



LEGENDS Families and Community,

This year marks the beginning of my ninth year as superintendent, and I couldn't be more grateful for the opportunity to continue serving this community. Each year brings with it a fresh start—new faces, new challenges, and new opportunities to grow together. I am truly excited about the journey we are about to begin again as a school family.



At the same time, I want to take a moment to recognize and celebrate the incredible people who make our schools such special places. Our faculty and staff do so much more than their job descriptions—they pour their hearts into guiding, encouraging, and lifting up our students every single day. Their expertise is matched only by their compassion, and it's their dedication that truly makes the difference in our children's lives. I am deeply thankful for the passion, care, and commitment they bring to our school family.

The maintenance staff has this place in outstanding shape—glistening floors, well-groomed grounds, and buildings that shine with pride. Their hard work often happens behind the scenes, but it makes a huge difference for our students, staff, and families every single day. From keeping our learning spaces safe and welcoming to responding quickly whenever a need arises, they go above and beyond in every way. A special thank you to Todd Brant and his dedicated team—they truly are the best in the business, and we are fortunate to have them caring for our schools.

As with any new school year, there are changes ahead. One of the biggest adjustments for our students—and for families as well—will be the implementation of the new policy around cell phones and internet-enabled devices. This is not something we chose lightly; it is a state-required change, and we recognize it will take time to get used to.

Our students have historically been very reasonable about using their cell phones here at school (perhaps that's partly thanks to our less-than-stellar cell service!). Still, this shift will require patience and understanding from everyone involved. We know how important it is for families to stay connected with their children, and I want to assure you that we are committed to keeping communication consistent, safe, and supportive.

We've already shared two detailed communications about this change, and we are including that information again in this publication so you have it at your fingertips. Please take some time to review it, talk with your child about the expectations, and reach out if you have any questions or concerns.

At the heart of this policy—and everything we do—is the well-being and success of your children. I look forward to working together with you this year, and I am confident that with open communication and mutual support, we will make this a year of growth, resilience, and accomplishment for all of our students.

Let's have a great year.
Superintendent Campbell

NEW BOARD OF EDUCATION MEMBER

We want to welcome Dave Reed to our Board of Education this year. He brings years of experience as a retired teacher and serves on the local Castile Village Board. Mr. Reed is invested in our community and school. Pete Broughton will serve as president and Nick Youngers as vice-president this school year. Our local school board does a wonderful job promoting our school and helping guide policy decisions for the future.



WE'RE HIRING SCHOOL BUS DRIVERS AND SUBS!

Have you ever considered driving a school bus? It's more than just a job—it's an opportunity to play an important role in the lives of our students and community. We are proud to offer a competitive salary package along with excellent benefits. If you enjoy working with children, value flexibility, and want to make a difference each day, we encourage you to consider joining our transportation team. Please contact Jay Ballard at 585-493-2828



FFA float at the Wyoming County Fair

NEW CELL PHONE POLICY

We want to share important updates regarding cell phone and personal device use in our schools. Recently, New York State enacted a new law banning the use of internet-enabled devices by students during the school day. In support of this initiative, and to further promote a focused, distraction-free learning environment, the **Letchworth CSD Board of Education** has decided to extend this policy to **all cell phones**, not just those with internet capabilities. This includes **watches and other internet-enabled devices**.

We believe this decision will help our students fully engage in their learning, build stronger in-person connections, and reduce the distractions that personal devices can bring into the classroom.

Cell Phone & Device Storage During the School Day

Middle and High School Students: Students may bring their cell phones and other devices to school, but they must be powered off and stored in their **locked personal lockers** for the entire school day.

Elementary Students: We strongly encourage students to leave cell phones, watches, and other internet-enabled devices at home. If a student does bring one, it will be **given to the child's teacher upon arrival** and stored in a locked space in the classroom until dismissal.

Before and After School

Cell phones and other personal devices may be used **on the bus** and **in the school building before and after the school day**. We encourage families to remind students that once the school day begins, devices should remain off and stored as outlined above.

We understand that families may have questions about this change. For any concerns or clarifications, please contact your child's building principal.

