



# HARTFORD

## CENTRAL SCHOOL DISTRICT

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### Message from the Superintendent

Throughout the state, the way education was provided to students drastically changed in early March. When our students left the building on March 13, 2020, I do not believe anyone imagined it would be the last day of in-person instruction for the 2019-2020 school year. The COVID-19 pandemic forced schools, students, and parents/guardians to quickly transition to a period of remote learning without any formal training, equipment, or resources. I am extremely proud of how the Hartford Central School District and community responded to this challenge. Collectively, as a school and community, we strengthened our partnership and worked together to provide the best experience for our students, given the circumstances. I would like to thank everyone: faculty, staff, students, parents, family members, guardians, child care providers, and to anyone else who helped provide the necessary support and guidance for our students during this difficult time.

As we look to begin the 2020-2021 school year, we are again faced with new and unique challenges. Throughout the summer, we have worked extremely hard to develop a reopening plan which brings as many students back into the district as possible, while still adhering to the guidelines and restrictions imposed by the Department of Health, the Center for Disease Control, the Governor's Office, and the New York State Board of Regents. Admittedly, this was a monumental task, and we continue to work through the logistical details required to implement this plan. Once we return to school, we will continue to review our plan and make any adjustments or modification necessary to ensure the safety of everyone entering the building. The reopening plan contains a great number of details, many of which are changes to our existing practices. To help explain the various aspects of the plan, the district posted videos on our website and YouTube channel. I encourage everyone to please visit these sites to view the videos and gather additional information on how this plan will affect your child(ren). This newsletter also includes a great deal of information about our plan. If you have any questions regarding the reopening plan, please feel free to contact Mrs. Mannix, Mrs. Dupuis, or myself, and we will answer your questions as best we can with the information and guidelines we have at the given moment.

It is my honor to serve the community, faculty, staff, and students of Hartford as Superintendent of Schools. I will continue to do my best to maintain the tradition of academic achievement, while working with all interested parties to ensure the success and well-being for all our students. I will always strive for an open door policy and make myself available to address comments, questions, and concerns. I welcome feedback, and it is my hope that everyone is comfortable approaching me with ideas or thoughts on how we can work together to ensure the success of our student body.

I am looking forward to working with you and your child(ren) throughout the 2020-2021 school year.

*Arch Oak*

# SCHOOL REOPENING GUIDELINES

The district's proposed reopening plan is complex and contains a number of details. We have attempted to break down various components of the plan in an easy-to-read format. If you have any questions on any of the aspects of the plan, please feel free to contact the district at 518-632-5222.

## Daily Temperature Checks



Everyone entering the building must have their temperature taken.

- **Students:** Parents will be asked to take their child's temperature every day before coming to school and complete an affirmation of a temperature that is 100.0 degrees or less.
  - A staff member will take temperatures onsite if necessary.
- **Visitors:** Temperature will be taken in the Main Office, prior to entering the main building.
- **Faculty and Staff:** A daily health questionnaire will be required, which includes a temperature affirmation.
  - If the temperature is above 100.0 faculty and staff are not eligible to report to work.

## Use of Face Masks

Everyone entering the building must wear masks when unable to socially distance.

- The district will provide a Hartford Tanagers mask to all students, faculty, and staff
- Student desks in learning spaces (*i.e. classrooms, library, gymnasium*) will be socially distanced, and students will not be required to wear a mask while seated at their desk and maintaining social distancing protocols.
- Any movement throughout the building will require the use of a mask.



## Social Distancing

- Classrooms have been re-configured and excess furniture has been removed.
- Floor decals indicating six-feet of distance will be placed around the school district.
- Stairwells will be one way areas, and designated as "up only" or "down only" to prevent cross traffic.
- Locker rooms will be closed, and there will be no changing of clothes for physical education classes.



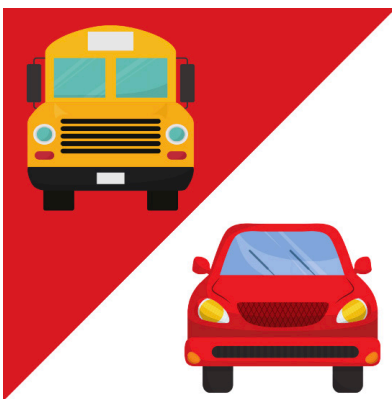
## Health & Hygiene

- Daily health screenings are required for all employees and visitors.
- The district will participate in contact tracing with the Washington County Department of Health.
- Staff will have daily cleaning and disinfecting protocols for commonly touched surfaces.
- Shared school supplies and equipment will be minimized as much as possible.
- Students and staff will be trained on proper hand hygiene practices.
- Age-appropriate signage will be prominently placed in school buildings to facilitate one-way traffic flow in halls, social distancing, and hand washing reminders.



## Transportation

- Requirement: one student per seat on the bus.
- Parents are encouraged to transport their child(ren).
  - Please call 518-632-5222 to confirm your ability to transport your child(ren).
- Students who possess a valid driver's license are encouraged to drive themselves to school.
- Face coverings are required for all personnel while riding on the bus.
- Transportation services can only be provided from home residence to home residence.
  - We cannot transport students to alternate locations unless the alternate location is on the same bus route.
  - If the pick up and drop off restrictions pose a hardship, please contact the district to request an exemption. However, requests can only be honored based on availability.
- No bus changes can be accepted.



# SCHOOL REOPENING GUIDELINES

## School Arrival and Departure

### Bus Dismissal at School

- Buses will pull into the Bus Circle and students will be dismissed on arrival.
- School staff will meet the bus and confirm the temperature attestation or perform the necessary temperature check.
  - Students who do not pass the health screening will be sent to a supervised isolation room until they are picked up by a parent or guardian.

### Parent Drop Off & Students Driving Themselves

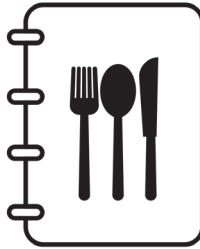
- Students may not arrive to school prior to 7:45 a.m.
- Students will produce a temperature attestation before entering the building, or school staff will perform a temperature check.
  - Students who do not pass the health screening will be sent home.

### Parent Pick Up

- Elementary School parent pick up is at 2:15 p.m.
- Middle School/High School pick up is at 2:30 p.m.
- Parents should pull into the Bus Circle and remain in their vehicle.
- A staff member will greet the parent/guardian and radio into the building for their child(ren).
- The child(ren) will then be escorted the vehicle for dismissal.

