### WEST CANADA VALLEY HIGHLIGHTS



### MESSAGE FROM THE BOARD OF EDUCATION

On behalf of the Board of Education we want to welcome students, faculty, staff and administration to another new school year. We continue to be experiencing uncharted times that make it difficult to navigate and ensure right decisions are being made. We thank everyone for their time, effort and questions that assisted with the reopening plans for this upcoming school year. We know that a true partnership will be key for a healthy and safe school year. We wish the best for everyone. Stay safe and healthy.

Shawn Schultz, BOE President

### BACK TO SCHOOL 2020 IMPORTANT DATES















### FROM THE DESK OF THE SUPERINTENDENT

MR. DJ SHEPARDSON



### Welcome Back

I sincerely hope that everyone is continuing to remain safe and healthy. I also hope you found some time this summer to relax and spend time with your family. These are certainly difficult times that each of you are navigating in your own manner. The 2020-21 school year is rapidly approaching and the health and safety of everyone continues to be the highest priority. Please know the district understands and sympathizes with the difficult decisions being made as we approach the first day of school. The development of our current educational plan and the options we are providing are a result of ideas and input from the entire community. I am sincerely grateful for the patience and understanding of everyone as we navigate this school year together.

As always, staff has been working diligently on curriculum and instruction this summer in order to prepare for the 2020-2021 school year. Our Principals, Director of Special Programs, and teachers have spent countless hours this summer preparing for the challenges we are facing this year in education. As the district continues to review district data, curriculum, instruction, and student learning; we continue to move forward with instructional planning that will certainly enhance the overall education program at West Canada Valley. As a district, we continue to annually review our comprehensive plans to ensure we provide the best foundational programming for our students. Although this year will again challenge the district, we are prepared to offer a complete and sound educational experience.

As always, the district will continue to review areas where we can improve student learning along with maximizing opportunities for our students. With summer break coming to a close, the district is looking forward to welcoming back our students after many difficult months; including the Class of 2021!

### **New Staff**

Please join me in welcoming the new staff members included in the newsletter to our district. Although this is a difficult year to begin teaching in a new school, I have complete confidence that each individual will rise to the challenge.

Continued onto next page...

### Communication

The district is always seeking more efficient strategies to communicate with students, parents, and the community. This has been very apparent during this pandemic. Although we have a plan in place for the school year, we need to be ready to adjust that plan if health concerns dictate a transition back to remote learning. The district is prepared to make this transition if needed with a full remote educational plan in place. In the event we need to communicate information, I will continue to use our emergency call system. The district newsletter, website, social media, and phone/email/text connections will be used to relay announcements and emergency information. In addition, the parent portal in our student data system is fully operational. This will allow parents/guardians consistent access to their child's grade and progress reports.

### **Tax Information**

Tax payments will continue to be processed by M&T Bank this fall. If you have any questions/concerns, do not hesitate to contact the district office.

### **Transportation**

The transportation portion of the newsletter provides information on how you can obtain the pickup and drop off times for your children. As a reminder, bus loop in the elementary is for buses only. All vehicles must use the drop-off area located in the parking lot. If a vehicle is located in the bus loop you will be asked to immediately move to the designated parking areas. Your cooperation with the traffic pattern is certainly appreciated. All buses will be dropping students off in the elementary bus loop this year. The high school bus loop will be used for parent pick-up and drop-off. Elementary parents/guardians will continue to use the parking lot loop. Additional details including pick-up and drop-off times will be provided before September 14th.

### Reopening Plan

The district reopening plan continues to evolve as we get closer to school. Please refer to the district website for updates. Important details will again be communicated to everyone before the start of school. Parents and guardians, please remember you will be completing a survey and temperature checking at home each day. Your child will also be temperature checked before entering the building. Further details will be provided before the start of school.

### **Visitors**

Due to health restrictions, visitors are prohibited from entering the building unless an appointment has been approved. All visitors by appointment, will follow the same entrance and building protocols as our students, faculty, and staff.

### **Appreciation**

I would again like to thank members of the community for the ongoing support provided to the West Canada Valley School District including members of the West Canada Valley Board of Education. The many educational opportunities students have would not be possible without your support. The West Canada Valley School District has a beautiful campus that provides a safe/secure location for the students in this community. I certainly look forward to seeing everyone during the upcoming school year.

