

September
2020



HAMILTON CENTRAL SCHOOL NEWSLETTER

Hamilton Central School • A Professional Learning Community

BOARD OF EDUCATION

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Our Mission...

To Educate Every Student,
Every Day

Special Points of Interest:

- *Principal's Message*
- *Director of PPS
Message,
Student Safety*
- *Annual Notifications,
Bus Routes*
- *Free & Reduced Meal
Info. & Application*
- *Tax Levy, Direct
Phone Numbers*



Superintendent's Message

Dear HCS Families & Community Members:

First, let me thank you for your support and understanding as we, as a school and community, have responded to the unexpected circumstances of COVID-19. I am very proud of the way our students, parents, employees, and community have handled the demands we are faced with to protect everyone as we continue to educate and serve the needs of our students during the most unusual of circumstances.

As we transition into September, we are set to commence a school year that will be unlike any that we have experienced before. As we learned throughout the Spring closure, COVID-19 conditions will continue to change, as will the guidance we must follow from county, state, and federal authorities, sometimes overnight. These rapidly changing regulations have required us to redesign our methods of teaching and learning while developing plans that place the safety of students, staff, and the community above all else.

Our School Reopening Plan aims to define clear guidance for how we will return students to school, physically and virtually, that is aligned with the regulations developed in collaboration with state and national authorities. Our first commitment is to the safety of our students, staff and families.

I need not tell anyone who has read our reopening plan what a monumental task this is. We have to provide educational continuity both in-person and virtually, physical distancing measures, teach children of all ages to wear masks, rework our schedules and class lists, develop new traffic patterns, provide a safe eating environment for our students, decide how to provide those meals, implement enhanced cleaning and disinfecting protocols to mitigate potential risk to everyone in the building, and assure our teachers, administrators, office staff, custodians, para-professionals, bus drivers, and nurses that we are doing this in the safest way possible. We also need to meet the emotional needs of so many of our students who have been affected by our extended closure.

Of course, as with every plan of this magnitude and under these ever-changing conditions, this plan will remain fluid and we must be prepared to change, as necessary, based on guidance from state agencies and local health experts.

As a District, we understand many of our community members are experiencing an increase in anxiety related to schools reopening and the uncertainty that comes with these new models of learning and we know that the upcoming school year will be challenging for all of us. Many of us are parents as well as educators, and we fully understand that our families are managing personal and professional responsibilities to the best of their ability.

During this unusual time, we recognize that continuing our academic work, while important, is not always easy. We acknowledge the need for flexibility and understanding for everyone involved in the teaching and learning process.

We hope that everyone will be our partner as we navigate the upcoming year and try to overcome the many challenges associated with reopening a school during a global pandemic.

Feedback is always respected and necessary if we are to change together and grow together in these very challenging times.

Together we are #HCSstrong

Sincerely,

William Dowsland

William Dowsland • Superintendent of Schools



Matter of Principal

Dear HCS Community,

As you know, there are numerous challenges ahead of us this school year. I know that there is a lot of uncertainty and that people have many concerns. As a member of this community, and as someone whose entire family is at HCS, both literally and figuratively, I share many of these same feelings.

Throughout the summer, we have worked hard to create a reopening plan. At the forefront of our decisions have been safety, emotional well-being, and academic progress. Unfortunately, there is no single solution that can address all of these issues perfectly. We know that this year will look very different than what we are accustomed to, and we know there will be bumps in the road. As the year progresses, we will do our best to adjust as we learn what is successful and what is not.

In this opening letter, I would like to focus on the importance of personal responsibility. Each of us is connected to our community, and each of the decisions we make can have an effect on our community as a whole. With that in mind, I want to emphasize two of the protocols we have in place this year to help keep people safe. We all have a responsibility to each other to follow these protocols because our individual choices can affect others.

First, with the exception of approved breaks, masks are required, and there will not be a debate about this. At the secondary level, we expect our students to have the maturity and awareness to follow this policy and to wear their masks properly. Scientific evidence of COVID-19 shows that it is spread through aerosols in the air, and that transmission is more likely when indoors. We would like to remind members of our school community that masks are worn not only for our own safety, but for the safety of those around us, and that some members of our community may be more vulnerable than others.