## Meals

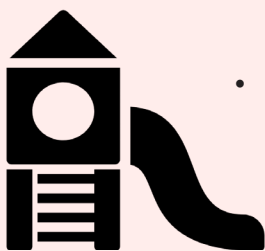
- **In-person** students purchasing **breakfast** will “grab and go” from the cafeteria, and then will report to their specified eating location: cafeteria, gymnasium, or classroom and be seated.
- **In-person** students will have the choice of the main menu option or a sandwich for **lunch**.
- **In-person** students purchasing **lunch** will report to their specified eating location: cafeteria, gymnasium, or classroom and be seated. Their lunch will be delivered to them by cafeteria staff.
- **Remote** students who wish to have **lunch** will have the main menu option delivered by our bus drivers; delivery time for the meals is TBD.



## Building Information

- The district will be closed two hours after student dismissal to facilitate cleaning and disinfection.
- The bus garage and maintenance areas are closed to the public.
- To the greatest extent possible, outside visitors, presenters, and parent access to the school facilities will be limited.
- As much as practical, virtual meetings and presentations are encouraged.
- All school athletic facilities and playgrounds will remain closed to the public.
- The building will not be available for use to the public under the current plan.

## Recess & Social Interaction



- Students will continue to have recess and opportunities for social interaction is encouraged.
- Outdoor activities are supported and students will be able to use the playground.

## Extracurricular Activities

- All field trips are postponed and virtual trips are encouraged.
- Extracurricular activities will be evaluated on a case-by-case basis. In circumstances where an activity can proceed effectively in a remote manner, it will be encouraged.
- In-person extracurricular activities will not be able to take place.
- Interscholastic sports are still undetermined and unknown.



# SCHOOL REOPENING GUIDELINES

## Learning Plan

### UPK - Grade 5

Students in grades UPK through grade 5 are planned for daily, onsite, in-person instruction with the following accommodations:

- Due to social distancing requirements, class sizes will be reduced. Students will be assigned to classrooms and specific overflow areas that are properly supervised.
- The traditional instructional program will be modified with students learning from classroom teachers, and at other times supervised by school staff during times of independent or remote livestream instruction from within the school building.
- Breaks will be provided to go outside for fresh air and exercise as needed. Students will remain in their class group.

**If a family elects to participate in fully remote instruction, please contact the specific building principal to discuss.**

### Grades 6 -12

Students in grades 6 -12 will follow a hybrid schedule:

- Students in **grades 6 -8** will attend in-person classes on Mondays, Tuesdays, and selected Fridays; with remote instruction occurring on Wednesdays, Thursdays, and the Fridays students are not onsite.
- Students in grades **9 - 12** will attend in-person classes on Wednesdays, Thursdays, and selected Fridays; with remote instruction occurring on Mondays, Tuesdays, and the Fridays students are not onsite.
- A calendar identifying each Friday and which grade levels (*6 - 8 or 9 - 12*) will be in attendance will be provided.

## Full Virtual Plan



In the event that the district is required to close, the school will continue to provide a continuity of learning. While the continuity of learning plan is subject to change, we would follow these principles:

- Students in grades K-2 will be provided packets of information and materials until Chromebooks are distributed to them.
- Students in grades 3-12 will follow their in-person school schedule while at home. Teachers will broadcast out to students either from home or school. Time spent on instruction will vary by grade level. However, students will engage with learning daily. Students will be required to log on during scheduled times.
- Period by period student and staff attendance will be taken daily.

**Please note that each element of the school reopen plan is subject to change at any time based on the ever-changing information and the various mandates that are set forth.**

**Thank you to our parents and guardians for their continued support during this unprecedented and challenging time.**

## MESSAGE FROM PRINCIPAL DUPUIS

Dear Hartford Families,

On behalf of the staff of the Middle/High School, it is my pleasure to welcome you back to campus for the 2020-2021 school year! We hope that our students and families are as excited as we are to start the new school year. We have been extremely busy planning for a safe and productive school year, while following all the guidance and guidelines from the Department of Health, the Center for Disease Control, the Governor's Office, and the New York State Board of Regents

After discussions with stakeholder groups, a number of different educational models were explored and considered based on the resources available to us. As a result of these factors, we will be opening under a hybrid model for students in grades 6-12 with the exception of our Middle/High School Life Skills students who will attend daily from 8:00 a.m. -12:00 p.m.

What does this mean for your child(ren)?

GRADE LEVEL	In-Person Instruction	Remote Instruction
Grades 6-8	Mondays, Tuesdays, and Fridays 9/11, 9/25, 10/9, 10/16, 10/30, 12/4	Wednesdays, Thursdays, and Fridays 9/18, 10/2, 10/23, 11/6, 11/13, 11/20, 12/11, 12/18
Grades 9-12	Wednesdays, Thursdays, and Fridays 9/18, 10/2, 10/23, 11/6, 11/13, 11/20, 12/11, 12/18	Mondays, Tuesdays, and Fridays 9/11, 9/25, 10/9, 10/16, 10/30, 12/4

On remote instruction days students will be expected to follow their assigned class schedule as if they were in the building. They will be required to connect online to receive live instruction from their teachers. Attendance will be taken. Failure to log in (camera on at all times) will be counted as a class absence.

Extracurricular activities will be evaluated on a case by case basis. In circumstances where an activity can proceed effectively in a remote manner, it will be encouraged. In-person extracurricular activities will not be able to take place. At this time, New York State Public High School Athletic Association fall sports have been delayed until Monday, September 21, 2020.

Parent involvement and support of our programs are key components in student success. SchoolTool Parent Portal is an internet based program that allows parents and guardians to access students' schedule, attendance, and grades. To gain access to this wonderful tool, please contact Trisha Shaw in the Guidance Office or at [tshaw@hartfordcsd.org](mailto:tshaw@hartfordcsd.org). New this year, all students in grades 6-12 will be given access to the SchoolTool Student Portal.

It has been a challenging couple of months on many levels, but know students are a priority in our daily work. Stay tuned to our website for the latest updates on reopening procedures and protocols. I am looking forward to seeing you all soon and to another terrific school year. Go Tanagers!