### **ELEMENTARY SCHOOL**

### LETTER FROM THE PRINCIPAL

Welcome back to the 2020-2021 school year! The teachers have been working hard all summer preparing for the opening of school. They are very excited to meet their new students and welcome them to their classrooms (both inperson and virtually). As always, our goal is to work collaboratively with parents, families and community members to create an environment that is safe and enjoyable for all students. All parents should have received information in the mail regarding the instructional model and teacher your child has been assigned to. Please don't hesitate to call me at 845-6800 with questions or concerns. If you need assistance with school supplies, please contact me directly. All calls and emails will be kept confidential. We look forward to a wonderful and productive school year!

Sincerely, **Correne M. Holme**s Elementary Principal

### MIDDLE/HIGH SCHOOL

### LETTER FROM THE PRINCIPAL

Dear Parents and Students,

On behalf of the West Canada Valley Middle School/High School teachers, counselors and staff, I would like to take this opportunity to thank everyone for their continued support, patience, and understanding as we approach the beginning of another unprecedented school year. I know our students have missed out on many important milestones and especially miss their friends. I also understand that this time has been difficult for families. Please remember we are here for you. We have all been working tirelessly this summer to ensure a safe and smooth opening this fall. All parents should have received a letter outlining some of the key changes taking place for the upcoming school year, a student information sheet to update, and a copy of the district mask rules and procedures. Please don't hesitate to call me at (315) 845–6800 with questions or concerns.

Sincerely, **Glenn M. Broadbent**Middle School/High School Principal

### **ELEMENTARY SCHOOL NEWS**

### FIRST DAY OF SCHOOL AND KINDERGARTEN ORIENTATION

The first day of school for all students in grades 1-6 is Monday, September 14th. Students signed up for the half day model will attend until noon and complete their day remotely. Students signed up for the full day, in-person model will follow our regular bell schedule. If you selected the remote instructional model, you will be contacted by



your child's assigned teacher with a schedule to follow on Google Meet. Please note that kindergarten will not be following our regular schedule on September 14th. Parents of kindergarten students should have received information in the mail regarding an assigned time to attend kindergarten orientation on this day. Please contact the school immediately if you did not receive this information. In order to keep everyone safe and follow the social distancing guidelines, we are asking parents to follow the schedule and show up at your designated time. Our first full day for kindergarten will be September 15th.

### **PARENT - TEACHER CONFERENCES**

Our fall parent teacher conferences will take place on November 23rd and 24th. These dates will be half days for all students. Parents will be notified at the beginning of November whether these conferences will take place in-person or virtually.



### **GUIDANCE DEPARTMENT**

### **SCHOOL COUNSELOR ASSIGNMENTS**

Student counselor assignments remain the same – student last names A-K are assigned to Mrs. Wood, and student last names L-Z are assigned to Mrs. Conklin. Mr. Cantarano will be covering L-Z at the beginning of the school year in Mrs. Conklin's absence.

Mrs. Rebecca Wood (A-K) rwood@westcanada.org

Mrs. Kady Conklin (L-Z) kconklin@westcanada.org

Mr. Joe Cantarano (L-Z) jcantarano@westcanada.org

### **2020 JUNIOR AWARDS**

Several colleges and universities sponsor scholarship programs to recognize students in their junior year of high school. These scholarships are awarded to students who demonstrate strong academic performance, leadership qualities, and involvement in their school and community. Should the recipient of a junior award scholarship apply, be accepted, and choose to enroll at the specified college following high school, he or she will be eligible for the financial award from the respective college. Although we were unable to hold the Honors Banquet in person in June of this year, we extend our sincere congratulations to the following Class of 2021 award recipients:

