

September 2021



# HAMILTON CENTRAL SCHOOL *NEWSLETTER*

Hamilton Central School • A Professional Learning Community

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## Special Points of Interest:

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



## From the Superintendent of Schools

Dear HCS Families & Community Members:

I hope all of you are having a relaxing summer filled with many family adventures. The district has been a busy place this summer with our summer school programs, several school maintenance projects, and preparing for the 2021-22 school year.

I would like to thank all of you for your support and understanding as we, as a school and community, responded to the many challenges of the COVID-19 pandemic over the last 18 months. I am very proud of the way our students, parents, faculty/staff, and community handled the demands we were faced with as we continued to educate and provide services for our students during the most unusual of circumstances. I very much appreciate your patience, understanding, and support as we all navigated this new model of teaching and learning together.

As we transition into September, I'm pleased to report that we will be opening our schools for full-day, five-days-per-week, in-person learning. Remote learning will only be available to students who have certification from their physician that they require a medical exemption. Staff will not be teaching in-person and remote students simultaneously.

The health and safety of our students and staff are our highest priority. To protect everyone's health, we will open schools using safety measures that we have all grown familiar with:

- Mandatory face coverings for all students and staff, regardless of vaccination status when indoors
- Physical distancing when indoors
- Ventilation and airflow
- Hand washing
- Staying home if ill or exposed to someone with COVID-19

As we learned throughout last year, COVID-19 conditions will continue to change, as will the guidance we must follow from county, state, and federal authorities, sometimes overnight. Due to these rapidly changing regulations and conditions, our opening plans and delivery of instruction will remain fluid and we will be prepared to change, as necessary, based on guidance from state agencies and local health experts.

I am so excited to see our schools filled with our students on September 7th. Together we will share the successes and address the challenges that lie before us! While the new year is certain to hold challenges, it also holds so much hope and promise.

Together we are #HCSstrong!

Sincerely,

William Dowsland  
*Superintendent of Schools*

*Our Mission...  
To Educate Every Student,  
Every Day*



Dear HCS Families,

Welcome back! It has been a busy summer preparing for the 21-22 school year. As I write this letter, we do not have a full picture of what school will look like in the fall, but I am optimistic that we will be moving in the right direction. Although continued health and safety precautions are likely, I am hopeful that we will not experience any major disruptions to the school year.

As we move forward to another year, we will bring with us all that we have learned. Our teachers worked very hard throughout the pandemic, and they learned a lot about the use of technology as a tool in education. The growth that occurred was amazing, and we will continue to expand our knowledge base.

Two very important aspects of a successful school experience are home/school communication and student engagement. With that in mind, please read the information below:

#### ***Google Classroom and Daily/Weekly Guardian Summaries***

I have found that one of the best ways of keeping up to date with Google Classroom for my own children is downloading the app on my phone and having them sign in with their usernames and passwords. The passwords are saved, so you only need to enter them once. After that, you can open the app at any time and toggle between your children's accounts. Each child's account will display a number of different classes. By clicking on each class, you can check upcoming assignments, missing work, grades, etc.

Google Classroom also offers families a regular email update called the daily or weekly summary. This allows you to receive an email every afternoon - or once per week - containing upcoming assignments, missing work, and any classroom announcements that your child's teachers have posted. If you have any concerns about your child falling behind, I recommend choosing the daily summary. (To change the frequency of summaries, scroll to the bottom of any summary email and click Settings.) Please note that these emails do not contain grades. To check grades, you can use the Google Classroom app as described above or log in using a computer.

If you have not received summaries in the past and you would like to begin receiving them, please contact any of your child's teachers and they can invite you to join Google Classroom as a guardian. You will then receive an automated email asking if you accept the invitation.

#### ***School-Wide Announcements***

To receive information about middle school and high school happenings, please sign up for the Daily Bulletin, which will allow you to receive a copy of our morning announcements. A sign-up link was emailed to families on July 20th.