Sincerely,

*Mrs. Shelley Dupuis*  
Middle/High School Principal  
[sdupuis@hartfordcsd.org](mailto:sdupuis@hartfordcsd.org)  
518-632-5222 ext. 307



## CONGRATULATIONS TO OUR CLASS OF 2020



Photo credit: Sarah McCann Photography

## We Wish Our Graduates Well In Their Future Plans

**Emma deJong**, employment; **Alexander Backus**, SUNY Adirondack; **Hunter Brunelle**, SUNY Adirondack; **Kara Cassant**, SUNY Oneonta; **Jessa Cushing**, SUNY Adirondack; **Gavon Darfler**, SUNY Morrisville; **Brayton Deyoe**, Castleton University; **Thea Dietze**, employment; **Cole Genevick**, SUNY Adirondack; **Jacob Getty**, employment; **Jacob Granger**, employment; **Tyler Granger**, Lincoln Tech; **Brandon C. Harrington**, SUNY Onondaga; **Abigail Holcomb**, SUNY Adirondack; **Alexander Holcomb**, Massachusetts College of Liberal Arts; **Calvin Howard**, SUNY Adirondack; **Lauren Lipps**, military; **Thomas MacDuff, Jr.**, SUNY Cobleskill; **Nicholas Mattison**, employment; **Aaron Mitchell**, Massachusetts College of Liberal Arts; **Hannah Monroe**, SUNY Cobleskill; **Mackenzie Mulhull**, employment; **Kayla Sage**, SUNY Adirondack; **Kathryn Smith**, University at Albany; **Samuel Strainer**, employment; **Briann Tyler**, F. Donald Myers Education Center

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

To apply for free and reduced price meals for your children, read the instructions on the back, complete only one form for your household, sign your name and return it to the address listed below. Call 518-632-5222 ext. 273 if you need help. Additional names may be listed on a separate paper.

Return Completed Applications to: **Hartford Central School District**  
**4704 State Route 149**  
**Hartford, NY 12838**

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

Student Name	School	Grade/Teacher	Foster Child	Homeless Migrant, Runaway
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

**2. SNAP/TANF/FDPIR Benefits:**

If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here. Skip to Part 4, and sign the application.

Name: \_\_\_\_\_ CASE #: \_\_\_\_\_

**3. Report all income for ALL Household Members (Skip this step if you answered 'yes' to step 2)**

All Household Members (including yourself and all children that have income).

List all Household members not listed in Step 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any other source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

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

Total Household Members (Children and Adults)

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

I do not  
have a  
SS# ☐

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

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Address: \_\_\_\_\_

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

Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

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

**DO NOT WRITE BELOW THIS LINE - FOR SCHOOL USE ONLY**

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

☐ SNAP/TANF/Foster

☐ Income Household: Total Household Income/How Often: \_\_\_\_\_ / \_\_\_\_\_ Household Size: \_\_\_\_\_

☐ Free Meals ☐ Reduced Price Meals ☐ Denied/Paid

Signature of Reviewing Official: \_\_\_\_\_ Date Notice Sent: \_\_\_\_\_

### School Meal Programs 2020-2021

Children need healthy meals to learn. **Hartford Central School District** offers healthy meals every school day. Breakfast costs **\$1.00**; lunch costs **\$1.80**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$0.25** for breakfast and **\$0.25** for lunch. To apply for free or reduced meals, submit a Direct Certification letter from the NYS Office of Temporary and Disability Assistance OR complete the enclosed application, sign it, and return it to the school as soon as possible. We cannot approve an application that is not complete, so be sure to fill out all required information.

1. **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.*
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. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
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.
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 the school homeless liaison or migrant coordinator to see if they qualify.
5. **WHO CAN GET REDUCED PRICE MEALS?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown on this application.
6. **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 school at 632-5222, ext. 273 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 the first 30 days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
8. **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: Andrew Cook, Superintendent of Hartford Central School, PO Box 79, Hartford, NY 12838, phone 632-5222.
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.
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.
17. **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**.

**How to Apply:** To get free or reduced price meals for your children you may submit an Eligibility Letter for Free Meals/Milk (formerly Direct Certification Letter) received from the NYS Office of Temporary and Disability Assistance, OR carefully complete one application for your household and return it to the designated office. If you now receive Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF) for any children, or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household SNAP, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a food stamp, TANF or FDPIR case number for all the children for whom you are applying, the application must include the names of everyone in the household, the amount of income each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult's social security number, or check the box if the adult does not have a social security number. An application that is not complete cannot be approved. Contact your local Department of Social Services for your food stamp or TANF case number or complete the income portion of the application.



## APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, submit a Free Meals/Milk Eligibility Letter received from the Office of Temporary and Disability Assistance OR complete only one application for your household using the instructions. Sign the application and return the application to the Cafeteria Manager. If you have a foster child in your household, you may include them on your application. A separate application is no longer needed. Call the school if you need help. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approval of 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 is living in your household, and check the box for each child with no income.

### **PART 2 HOUSEHOLDS RECEIVING FOOD STAMPS, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART**

1. List a current Food Stamp, TANF, or FDPIR (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 application in PART 5. SKIP PART 4. Do not list names of household members or income if you list a food stamp case number, TANF or FDPIR number.

**PART 3** Before completing an application for a child who may be homeless, a migrant education student, or runaway, please call your school's homeless liaison or migrant education coordinator: Mrs. Wendy Harrington at (518) 632-5222 ext. 505

### **PARTS 4 & 5 ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 5**

- (1) Write the names of everyone in your household, whether or not they receive 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 additional space is needed.
- (2) Write the amount of current income each household member receives, before taxes or anything else 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. In 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 Developmental Block Grant; TANF; and At Risk Child Care Programs should not be considered as income for this program.
- (3) The application must include the last four digits only of the social security number of the adult who is signing PART 5 if Part 4 is completed. If the adult does not have a social security number, check the box. If you listed a food stamp, TANF or FDPIR number, a social security number is not needed.

**OTHER BENEFITS:** Your child may be eligible for benefits such as Medicaid or Children Health Insurance Program (CHIP). In order 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

Privacy Act Statement: This explains how we will use the information you provide us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to provide the information, but if you do not, we cannot approve your child for free or reduced meals. You must include the last four digits of the social security numbers of the adult household member signing the application. The last four digits of the social security number are not required when you apply on behalf of a foster child or you list a Food Stamp, Temporary Assistance, or 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

The U.S. Department of Agriculture (USA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, family or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment).

If you wish to file a Civil Rights complaint or discrimination, complete the USDA Program Complaint Form (PDF), found online at [www.usda.gov/complaint](http://www.usda.gov/complaint); at any USA office; or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form: Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W. Washington, D.C. 20250-9410, by fax at (202) 690-7442 or e-mail at [program.intake@usda.gov](mailto:program.intake@usda.gov).

