



Eagle

ELEMENTARY SCHOOL

www.bethlehemschools.org

Back-to-School Information Packet

for parents and students

2017-18



EAGLE ELEMENTARY SCHOOL

27 Van Dyke Road, Delmar, NY
Ph: 694-8825 Fax: 439-7517

September 2017

Dear Parents and Guardians:

Welcome to Eagle! Eagle prides itself on helping others and doing one's best. Our motto here at Eagle Elementary is:

Soar to Success, Make a Difference

Collaboratively, our faculty, staff, and administrators are dedicated to helping each child reach his/her academic potential as well as making a difference in the lives of others. We are committed to providing a rich and challenging educational program for every student while building a sense of positive self worth essential to academic and social success. All our students will be given the support and guidance to master academic skills, cultivate unique natural talents, and develop into caring, respectful individuals ready to move on to middle school and beyond. As a result, we hope to grow life long learners whose sense of pride in achievement is intrinsically motivated by success and an appreciation of learning.

It is a high priority at Eagle Elementary School to welcome and encourage parents to visit, volunteer, and attend school events and PTO meetings. We have an active and dedicated Parent Teacher Organization which encourages and appreciates parent participation and involvement. As the principal of the school, I, along with all of our staff members at Eagle Elementary, am committed to making our school the best possible place for children. I look forward to another outstanding year full of learning and fun together.

Thank you for your continued support and feel free to contact me at any time by e-mail at dreagan@bcsd.neric.org or by phone at 694-8825.

Sincerely,

Dianna Reagan
Principal, Eagle Elementary School

STAFF ROSTER

Principal Mrs. Dianna Reagan (dreagan@bcsd.neric.org)
Secretary Mrs. Marie Spain (mspain@bcsd.neric.org)
Clerical Assistants Mrs. Peggy Carroll (mcarroll@bcsd.neric.org)
 Ms. Nancy Brooks (nbrooks@bcsd.neric.org)

Kindergarten	Amy Bogus Ashley Carkner Nina Lawrence	Special Education Aides Loretta Anderson Susan Blank Carolyn Daley Rebecca Dorsey Sue Hilliard Lindsay Wilcox Megan Macarelli	Karen Anthony Lynn Delaney Sandi Graziano Gretchen Homer Lisa Levasalmi
Grade 1	Eileen Browne Kery Gaudiello Margaret Sheehan		
Grade 2	Sasha Casey Kristen Crawley Mary Pat Rimmel	Speech	Paula Fishbein Megan McGivney
Grade 3	Lizabeth Hall Brittany Rodgers Virginia Lawler	Social Worker	Sonya Christopher
Grade 4	Christina Liguori Monica Nicholson Julianna Palomba	Nurse	Stacie Decker
Grade 5	Kristi Malsan Christine Porter Barb Riegel	Librarian	Monica Parmenter
AIS Reading	Shauna Edwards Nancy Sohl	Occupational Therapy	Chris Hull
Special Education	Kara Alvarado Paula Dibiasse	Physical Therapy	Elaine Hickey
Art	Kathryn Adams	Custodial	Dan Dunnells Mike Bruno Justin Slingerland
Music	Monica Seebode Courtney Richmond Patrick O'Connell (Orchestra) Gen Vitale (Band)	School Psychologist	Leigh Denning
Physical Education	Katie Charvat Sharee D'Amour Scott Burger	Guidance Counselor	Cyrilla Suker
RTI Specialist	Kim Montalvo Leslie Obermayer	CSE Chairperson	Kyle O'Brien
		Kitchen	Pat Myers Sheila Margosian Flow Futia
		Noon Hour Aides	Lynn Myers Tracie Roberts Sonia Sharma
		Jennifer Hammond Tammy Mullen	

About Our School

Contacting School Personnel

By telephone

Main office hours are 8 a.m. to 4:30 p.m. Calling before or after these hours, will connect you to our voicemail system. If you wish to speak to a teacher, your call will be forwarded to the teacher's voicemail, and the teacher will return the call 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 reliable messengers, but it wouldn't hurt to check with them when they return home.