Thank you for your continued support as we work together to create the best possible learning environment for our students. **Please review the chart below, which answers common questions about how the school administration will handle situations where students do not adhere to these guidelines.**



LETCHWORTH CSD BELL-TO-BELL NO CELL



ALL CELL PHONES AND INTERNET ENABLED DEVICES

THIS INCLUDES: smartwatches and tablets

MUST BE IN YOUR LOCKER FROM:

8:45AM - 3:20 PM MS/HS

7:45AM - 2:15 PM ELEM

THIS INCLUDES: ALL CLASSROOMS, HALLWAYS, CAFE, STUDY HALLS, BATHROOMS, AUD, LIBRARY, LOCKER ROOMS, AND OUTSIDE ON SCHOOL GROUNDS.

EARBUDS & HEADPHONES

ONLY to be used in the classroom, for academic uses, with permission from the supervising teacher/staff.

Code of Conduct 1st Offense & 2nd Offense

Student will be referred to the office and will pick up his/her phone at the end of the day.

Code of Conduct 3rd Offense

Student will be referred to the office and their parent/guardian will need to pick up his/her phone.

NO EXCEPTIONS

Code of Conduct 4th Offense

Student will be referred to the office and a plan/contract will be made between the school and family to store the phone in the office daily or leave it at home.

Code of Conduct

Compliance with school rules is the expectation.
Continued violations can lead to increased consequences as outlined in the school's code of conduct.

STUDENT EVALUATION, PROMOTION AND PLACEMENT

Decisions about student promotion and placement are at the discretion of the school administration. These decisions are guided by recommendations of teachers and staff members, past academic performance, and parent/guardian input. Past academic performance refers to a variety of indicators of student achievement and growth. Promotion and placement decisions are not based solely on student performance on New York state assessments in grades 3-8 English language arts or mathematics. Parents and/or persons in parental relation to students shall receive an appropriate report of student progress at regular intervals. The District will not include on a student's official transcript or maintain on a student's permanent record any individual student score on a state administered standardized English language arts or mathematics assessment for grades 3 through 8. The district's promotion and placement policy was adopted by the board of education following a review by the district administration.

STAFF QUALIFICATIONS

Parents/guardians have the right to know the professional qualifications, including college degrees and certifications, of their child's classroom teachers and paraprofessionals that they may receive services from. To initiate a request for this information, please contact the Curriculum Office at (585) 493-3513.

SCHOOL EMERGENCIES/DRILLS

At the Letchworth Central School District, we strive to provide a safe and secure learning environment for all students and staff. To prepare for an emergency, we conduct a minimum of four (4) lockdown drills and eight (8) evacuation (fire) drills during the school year as well as one (1) Shelter-in-Place/Early Dismissal drill. Each lockdown drill will be announced to students and staff at the time of the drill. Parents will be notified one week in advance of a lockdown drill and after the drill has been completed, per New York State Education Department regulations. The District has a safety plan which includes orderly procedures that will help all students remain safe.

School officials need your support in their efforts to keep everyone safe, and we appreciate the cooperation of you and your child(ren) during these drills. Please continue to have discussions with your child(ren) about the importance of these exercises. Learn about the different types of school emergency practice drills below.

Types of School Emergency Practice Drills

If you have questions regarding any of these safety drills or other safety concerns, please contact your school office. Each type of drill is explained below:

Evacuation (Fire) Drills

Evacuation (fire) drills, as required by Section 807 of the Education Law, are designed to ensure a quick and orderly evacuation of school buildings should we experience a real fire or other related emergency. Evacuation (fire) drills follow a set procedure using primary or secondary routes. We practice the evacuation process so all school employees know their respective duties and students know where to go.

Lockdown Drills

The purpose of the lockdown drill is to help students practice how to stay safe from any danger inside the building. During a lockdown drill, all perimeter doors to the school building as well as classroom and office doors will be locked and will remain locked until the danger or issue outside or inside the building is resolved. So that everyone may remain safe, no one will be allowed to enter or leave the building/classroom until the authorities authorize such release. The first lockdown drill will be conducted during the first week of school each year.