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

Free Eligibility Scale						Reduced Price Eligibility Scale					
Free Lunch, Breakfast, Milk						Reduced Price Lunch, Breakfast					
Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly	Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 16,588	\$ 1,383	\$ 682	\$ 638	\$ 319	1	\$ 23,606	\$ 1,968	\$ 984	\$ 908	\$ 454
2	\$ 22,412	\$ 1,868	\$ 934	\$ 862	\$ 431	2	\$ 31,894	\$ 2,658	\$ 1,329	\$ 1,227	\$ 614
3	\$ 28,236	\$ 2,353	\$ 1,177	\$ 1,086	\$ 543	3	\$ 40,182	\$ 3,349	\$ 1,675	\$ 1,546	\$ 773
4	\$ 34,060	\$ 2,838	\$ 1,420	\$ 1,310	\$ 655	4	\$ 48,470	\$ 4,040	\$ 2,020	\$ 1,865	\$ 933
5	\$ 39,884	\$ 3,324	\$ 1,662	\$ 1,534	\$ 767	5	\$ 56,758	\$ 4,730	\$ 2,365	\$ 2,183	\$ 1,092
6	\$ 45,708	\$ 3,809	\$ 1,905	\$ 1,758	\$ 879	6	\$ 65,046	\$ 5,421	\$ 2,711	\$ 2,502	\$ 1,251
7	\$ 51,532	\$ 4,295	\$ 2,148	\$ 1,982	\$ 991	7	\$ 73,334	\$ 6,112	\$ 3,056	\$ 2,821	\$ 1,411
8	\$ 57,356	\$ 4,780	\$ 2,390	\$ 2,206	\$ 1,103	8	\$ 81,622	\$ 6,802	\$ 3,401	\$ 3,140	\$ 1,570
Each Add'l person add	\$ 5,824	\$ 486	\$ 243	\$ 224	\$ 112	Each Add'l person add	\$ 8,288	\$ 691	\$ 346	\$ 319	\$ 160

**BOTH** of the above income eligibility scales should appear in the Public Announcement/release to the media (Attachment II)

**ONLY** the reduced price income eligibility scale can appear in the Letter to Parents (for those schools participating in the National School Lunch or Breakfast Program). (Attachment VII)

**ONLY** those schools that participate in the Special Milk Program and offer Free Milk can publish the Free Eligibility Scale in both the Public Announcement and the Letter to the Parent.

**Please note:** *Incomes indicated on the free and reduced price eligibility scales are maximum amounts.*

## INTRODUCING RAPTOR®

The district is pleased to announce we will be using the Raptor® Visitor Management System. This system will enhance the safety and security for our students, faculty, and guests. Part of keeping students and faculty safe is knowing who is in our buildings at all times, and the Raptor system will help us to do that. The Raptor system will better allow us to screen visitors, contractors, and volunteers in our schools to provide us with a safer environment.

Upon entering the our school buildings, visitors are required to present identification, such as a valid driver's license, which will then be scanned into the Raptor® system. The Raptor® system will alert us if a registered sex offender tries to enter our buildings. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the guest's identification is gathered or recorded, nor is the information shared with any outside agency.

Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of their visit. A visitor's badge will not be necessary for those who visit our schools to simply drop off an item in the office or pick up paperwork.

The safety of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our students. Thank you in advance for your support in enhancing the school safety protocols in our district.

Additional information on this process will be provided in the near future.

## Communication Tools

### SchoolTool Parent Portal

Parents/Guardians have the ability to view their child's information online anytime. Please see page 12 for the registration form so you can view your child's:

- Schedule
- Grades
- Attendance
- Report Cards
- 3-8 Assessment Results
- Emergency Contacts



### School Messenger System

In order to help facilitate timely notices, the district is using an automated notification system that has the ability to call parents and guardians with important information and opportune reminders. To ensure you are receiving all messages, please update the district whenever you change your home and/or cell phone numbers.

Please note: this system is only available for parents and guardians. However, in emergency situations, messages will be sent to everyone listed in the student's emergency contact list.

### District Newsletter

The school district newsletter is compiled in November and May (budget newsletter). If the need arises, a single page flyer may be produced in-house to provide you with specific information. If you know of someone in the district who is not currently receiving the newsletter, please have them contact the district office at 518-632-5222 with a name and address.

### Website and Social Media

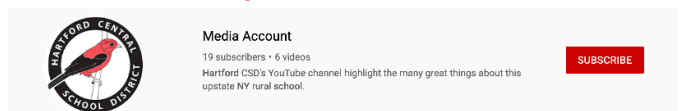
In the district's effort for continuous communication, we utilize the following digital platforms:

- Hartford Central School District's website: [www.hartfordcsd.org](http://www.hartfordcsd.org)
- Twitter: @HartfordCSD
- Facebook: Hartford Central School
- YouTube: Hartford Central School District Media Account

### YouTube Channel Launch

The district recently launched a YouTube channel and has recently posted videos to convey the district's reopening plan. Other information and events will be posted on the channel in the future. The channel can be found by visiting [www.YouTube.com](http://www.YouTube.com) and searching "Hartford Central School District Media Account." (Remember, there are many communities named "Hartford" so make sure you're on the right channel. We also host the YouTube videos on our website [www.hartfordcsd.org](http://www.hartfordcsd.org).

This is our channel



## Required Notices

### Dignity for All Students (DASA)

In July of 2012, New York State implemented the Dignity for All Students Act (DASA) which reads: It is hereby declared to be a policy of the State to afford all students in public schools an environment free of discrimination and harassment. The purpose of this article is to foster civility in public schools and to prevent and prohibit conduct that is inconsistent with the school's educational mission.

No student shall be subjected to harassment by school employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

The Hartford Central School District is committed to creating a safe and caring learning environment where all students can succeed. If bullying or harassment is occurring to you or someone you know, please report the incident to administration, guidance, or an adult. Any questions or concerns regarding bullying should be directed to the District's DASA Coordinator, Mrs. Trisha Shaw at 518-632-5222.

### Homeless Students

Homeless students have certain rights and protections afforded to them under the McKinney-Vento Act. If you or someone you know is homeless and would like additional information, please contact the District's Homeless Coordinator, Mrs. Harrington at 518-632-5222.

A homeless student is one who lacks a "fixed, regular, and adequate nighttime residence." This can include:

- Sharing a home due to economic hardship or loss of housing
- Living in a hotel, motel, car, campground, or trailer park due to the lack of alternative adequate accommodations
- Living in emergency or transitional shelters
- Are abandoned in hospitals
- Are awaiting foster care placement

### Annual Fire Inspection

In accordance with Educational Law, Section 807-a 5 (b) and (c), notice is hereby given that the annual fire inspection for the year 2020-2021 of the Hartford Central School District, including: the main building, the A.E.P. building, the Technology building, and the Bus Garage, for fire hazards which might endanger the lives of students, teachers, and employees therein, has been completed and the report is available at the District Office for inspection of all interested persons. The annual

visual inspection was also completed and is on file in the District Office.