- Clarkson University Leadership Award Iris Pellani
- Clarkson University Achievement Award Kolten Farber
- The Elmira College Key Award Hunter McGivern
- The Keuka College George H. Ball Community Achievement Award Victoria Grann, Brayden McCaw, Jessica Lindsay, and Shae McEvoy
- The LeMoyne College Heights Award Caden Ludwig
- The Rensselaer Polytechnic Institute Award Catherine Christensen
- The Rochester Institute of Technology Computing Award Connar Dibble
- The Rochester Institute of Technology Innovation Creativity Award Maggie Burdick and Caden Ludwig
- The Sage Colleges Student Sage Award Olivia Gibson
- The University of Rochester Bausch & Lomb Honorary Science Award Catherine Christensen
- The University of Rochester Frederick Douglass and Susan B. Anthony Award Iris Pellani
- The University of Rochester George Eastman Young Leaders Award Andrew Soron
- The University of Rochester Xerox Award for Innovation and Information Technology
   Maggie Burdick
- The Wells College 21st Century Leadership Award Cole Maxwell

### **GUIDANCE DEPARTMENT**

### **FALL 2020 SAT'S AND ACT'S**

While many uncertainties remain due to COVID-19, College Board has scheduled the following SAT administrations for the fall. Please continue to check back to <a href="https://pages.collegeboard.org/sat-covid-19-updates">https://pages.collegeboard.org/sat-covid-19-updates</a> for updates. Please visit <a href="http://www.act.org/content/act/en/covid19.html">http://www.act.org/content/act/en/covid19.html</a> for updates and resources pertaining to the ACTs.



Fall SAT Dates (visit collegeboard.org to register)											
Test Date	Registration Deadline	Late Registration Deadline									
September 26, 2020	August 26, 2020	September 15, 2020									
October 3, 2020	September 4, 2020	September 22, 2020									
November 7, 2020	October 7, 2020	October 27, 2020									
December 5, 2020	November 5, 2020	November 24, 2020									

Fall ACT Dates (visit act.org to register)											
Test Date	Registration Deadline	Late Fee									
October 10, 2020 October 17, 2020 October 24, 2020 October 25, 2020	September 17, 2020	September 18-25									
December 12, 2020	November 6, 2020	November 7-20									

### **Fall PSAT**

The PSAT is scheduled to be administered on Wednesday, October 14, 2020 at WCV and is available to all juniors and several sophomores. Eligible students have received information in the mail and should call the guidance office by August 31 to sign up.

### **FINANCIAL AID**

High school seniors applying to colleges this fall for enrollment in 2021-22 can complete a FAFSA (Free Application for Federal Student Aid) beginning October 1, 2020 (<a href="www.fafsa.ed.gov">www.fafsa.ed.gov</a>). Also visit <a href="https://studentaid.gov/announcements-events/coronavirus">https://studentaid.gov/announcements-events/coronavirus</a> for updates regarding financial aid. Some colleges require students to complete a second financial aid form called a CSS Profile. Check with your intended colleges to see if this additional form is required. The CSS Profile can be completed beginning October 1, 2020 at collegeboard.org.

### **COLLEGE NOW**

College Now courses will continue to be offered at no cost to students. Registration materials will be provided to students and are due September 21, 2020.

### **GUIDANCE DEPARTMENT**

### NCAA STUDENT ATHLETES

Any students planning on playing a Division I or II sport in college MUST qualify in order to be eligible. Students are urged to check with intended colleges as well as check out all information at www.ncaa.org. Students must register online through the Eligibility Center at this site as well. It is highly recommended that this eligibility registration process be handled PRIOR to entering a student's senior year in high school. Speak with your counselor regarding eligibility and core course requirements.

### **WCV ATHLETICS NEWS**



### FALL ATHLETICS UPDATE

As it currently stands, WCV Athletics are set to begin on September 21st. All students will have an opportunity to sign up for fall sports once school reopens on September 14th. Coaches will provide all necessary paperwork to their interested athletes. All athletes who had a valid physical on file during the 2018-2019 or 2019-2020 school year will be eligible for fall sports this year as long as they fill out a health history update form. New/updated physicals will be necessary for the start of the winter season. I know many people have questions about practices, schedules, spectators, alternate seasons, etc. At this time, we still do not have answers to those questions. West Canada Valley is awaiting guidance from NYSPHSAA and Section III on the details of how fall sports will be conducted. Once we have a better idea of what is allowed, that information will be shared through our coaches, WCV school website, and the school's social media account. If you have any specific questions or concerns, please call or email Ed Dougherty in the Athletics Office.