A lockout situation, which differs from a lockdown, is a response to a potentially dangerous situation outside the building or in the surrounding community. In a lockout, operations within the building continue as normal (such as moving between classes) while law enforcement works to address the external issue. Similar to a lockdown, no one may enter or leave the building until it is deemed safe and the authorities authorize such release.

CHILD ABUSE HOTLINE

Section 409-1 of the New York Education Law, which became effective January 17, 2020, requires every public school in New York State (including charter schools) to post in English and in Spanish the toll-free telephone number operated by the New York State Office of Child and Family Services ("OCFS") to receive reports of child abuse or neglect, and directions for accessing the OCFS website. That telephone number is 1-800-341-3720.

You may visit the following webpage for more information: Office of Children and Family Services: <https://ocfs.ny.gov/programs/cps/FAQ.php>

La Sección 409-1 de la Ley de Educación de Nueva York, que entró en vigencia el 17 de enero de 2020, requiere que todas las escuelas públicas del estado de Nueva York (incluidas las escuelas charter) publiquen en inglés y en español el número de teléfono gratuito operado por la Oficina de Servicios para Niños y Familias del Estado de Nueva York ("OCFS") para recibir informes de abuso o negligencia infantil, e instrucciones para acceder al sitio web de OCFS. Ese número de teléfono es 1-800-341-3720. Puede visitar la siguiente página web para obtener más información: Oficina de Servicios para Niños y Familias: <https://ocfs.ny.gov/programs/cps/FAQ.php>

SCHOOL EMERGENCIES/DRILLS CONTINUED

Shelter-in-Place Drills

The shelter-in-place drill is designed to protect students and staff from threats requiring shelter, such as storms and high winds, or other situations where students and staff are most secure in designated locations. During a shelter-in-place, all doors are closed and locked. Students and staff stay in designated secure spaces until the situation has been resolved.

Notification of School Emergencies & Drills

During a school emergency or drill, the safety of our students and staff is our number one priority. As a result, we may be unable to provide immediate updates to parents/guardians. We understand your concerns and we will provide information to you and the community as soon as possible. Please listen for ParentSquare automated calls and monitor the district's website and Facebook page for updates.

Please remember that during an emergency or drill, telephone lines at school need to remain open and available for emergency response. Please understand that overloading the phone systems may interfere with response efforts and may delay our ability to provide accurate updates to parents/guardians and the public.

We also advise against posting on social media to ask what is happening at the school. This could cause a large number of people to start calling the school and overloading the phones, or attempting to come to the school and further impeding response efforts. The school district is the best source of information about what is happening in our buildings, and we will provide updates as soon as we can. Your understanding in this matter is appreciated.

What You Should Do During School Emergencies/Drills

In a school emergency or drill, your cooperation and understanding will help to ensure the safety and security of your child.

Receiving a phone call or a text from your child during a school-related emergency or drill can be frightening and understandably so. We are trained to handle a variety of school emergency situations and how to best keep your child safe. If your child contacts you during a school-related emergency or drill, we recommend the following:

Remain calm and keep your child calm.

- Ask your child if an adult is with him/her and reinforce that he/she is safe.
- Encourage your child to silence his/her phone and await further instruction.
- Tell your child to stay off the phone until the emergency or drill is completed. This includes staying off social media. Sharing real-time information on social media during drills or actual emergencies has the potential to incite panic, spread inaccurate information and/or hinder response efforts.
- Remind your child to contact you once the incident is over.

Minimize phone use

- Calling your child on his/her cell phone could overload the cell system and prevent first responders and school officials from using cell phones, which could negatively impact emergency response efforts.
- Calling your child's school building would tie up district phone lines, which could impact the ability of emergency responders to efficiently and effectively ensure the safety and security of students and staff. Further, if the phone system is overloaded, it will hinder efforts to update parents and community members on the situation.
- For updates and information, listen for ParentSquare automated calls and monitor the district's website and Facebook page for updates. Contact your school's main office to make sure your contact information is current.