### Asbestos Management Plan

The school district is responsible for inspecting its buildings, testing and identifying building materials that may contain asbestos, and for developing a plan for the proper management of those materials. The school district must also appoint a trained Asbestos Designee. The district has appointed Kevin Lovely, Head of Buildings and Grounds Maintenance, as the LEA Designee for the school buildings. The Designee ensures that inspections are conducted with the required schedule and that asbestos is only disturbed in compliance with New York State Code Rule 56 and the Commissioner of Education's Regulations. For more information, please contact Superintendent Andrew Cook at 518-632-5222.

### Use of Surveillance Notice

For the security and safety of our students, staff and visitors, this facility employs camera surveillance equipment for security purposes on school grounds and in school buses. This equipment may or may not be monitored at any given time, but can be recorded.

### Title VI, Title IX and Section 504 Public Notice

The Hartford Central School District is in compliance with the provisions of Title VI, Title IX, Section 504 and the Age Discrimination Act of 1975. The Hartford Central School District does not discriminate due to race, national origin, sex, age or disability. If you have any questions or concerns regarding Title IX and Section 504 please contact Andrew Cook, Superintendent, at 518-632-5222.

### Notice for Directory Information Under FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that requires the Hartford Central School District, with certain exceptions, to obtain parent/guardian's written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Hartford Central School 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 Hartford Central School District to include this type of information from your child's education records in certain school publications. Examples include:

- The yearbook
- Principal's list, Honor roll, Merit roll, or other recognition lists
- Graduation programs

Directory information, which is information that is typically not considered harmful or an invasion of personal privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information: name, address, and telephone numbers; unless a parent/guardian has advised the District that they do not want their child's information disclosed without their prior written consent (Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503 (c)).

If you do not want the Hartford Central School District to disclose directory information from your child's education records without your prior written consent, you may submit a written request to the building principal that the district not disclose student information.

### Title I: Parents-Right-To-Know

In accordance with ESEA, Section 1111(h)(6), PARENTS RIGHT-TO-KNOW, the Hartford Central School District is notifying every parent of a student in a Title I school that you have the right, and may request, information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers can include the following:

1. Whether the teacher has met the NYS qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which NYS qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Currently, all faculty members employed by the Hartford Central School District within the Title I programs meet the qualifications of "highly qualified," as defined by the Federal Government.

## Potential Use of Pesticides

The District recognizes that pesticide applications have the potential to contaminate the school or work environment and expose staff and students to pesticide residues. The District acknowledges the risks inherent in the use of chemical pesticides in the school environment, and will consider pesticides as a last resort when other methods have proven unsuccessful. The goals of the District are to maintain the integrity of school buildings and grounds, protect the health and safety of students, staff and community members, and preserve our learning environment. To accomplish these goals, the District authorizes the implementation of a comprehensive Integrated Pest Management Program for all school buildings and grounds. Notification will be accomplished by posting notices in each school building in the main office, nurse's office, faculty lounge, and at the place of occurrence. In addition, notices will be sent home to parents or other persons who request in writing to be informed in advance of pesticide applications. A notice will be provided to school staff, students and parents at the beginning of each school year briefly explaining the school district's pesticide use policy. The notice will indicate that pesticides may be used both indoors and outdoors, as needed. The school will provide, to the extent possible, notification of pending pesticide use to persons requesting such information. Notification requests must be made in writing. The District will establish and maintain a list of persons requesting written notification 48 hours prior to any pesticide application. The list will be updated upon written request of persons who wish to receive a written notice prior to pesticide application. Please complete this request form (add link to form) if you wish to receive a written notice of pesticide application.

## Request for Pesticide Application Notification Form

If you are a person in parental relation list the school(s) your child(ren) attend(s): \_\_\_\_\_

If you are a school employee list the school(s) or building(s) regularly worked in: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

The Hartford Central School District uses an integrated pest management (IPM) approach to pests, which is recommended by the NYS Education Department and the US EPA.



## SchoolTool Parent Portal Access Request Form

In order to protect the privacy and confidentiality of our students' records, all parents/guardians who would like to gain access to the SchoolTool Parent Portal are required to complete this form and return it in person to the Guidance Office. For security purposes, a photo ID is required when returning this form. Parents/Guardians are required to adhere to the following SchoolTool Parent Portal guidelines:

- Parents/Guardians will access data solely in regard to their child(ren)
- Parents/Guardians will not access any account assigned to another user
- Please do not share your password with anyone, including your children
- Please do not allow your computer to "remember" your Parent Portal password

Parent/Guardian Name (one per form): \_\_\_\_\_

Parent/Guardian Home Address: \_\_\_\_\_

Parent/Guardian Email Address (Required): \_\_\_\_\_

*Only one email per application. Your email address will be your user name.*

List all children who are/will be enrolled within Hartford Central School District	Your relationship to the student	Reside with the student? (yes or no)	Grade

*You only need to complete this form once. New children will be automatically entered.*

I have read the SchoolTool Parent Access Form and agree to abide by and support the guidelines. I certify that all of the above information is true and I have legal authority to access the records of the student(s) listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Important:** Once the information on this form is received and processed, you will receive notification via email that your SchoolTool Parent Portal account has been created. The email will also contain instructions to complete the registration process.

### For Office Use Only

Date Received: \_\_\_\_\_

☐ Account Created Date: \_\_\_\_\_

ID Verified: by Whom? \_\_\_\_\_

By: \_\_\_\_\_



## GENERAL INFORMATION

### Administration

Andrew Cook ..... Superintendent  
Shelley Dupuis..... Middle/High School Principal  
Bethellen Mannix ..... Elem. Principal/Spec. Ed. Chairperson

### General

Wendy Harrington ..... Guidance Counselor, Grades 8-12  
Trisha Shaw ..... Guidance Counselor, Grades K-7  
Barbara Miner ..... School Psychologist  
Joann Searles ..... District Treasurer  
Alyssa Arlen ..... School Nurse  
Melanie Howe..... Cafeteria Manager  
Kevin Lovely ..... Buildings & Grounds Supervisor  
Michael Rogers ..... Director of Transportation

### Telephone Directory

(Voice Mail is available for all staff members)

District Office..... 518-632-5931 ext. 508 or 507  
School Nurse ..... 518-632-5222 ext. 398  
Elem. Principal/Spec. Ed. Chair. .... 518-632-5222 ext. 120  
Middle/High School Principal..... 518-632-5922 ext. 307  
Guidance/General ..... 518-632-5222 ext. 306  
Business Office ..... 518- 632-5222 ext. 508  
Transportation/Bus Garage ..... 518-632-5191

### Board of Education Meeting Dates

All meetings begin at 7 p.m.