The Hamilton MS/HS Google Classroom page contains other school-wide announcements, which may include cancellation of events or other news that did not make the morning announcements. If you receive daily summaries from Google Classroom, these postings will be automatically included in your afternoon email. The MS/HS page can also be found by logging into your child's Google Classroom account.

#### ***SchoolTool Parent Portal/Student Portal***

SchoolTool is the place to find five-week progress reports, quarterly report cards, schedules, attendance history, and discipline records. Each parent/guardian should have an account, and students have their own accounts as well. If you have trouble logging into your account, please reach out to our technology director, Mr. Rogers, at [crogers@hamiltoncentral.org](mailto:crogers@hamiltoncentral.org). Link to SchoolTool: <https://schooltool.hamiltoncentral.org/>

#### ***Contact Information***

Please make sure that your contact information on file at the school is correct. We may send information to families through email, text message, automated phone call, or paper mail.

#### ***Extracurricular Activities***

As we start a new school year and experience fewer restrictions on extracurricular activities, I encourage all of our students to join one or more clubs or sports. HCS has a long-standing tradition of an active student body. Our students are what make HCS a great place to learn, and their involvement in various activities is one of the contributing factors. By engaging in extracurriculars, students build better connections with their peers, adults, and the school as a whole. Being part of something outside the usual school day creates enjoyment, ownership, and pride. That pride is seen throughout the community as well. Extracurricular activities can serve as a tool for students to learn time- and stress-management skills. Additionally, being part of a team or club enables students to gain experience working with others. Students applying to college stand out among their peers if they have demonstrated participation in a diverse range of activities. Parents and guardians, please encourage your children to get involved.

Finally, I would like to welcome Ms. Tanya Vaillancourt! Ms. Vaillancourt is the latest addition to our science department, replacing Ms. Orth who retired last spring. She will be teaching Regents earth science as well as some of our middle school science classes. I am very happy that Ms. Vaillancourt will be joining our learning community and sharing her love of science.

As always, please reach out if you have any questions or concerns as the year progresses. I look forward to a great year for everyone in our HCS community!

Sincerely,  
Mark Arquiatt  
MS/HS Principal  
[marquiatt@hamiltoncentral.org](mailto:marquiatt@hamiltoncentral.org)  
(315) 824-6320



Technology plays a major role in the pathways of communication between HCS and parents. We have a number of different methods that we use to communicate and there are methods you can use to check in on your student(s). I wanted to take a moment at the start of the school year to reacquaint you with some of these and their purposes.

Parent Portal (Schooltool) is a tool for both Elementary and Secondary parents that contains a vast amount of information about your child including contact information, scheduling, grades, attendance, discipline and more. Every parent or guardian in the district is given a Parent Portal account. If you do not have access to the Parent Portal please contact me. Parent Portal is accessible at <https://schooltool.hamiltoncentral.org/schooltoolweb/> or by clicking on the button in the popular links section of our website. Parent Portal offers a mobile app.

SeeSaw is a tool used by Elementary classrooms to deliver instructional activities and communicate with parents and students. Students will be added to the classrooms before the school year begins and parents will be added based on the email we have on file shortly thereafter. SeeSaw has a mobile app that is an easy way to use the platform. Teachers will use the platform to send messages to all of the parents, or individuals throughout the year.

Google Classroom is a tool used by Secondary teachers to deliver and collect instructional activities and materials. Teachers will use your email address to sign you up for email updates which you can receive daily or weekly. Parents DO NOT have access to teachers' Google Classrooms with their own accounts, they are not members of the classroom. Instead they receive updates via email. Parents are encouraged to sit with their students while they use Google Classroom if they wish to get familiar with the platform.

In addition to these tools we also use more traditional methods such as paper and electronic mail, robo-calling and text messaging. Please make sure that your contact information is up to date with us so that you receive these communications.

Sincerely,  
Christopher Rogers  
*Director of Technology*

Dear HCS Community,

One of my favorite moments as a teacher was when, during a class, I would come across a question that a student had and I didn't know the answer. "I don't know! Let's find out!" I would exclaim excitedly and we'd start to research it or ask others or look up a word in the dictionary together on a hunt to see if we could find the answer. Later that evening, this newfound information was typically my addition to the conversation at the dinner table. "Did you know ..." I'd start off and then I'd pass what I had learned along to my family.