Second, students will be responsible for social distancing. We have set up our classrooms to facilitate this, but there will be times when students will be responsible for assessing their proximity to others. As much as we would all like to fall back into the routine of gathering closely with friends, that is not something we can do at this time. Until we are given other guidelines by the State Education Department and the Department of Health, we will have to remember to maintain distancing.

As always, communication is very important for the success of our students. Students and families are encouraged to reach out to teachers whenever clarification or support is needed. For questions outside the scope of the classroom, please reach out to me at marquiett@hamiltoncentral.org. For technology-related questions, please contact Mr. Rogers (crogers@hamiltoncentral.org), and for special education questions, reach out to Mr. Ellis (kellis@hamiltoncentral.org).

In closing, please know that everyone here at HCS cares about your children. We will work together to be safe, to support each other, and to progress with our academic goals for the year.

Best regards,

Mr. Mark Arquiett

Mr. Mark Arquiett, Secondary Principal

TITLE I PROGRAM

NOTICE TO PARENTS OF RIGHT TO RECEIVE INFORMATION REGARDING PROFESSIONAL QUALIFICATIONS OF TITLE I TEACHERS

Per Title I parental notification requirements, parents have the right to receive, upon request to the District, certain information as authorized by federal law regarding the professional qualifications of the child's classroom teachers. Upon the District's receipt of the request, in a timely manner, the following information will be provided.

- 1) *Whether the teacher has met New York State Education Department qualifications and licensing criteria for the grade levels and subject areas he/she teaches.*
- 2) *Whether the teacher is teaching under emergency or other provisional status through which New York State Education Department qualifications or licensing criteria have been waived due to special circumstances.*
- 3) *The teacher's college major (undergraduate level); whether the teacher has any graduate certifications or degrees and, if so, the field of discipline of the certification or degree.*
- 4) *Whether your child is provided services by any teaching assistants and, if so, their qualifications.*

If you wish to receive this information, please contact the elementary or high school office.



From the Elementary Principal

Dear HCS Community,

As this new school year approaches, I would like to extend a warm welcome to you all. With the start of the 2020-21 school year, I am taking on the role of Interim Elementary Principal after having been a Reading Teacher here at HCS for 13 years. Having been an educator for so long, the sight of the first orange leaf triggers in me a process of contemplating the past and looking to the future, as some might do at the beginning of January.

Upon reflection, I am reminded of my own years spent as a student at a small, rural K-12 school. The education that I received within those brick walls was certainly a vital stepping stone in my life's path so far. However, it is the individuals that delivered the instruction who remain in my memories now that I have mastered the rules of multiplication, understand the guidelines of soccer, and know where to place an apostrophe in a word. The gifts of time and energy given by these educators are held deep in my bailiwick of tools for me to lean on in times of adversity.

Through my own experiences, I know how important each and every member of the school and community is when it comes to impacting a student's educational and lifelong journeys. I hold dear the memory of Mr. C. Martin's beautifully penned note that praised my enthusiastic (if somewhat off-key) performance in the school musical; Mr. Brown's go-ahead to start a fifth grade class newspaper; and Mr. D. Martin's personally composed flute solo that I performed at my high school graduation. It has always been my desire to be a part of a school community that works to create such simple but meaningful experiences for students to carry with them throughout their lives. I'd like to extend an invitation for you to join me in this endeavor.

Though we are most certainly entering into this new school year during a time of great challenge, these circumstances also present an opportunity for us to focus on supporting one another. Despite some added health considerations, we have been busy developing innovative ideas and solutions to ensure the

wellness and safety of all. In addition, administration, teachers and staff have been collaborating in order to find creative ways to adapt to both virtual and in-person learning models, which we are excited to share with students this fall. It is our hope that from these unique learning experiences, students will carry forward their own memories as they progress down their own life paths.

I look forward to working with you and I welcome your questions, concerns, or suggestions. Please reach out to me at 315-824-6330 or via email at hthomas@hamiltoncentral.org as we join together to provide students with the opportunity to build a memory bank containing reminders of resilience, creativity, and optimism during this upcoming school year.

All the best,
Heather Thomas

Heather Thomas
Interim Elementary Principal
Dean of Students

NOTIFICATION TO PARENTS

Pursuant to the federal *No Child Left Behind Act*, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of our high school students. However, the district must also notify parents of their rights and the rights of their children to request, in writing, that the district NOT release such information if it is requested.