- |                      |                    |
|----------------------|--------------------|
| • August 10, 2020    | • February 8, 2021 |
| • September 14, 2020 | • March 8, 2021    |
| • October 19, 2020   | • April 20, 2021   |
| • November 9, 2020   | • May 10, 2021     |
| • December 14, 2020  | • June 14, 2021    |
| • January 11, 2021   |                    |

### Tools for Schools

Price Chopper is sponsoring our “Tools for Schools” program to offer schools educational, technological, and extracurricular equipment. Every time you use your Advantage Card you will earn points for our school at no extra cost to you. You must register by visiting [www.pricechopper.com/toolsforschools](http://www.pricechopper.com/toolsforschools). Our school code is 16331. Ask your neighbors and family to sign up too!

### Box Tops for Education

Please save and send the school your box tops and used ink cartridges. The school receives various educational products. The drop-off boxes are located in/near the elementary office.

### Code of Conduct

The Hartford Central School District Board of Education is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, a quality education without disruption. In order to achieve this goal, responsible behavior by students, faculty and staff, parents, and other visitors is essential. The Board of Education recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure discipline, when necessary, is administered in a timely and respectful manner. A student version of the district’s Code of Conduct is included within the issued student agenda books at the start of the year. A full version of the Code of Conduct is available on the district’s website or can be requested through the Elementary or Middle/High School Office.

### School Safety

**Parking Lot** – per the reopening plan, students may not arrive at school prior to 7:45 a.m. The traffic pattern of the circle is one way only and the center driveway entrance is for buses only.

**Entering the Building** – All entrance doors to the building will be locked for security and safety after the arrival of students in the morning. All visitors will need to be buzzed into the building through the Elementary or Middle/High School office and will need to provide identification to be processed and approved through the district’s Raptor® Visitor Management System. You can learn more about this system on page 11.

Per the reopening plan, everyone entering the building must have their temperature taken, with a reading of 100.0 degree or less, prior to proceeding into the building. All visitors must sign in and out at the respective office.

**Book Bags** – Students are not allowed to carry book bags during the school day. Students may use book bags to bring books and other school supplies in and out of the building. However, once inside the building, the book bags must remain inside the student’s locker.

**Student Parking** – per the district’s reopen plan, students with a valid NY driver’s license are encouraged to drive themselves to school. These students should obtain a parking permit from the Middle School/High School Main Office.

**NYSED Fire and Emergency Drills** - The New York State Education Department requires all school districts to conduct eight evacuation (fire) drills and four “Lockdown” drills each school year, with eight drills being conducted prior to December 31, 2020. Four of the drills must be conducted using a fire escape (if applicable) or a secondary means of egress, and one drill must be conducted during a lunch or assembly period, unless instruction is provided on how to evacuate during these periods. In addition, at the start of each after school program, event, or performance, the person in charge must notify attendees of the emergency procedure.

The Hartford Central School District is committed to ensuring the safety of everyone entering the building. If you have any questions regarding the District’s safety plans or the required safety drills, please contact the District Office at 518-632-5222.

## GENERAL INFORMATION

### Attendance

When your child is absent, please call the school before 9 a.m. to report his/her absence. A written excuse for the absence should also be sent in with the student on the day of his/her return. For safety reasons, parents are called each morning, either at home or work, for every child's absence.

Middle School/High School students who are late to school must sign in at the Guidance Office and should bring a written excuse for the tardiness.

Elementary students who are late arriving must sign in at the Elementary Office and should bring a written excuse for the tardiness.

**Early Dismissals** – Please send a note to school with the student on the morning of the early dismissal providing the time of pick-up and the reason (phone calls for Early Dismissal are acceptable, but notes are preferred).

**Student Sign-In/Sign-Out** – Parents/Guardians should report to the Elementary or Middle School/High School office, depending on the age of your student, to sign students in and out of school.

When the need arises for you or someone else to pick up your child at the end of the school day, or to change the destination and/or bus your child will take, please try to make these arrangements early in the day or send a note in with your child explaining the changes. It can be difficult to make all the appropriate notifications regarding dismissal or bus routes changes if the district is not notified until the end of the day. Your cooperation is most appreciated.

### Elementary Academic Grading Calendar

Trimester One Ends ..... December 2, 2020  
Report Cards Sent Home ..... December 4, 2020

Trimester Two Ends ..... March 17, 2021  
Report Cards Sent Home ..... March 19, 2021

Trimester Three Ends ..... June 25, 2021  
Report Cards Sent Home ..... Last Day of Elementary Classes

### Middle School/High School

#### Academic Grading Calendar

All Five-Week Reports and Report Cards will be mailed to parents and guardians. Anyone who does not receive a Five-Week Report or a Report Card within the expected time is asked to contact Mrs. Parrott-Fuller in the Guidance Office at 632-5222 ext. 306.

Five-Week Marking Period Ends ..... October 9, 2020

Quarter One Marking Period Ends ..... November 6, 2020

Fifteen Week Marking Period Ends ..... December 11, 2020

Quarter Two Marking Period Ends ..... January 29, 2021

Twenty-Five Week Marking Period Ends ..... March 5, 2021

Quarter Three Marking Period Ends ..... March 29, 2021

Thirty-Five Week Marking Period Ends ..... May 7, 2021

Quarter Four Marking Period Ends ..... June 25, 2021

6-12 Report cards will be mailed home June 28, 2021

### Student Photographs/Images

The Hartford Central School District may, on occasion, use photographs or video recordings of students on the district's website, social media and/or in district and community publications. If you do not wish for your child's image to be published during the 2020-2021 school year, please indicate this in writing to your child's principal by September 18, 2020. This request must be renewed each year.

**Important Note:** The district will honor all written requests by parents who do not want their child's picture or name published in any way. However, the district is not responsible for any media coverage of athletic or special events that are open to the public.



**Consent to Release Free or Reduced Price Eligibility  
Information on Other Side**

# School Lunch Program

Hartford Central School District has a computerized Point of Sale (POS) system for all school meals purchased in the cafeteria. Every student has his/her own personal lunchroom account based on a unique personal identification number (PIN). This number will stay with the student until he/she graduates. Students can access their account on the keypad located at the cash register. While it is recommended that students remember their numbers, the cashier can also retrieve it. We encourage parents/guardians to deposit money into their child's account. However, students may still pay cash daily. When sending in money for pre-payment of meals under the POS system, please include your child's PIN on the check or envelope so it is deposited into the correct account. Please call for information regarding a secure online pre-payment service to deposit money into the meal account at any time.

If your child qualifies for free or reduced price meals, this information will be securely contained in the computer system; the meal will be processed just as it is for all the other students. Applications for free and reduced meals will continue to be used to verify eligibility.