By email

Main office e-mail addresses are listed at the top of the school roster on the previous page. An email directory of all staff is on the district's Web site, www.bethlehemschools.org.

By Fax

Our school fax number is 439-7517.

School Organization

Eagle is a K-5 building with approximately 400 students. We are generally organized on a graded basis, with approximately 3 sections at each grade level, but we recognize the 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. Multiage classes are also an essential part of the district's educational program. Occasionally, we create a multiage class of heterogeneous grouping. Examples of such heterogeneous class groupings are a first-second (1-2) class or a second-third (2-3) class. 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 a specific classroom teacher each year, all children are viewed as important individual members of the entire school and, thus, the responsibility of the whole staff. As we work with your child each day, you will find that this is a responsibility we embrace with dedication and joy.

School Hours

Buses & Students Arrive:	9:10 a.m.
Attendance, Pledge & Morning Announcements:	9:20 a.m.
Instructional Day:	9:20 a.m. -3:15 p.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. Thank you for not going directly to the classrooms at this time because instruction has already started.

If your child arrives after 9:20, he/she is considered tardy and needs to be signed in at the office. We ask parents who have children walking or riding bikes to school to please not have children arrive before 9:10 a.m.

School hours, continued:

Unfortunately, we have no way to properly supervise them and do not want them to be in an unsafe predicament. Eagle's dismissal bell rings at 3:15. While instruction has usually concluded by 3:10 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 3:15 p.m. for emergencies and/or doctor appointments. Your cooperation is greatly appreciated. Children who walk (without a parent) or ride bikes are dismissed at 3:16 p.m.

Lunch/Recess

The children have a 50-minute lunch and recess period—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 whenever possible, unless severe weather conditions occur. Please see that they are appropriately dressed. 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

Kindergarten	11:50 a.m. - 12:20 p.m. Recess	12:20 p.m.-12:45 p.m. Lunch
First Grade	11:55 a.m. - 12:20 p.m. Lunch	12:20 p.m.-12:50 p.m. Recess
Second Grade	12:50 p.m. - 1:20 p.m. Recess	1:20 p.m.-1:45 p.m. Lunch
Third Grade	11:25 a.m. - 11:50 a.m. Lunch	11:00 a.m.-11:25 a.m. Recess
Fourth Grade	11:00 a.m.-11:25 a.m. Lunch	11:25 a.m. - 11:50 a.m. Recess
Fifth Grade	1:20 p.m.-1:45 p.m. Recess	12:55 p.m. - 1:20 p.m. Lunch

Reporting Daily Absences

If your child is going to be absent please call the school before 9:30 a.m. each day of the absence. If you need to leave a message, please give the child's name, the date and the reason for the absence. If we haven't heard from you in the morning and your child's name shows up on our absence list, we will call home to verify your child is with you. Thank you, in advance, for reporting your child's absence because reporting all illnesses, especially a communicable disease, helps us 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 their child's teacher (in advance, when possible). Parents picking up children during the day or at dismissal time should go directly to the cafeteria to sign them out. Please do not go directly to the classroom.

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), please 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. For student drop off you must enter the “second entrance”, the entrance with the Eagle Elementary sign and the one that is across from the HS bleacher. Do not use the other entrance (bus entrance). Please drop off your child directly in front of the main door. Please remember to not pass any stopped busses with flashing red lights.

Aspen Parent Portal

The district’s student information system is called Aspen. Aspen includes a password protected parent portal that is aimed at making communication among students, parents, teachers, and administrators more efficient. Aspen 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 to Aspen.

With this system, parents and guardians are able to access basic student information at the beginning of every school year, such as emergency contact information, bus route information, student schedules, academics and calendar information. Throughout the year, Aspen will provide Bethlehem families with access to online progress and grade reports, attendance records, student registration forms, transcripts, and messages from building and district leaders.

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 or need assistance logging in, please contact the Aspen Help Desk via email at bcsdaspen@bcsd.neric.org.