For the 2020-21 school year, parents, or students who are at least 18 years old, wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and institutions of higher learning, must sign and return the form attached below to the High School office.

NOTIFICATION TO SCHOOL DISTRICT

To: Hamilton Central School Main Office

Re: Reservation of Consent for the Release of Certain Student Information under the No Child Left Behind Act

Please **DO NOT** release the name, address or telephone number of _____ to military recruiters or institutions of higher learning.

Date

Parent Signature



From the Director of Pupil Personnel Services

Dear HCS Families,

Please allow me to reintroduce myself as the Director of Pupil Personnel Services and Social Emotional Learning. You may be wondering what this office does and how it might help you. This letter is designed to outline the responsibilities of this office and the personnel that work in this department. It should help you in the event you have questions related to the services we oversee and provide for our students.

Pupil Personnel Services encompass all special services provided by the school, which have the purpose of the adaption of the general education to meet the needs, interests and abilities of individuals, as they adjust to themselves and society. Another way of saying this is, we help students who need to have their education adapted or modified. These services include, but are not limited to:

- Special Education (CSE and CPSE)
- Homeless Students (McKinney-Vento)
- Response to Intervention (RtI)

- English Language Learners
- 504 Plans
- Homebound Instruction
- All Related Support Services:
 - Psychological Services
 - Counseling
 - Speech/Hearing Services
 - Occupational Therapy
 - Behavior Consultation
 - Vision Services
 - Physical Therapy
 - Adaptive Physical Education
 - Skilled Nursing Care

Our team’s philosophy is to provide all students with the most appropriate education (FAPE) in the least restrictive environment (LRE) that fosters the greatest independence. We serve as advocates for all students with diverse needs. We facilitate the education of our students in a supportive environment in which all can learn, succeed and achieve a sense of self-worth to ensure a healthy and positive future.

If you have questions or concerns related to any of the above areas, please reach out to me at 315-824-6350 or kellis@hamiltoncentral.org. During my first full year in this position, I will be working to communicate to families all that we do for our students. As the leader of this team, my goal will be to make these services clear to families and to provide easy to use processes and protocols for greater understanding. Communication and collaboration with families is instrumental in making this work best for all students. Please don’t hesitate to share your thoughts, volunteer on a committee, or raise concerns. That is the only way we will make progress. I’m looking forward to working with all of you over the coming months.

Kind regards,

Kevin Ellis

Kevin Ellis

Director of Pupil Personnel Services and Social and Emotional Learning
CPSE and CSE Co-Chair

Notification of Teacher Qualifications:

In accordance with the No Child Left Behind Act, parents are entitled to information regarding the professional qualification of their child’s classroom teacher. You may receive information by contacting the district office. The information will include:

- whether the teacher has met NYS certification requirements for the grade levels and subject areas in which he/she provides instruction;
- whether the teacher is teaching under emergency or other provisional conditions by which NYS certification requirements have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- whether the child is provided services by teacher assistants and, if so, their qualifications.

Dignity for All Students Act:

The Dignity for All Students act, or DASA, was enacted by the New York State Assembly and went into effect in 2012. It protects students in New York public schools from harassment, discrimination and bullying by other students or school employees. It provided that no student shall be subjected to discrimination based on his or her actual or perceived race, color, national origin, ethnic group, religion, religious practice,

disability, weight, sexual orientation, sexual identity, or sex. DASA was amended in July 2013 to include Cyberbullying, which is defined as harassment or bullying by any form of electronic communication, and includes incidents occurring off school property that create, or would foreseeably create, a risk of substantial disruption within the school environment. DASA explicitly states that bullying, taunting, and intimidation on these protected grounds are all forms of harassment.

Dignity Act Coordinators: Mr. Matthew Crumb as the District-wide, Mr. Mark Arquiatt, Mr. Kevin Ellis and Ms. Heather Thomas as the Building-wide DASA Coordinators.