### Ed Dougherty

Athletics Director West Canada Valley Central School E-Mail: edougherty@westcanada.org

Phone: 315-845-6800 EXT 3357



### WCV TRANSPORTATION NEWS

### BACK TO SCHOOL ON THE BUS

I would like to start with welcoming everyone back to another school year here at WCV. This year with more busing regulations/guidelines and being restricted by the number of children on buses. I would like to thank everyone for their cooperation and help with transportation. Listed below are a few reminders that help us here in the transportation department.

- Everyone should have received a Transportation assurance form; please be certain to have this filled out and returned.
- Have a new phone number? Please contact the school so we can update our files. In the event of an emergency situation current phone numbers are very important.
- Please make sure someone is home for elementary students when the bus arrives in the afternoon.
- Bus discipline issues are serious. Do not hesitate to contact either the Principal or myself with your concerns.
- Please refrain from the practice of following abus to take a child off, or let a child get on the bus. It can be very dangerous when students walk along the side of a bus and the driver is unaware.
- My bus is early...My bus is late....The first week of school can be frustrating for all. As the first few days of school pass the bus runs will settle down to actual times and should run within plus or minus 5 minutes weather permitting.
- State law: Never pass a stopped school bus that has its red lights flashing. This law applies in the school yard as well. Violators will be prosecuted.

### Felix Ray

Transportation Supervisor West Canada Valley Central School

E-Mail: fray@westcanada.org Phone: 315-845-6800 EXT 401



### FROM THE NURSES' OFFICES

### BACK TO SCHOOL REQUIREMENTS

### **Physical Examinations-**

New York State Law requires a health examination for all students entering the school district for the first time and when entering Pre-K, K, 1st, 3rd, 5th, 7th, 9th and 11th grade. A copy of the health examination must be provided to the school within 30 days from the start of school. Physicals are acceptable that have been preformed no longer than 12 months prior to the 1st day of school in September. If your child has an appointment for an exam during the school year that is after the first 30 days of school, please notify the Health Office with this date.

### Immunizations-

Any students entering 6th grade this school year are required to have a Tdap vaccine. Any students entering 7th grade this school year are required to have a Meningococcal vaccine. Any students entering 12th grade this school year are required to have 2 doses of the Meningococcal vaccines (unless the student received 1 dose of the Meningococcal vaccine after the age of 16 years old). The New York State Department of Health expects any students who missed doses of vaccines due to COVID-19 to receive any overdue doses within 14 days after school has started.

Mandatory physical examinations and immunizations are required for all students regardless if they are learning remotely or in-person this school year.

If you have any questions please feel free to contact either:

### Angie Lyon, RN

Elementary School Nurse alyon@westcanada.org Phone: 315-845-6800 ext. 1152

### Danielle Dutcher, RN

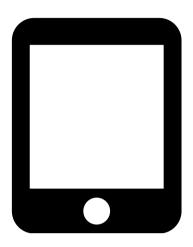
Middle/High School Nurse ddutcher@westcanada.org Phone: 315-845-6800 ext. 3352



### **TECHNOLOGY RESOURCES**

### STUDENT DEVICES & FAMILY SUPPORT

In order to meet the needs of all learners during these challenging times, the West Canada Valley Central School District is proud to be able to provide a school issued device to each student in grades K-12 for Fall 2020. This 1:1 program will allow for the continuity of meaningful learning for all students whether or not they attend school fully in-person, on a hybrid schedule, or remotely this Fall. Additionally, in the event that the school experiences another unexpected school closure, each student would have access to an assigned school device for completely remote learning.



The Technology Department has developed a website to assist families as they support students with the online programs used for instruction at West Canada Valley. Families can access this website from the District website under "For Students & Parents" or by using the following url:

https://sites.google.com/westcanada.org/wcvfamilytech/home.

This site will be continually updated with additional resources throughout the year.

If you have a child enrolled at West Canada Valley CSD that is following a hybrid, half-day, or completely remote schedule, and you are in need of Internet access support in your home, please complete the Home Internet Support Request Form located on the District website. A paper copy was mailed home to all families.