Please remain home or at work

- To keep access routes, streets and parking lots clear for emergency vehicles we ask that you not attempt to go to the school. Traffic congestion will make emergency response much more difficult for police, ambulances and fire departments to get to the school and could delay their response. If the school sends your child home on the bus, it is vitally important that you be there to receive your child.
- In an emergency situation, school officials will need your help to ensure the safety and security of our most precious charge: your children. Following these suggestions will allow for the quick resolution to security situations.

What You Should Do If You See or Hear of a Threat

All students, school staff and members of the community are encouraged to report anything they see, hear, or are made aware of, if it may impact a school or school program. Even if you don't feel like you have enough information or you're unsure of what it means, please call 911, contact the school or Report an Anonymous Tip, which sends your message to school administrators. School officials and, if required, local law enforcement will determine the course of action and next steps in order to maintain a safe and secure school environment.

Mr. John Novak, Business Administrator, Safety Officer

Mr. D. Todd Campbell, Superintendent, Chief Emergency Officer

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) PUBLIC NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1.) The right to inspect and review the student's education records within 45 days after the day the Letchworth Central School District ("District") receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2.) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3.) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- 4.) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) PUBLIC NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Letchworth Central School District (the "District"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the school principal in writing by August 31st of each school year. The District has designated the following information as directory information:

Student's name; Address; Telephone listing; Electronic mail address; Photograph; Date and place of birth; Major field of study; Dates of attendance; Grade level; Participation in officially recognized activities and sports; Weight and height of members of athletic teams; Degrees, honors, and awards received; the most recent educational agency or institution attended; Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user; A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

HEALTH SERVICES

A physical examination including Body Mass Index and Weight Status Category information is required for all new entrants, all students in grades PK / K / 1 / 3 / 5 / 7 / 9 / 11 and all sports participants are required by NYSED to have a school conducted physical. The physical forms, to be completed by your family care provider, can be downloaded from the school web site: www.letchworth.k12.ny.us Departments / Health Office / Health Examination Form. It is then the parent's responsibility to see that the physical is completed. If the forms are not returned by 11/7/25, the physical will be completed at school.

Annual medical examinations are also given to each student prior to participating in extra-curricular sports and for working papers.

♥Scoliosis screening is required for girls in grades 5 & 7 and boys in grade 9. This is done semi-annually by the PE staff with referrals to the school Health Office or the student's Health Care Provided.♥Vision and hearing tests are conducted as per NYS guidelines and for other students if deemed necessary. ♥Dental certificates are being requested as per NYS guidelines.

Student health appraisals serve multiple purposes. If you have any questions regarding the school health program, feel free to contact the Health Office or visit the NYSED.gov web site regarding these requirements.

VACCINATIONS

Within 14 days of the first day of school, parents must show proof of their child's up-to-date vaccinations, OR provide a valid medical exemption from vaccination. Students transferring from out of state have 30 days to submit vaccination documentation.

MENINGOCOCCAL VACCINE

Effective September 1, 2016, all 7th and 12th grade students **MUST HAVE** proof of receiving a Meningococcal vaccine (shot) in order to attend school. Students entering Gr 7 must have 1 dose of vaccine and are required to get a booster at age 16.

Students entering Gr 12 must have either:

- 2 doses of meningococcal vaccine with the booster dose given on or after age 16 or
- 1 dose if your child's first dose was given on or after age 16

New York State law will require parents/ guardians to give the school an immunization (shot) record that shows their child has received, or has appointment(s) to receive the required vaccine(s) in order to attend school. This record may be from a health care provider, health department, or an official immunization record from the child's former school. The record must include:

* Name of the vaccine * Date vaccine given * Who gave it, their title; or where it was given if at a clinic.

Please contact your health care provider to make sure your child has what they need to attend school this fall. If you have questions or concerns about immunizations, please contact the school health staff.

T-DAP

All students in grades 6 - 12 must have 1 dose of the Tdap vaccine.

STUDENT ACCIDENT INSURANCE

FAMILIES ARE RESPONSIBLE FOR PAYING BILLS RESULTING FROM STUDENT ACCIDENTS / INJURIES.