I realize that these moments of questioning and discovery still qualify as my favorite ones in my role as a building leader. Together this past school year, we have taken the journey to answer what feels like an overwhelming number of unknown questions. I'm grateful for the opportunities that "not knowing" has provided us with because now, as an elementary school community, we are continuing to question, research, and share together across the board in ways that improve and reimagine the educational experiences for students. It's so exciting to be a part of this process, and I thank each of you that has participated and invite all of you to reach out with any questions that you might have so that we might learn together.

With the shift towards Next Generation Standards, this year we will be focusing on our math and science curriculums across grade levels to ensure their alignment with these standards. Additionally, we have developed an Elementary Makerspace for students and are looking forward to continuing our work with Project Based Learning by using this space to provide students with inquiry based experiences incorporating literacy, math, and science coupled with promoting creativity and invention.

This year we would like to welcome several new teachers to the elementary school. Ms. Corilynn Coye, an HCS alum, joins our special education department. Ms. Rachel Frisch is our new reading teacher coming to us from the Saratoga region. Ms. McKenna Jones, SUNY Oneonta graduate, is our new fourth grade teacher. Our new fifth grade teacher is Ms. Abigail Reilly, a Utica College graduate. Mrs. Melissa Latella is returning to HCS in a position as a second grade teacher. We are excited to have these talented educators join us this year.

Upcoming Important Elementary School Fall Dates:

First Day of School	September 7, 2021
School Picture Day	September 28, 2021
Pumpkin Walk	October 21, 2021
Fall Festival Parade	October 29, 2021

Please feel free to reach out to me at 315-824-6330 or by email at [hthomas@hamiltoncentral.org](mailto:hthomas@hamiltoncentral.org). In spite of the uncertainties we face, I am confident that our positive energy, teamwork, and dedication to excellence will guide us through another successful school year.

All the best,  
Heather Thomas  
*Elementary Principal*



Dear Families of the Hamilton School District,

Welcome to 2021-2022 school year! As we plan for this upcoming year, we are committed to providing the families of our district with the best possible services. As a reminder, Pupil Personnel Services includes all of the services that help students who require the need to have their education adapted or modified. These services include:

Special Education (CSE and CPSE)  
Response to Intervention (RtI)  
504 Plans  
Homebound Instruction

Homeless Students (McKinney-Vento)  
English Language Learners  
Response to Intervention (RtI/AIS)

*All Related Support Services:*

Psychological Services  
Speech/Hearing Services  
Behavior Consultation  
Physical Therapy  
Skilled Nursing Care

Counseling  
Occupational Therapy  
Vision Services  
Adaptive Physical Education

Additionally, our department oversees the Social and Emotional Learning for students in grades PreK through 12. We have a strong, dedicated team committed to providing the most appropriate education for students, in the least restrictive environment, that maximizes each student’s independence for learning. Our team of support staff personnel meets weekly to discuss the progress of each student and continually works to develop appropriate plans for support.

Kevin Ellis  
*Director of PPS*  
315-824-6350

Michelle Spencer  
*School Psychologist, Co CSE/CPSE Chair*  
315-824-6354

Caprice Kilts  
*CSE/CPSE Administrative Asst.*  
315-824-6350

Victoria Daoust  
*High School Counselor*  
315-824-6327

Sheri Houck  
*Elementary Counselor*  
315-824-6326

Gina Torre  
*Middle School Counselor*  
315-824-6327

Until further notice, all meetings for CSE, CPSE, and 504 plans will continue to be held virtually through a Google Meeting format. If participants are unable to attend online, by way of the computer, a call in number will be provided to use with a regular dial in phone.

