



# the Hive

Achieving our full potential together.

BALDWINVILLE CENTRAL SCHOOL DISTRICT NEWSLETTER

AUGUST 2020 - ISSUE 171

WWW.BVILLE.ORG

## Superintendent's Message

The first day of school is one of my favorite days of the school year. I love to see the smiles on the students' faces as they enter their new classrooms and reunite with their old friends.

The first day of school for the 2020-2021 school year will be unlike any that we've ever experienced. It will be unprecedented – much like all of 2020.

For the last six months, I have watched as our staff, students and families have worked together to face every challenge we have encountered. From teaching remotely to honoring the Class of 2020. We have truly been B'ville Strong!

I want to take this moment to thank you again. Thank you for staying strong with us. Thank you for supporting your child's education. Thank you for helping your neighbors. Thank you for following safety protocols. Thank you for being there for one another.

Many of us hoped that our community -- our country and the world -- would be back to "normal" by now. Unfortunately, the COVID-19 pandemic continues, which brings a long list of uncertainties for schools. Even as this back-to-school edition of *The Hive* goes to print, there's uncertainties about return-

ing to our buildings.

For that reason, we are hoping that you will regularly check in with us on our District's website, [www.bville.org](http://www.bville.org), and on our social media pages.

We are committed to keeping B'ville families informed and updated. We are also dedicated to keeping all of our stakeholders -- families, staff and community members -- involved in our decisions during this unique time.

In this edition of *The Hive* you will find everything you need to know for back-to-school. Forms and information that

formerly were sent to families with our District calendar are located inside. The District calendar is delayed but will be delivered soon.

The first day of school may be different this year, but it doesn't have to be less special or less happy. Let us all embrace our Bee Pride and stay B'ville Strong! Can't wait to see you soon -- even if it's through a computer screen.

Sincerely,

Matthew J. McDonald  
Superintendent of Schools



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# 2020-2021 PUBLIC NOTIFICATIONS

This issue of The Hive will provide you with back to school information, including public notifications that federal and state laws require school districts to provide to students, parents, and/or the public each year.

## Deadline for Requests for Transportation for Daycare is August 25

**T**he District establishes bus routes for the new school year over the summer months. Due to safety issues, no changes to daycare stops or bus stops for the newly established routes will be considered from **Wednesday, August 26 to Friday, September 18.**

During this time period, the Transportation Department will accept late requests but will not make any changes in routes until **Monday, September 21.**

**You must submit a request form for daycare/sitter transportation EVERY YEAR, even if your daycare/sitter is the same as the previous year.**

You can download a Request for Transportation form from the Transportation Department's homepage on the District website, [bville.org](http://bville.org). Please submit it by **5 p.m. August 25, 2020** so that your child has transportation on the first day of school.

Thank you for your cooperation. If you have any questions, please contact Transportation at (315) 638-6097.

## Important Health Information for 2020-2021

**A**ll NYS public school students must submit a copy of a physical exam when they are entering the District for the first time AND/OR entering grades pre-K or K, 1, 3, 5, 7, 9 & 11. Physicals may be accepted on any form that the provider uses until January 30, 2021 when the physical must be completed on a NYS approved form (subject to change).

To access the state form and for more information on required physicals and immunizations your child may need for the 2020-2021 school year, visit the Health Services page at [www.bville.org](http://www.bville.org). All students entering 7th, 8th, 9th, 10th and 11th grade must have at least one dose of the meningococcal vaccine. Students entering 12th grade must have had two doses of the vaccine unless the first dose was received after 16 years of age.

The District is mandated to exclude students that do not meet the criteria set forth in the NYS Immunizations for School Attendance for the 2020- 2021 school year, which you can find on our website on the Health Services webpage.

Immunizations work to keep vaccine preventable diseases, like measles, out of the schools and also protect children from serious consequences that can result from vaccine preventable diseases. For example, complications from meningococcal meningitis can lead to death within hours. Survivors may be left with serious disabilities, including loss of limbs and paralysis. Even children who have received vaccines already may need boosters. Your child's physical examination appointment is an ideal time to speak with your healthcare provider regarding vaccines.



Please note that a new NYS law no longer allows a religious exemption for required vaccinations to attend either public, private, or parochial school (for students in pre-kindergarten through 12th grade) or daycare. You can find information on the law on the NYS Department of Health website at: <https://www.health.ny.gov/publications/2370.pdf>

# PUBLIC NOTIFICATIONS

## District Attendance Policy

**S**chools cannot educate students who do not attend class. Students will attend school regularly and punctually. Only excused absences, as defined by this Code, will be allowed. Daily attendance of any student is the legal responsibility of the parent or person in the parental relation. Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study.

There is an attendance expectation of a minimum of 85% (153 days) of regular class sessions. Using this guideline, written notification will be initiated following the timeline below or sooner at the discretion of administration:

- 7 absences/tardies in 10 weeks of school
- 14 accumulated absences/tardies in 20 weeks of school
- 20 accumulated absences/tardies in 30 weeks of school

Currently, the following intervention strategies are established to identify the cause(s) of absenteeism or tardiness, to reduce absenteeism or tardiness and to circumvent the need for

action in the courts (e.g., PINS petitions):

(1) Teachers and other appropriate staff members (e.g., school nurse, social worker, guidance counselor, attendance officer) shall be responsible for preliminary contact with parents and students to discuss absenteeism/tardiness and devise a plan of improvement.