Letchworth Central School is not required to offer student accident insurance; however, as assistance to families, the Board of Education does purchase a "scheduled insurance" which provides minimal coverage.

IF the family insurance plan does not completely cover the medical bills, the school's insurance will help as "scheduled" for each type of injury. Families are responsible for any remaining amount after the school's "scheduled" insurance payment. Remember though, that the school's coverage is only minimal coverage. Any questions about student accident insurance coverage should be directed to our agent, Hart's Insurance, at 237-2126 or the school health office.

RIGHT TO KNOW

The Parents' Right to Know portion of the ESSA (Every Student Succeeds Act) legislation and Title I state guidelines outline your rights to information regarding the qualifications of your child's teachers and paraprofessionals working with your child, if applicable. All non-substitute teachers at Letchworth Central in the core content areas, including elementary classroom teachers; special education teachers and reading teachers are highly qualified professionals as defined by NY State and the ESSA legislation. This means that they hold initial, provisional, permanent or professional certification in the content area in which they are currently teaching. All paraprofessionals working in our Title I reading program are also highly qualified by NYS and ESSA legislation standards. This means that they have at least 60 hours of college level credit and/or an associate's degree.

Should you desire any further information regarding your child's teachers: (1) Baccalaureate degree major, other graduate certification, or degree held, or (2) Whether your child is provided services by a paraprofessional and the specifics of their qualifications, please request as follows. Send a written request to Mrs. Bergmann, Director of Curriculum & Instruction, Letchworth Central School, 5550 School Rd, Gainesville, NY 14066, outlining the specifics of your request.

WELLNESS POLICY

The district is committed to developing healthy schools that support student learning and create an environment conducive to the health and well-being for faculty, staff and all students, while also supporting parents in accomplishing this goal. To that end, the Board of Education has adopted a policy that addresses: nutritional standards of foods and beverages sold on school grounds; physical education; extra-curricular activities; recess; emotional wellness; staff wellness, nutrition education and student awareness; community wellness and knowledge; and health education. For more information contact the District Wellness Coordinator, Mrs. Amy Leone, or visit the school website: <https://letchworthk12nyus-22-us-east1-01.preview.finalsitedn.com/link-one/annual-notifications-important-documents/wellness-plan-2>

WRITTEN COMPLAINT PROCEDURES

As required by the Title XIV, General Provisions of the Elementary and Secondary Education Act (ESEA), the New York State Education Dept. (NYSED) and Letchworth Central School have adopted procedures for receiving and resolving complaints. NYSED has also adopted procedures for reviewing appeals from decisions of local educational agencies. Complaints regarding violations of ESEA Title I, Part A, C, and D, or of the General Education Provisions Act; or of Section 100.2(ee) Academic Intervention Services of the Regulations of the Commissioner are covered by these procedures.

The following outlines the written complaint procedures utilized at Letchworth Central School. Copies of the attached are provided to the public, including parents and private school officials, through the use of the school newsletter sent to all residents of the school district on an annual basis. All complaints are received by the Superintendent and should be sent directly to him at the following address: Mr. Todd Campbell, Superintendent of Schools, Letchworth Central School, 5550 School Rd., Gainesville, NY, 14066

All complaints must:

- be written;
- be signed by the person or agency representative filing the complaint;
- specify the requirement of law or regulation being violated and the related issue, problem, and/or the concern;
- contain information/evidence supporting the complaint; and
- state the nature of the corrective action desired.

If Letchworth Central School fails to resolve the complaint within 30 business days, or fails to resolve the issue to the satisfaction of the complainant, the complaint should be sent to the Title I School and Community Services Office, Room 365 EBA, NYS Education Department, 89 Washington Avenue, Albany, NY 12234.

Maintenance of Database: Copies of correspondence, related documents, investigative reports, and summary reports involved in the complaint will be maintained Letchworth Central School for five years. Records will be made available to interested parties in accordance with the provisions of the NYS Freedom of Information Law (Public Officers Law Sections 84-89).