FERPA: Access to Student Records:

Release of Student Directory Information: This notice is to inform parents or eligible students of their right to refuse the release of student directory information and indicates a time period for their response. Following such public notice and a reasonable response period, the District may release such information to an outside group without individual consent. The Family Education Rights and Privacy Act (FERPA) defines student directory information as the following: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (if members of athletic teams), degrees and awards received, and the name of the educational agency or institution previously attended by the student. If any



parent would like to request such directory information NOT be released for the child, such request shall be filed, in writing, with the principal of the school having the record with a copy sent to the superintendent.

Consent for Use of Photographs/Videos:

Throughout the school year, photographs or videos may be taken of students for use in district-produced publications, videos, websites and Facebook or by the news media. If you do not wish to have your child photographed or videotaped, please indicate this, in writing, to the principal of the school having the record with a copy sent to the superintendent. (Names of students in videos or photographs are not published within district publications.)

District Policies

All district policies can be found on the district website but these are required policies that are to be noted in a mailing. Please take a minute to view them on the website.

- #0031 - Tobacco, Nicotine & E-Cigarette Use
- #1040 - Parent & Family Engagement in Title I
- #7365 - Education Records
- #8602 - Accommodation of Hearing Impaired Parents

Pesticide Notification:

New York State law requires that schools and BOCES maintain a list of staff and parents who wish to receive written notice 48 hours prior to a pesticide application at our facility. If you wish to be included on the School District Notification List, please contact the Business Office at 824-6372. You will then receive advance notification of an application of a pesticide product covered by notification requirements, except in the event of an emergency application in response to a threat to public health.

Code of Conduct:

The Hamilton Central School District is committed to providing a safe and orderly learning environment in which students may receive quality educational services without disruption or interference. Responsible behavior by students, teachers, personnel, parents and other visitors is essential to achieving this goal.

The Board of Education has adopted a district Code of Conduct. The code applies to all students, school personnel, parents and other visitors when on Hamilton Central School District property or attending a school function. The Code of Conduct policy can be found on our website at www.hamiltoncentral.org.

Release of Student Information to Military Recruiters:

Pursuant to the federal No Child Left Behind Act, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of our high school students. However, the district must also notify parents of their rights and the rights of their children to request, in writing, that the district NOT release such information if it is requested.

Parents, or students who are at least 18 years old, wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and institutions of higher learning, must submit their request, in writing, to the secondary principal's office.

Use of School Facilities:

Organizations who hope to use the facilities of the school district may obtain a Building Use Form from the main office. Depending on the nature of activity, a certificate of insurance may be required. A custodian must be on duty when the facilities are used. Groups may be charged a fee for the use, depending on the date, time and nature of the event. Please make plans and complete an application well in advance of the date your group may wish to use the facilities.

The building is not available for use on holidays, snow days, Sundays or other special days.

Early School Closing:

If it should be necessary to close school before the usual time, it is important for your child to know what to do. This is especially important if both parents work and there is no one to look after your child if there is an early dismissal. Please discuss this possibility with your child. All after-school activities are canceled when school is dismissed early. Please be sure that your contact information is up-to-date.

Snow Days:

In the event of inclement weather or mechanical breakdown, school may be closed or delayed. Notice of such changes shall be carried over the radio, television and our Global Connect phone call system. Be sure that your contact information is current with the District.

Other District Information can be found on our website: www.hamiltoncentral.org

Bus Routes for 2020-21

Due to the hybrid school schedule this year, parents will be notified in person as to their child(ren) bus runs. Thank you, in advance, for your patience as we navigate transportation through the year.

Please note: Bus routes may change slightly after the first week of school.



HAMILTON CENTRAL SCHOOL DISTRICT

2020-2021 INCOME ELIGIBILITY GUIDELINES FOR FREE AND REDUCED PRICE MEALS OR FREE MILK

REDUCED PRICE ELIGIBILITY INCOME CHART

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 23,606	\$ 1,968	\$ 984	\$ 908	\$ 454
2	\$ 31,894	\$ 2,658	\$ 1,329	\$ 1,227	\$ 614
3	\$ 40,182	\$ 3,349	\$ 1,675	\$ 1,546	\$ 773
4	\$ 48,470	\$ 4,040	\$ 2,020	\$ 1,865	\$ 933
5	\$ 56,758	\$ 4,730	\$ 2,365	\$ 2,183	\$ 1,092
6	\$ 65,046	\$ 5,421	\$ 2,711	\$ 2,502	\$ 1,251
7	\$ 73,334	\$ 6,112	\$ 3,056	\$ 2,821	\$ 1,411
8	\$ 81,622	\$ 6,802	\$ 3,401	\$ 3,140	\$ 1,570
*Each Add'l person add	\$ 8,288	\$ 691	\$ 346	\$ 319	\$ 160