All HCS teachers will take part in reviewing each of their new student’s IEP’s and 504 plans on one of our two opening Superintendent’s Conference Days. Each student is assigned a “care manager” to oversee the IEP or 504 Plan. The care managers regularly meet with their students to make sure their plan is appropriate. Care managers will also guide each teacher through their student’s plan to make sure it is understood and followed. If you are unsure of who your child’s care manager is, please reach out to any of us on this team for support. Care managers can also assist the parents in any questions you may have about your child’s plan.

I again look forward to working with the families of HCS. Communication and collaboration with families is instrumental to our team. If you have questions or concerns, please don’t hesitate to reach out to me or any member of our team. Trusting relationships are built on the foundation of good communication.

Kind regards,  
Kevin Ellis  
*Director of Pupil Personnel Services*

Please note that under section 4402 of NYS Education Law, all parents who suspect that their child may have a disability are entitled to receive a special education evaluation and submit a referral to the Committee on Special Education.

The Hamilton Central School District follows Part 200 of the New York State Regulation of the Commissioner of Education





**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 Arquiett, 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   | #5662 - School Food Service Program               |
| #1014 - Code of Conduct                       | #7365 - Education Records                         |
| #1040 - Parent & Family Engagement in Title I | #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 behav-



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ior 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](http://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](http://www.hamiltoncentral.org)**





## Bus Routes for 2021-2022

### Route 1 Bus 98 –Frank Marzella

Leave at 6:40

Left onto West Kendrick Ave, Left onto Lebanon St, Left on Keefe, right turn, left on Randelville Rd, Left on River Rd turn around at district line, return River Rd, Left on Reservoir Rd, Right on Geer Rd, Right on Lebanon Hill Rd, Turn around past Chamberlain Hill Rd, Left on Chamberlain Hill Rd, Left on River Rd turn around, Left on Armstrong Rd, Left on Randlesville Rd, Right on West Kendrick Ave.

### Route 2 Bus 104- Jackie Rose

Leave at 6:40

Right onto West Kendrick Ave, Left onto Broad St, Right onto Payne St, Left onto East Lake Rd stop at Butternut Lane, Right on Lakeview Dr, Left on Lakeview Court, Left on Lakeview Dr, Left on Newton, Right onto Hill Rd, Right onto McCormick Rd turn around, Left on Hill Rd, Straight onto Newton Rd, Left to Bonney Hill Rd, Right on Thayer Rd, Right onto Hill Rd, Left onto Chappel Rd, right onto Kiley Rd, right onto Bonney Rd, Left on Hill Rd turnaround at Chappell Rd, Right on Bonney Rd, Left on Bonney Hill Rd, Straight onto Payne St, Right onto East Lake Rd, Left onto Brookview Dr turn around, Right onto East Lake Rd, Right onto Payne St, Left onto Broad St, Right onto West Kendrick Ave.

### Route 3 Bus 106 - Holly Haugh

Leave at 6:40

Right onto West Kendrick Ave, Right onto Hamilton St, Left onto Poolville Rd, Right onto Larkin Rd, cross Rt. 12 continue to Larkin Rd, Right on Crumb Rd, Straight on South Hamilton Rd turnaround, Left on Crumb Rd, Left on Larkin Rd, Left onto State Route 12, Right onto Cranston Rd, Right onto Poolville Rd, Left onto Eaton Rd, Right onto Gorton Rd, bare left onto Sacco Rd, Right onto Gorton Rd, Right onto Horton Rd, Left onto Preston Hill Rd turn around at the Hugh’s farm, Preston Hill Rd to left onto Route 12B South, turn around at Kriemhild Dairy, Route 12B North, Left onto Middleport Rd, turnaround at concrete plant Right onto Middleport Rd, Left onto Route 12B North, Left onto West Kendrick Ave.

### Route 4 Bus 99 – Don Johnson

Leave at 6:40

Right onto West Kendrick Ave, Right onto Payne, Right on Mason Rd, Right on Bonney Rd, Left on Hill Rd, Left onto Quaterline Rd, Right on Bailey Rd turnaround, Left on Quaterline, Left onto Rhodes Rd, Left onto Wickwire Rd, turn around at Palmer Farm, Left on Wickire Rd, Left on Green Rd, Left on Rt 12, Right on Wratten Rd turnaround Left on Rt 12 Right on Wickwire Rd, Left on Green Rd, Left Poolville Rd, Right onto Hamilton St, Right on Spring St, Left on Payne, Left on University Ave, Right on West Kendrick Ave.