PARTNERSHIP

An effective school builds its foundation on the community. You provide resources necessary to providing an excellent education to all children. Your ideas, support, presence at school functions and assistance are vital. Please take a moment to review the following information.

In order to develop an effective partnership, we are seeking your involvement. We need parents and community members to offer insight into and support of our educational program. You are an integral part of the process in continuing to expand and build upon the excellent program at Letchworth. There are many opportunities for involvement. Some are listed here with a brief description. If you have any questions please call the school.

- **Project Star:** This is a PK-4 volunteer program. Parents and other community members are vital to the development of young children's skills. We depend upon our volunteers to provide additional support to students, assist teachers with classroom activities, chaperone field trips, help with "house-keeping activities" (bulletin boards or art activities), and organizing events such as the Holiday Shop, among other activities. The time commitment varies, from 15 minutes to weekly, depending upon the volunteer's schedule. Many volunteers do work at home and send it in!
- **Committee on Special Education:** This committee meets as needed to discuss special education programs, individual education plans for students and participates in problem solving and program reviews. It may consist of the pupil personnel director, an administrator, staff members, parent representatives, students, and other service providers. The commitment is two to three days per month, but usually rotates with other parents to no more than one day per month.
- **Hiring Committees:** These committees may be made up of Board of Education members, administrators, staff members, parents and students and operate when necessary to fill vacancies. The time commitment is usually two-three days for the interview process, demonstration teaching (if needed) and the recommendation process. Each member of the committee is an equal partner in the process. The committee recommends two to three candidates to the Superintendent for consideration for each vacancy.
- **Shared Decision-Making Teams:** These teams operate at the PK-4, 5-8 and 9-12 levels. The team meets once per month after school for approximately one hour. The teams are made up of one principal, grade level representatives, curriculum representatives and parents. The teams discuss instructional strategies, programs for students and the needs of the various buildings.
- **Federal Grant Application Committee:** This committee will meet 2-3 times per year to discuss the development of the consolidated application.
- **District Planning Team:** This is a team of board members, school personnel, parents, students and community members. This team meets four times a year in the evening for approximately 1 ½ hours to discuss future goals and upcoming events, new programs and gives direction to the greater school community.

If you wish to serve on any committee, please call, 585-493-3513, or email, mbergmann@letchworth.k12.ny.us

LETTER TO PARENTS FOR SCHOOL MEAL PROGRAMS

Special Provision Options (Provision 2 Non-Base Year & Community Eligibility Provision)

Dear Parent or Guardian:

All students enrolled at Letchworth Central School are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2025-2026 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

If you have any further questions, please contact us at 585-493-3530.

Sincerely,

John P. Novak, Business Administrator

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed AD-3027 form or letter must be submitted 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;

or

(2) fax: (833) 256-1665 or (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

CEP/Provision 2 Non-Base Year Household Income Form INSTRUCTIONS

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

- (1) Print the names of the children, including foster children, for whom you are applying on one form.
- (2) List their grade and school.
- (3) Check the box to indicate a foster child living in your household, and check the box for each child with no income.

PART 2 HOUSEHOLDS GETTING SNAP, TANF OR FDIPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.

- (1) List a current SNAP (Supplemental Nutrition Assistance Program), TANF (Temporary Assistance for Needy Families) or FDIPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. Do not use the 16-digit number on your benefit card. The case number is provided on your benefit letter.
- (2) An adult household member must sign the form in PART 4. **SKIP PART 3** - Do not list names of household members or income if you list a SNAP, TANF or FDIPIR number.

PARTS 3 & 4 ALL OTHER HOUSEHOLDS MUST COMPLETE ALL OF PARTS 3 AND 4.

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are completing the form for, all other children, your spouse, grandparents, and other related and unrelated people living 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.

PRIVACY STATEMENT

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.

Community Eligibility Provision (CEP)/Provision 2 non-base year Household Income Eligibility Form

Letchworth Central School is participating in the Community Eligibility Provision (CEP) or Provision 2 in a non-base year. All children in the school will receive meals/milk at no charge regardless of household income or completion of this form. This form is to determine eligibility for additional State and federal program benefits that your child(ren) may qualify for. Read the instructions on the back, complete **only one** form for your household, sign your name and return it to the school named above. Call (585) 493-3530, if you need help.