### **WELCOME NEW STAFF!**

### RECENTLY HIRED FACULTY

Welcome to the following new faculty members that recently joined the West Canada Valley team!

Tricia Clark, Mathematics 7-12
Sarah Mayville, Earth Science 7-12
Tamara Smith-Herringshaw, Special Education
Meghan McCormick, Long-term Substitute, Mathematics 7-12
Brandon Varco, English 7-12



### **DISTRICT INFORMATION**

### ASBESTOS MANAGEMENT PLAN

Federal regulations require that schools be inspected for the presence of asbestos, a toxic material that has been used in the construction industry for a number of years. Our District schools have been inspected for asbestos containing materials and the results of the inspections are contained in the Asbestos Management Plan.

The Asbestos Management Plan is available for review during regular business hours at the school district office. A copy of the Asbestos Management Plan will be made available upon request for a nominal fee to cover the cost of copying and handling.

For more information regarding the Asbestos Management Plan and the specific abatement decisions please contact Kelley Crossett at 315-845-6800 ext 3384.

### LEAD CONTAMINATION CONTROL ACT

The Lead Contamination Control Act (LCCA) of 1988 passed on October 31, 1988, requires local educational agencies to test for and remedy lead contamination in drinking water from water coolers and other sources of lead in the school setting.

In cooperation with the mandates of the LCCA, the West Canada Valley Central School District has initiated a testing program of the water coolers and other drinking water source locations in the school. The analysis of the samples and any remediation measures necessary to bring the recommended lead level to less than 20 pp/b is complete and the results are available for your review at the following location: West Canada Valley Middle-High School, 5447 State Rt 26, Newport, NY.

If you have any questions regarding the testing program instituted by our school and the results of the analysis of the samples, please contact Kelley Crossett at 315-845-6800 ext 3384.

### PESTICIDE SPRAYING

During the school year, we are no longer allowed to spray pesticides on our playgrounds or ball fields unless the board declares an emergency situation. In the unlikely event that this should happen, schools are required to maintain a list of staff and parents who wish to receive notification on any pesticide application, 48 hours prior to the application. If you are interested in being on the list, please fill out the form below and return it to your child's teacher. You will be asked at the beginning of each school year as to whether you would like to be included on the list. If you have any questions, please contact Shelly Maxwell, Pesticide Representative at 315–845–6800 ext 3404.

I am the Parent or Guardian of:
WCVS Grade:
Teacher:
Parent or Guardian Signature:

### **CAFETERIA CORNER**

### **DEAR PARENTS & GUARDIANS**

This school year will challenge us with many obstacles, but feeding your children is still our priority.

Breakfast and lunch will be available each school day for both in-house and remote learning students.



Our menu choices will be limited and no a la carte snacks will be sold at the beginning of the school year. You will be informed if and when snacks can be sold.

Breakfast for all students will be served through the normal cafeteria lines. Students will give their name to the cashier and no pin pad will be used.

Middle and high school students will have 2 separate cafeteria set ups for lunch. Elementary students will give their lunch order daily at homeroom and meals will be delivered to the classroom.

Students may bring lunch from home, but microwaves are NOT available to heat meals.

Elementary students choosing the ½ day option will be given their lunch for that day when they leave school if they requested it. Please check the backpacks when they get home! **Except Kindergarten**, who will eat in school before dismissal.

For any remote learning students, we will continue the meal pick up system we started last March and ran through Summer. Each day from 10:30am to 12pm, meals will be available at the high school circle entrance. **Only students enrolled at West Canada can get meals now.** 

USDA has approved FREE MEALS to all students through 12/31/20. However, Free/Reduced applications MUST still be completed this year.

A roster will be used at the pickup process and the student name and grade is required along with the driver's name. A neighbor may pickup meals to help if needed. Meals will not be given without the necessary information.

Pick up meals will contain lunch for that day and tomorrow's breakfast. 1% milk will be given for breakfast and chocolate for lunch unless 1 % is requested. Meals may be intended to be cold or may need to be microwaved at home.

If getting to school is a hardship for your family, please call or email me so other arrangements can be made.

As always, if you have questions please reach out to me.