How to Apply: To get free or reduced price meals for your children carefully complete one application following the instructions for your household and return it to the designated office listed on the application. 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 any household member, 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 for free and reduced price benefits cannot be approved unless complete eligibility information is submitted, as indicated on the application and in the instructions.** Contact your local Department of Social Services for your SNAP or TANF case number or complete the income portion of the application. No application is necessary if the household was notified by the SFA their children have been directly certified. If the household is not sure if their children have been directly certified, the household should contact the school.

Reporting Changes: The benefits that you are approved for at the time of application are effective for the entire school year and up to 30 operating days into the new school year (or until a new eligibility determination is made, whichever comes first). 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.

Reduced Price Eligible Students: Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability

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 of such individual, a record of such an impairment or being regarded as having such an impairment. Major life activities include but are not limited to: functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. You must request meal modifications from the school and provide the school with medical statement from a State licensed healthcare professional. 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 statement 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,

Andrea Cass

Andrea Cass
Food Service Manager/Cook

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) 877-8339. 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, (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.



Nathaniel Lambrecht (6th grade)



HAMILTON CENTRAL SCHOOL DISTRICT

Date Withdrew _____

Attachment Va F ___ R ___ D ___

2020-2021 Application for Free and Reduced Price School Meals/Milk

To apply for free and reduced price meals for your children, read the instructions on the back, complete **only one** form for your household, sign your name and **return it to the address listed below**. Call **315-824-6382**, if you need help. Additional names may be listed on a separate paper.

Return Completed Applications to:
Ms. Andrea Cass
47 W. Kendrick Avenue
Hamilton, NY 13346

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 (Check one or more): American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Island White

DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY

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

SNAP/TANF/Foster

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

Free Meals Reduced Price Meals Denied/Paid

Signature of Reviewing Official _____ Date Notice Sent: _____



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 Ms. Andrea Cass, Hamilton Central School, 47 W. Kendrick Avenue, Hamilton, NY 13346.

If you have a foster child in your household, you may include them on your application. A separate application is not needed. Call the school if you need help: (315) 824-6382. 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](#), (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.





Hamilton Central School

47 West Kendrick Avenue
Hamilton, NY 13346

"A Professional Learning Community"



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PLEASE NOTE:

As per New York State Law, parents who wish to request alternate transportation routes, for the purposes of child care, **MUST** do so before April 1st of the preceding year.

TAX LEVY

At an August Board of Education meeting, the tax levy in the amount of **\$7,695,195** was approved for 2020-21. This amount was the same as projected last spring in the proposed budget, and subsequently approved by the voters. It represents a **2.08%** increase over last year's levy. The tax rates for individual district residents will vary depending upon any changes in assessments or equalization rates, within a particular township.

School tax bills will be mailed at the end of August. If you do not receive your tax bill by the second week of September, please call (315) 824-6310 or access the website noted below.

There will be no "in person" collection of taxes this year due to COVID-19. We are sorry for any inconveniences that this may cause you.

Again This Year:

You can now access your tax bill either at www.infotaxonline.com, click on Hamilton and input your last name or at www.hamiltoncentral.org, click on the District tab, click on Tax Info, click on Access Your Tax Info. You will be able to print, view and see when your payment has been posted.

Direct Phone Numbers:

Provided below are direct phone numbers to assist you in contacting the person to whom you wish to speak.

Superintendent/District Office	824-6310
Secondary Principal/Main Office/Purchasing	824-6320
Elementary Office	824-6330
Business Manager	824-6372
District Treasurer	824-6370
Technology Department	824-6388
HS/MS Counseling Office	824-6327
School Nurse	824-6340
Athletic Director	824-6320
Transportation Department	824-6392
Maintenance Department	824-6342
Special Education Department	824-6350
Cafeteria	824-6382
Receptionist/Attendance/Main Entrance	824-6300
Tax Collector	824-6310