Menus will be sent home with K-5 students. Students in Grades 6-12 may pick up a menu in the cafeteria. Please contact the Cafeteria Manager with any concerns at 518-632-5222 ext. 273.

## September Menu

### Meal Prices

Breakfast .....	\$1.00
Lunch .....	\$1.80
Reduced .....	\$0.25

	9/8 Bagel w/cream cheese	9/9 Assorted cereal	9/10 Maple pancakes	9/11 Student's choice Tanager Pizza Day
	Hot dog w/ baked beans	Chicken parm w/pasta	Chicken bowl	
9/14 Assorted cereal	9/15 Bagel w/cream cheese	9/16 Assorted cereal	9/17 Maple pancakes	9/18 Student's choice Tanager Pizza Day
Chicken nuggets	Taco Tuesday	Grilled cheese w/tomato soup	Hot meatball sub	
9/21 Assorted cereal	9/22 Bagel w/cream cheese	9/23 Assorted cereal	9/24 Maple pancakes	9/25 Student's choice Tanager Pizza Day
Hamburger	Taco Tuesday	Macaroni & cheese	Brunch for lunch	
9/28 Assorted cereal	9/29 Bagel w/cream cheese	9/30 Assorted cereal		
Chicken patty	Taco Tuesday	Rotini		

### "Charge" Policy

In accordance with the 2018-2019 the amended New York State Education Law 908, and Section 2 of Part B of Chapter 56, when a student changes a meal, parents/guardians will be notified that a student's account balance is exhausted and has accrued unpaid meal charges within 5 days of the initial charge and then every week thereafter. The cafeteria staff will communicate with parents/guardians with five or more unpaid meal charges to determine eligibility for free or reduced price meals and will make at least two documented attempts to reach out to parents/guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet. While a student has a negative balance, that child is prohibited from purchasing snacks or a-la-carte items.

### Food Allergies and/or Restrictions

If your child has a food allergy or diet restriction, the USDA now requires the following documentation from the student's doctor:

- The child's disability (the allergy)
- An explanation of why the child's diet is restricted
- How the disability affects major life activities
- Which food(s) should be eliminated for the child's meals



### Consent to Release Free or Reduced Price Eligibility Information

School officials may release information that shows that my child/children are eligible for free or reduced price meals or free milk. I understand the information will only be provided to the program(s) I check below, and I understand that I give up my right to confidentiality for these programs:

- ☐ Federal health programs such as Medicaid or Children's Health Insurance Program (CHIP).
- ☐ State or federal programs such as the Youth Summer Work program or the Educational Talent Search Program.
- ☐ Local health and education programs and other local programs that provide benefits such as free textbooks or school supplies, free band instruments, or reduced fees or summer school or driver education.
- ☐ Community programs such as holiday baskets, summer arts and playground programs.

Name(s) of Child/Children: \_\_\_\_\_

I certify that I am the parent/guardian for the child/children for whom the application was made.

Signature of Parent/Guardian: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

# Elementary Supply List

## Kindergarten - Mrs. Genevick & Mrs. Simmons

- Art shirt
- 1 plastic pencil box
- 3 boxes of 24 crayons
- 4 large glue sticks
- Scissors (Child's Fiskars)
- (5) #2 pencils
- Erasers (not pencil top)
- 1 adult tube sock (to be used as an eraser)
- 1 package of *fine tip* dry erase markers
- \$4.00 for F.I.S.H. Folder

## First Grade - Mr. MacDougall & Mrs. Thomas

- 1 two-pocket folder
- Eraser
- 1 box of crayons (24 or less)
- 1 highlighter
- Art smock (an old shirt works great!)
- 1 package #2 pencils
- Pencil box or crayon box
- 1 pair of "child size" headphones
- 1 box of Zip Lock *sandwich* bags (**Boys only**)
- 1 box of Zip Lock *snack* bags (**Girls only**)
- 2 glue sticks
- 1 dry erase marker
- 2 packages of Post-It notes

## Second Grade - Mrs. Lawrence & Mrs. Talmadge

- #2 pencils sharpened (not mechanical)
- Crayons
- Glue sticks
- Erasers
- 1 plastic homework folder
- 2 highlighters
- 1 small pencil box
- 1 pencil sharpener with shaving container
- 1 pair of scissors
- Headphones
- 1 package of fine tip dry erase markers

**Please label all items**

Please be advised that items for grades K-5 are requests from each teacher and are not intended to cause any kind of financial hardship. If you need assistance in supplying these items, please contact Mrs. Mannix so she can make confidential arrangements to do so. We typically have some backpacks and supplies donated by retired teachers and outside agencies. Please call Mrs. Nims at 632-5222 x101 to check on the availability of these school supplies. Also, Staples has great deals throughout the summer - watch for their sales fliers!

Please note that Book Lists/Media Lists are available upon request from each classroom teacher.

## Third Grade - Mrs. Vanier & Mrs. Costello

- #2 pencils
- 1 pencil bag or crayon box
- 1 box of colored pencils
- 1 box of crayons (24 count)
- 2 glue sticks
- 2 composition notebooks
- 1 pair of scissors
- 3 pocket folders (1 red, 1 blue, 1 yellow)
- 1 vinyl pocket folder
- 1 package of dry erase markers
- Art smock (an old shirt works great!)
- 1 pair of headphones for computer use
- 1 two-pocket folder (for music)
- Please bring \$6.50 to Mrs. Dougher in September to purchase a Yamaha Recorder through the Music Department
- **Please label all items** and **NO** large binders/trapper keepers due to limited desk space.

## Fourth Grade - Mrs. Lynch & Mrs. Pedone

- 7 plastic pocket folders (1 blue, 1 red, 1 yellow, 1 green, 3 any color)
- 1 pair of scissors
- Colored pencils (12 or 24 pack)
- 1 small pencil bag pouch
- #2 pencils (at least 24 pencils/not mechanical)
- Erasers
- 2 Composition notebooks (1 blue, 1 black)
- 2 One-subject spiral notebooks (1 red, 1 blue)
- 2 packages of glue sticks
- 1 highlighter
- 1 package dry erase markers
- 2 packages of loose leaf paper
- Headphones (if not already sent from 4th grade from 3rd grade)
- Recorder for Music; \$6.50 to purchase one if you do not have one from 3rd grade

Please **do not label** any folders or notebooks - this will be done together in class

## Fifth Grade - Mrs. Strong & Miss Headwell

- Colored pencils
- 2 packages of #2 pencils
- 2 packages of wide-ruled loose leaf lined paper
- 5 two-pocket folders (1 blue, 1 red, 1 green, 1 orange, 1 any color or design)
- 1 sturdy homework folder
- 2 packages of dry erase markers
- 3 marble Composition notebooks (1 red, 1 blue, 1 black)
- 1 set of sticky notes
- 1 pair of scissors
- 1 handheld pencil sharpener
- 2 packages of glue sticks
- 1 pencil pouch (no pencil boxes)
- 1 package of highlighters
- For Music: 1 two-pocket folder and your recorder from 4th grade (or \$6.50 to purchase a new one)

Please **do not label** any items - this will be done together in class.