Stay safe and healthy,

Joanne VanAernam Food Service Director 315-845-6800 ext 3360 jvanaernam@westcanada.org



School Information: Please send in your 20-21 Free/Reduced application ASAP. It is in August newsletter, on website and at school.



your grains whole grains. Look for the words "100% whole grain" or "100% whole wheat" on the food label. Whole grains provide more nutrients, like Nutrition Tip: September is Whole Grains Month! Aim to make at least half fiber, than refined grains.





### Tuesday

Full Price \$1.35

Reduced..\$0





Wednesday

Thursday







Breakfast everyday will

include juice and milk

Cereal will be available a 9

2<sup>nd</sup> choice each day when not

listed on menu

options

breakfast listed...No other

only the daily

Pick up meals are

Cereal



Bagel

5

**Breakfast Bar** 

Poptart

Mini-Cinni

Frudel

Mini-Bage

2

22

Banana Bread

23

Cereal

12

**Breakfast Bar** 

25

Bagel

**12** 

Poptart

29

Mini-Cinni



## September 2020

# West Canada Valley Elementary School





done each year. Full price \$2.55 School Information: Please complete Free/Reduced application ASAP. It must be Reduced \$ 0



**Nutrition Tip:** With September being Whole Grains month, try increasing your whole grain intake by snacking on ready-to-eat whole grain cereals, whole grain crackers or popcorn.

Reference: USDA MyPlate



### Monday luesday Wednesday Thursday







Corn

Chicken Patty on bun

2

Tuna Sub

12

23

Cucumber Slices, Cheez-Its

Vegetarian Beans

Hot Dog on bun

Green Beans

French Fries

Coleslaw

BBQ Rib on bun

22

Chicken Tenders

120

Fish on Bun

8

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Green Beans, Dinner Chicken Nuggets

4

French Fries, Broccoli

Peas, Pierogies

Tossed Salad

Baby Carrots, Chips

# September 2020 West Canada Valley Middle/High School





done each year. Full price \$2.55 School Information: Please complete Free/Reduced application ASAP. It must be Reduced \$ 0

Monday

luesday

Wednesday

Thursday



your whole grain intake by snacking on ready-to-eat whole grain cereals, Nutrition Tip: With September being Whole Grains month, try increasing whole grain crackers or popcorn.

Reference: USDA MyPlate



PB&J available daily

**œ** 

Pick up meals are only

More choices will be available the listed daily menu ...

no other choices

in November.

9 fruit and milk All meals include

8

2 Green Beans, Dinner Chicken Nuggets

Burger on bun

15

BBQ Rib on bun

Peas, Pierogies

French Fries, Broccoli

6

**Big Daddy Pizza** 

Tossed Salad

8

Turkey Sub

Baby Carrots, Chips

4

13

Cucumber Slices, Cheez-Its

Corn

Chicken Patty on bun

2

Tuna Sub

Vegetarian Beans

23

12

Homemade Pizza

Hot Dog on bun

**Tossed Salad** 

**Bologna Sub** 

Carrot Sticks, Chips

BBQ Rib on bun

Green Beans

22

**Chicken Tenders** 

French Fries

120

Fish on Bun

Coleslaw

8

### Letter to Parents for School Meal Programs

### Dear Parent/Guardian:

Children need healthy meals to learn. West Canada Valley CSD offers healthy meals every school day. Breakfast costs \$1.35; lunch costs \$2.55. Your children may qualify for free meals or for reduced price meals. Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals at no charge.

- 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: Joanne
  VanAernam, 5447 State Rte 28, Newport, NY 13416.
- 2. 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. Categorical eligibility for free meal benefits is extended to all children in a household when the application lists an Assistance Program's case number for any household member. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines. Households with children who are categorically eligible through an Other Source Categorically Eligible designation, as defined by law, may be eligible for free benefits and should contact the SFA for assistance in receiving benefits.
- 3. 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. Foster children may also be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.
- 4. 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 Ed Dougherty (315) 845-6800 x 3357 or edougherty@westcanada.org to see if they qualify.
- 5. WHO CAN GET REDUCED PRICE MEALS? Your children may be approved as reduced price eligible if your household income is within the reduced-price limits on the Federal Eligibility Income Chart, shown on this letter. 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.
- 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 315-8456800 x 3360 if you have questions.
- 7. 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 up to the first 30 operating 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.
- 9. WILL THE INFORMATION I GIVE BE CHECKED? Yes and we may also ask you to send written proof.
- 10. 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.
- 11. 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: KELLY CROSSETT, BUSINESS MANAGER 315-845-6800 X3384.
- 12. 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.
- 13. 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.
- 14. 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.
- 15. 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.
- 16. 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.