Assemblies

School-wide assemblies give children opportunities to share their talents, learning and experiences. It also a time for the school to gather together to celebrate our successes.

Parent-Teacher Organization (PTO)

The Eagle School Parent-Teacher Organization 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 or the weekly school publication for meeting dates. The agenda is posted prior to the meeting and abbreviated meeting minutes are posted in the monthly news letter. Throughout the year, the PTO sponsors programs for the children’s enjoyment and to enrich their education. 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. We welcome your ideas and appreciate your support.

Co-Presidents: Heather Martin and Carla Steckman
Co-Vice Presidents: Amy McClain and Kristi Perri
Secretary: Karen Wilson and Karen Papernik
Co-Treasurers: Sonia Narang and Colleen Shields
Room Chair: Amber Gough

Annual Parent Notifications

ACCESS TO STUDENT RECORDS

Under the federal 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.
- Request the amendment of the student’s education records believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
- Provide written consent before the school discloses personally identifiable information in a student’s education record, except to the extent that FERPA authorizes disclosure without consent (see below).
- File a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC, 20202.

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.

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 website, and through school district social media. Directory information can also be disclosed to outside organizations with a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

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>. 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: Ray Nardelli, Technology Director, 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: Ray Nardelli, Technology Director, Bethlehem Central School District, 700 Delaware Avenue, Delmar, NY 12054; email rnardelli@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.

GRADE PROMOTION AND PLACEMENT

Decisions about student promotion and placement are at the discretion of school officials. These decisions are guided by recommendations of teachers and staff members, past academic performance and parent-guardian input. Past academic performance refers to a variety of indicators of student achievement and growth. Promotion and placement decisions are not based solely on student performance on New York state assessments in grades 3-8 English language arts or mathematics. The district's promotion and placement policy was adopted by the board of education following a review by the district administration.

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.

ASBESTOS MANAGEMENT PLAN

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 your school, please contact John O'Donnell in the Operations & Maintenance Department, 439-2123.

NON-DISCRIMINATION POLICY

The Bethlehem Central School District does not discriminate on the basis of race, color, national origin, creed, disability, sex, sexual orientation, marital status, age, military status, or any other protected status in its educational programs, employment or other activities. Further, it is unlawful for an employer to retaliate against any individual because that person filed a complaint, opposed any unlawful practice, or testified or assisted in an investigation or proceeding. Any injuries and complaints regarding non discrimination in the district may be referred to: Title IX/Section 504 Coordinator, Sex/Handicap Discrimination, Assistant Superintendent David Hurst, 700 Delaware Ave., Delmar, NY 12054; (518) 439-7098.

STAFF QUALIFICATIONS

Pursuant to the Every Student Succeeds Act, parents-guardians 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 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.

POWER OF ONE 1:1 CHROMEBOOK PROGRAM

Students in grades 3-5 will have access to their very own Chromebook located in a cart within their classroom.

Chromebooks have been a part of Bethlehem Central's elementary school experience for the last few years. We use this technology daily in our classrooms to enrich student learning. In 2017-18, the district is introducing the Power of One Chromebook program so that every student in grades 3-12 will have 1:1 access to a Chromebook.

What is a Chromebook?

Simply put, a Chromebook is a laptop that runs Google's Chrome web browser only. With other computers, you run various applications from a desktop—including a web browser like Chrome, Safari, Firefox or Explorer. With a Chromebook, your computer is a web browser, and that is where you run your apps. Applications and files are stored online in the "cloud" and not on the Chromebook itself.

With even greater access to Chromebooks, students in grades 3-5 will continue to:

- Collaborate with each other using the Google Suite of applications including Google Docs, Google Slides, and Google Classroom;
- Take virtual field trips using Google Expeditions and Discovery education;
- Use apps such as Seesaw, Raz-kids, and XtraMath to empower students to independently document and control their learning with creative tools;
- Practice skills they are learning in the classroom on a variety of age and grade appropriate websites.