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

Student Name	School	Grade/Teacher	Foster Child	No Income
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

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 5, and sign the application.

Name: _____ CASE # _____

3. Household Gross Income: List all people living in your household, how much and how often they are paid (weekly, every other week, twice per month, monthly). Do not leave income blank. If no income, check box. If you have listed a foster child above, you must report their personal income.

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

4. Signature: An adult household member must sign this application.

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 may receive federal funds. The school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and federal laws, and my children may lose meal benefits.

Signature: _____ Date: _____

Email Address: _____

Home Phone: _____

Work Phone: _____

Home Address: _____

DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY

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

SNAP/TANF/Foster _____ Total Household Income/How Often: _____ Household Size: _____
Income _____ Free Eligibility _____ Reduced Eligibility _____ Denied Eligibility _____

Signature of Reviewing Official _____

PESTICIDE NOTIFICATION

NYS Education Law Sec. 409-H, effective 7/1/01, requires all public and non-public elementary and secondary schools to provide written notification to all students, persons in parental relations, faculty, and staff regarding the potential use of pesticides periodically throughout the school year. We are required to maintain a list of persons who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- a school remains unoccupied for a continuous 72-hrs. after application;
- anti-microbial products;
- boric acid and disodium octaborate tetrahydrates;
- nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- silica gels and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children;
- application of EPA designated bio-pesticides;
- use of aerosol products with a directed spray in containers of 18 fl/oz or less when used to protect individuals from an imminent threat from stinging/biting insects including venomous

spiders, bees, wasps, and hornets.

- application of EPA designated exempt materials under 40CFR 152. 25;

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48 hr prior notification list.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please provide the following information to Todd Brant, Director of Facilities, Letchworth Central School, 5550 School Rd, Gainesville, NY 14066. Please contact Mr. Brant for further information on these requirements.

The School Facility Report will be reviewed by the Board of Education and will be on file at the Business Office for public review upon request. In Compliance with federal AHERA (Asbestos Hazard Emergency Response Act 1986) regulations, our facilities have been inspected for the presence of asbestos. Response actions have been prepared to insure a continued safe environment for our students and staff. Detailed information in the district's management plan is available for your review in the District office.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional materials are used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Letchworth Central School District (the "District") has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

PUBLIC NOTIFICATION

The School Facility Report will be reviewed by the Board of Education and will be on file at the Business Office for public review upon request. In Compliance with federal AHERA (Asbestos Hazard Emergency Response Act 1986) regulations, our facilities have been inspected for the presence of asbestos. Response actions have been prepared to insure a continued safe environment for our students and staff. Detailed information in the district's management plan is available for your review in the District office.

Letchworth Central School does intend to apply for Title I / Title IIA / Title IV for the 2025 - 2026 school year. The consolidated application will be filed by August 31, 2025.

IMPORTANT MEDICAID REMINDER

Parents, if your child receives Medicaid, you **MUST REAPPLY** every year in order for your child to continue to be Medicaid eligible. To avoid a lapse in eligibility, please make sure you reapply annually



The Letchworth FFA had a strong presence at this year's Wyoming County Fair, and we couldn't be more proud of our LEGENDS students! From creating and riding on a fun, eye-catching parade float to working hard in the barns and showing their animals with skill and pride, our FFA members truly shined. Each student put forth their best effort, and their teamwork, responsibility, and school spirit were on full display. They represented LCS with excellence, and we are grateful for the dedication and enthusiasm they brought to the fair.

CAREER AND TECHNICAL EDUCATION NOTICE OF NONDISCRIMINATION

Each year, the Letchworth Central School District offers career and technical education programs at the Letchworth Senior High School. These programs are designed to prepare youth for a broad range of employment and training services and are offered under the guidance of certified teachers, counselors, and cooperative education coordinators. The following is a list of programs being offered this year: Animal Science, Auto Body, Automotive Technology, Building Trades, Career Assessment Program, Computer Information Systems, Conservation and Heavy Equipment, Cosmetology, Criminal Justice, Culinary Arts, Diesel, Health Careers Academy, Health Dimensions, Human Services, Metal Trades, and Sports Science Academy.

