts.

Free and Reduced Price Meal Information

Children need healthy meals to learn. The Bethlehem Central School District offers healthy meals every school day. Your children may qualify for free meals or for reduced price meals.

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. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Your child's school or call 518-439-8885.

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.

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.

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 David F. Hurst, Assistant Superintendent, 518-439-3102, dhurst@bcsd.neric.org to see if they qualify.

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.

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 the school at 518-439-8885 if you have questions.

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.

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..

Will the information I give be checked? Yes and we may also ask you to send written proof.

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.

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: Jody Monroe, Superintendent, 700 Delaware Avenue, Delmar, NY 12054, 518-439-7098, jmonroe@bcsd.neric.org.

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.

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. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.

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.

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.

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.

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.

2016-2017 Income Eligibility Guidelines For Free or Reduced Price Meals or Free Milk

HOUSEHOLD SIZE	ANNUAL	MONTH	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
1.....	\$21,978	\$1,832	\$916	\$846	\$423
2.....	\$29,637	\$2,470	\$1,235	\$1,140	\$570
3.....	\$37,296	\$3,108	\$1,554	\$1,435	\$718
4.....	\$44,955	\$3,747	\$1,874	\$1,730	\$865
5.....	\$52,614	\$4,385	\$2,193	\$2,024	\$1,012
6.....	\$60,273	\$5,023	\$2,512	\$2,319	\$1,160
7.....	\$67,951	\$5,663	\$2,832	\$2,614	\$1,307
8.....	\$75,647	\$6,304	\$3,152	\$2,910	\$1,455
For each additional person add	\$7,696	\$642	\$321	\$296	\$148

How to Apply: To get free or reduced price meals for your children you may submit an Eligibility Letter for Free Meals received from the NYS Education Department, OR carefully complete one application for your household and return it to the designated office. If you now receive SNAP, Temporary Assistance to Needy Families (TANF) for any children, or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household SNAP, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a SNAP, TANF or FDPIR case number for all the children for whom you are applying, the application must include the names of everyone in the household, the amount of income each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult's social security number, or check the box if the adult does not have a social security number. An application that is not complete cannot be approved. Contact your local Department of Social Services for your SNAP or TANF case number or complete the income portion of the application..

Reporting Changes: The benefits that you are approved for at the time of application are effective for the entire school year. You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive SNAP.

Income Exclusions: The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA."

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

This institution is an equal opportunity provider.

Meal Service to Children with Disabilities: Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities. Major life activities are defined to include functions such as caring for one's self, performing manual tasks, 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.

Sincerely,

Judith Kehoe, Chief Business and Financial Officer

Bethlehem Central School District

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Date Withdrew _____

Attachment Va F ___ R ___ D ___

2016-2017 Application for Free and Reduced Price School Meals

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 **YOUR CHILD'S SCHOOL**. Call **518-439-8885**, if you need help. Additional names may be listed on a separate paper.

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

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

2. SNAP/TANF/FDPIR Benefits:

If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here. Skip to Part 4, and sign the application.

Name: _____ CASE # _____

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

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

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

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

4. Signature: An adult household member must sign this application and provide the last four digits of their Social Security Number (SS#), or mark the "I do not have a SS# box" before it can be approved.

I certify (promise) that all of the information on this application is true and that all income is reported. I understand that the information is being given so the school will get federal funds; the school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and federal laws, and my children may lose meal benefits.

Signature: _____ Date: _____

Email Address: _____

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

DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY

Annual Income Conversion (Only convert when multiple income frequencies are reported on application)
 Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice per Month X 24; Monthly X 12

SNAP/TANF/Foster
 Income Household: Total Household Income/How Often: _____ / _____ Household Size: _____
 Free Meals Reduced Price Meals Denied/Paid
 Signature of Reviewing Official _____ Date Notice Sent: _____

APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, submit a Free Meals/Milk Eligibility Letter received from the Office of Temporary and Disability Assistance OR complete only one application for your household using the instructions. Sign the application and return the application to **YOUR CHILD'S SCHOOL**. If you have a foster child in your household, you may include them on your application. A separate application is no longer needed. Call the school if you need help: **518-439-8885**. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approving your application.

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

- (1) Print the names of the children, including foster children, for whom you are applying on one application.
- (2) List their grade and school.
- (3) Check the box to indicate a foster child living in your household, or if you believe any child meets the description for homeless, Migrant, runaway (a school staff will confirm this eligibility).

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

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

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

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
- (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box.** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.
- (3) The application must include the last four digits only of the social security number of the adult who signs **PART 4** if Part 3 is completed. If the adult does not have a social security number, check the box. If you listed a SNAP, TANF or FDPIR number, a social security number is not needed.

OTHER BENEFITS: Your child may be eligible for benefits such as Medicaid or Children's Health Insurance Program (CHIP). In order to determine if your child is eligible, program officials need information from your free and reduced price meal application. Your written consent is required before any information may be released. Please refer to the attached parent Disclosure Letter and Consent Statement for information about other benefits.

PRIVACY ACT STATEMENT

Privacy Act Statement: This explains how we will use the information you give us.

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

DISCRIMINATION COMPLAINTS

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov
.This institution is an equal opportunity provider.