### Route 5 Bus 100 – Diane Law

Leave at 6:45

Right onto West Kendrick Ave, Left onto Broad St, straight onto Madison St, bare left up Johnnycake Hill Rd, Left on Airport Rd, Left on Utica St, Left on English Ave, Right on Utica St, Left on Woodman Pond Rd, Left onto Smith Rd, continue straight on Eaton St, Left on Montgomery St, Left onto Utica St, turn around in restaurant parking lot across from McDonalds, Right onto Utica St, Right on Eaton St, Right on Montgomery St, Straight onto Wylie St, Left onto Madison St, bear right on Johnnycake Hill Rd, Right on Airport Rd, Right on Lake Moraine Rd, Straight on Broad St, Right on West Kendrick Ave.

### Route 6 Bus 108 - Kenneth Pisiak

Leave at 6:35

AM/PM Special Needs Run

*Please note:*

*Bus routes may change slightly after the first week of school.*

\*\*If your student did not ride the bus last year and needs to ride the bus this year please call (315) 824-6392 or email (lsimchik@hamiltoncentral.org) the bus garage ASAP\*\*





# 2021-2022 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	\$ 23,828	\$ 1,986	\$ 993	\$ 917	\$ 459
2	\$ 32,227	\$ 2,686	\$ 1,343	\$ 1,240	\$ 620
3	\$ 40,626	\$ 3,386	\$ 1,693	\$ 1,563	\$ 782
4	\$ 49,025	\$ 4,086	\$ 2,043	\$ 1,886	\$ 943
5	\$ 57,424	\$ 4,786	\$ 2,393	\$ 2,209	\$ 1,105
6	\$ 65,823	\$ 5,486	\$ 2,743	\$ 2,532	\$ 1,266
7	\$ 74,222	\$ 6,186	\$ 3,093	\$ 2,855	\$ 1,428
8	\$ 82,621	\$ 6,886	\$ 3,443	\$ 3,178	\$ 1,589
*Each Add'l person add	\$ 8,399	\$ 700	\$ 350	\$ 324	\$ 162

**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





## 2021-2022 INCOME ELIGIBILITY GUIDELINES FOR FREE AND REDUCED PRICE MEALS OR FREE MILK

*continued*

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  
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: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> 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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.





# 2021-2022 INCOME ELIGIBILITY GUIDELINES FOR FREE AND REDUCED PRICE MEALS OR FREE MILK

*continued*

Date Withdrew \_\_\_\_\_

Attachment Va F R D \_\_\_\_\_

### 2021-2022 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:** **Andrea Cass, Hamilton Central School**  
**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"/>

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 Amount / How Often	Child Support, Alimony Amount / How Often	Pensions, Retirement Payments Amount / How Often	Other Income, Social Security Amount / How Often	No Income
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

Total Household Members (Children and Adults)

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

I do not have a SS#

"When completing section 3, an adult household member must provide the last four digits of their Social Security Number (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: \_\_\_\_\_



# 2021-2022 INCOME ELIGIBILITY GUIDELINES FOR FREE AND REDUCED PRICE MEALS OR FREE MILK

*continued*

## 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: **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 FDIPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.

- (1) List a current SNAP, TANF or FDIPIR (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 FDIPIR 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 FDIPIR 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 FDIPIR 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](https://www.usda.gov/bascr/how-to-file-a-program-discrimination-complaint), (AD-3027) found online at: <https://www.usda.gov/bascr/how-to-file-a-program-discrimination-complaint> 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](mailto:program.intake@usda.gov).

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# Hamilton Central School

47 West Kendrick Avenue  
Hamilton, NY 13346

"A Professional Learning Community"

Non-Profit  
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Student Activities