Please note: For our students K-2, each elementary school will have access to an additional Chromebook cart which contains approximately 25 touchscreen Chromebooks. All K-2 classrooms will also be outfitted with six iPads for use in small group settings.

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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.

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.

Schools are required to contact parents after a specified number of absences, whether the absences are excused or unexcused. Detailed information regarding the district’s attendance policy should be reviewed by parents. This information can be found on the district’s website: <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 _____

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Bethlehem Central Health Services

2017-18 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>.

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 been selected to submit its information to DOH in 2017-18. 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 available on the district website and return the completed form to your child's school.

The BCSD "Childhood BMI/Weight Status 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

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:

<http://www.bethlehemschools.org/immunization-requirements-2017-18/>

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 sero-types 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: A Sports Update form for every season (to be completed by parent); and a 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.

School Meals and Snacks Program

Dear Parents:

Welcome to BCSD Food Services. Our mission is to provide students with delicious, healthy, affordable and safe options for meals and snacks at school. Elementary and Middle School students are offered breakfast, lunch and a la carte snacks daily. High School students are offered breakfast from the BC Blend Cafe, a wide variety of grab and go or traditional lunch options during scheduled lunch periods, and After School Cafe from 2:00-3:00 p.m. 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. Please check your child's schedule in Aspen for lunch times and our website for menus. If you have 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

2017-18 Meal Prices

Grade Level	FULL PAY		REDUCED	
	Breakfast	Lunch	Breakfast	Lunch
K-5	\$1.75	\$ 3.00	\$0.25	\$ 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 Bethlehem Central School District places high importance on maintaining the dignity of all students and this includes ensuring they are both nurtured and well-nourished while at school. No student is ever denied a meal because of an inability to pay. The Food Service Department works closely with families so all students are prepared to learn and engage each and every day. Payment issues are handled discreetly between the school district and parents or guardians and all students are provided with sound nutritional meals. A new meal charging policy is expected to be approved by the Board of Education in September 2017. Please check the website for this updated information after the new school year begins.

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@bcasd.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@bcasd.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.

2017-2018 Income Eligibility Guidelines
For Free or Reduced Price Meals or Free Milk

HOUSEHOLD SIZE	ANNUAL	MONTH	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
1.....	\$22,311	\$1,860	\$930	\$859	\$430
2.....	\$30,044	\$2,504	\$1,252	\$1,156	\$578
3.....	\$37,777	\$3,149	\$1,575	\$1,453	\$727
4.....	\$45,510	\$3,793	\$1,897	\$1,751	\$876
5.....	\$53,243	\$4,437	\$2,219	\$2,048	\$1,024
6.....	\$60,976	\$5,082	\$2,541	\$2,346	\$1,173
7.....	\$68,709	\$5,726	\$2,863	\$2,643	\$1,322
8.....	\$76,442	\$6,371	\$3,186	\$2,941	\$1,471
For each additional person add	\$7,773	\$645	\$323	\$298	\$149

How to Apply: To get free or reduced price meals for your children carefully complete one application for your household and return it to the designated office. If you now receive Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF) for any children, or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household SNAP, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a SNAP, TANF or FDPIR case number, 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, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8330. 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

Date Withdrew _____

F ___ R ___ D ___

2017-2018 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"/>

Total Household Members (Children and Adults)

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

I do not have a SS#

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

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

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

Signature: _____ Date: _____

Email Address: _____

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

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

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race: American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Island White

DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY

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

SNAP/TANF/Foster

Income Household: Total Household Income/How Often: _____ / _____ Household Size: _____

Free Meals Reduced Price Meals Denied/Paid

Signature of Reviewing Official _____ Date Notice Sent: _____

APPLICATION INSTRUCTIONS

To apply for free and reduced price meals complete only one application for your household using the instructions below. Sign the application and return the application to **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 SNAP, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.

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

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

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

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

USE OF INFORMATION STATEMENT

Use of Information Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.

We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

DISCRIMINATION COMPLAINTS

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

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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](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 2017-2018

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