BETHLEHEM CENTRAL SCHOOL DISTRICT

Code of Conduct Summary 2016-2017

This summary of the Bethlehem Central School District Code of Conduct has been developed as required by the New York State SAVE Act for distribution to parents prior to the beginning of the school year. Information on the Code of Conduct will also be shared with students at the beginning of the school year. A complete copy of the Code of Conduct is available upon request by contacting your child's school principal. This Code has been adopted by the BC Board of Education and submitted to the New York State Education Department as required by law. The Code applies to all students, school personnel, parents, and other visitors when on school property (including school buses and vehicles) or attending a school-sponsored function.

The Code contains the following provisions:

- Appropriate conduct, dress, and language when on school property, including a school function.
- Acceptable civil and respectful treatment of teachers, administrators, other school personnel, students, and visitors on school property or at a school function.
- Appropriate range of disciplinary procedures that may be imposed for violations of the Code.
- Roles of teachers, administrators, other school personnel, the Board of Education, and parents.
- Standards and procedures to ensure the security and safety of students and school personnel.
- Provisions for the removal from the classroom and/or school property (including school functions) of students or other persons who violate the Code.
- Disciplinary measures for possession or use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights, and threats of violence.
- Provisions for detention, suspension, and removal from the classroom of students, including plans to ensure continued educational programming and activities for such students.
- Procedures by which violations are reported and determined, discipline measures imposed, and such measures carried out.
- Provisions which ensure that enforcement of the Code are in compliance with state and federal laws relating to students with disabilities.
- Procedures for notifying local law enforcement agencies of Code violations which constitute a crime.
- Provisions for notifying persons in parental relation to the student of Code violations by the student.
- Provisions and procedures by which a complaint in criminal court, a juvenile delinquency petition, or person in need of supervision petition as defined in article three and seven of the Family Court Act will be filed.
- Circumstances under and procedures by which referral to appropriate human services agencies will be made.
- A minimum suspension period for students who repeatedly are substantially disruptive to the educational process or substantially interfere with the teacher's authority over the classroom, provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state or federal laws.
- The Code of Conduct shall be developed in collaboration with students, teachers, administrators, parent organizations, school safety personnel, and other school personnel and shall be approved by the Board of Education. The Code shall be reviewed and updated annually and re-approved by the Board only after at least one public meeting.
- The Code of Conduct shall be filed with the Commissioner of Education no later than thirty days after adoption.

Code of Conduct online at <http://www.bethlehemschools.org/wp-content/uploads/5300.pdf>



Welcome to Bethlehem Schools! STAY CONNECTED TO BETHLEHEM IN MANY WAYS

For a large portion of the day, you leave your kids in our care. The education of the students in our community is a responsibility we don't take lightly, and something we know doesn't stop when students leave school. Working together has always been a huge part of our process, so please stay connected!

District Website

www.bethlehemschools.org

Have you been to Bethlehem Central's website lately?

Visit www.bethlehemschools.org to access all kinds of information about district activities, programs and announcements.

BC on Social Media



Follow us on Twitter!
[@BethlehemCSD](https://twitter.com/BethlehemCSD)

Get up-to-date district news, live-tweets of important district meetings, and answers to your questions.



Become a fan on Facebook!
www.facebook.com/BethlehemSchools
View photos of what's happening in our schools and receive updates on events and district happenings.



Follow us on Instagram!
www.instagram.com/BethlehemSchools
View photos of what's going on in our schools.

Aspen

www.bethlehemschools.org/aspen

Aspen is a password protected parent portal that offers parents and students online access to a secure site with personalized information about a student's academic program and progress.

Student report cards and bus schedules are posted here, as well as interim reports and academic schedules for students in grades 6-12. Some teachers also use Aspen to post assignments and to communicate with individual students/families.

School News Notifier (SNN)

Are you signed up for our School News Notifier? SNN is an opt-in e-mail news and information service where *you* control the content you receive.

Users can choose to receive e-mail updates about athletics, district-wide news, closings and delays, news from individual schools or any combination thereof. Notices about school closings can also be text messaged to you.

SNN is the primary method for schools to communicate with parents about what is going on in their student's school. **We strongly encourage that you at least sign up for your school's SNN e-mail list.**

Visit <https://snn.neric.org/bcsd/> for more information and to sign-up. (Additionally, existing SNN registrants may wish to log-in to their accounts at the page listed above to ensure their notification settings reflect their children's current schools.)

School Calendar for Events

Would you like up-to-date event information about your school's and even district events? A comprehensive online calendar is available at www.bethlehemschools.org/calendar.

You can view multiple calendars on this one webpage, so if you have children in multiple schools, you can view events for both in one place. Also available on this website are directions on how you can sync the calendars for our individual schools to your mobile devices.



Bethlehem believes that strong parents help develop strong students. We want to thank the parents of Bethlehem for their continued engagement in the education of the children in our community. *We want to offer you a way to be even more engaged.*

Parent Today is an award-winning opt-in e-mail newsletter delivered to subscribers' inboxes twice a month. The information it provides allows us to foster stronger connections between families and our schools and encourages parents to be *even more* involved in the education of their children. We hope you'll sign up, it's free!

SIGN UP FOR PARENT TODAY!

To sign up for Parent Today, families can visit bethlehemschools.org, click on the "Parent Today" icon and follow the on-screen instructions. Or, sign up at parenttoday.org.

DISTRICT ID: 12054