All career and technical education programs follow the district's policies of nondiscrimination on the basis of race, color, national origin, sex and disability in all programs, services, activities, and employment. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. To obtain this information in another language, call (585) 493-2571.

For general information about these programs, contact:
Mr. Paul Rogers
High School Principal
Letchworth Central School District
5550 School Road
Gainesville, NY 14006
(585) 493-2571

Inquiries regarding nondiscrimination policies should be directed to:

Mr. Paul Rogers
High School Principal/Title IX Coordinator
Letchworth Central School District
5550 School Road
Gainesville, NY 14006
(585) 493-2571

RETIREES – CLASS OF 2025

Best wishes to our retirees! We will miss you on September 3.

Mrs. Fay Davis
Mr. Scott Wahr

Mrs. Kim Leach
Mrs. Pamela Wilkie

Thank you for your many years of dedicated service to the Letchworth Central School District.

DISCRIMINATION GRIEVANCE GUIDELINES

The Letchworth Central School District does not discriminate on the basis of sex, age, veteran or marital status, political affiliations, race, creed or religion, color, national origin, or disability in the employment and educational opportunities it offers, including vocational educational opportunities as required by Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973, and provides equal access to the Boy Scouts and other designated youth groups. Questions can be directed to Letchworth Central School District Title IX representative: Mr. Paul Rogers, HS Principal, 585-493-2571.



Did You Know....

The following information can be found on our web site:

- ✓ Cafeteria Menus
- ✓ Link to Sports Schedules
- ✓ Free/Reduced Lunch Application Form
- ✓ Meeting Schedule / Agenda / Minutes
- ✓ School Newsletters

LETCHWORTH CENTRAL 2025-2026 SCHOOL YEAR

Jul-25						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan-26						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug-25						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Feb-26						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Sep-25						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mar-26						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct-25						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Apr-26						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Nov-25						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May-26						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec-25						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jun-26						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

August

27 LCTA Conference Day
28 Orientation (All Staff)]

September

20 3
1 Labor Day Closed
2 Supt. Conference Day/Open House
3 **School Opens – STUDENTS RETURN**

October

21 1
10 Supt. Conference Day
13 Columbus Day Closed

November

14 2
11 Veterans' Day (Obv) Closed
24 Parent Conferences / Supt. Conference Day
25 Supt. Conference Day
26-28 Thanksgiving Recess
29 Building Closed

December

17
24-31 December Recess
24-25 Building Closed
31 Building Closed

January

18 1
1 Building Closed
2 Winter Break
19 Martin Luther King Jr Closed
20-23 Regents Testing
23 Supt. Conference Day 90 7

February

15
16 Presidents' Day Closed
17 Lunar New Year (10 mo only)
18-20 Mid-winter Break

March

21 1
13 Supt. Conference Day

April

16
3 Good Friday - Closed
6-10 Spring Break

Apr 13-May 15 Gr 3-8 Testing Window

May

20
25 Memorial Day Closed

June

19
9 & 10 Regents Days
17-26 Regents Days
18 **GRADUATION**
19 Juneteenth Closed
26 Last Day of Classes 91

TOTAL 181 8

Visit the LCS WEB Site at: www.letchworth.k12.ny.us for updates and emergency closings.

IF ON	THERE ARE (IS)
March 31	5 unused days April 1, 2, 13 will be vacation days
March 31	4 unused days April 1 & 2 will be vacation days
April 1	3 unused days April 2 will be a vacation day
May 21	2 unused days May 22 will be a vacation day
June 25	1 unused days June 26 will be a vacation day

PLEASE NOTE: If additional emergency days are used, (more than 5) school will be in session on April 10, 9, 8, etc, as needed.

 = Holiday - Building Closed

Approved by BOE on 2/10/2025