### 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, 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.

<u>Reapplication</u>: 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,

Joanne VanAernam

Joanne VanAernam

School Food Service Director

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 <u>USDA Program Discrimination Complaint Form</u>, (AD-3027) found online at: <a href="http://www.ascr.usda.gov/complaint filing cust.html">http://www.ascr.usda.gov/complaint filing cust.html</a>, 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:

- 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.

To apply for free and reduce household, sign your name need help. Additional name	and <b>retu</b>	rn it to the ac	ddress liste	ed below. C							
Return Completed Applic	ations to	5447	Canada Va State Route ort, NY 134	e 28							
1. List all children in your househo	old who atte		,								
Student Name			School		Grad	le/Teacher	Fost	ter Child	Homeless Migrant, Runaway		
SNAP/TANF/FDPIR Benefits: If anyone in your household receive  Name:						-	art 4, and	sign the ap	plication.		
Report all income for ALL House											
All Household Members (includ List all Household members not li- income, report total income for ea blank, you are certifying (promisin Name of household member	sted in Step ch source ir	1 (including your whole dollars on e is no income to	self) <b>even if th</b> lly. If they do r	ney do not rec not receive inco	ome from a	ne. For each Hou ny other source, v	vrite '0'. If	you enter '0'	or leave any fields		
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*When completing section 3, an a box" before the application can be	dult househ	·				y Number: XXX- al Security Numbe		r mark the "I	I do not have a SS# do not have a SS#		
4. Signature: An adult househol I certify (promise) that all the infor will get federal funds; the school of federal laws, and my children may Signature:  Email Address:  Home Phone:	mation on the officials may lose meal	nis application is to verify the information benefits.	rue and that all ation and if I pu	Il income is repurposely give fa	orted. I ur alse inform	ation, I may be pro					
5. Ethnicity and Race are optional Ethnicity: □Hispanic or Latino Race (Check one or more) : □An	□Not His	panic or Latino							and □White		
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□ SNAP/TANF/Foster □ Income Household: T □ Free Meals Signature of Reviewing Of	□ Reduced			/		Household S  Date Notice Sent:					

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

F \_\_\_R \_\_\_D\_\_\_

Date Withdrew\_\_\_\_

### 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 WCV CSD .

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. 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.

- 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.

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- 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.

### 2020-2021 SCHOOL CALENDAR

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First day of school for students: September 14, 2020

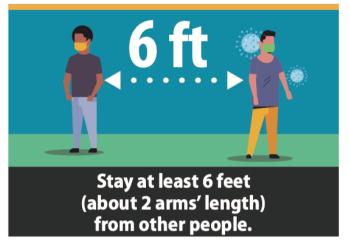
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### Stop the Spread of Germs

### Help prevent the spread of respiratory diseases like COVID-19.

















cdc.gov/coronavirus

West Canada Valley
Central School District
5477 State Route 28
P.O. Box 360
Newport, NY 13416



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### **District Office**

Mr. DJ Shepardson Superintendent 315-845-6800

Fax: 315-845-8652

### **Business Office**

Kelley Crossett Business Manager

### **Elementary School**

Mrs. Correne Holmes Principal

### Jr/Sr High School

Mr. Glenn Broadbent Principal

### **Calendar**

**Sep 14 -** First Day of School, Grades 1-12, Kindergarten Orientation

**Sep 15** - First Day of Kindergarten

Oct 12 - Columbus Day

**Nov 9 & 10 -** Evacuation Drill

Nov 11 - Veteran's Day

**Nov 23 & 24 -** Elementary Parent-Teacher Conference Days, 1/2 day for Elementary Students Don't forget to check the West Canada Valley website for the most up to date information about sporting events, upcoming meetings, or current happenings at the school!

Visit us at www.westcanada.org