## MESSAGE FROM PRINCIPAL MANNIX

### Dear Parents, Guardians, and Community Members,

Our administrative team has been busy this summer planning for the return of students in September and preparing instructional spaces that will maintain the safety of students. While instructional spaces and teaching will look different than in the past, we have arranged desks 6 feet apart so that students will not have to wear masks in their classroom learning environment while they are at their desks. Some larger grade levels will be provided alternate instructional spaces when it is not possible to keep everyone in the classroom at the same time and still maintain 6 feet of social distancing. During transitions, students will be required to wear a mask, but teachers will minimize transitions as much as possible. It is my intention to have specials provided in a designated area on a weekly basis in order for students to move and receive instruction in another location. Recess is encouraged and will be an important component of students' instructional day, as it relates to their physical, social and emotional well-being. Teachers will strive for consistency by using Class Dojo for communication, as well as Google Classroom. I encourage all parents to join Class Dojo for their child/children to ensure a reliable method of communication between teachers and parents/guardians. Elementary will continue trimester grading, but will hold Parent-Teacher Conferences in November to share student progress before the trimester ends. At this time, we anticipate conferences will be held via phone or video conferences. I will continue to recognize students for their accomplishments through remote monthly Citizens' Assemblies. While the 2020-21 school year will look and feel different for all of us, I am confident in the abilities of our teachers and support staff to provide every student with a rich educational experience. Everyone will work together to meet the needs of all students and your support at home is more important than ever.

I am excited to see students back in the building and look forward to our partnership as we embark on an uncharted educational journey. Thank you for sharing your children with us, and for trusting our efforts in keeping everyone's safety our #1 priority as we return to school. Your continued support at home is greatly appreciated!

Sincerely,

*Bethellen C. Mannix*

Elementary Principal/Special Education Chairperson  
bmannix@hartfordcsd.org

## 6th Grade Supply List

### Home & Careers - Mrs. Barnard

- 1 notebook

### Math/Science - Mrs. Sutliff

- At least (2) packs of pencils
- 1 small pencil sharpener
- 1 2" three-ring binder (preferably RED, but black accepted)
- Dividers (5 pack)
- 1 package of loose-leaf paper
- Lined 3" x 5" index cards (100 pack)

### English/Social Studies - Mrs. Burch

- 1 package lined paper (1 ream of 250 sheets)
- 16 blue or black pens
- 1 pack of 100 - 3 x 5 lined index cards
- 1 blue three-ring (1 1/2 in) notebook
- 12 dividers for binder
- 1 blue 3-subject notebook

### Technology Class - Ms. Stewart

- (1) 1" three-ring binder
- (1) one gallon Zip-loc bags
- Pens/Pencils

### Junior Chorus Concert Dress Clothes - Mrs. Dougher

#### Men

- Black pants
- White shirt
- Dark dress shoes

#### Women

- Black skirt or dress pants
- White blouse (no spaghetti straps)
- Dark dress shoes

### Junior Band Concert Dress Clothes - Ms. VanderVoort

#### Men

- Black pants
- Black socks
- Black dress shoes
- White dress shirt

#### Women

- Black pants or skirt (no higher than the knee)
- Black socks or stockings
- Dark dress shoes (closed toe)
- White dress shirt (no spaghetti straps)





7/3 ..... Independence Day Observed  
7/4 ..... Independence Day  
9/1 & 9/2... Superintendent Conference Day  
9/7 ..... Labor Day  
9/8 ..... Classes Begin  
10/12..... Columbus Day  
11/3 ..... Superintendent Conference Day  
11/11..... Veterans Days  
11/13..... Early Release Day  
11/25-27... Thanksgiving Recess  
12/24..... Holiday Recess Begins  
1/4 ..... Classes Resume  
1/18 ..... Martin Luther King, Jr. Day  
1/25-1/28.. New York State Regents Exams  
1/29 ..... Superintendent Conference Day  
2/16-2/20.. Mid-Winter Recess  
4/2 ..... Good Friday  
4/5-4/9 .... Spring Recess  
5/31 ..... Memorial Day  
6/16-6/25.. New York State Regents Exams  
6/25 ..... Graduation  
7/3 ..... Independence Day Observed  
7/4 ..... Independence Day

July 21						
S	M	T	W	T	F	S
				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



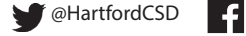
On a day when your child is absent from school, please notify the attendance office at your earliest convenience at 518-632-5222.

# HARTFORD

## CENTRAL SCHOOL DISTRICT

4704 State Route 149, Hartford, NY 12838

518-632-5222 • [www.hartfordcsd.org](http://www.hartfordcsd.org)



### Administration

Andrew Cook, Superintendent

Shelley Dupuis, Middle/High School Principal

Bethellen Mannix, Elementary Principal

### Board of Education

Brian Getty, President

Janine Thomas, Vice-President

Philip Jessen

Adam Fish

Ron Smith

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## HARTFORD HEROES



Superheroes aren't just found in comic books or on the big screen. Some of the most important superheroes can be found in our school. Our food service and transportation teams are truly superheroes in preparing and delivering 1,942 meals during the COVID-19 shutdown to ensure the nutritional needs of our students were met.

Though the daily feat of providing nutritious and delicious meals to students is not new, there were new challenges with the unprecedented state of affairs. One of the first and biggest being the packaging and portability of the meals. "We typically don't operate in providing 'take-out' so getting an efficient system in place to package the meals and ensure portability was our first new challenge. Another challenge was trying to maintain the same menu items our students are accustomed to. There were enough changes at a rapid pace, and maintaining some level of familiarity during a difficult transition time was a huge priority to this team," stated Melanie Howe, Cafeteria Manager. In keeping with routine, the team was still able to keep Taco Tuesday's and Tanager Pizza on Friday's.

The meals were delivered Monday - Friday to 143 families by our transportation department. "Though we rather had been transporting our students to and from school, our team was happy and proud to help make sure our students had meals," said Mike Rogers, Director of Transportation.

The plan for in-person and remote meals can be found on page 3 of this newsletter.

### REMINDER!

**Families can sign up for FREE & REDUCED LUNCH anytime during the year.  
See form inside.**