(2) Should #1 not result in attendance/tardiness improvement, the building principal or his/her designee, based on referrals of teachers and the established attendance records, shall identify intervention strategies. These interventions may include, but are not limited to communication with parent/guardian, counseling and other support services, mentoring, progressive disciplinary action, related community services.

Students who are absent/tardy for any reason have 3-5 days after returning to class to make up that work that was missed. Students who are aware ahead of an absence (such as educational trips, sports, etc.) are expected to make arrangements prior to their departure to obtain appropriate class work.

## Teacher Qualifications

**A**ll parents have the right to information regarding the professional qualifications of any teacher or paraprofessional that works with their child. To access this information you can:

1. Visit the NYS Department of Education website, [www.nysed.gov](http://www.nysed.gov). On the home page, click on the link to "School Business," which will bring you to a new page. On this page, click on the link to "Business Portal," then look for "TEACH Public Inquiry System" under "Public Links."

**OR**

2. Contact the District's human resources department at (315) 638-6047 for assistance.

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## Food Service Non-discrimination Disclaimer

**I**n accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Continued on Page 5

# PUBLIC NOTIFICATIONS

## Initial Notification Regarding Pesticide Use

**N**ew York State Education Law Section 409-K requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year.

The Baldwinsville Central School District is required to maintain a list of persons in parental relation, faculty, and staff 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-hours following an application;
- Anti-microbial products;
- 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;
- Boric acid and disodium octaborate tetrahydrate;
- The application of EPA designated biopesticides;
- The application of EPA designated exempt materials under 40CFR152.25;
- The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.

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-hour 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 visit the District's website at [www.bville.org](http://www.bville.org) to electronically submit a form. Follow the link from "Facilities" to the form and fill it out online. You can also contact the District's pesticide representative, Chief Operations Officer, 29 East Oneida St., Baldwinsville, NY 13027. Provide the name of your child(ren) and the school (s), your name, address, day phone and evening phone, and an email address.

For more information on these requirements contact Facilities at 315-638-6100.

## Asbestos Management Plans

**A**s provided under the Asbestos Hazard Emergency Response Act, (AHERA-EPA 40 CFR 763), the Baldwinsville Central School District hereby makes known the steps it has undertaken to comply with AHERA and the availability of asbestos management plans.

1. Beginning in 1989, all District owned facilities were inspect-

ed for asbestos and management plans were developed for each building according to the requirements of AHERA. Re-inspections are conducted by the District every three years. The Onondaga/Cortland Madison BOCES Health, Safety & Risk Management was hired to complete the 2019 AHERA triennial inspection and update the asbestos management plans.

2. Periodic surveillance is conducted every six months.

3. All custodial and maintenance staff have undergone 2-hour awareness training.
4. All response actions taken are within federal and state guidelines.

Management plans may be viewed in the Facilities Office at 29 E. Oneida St., during office hours from 8:00 a.m. to 4:00 p.m. For more information, contact the Chief Operations Officer, 315-638-6100.



# PUBLIC NOTIFICATIONS

## Food Service, Continued from Page 3

Additionally, program information may be made available in languages other than English.

To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information

requested in the form.

To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
  2. Fax: (838) 256-1665 or (202) 690-7442
  3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)
- This institution is an equal opportunity employer.

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## Release of Directory Information to Military Recruiters and Institutions of Higher Learning

Pursuant to the No Child Left Behind Act, the District must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students.

The District must also notify parents of their right and the right of their child to request that the District not release such information without prior written parental consent.

Those parents who do not want the above information released to military recruiters and/or institutions of higher learning must notify Public Information Specialists Sarah Buckshot, in writing at: District Office, 29 East Oneida Street, Baldwinsville, NY 13027 by **October 1, 2020**.

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## Safety Plans

Please take notice that the Safe Schools Against Violence in Education Act (Project SAVE) requires all New York school districts to adopt district-wide and building-level safety plans.

The Baldwinsville Central School District (the "District") has adopted a district-wide plan and a building-level plan for each of the District schools, as required by Project SAVE.

The following is a summary of the district-wide plan: The district-wide plan contains policies and procedures for responding to threats of violence or acts of violence by students, staff and visitors; prevention and intervention strategies; policies and procedures for contacting law enforcement officials, parent/guardians, and emergency responders in the event of an incident; policies and proce-

dures regarding school building security; protocols for responding to incidents; and strategies for improving communication and the reporting of potential incidents.

The following is a summary of the building-level plans: Each building-level plan contains policies and procedures for the safe evacuation of students, staff and visitors in the event of an incident; designation of an emergency response team; designation of a post-incident response team; establishment of internal and external emergency communications; definitions of a chain-of-command; contacts for access to state and local mental health resources; and procedures for conducting drills and for review of the plan.

Copies of the district-wide plan are available upon request at the office of the District Clerk in the District office at 29 E. Oneida St.

# NOTIFICATION OF RIGHTS

## Notifications of Rights - Family Educational Rights and Privacy Act

**T**he 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 of the day the District receives a request for access.**

Parents or eligible students should submit to the school principal or Director of Special Education a written request that identifies the record(s) they wish to inspect. The District 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 education record should write the school principal or Director of Special Education, clearly identify the part of the record they want changed, and specify why it should be changed. If the District official decides not to amend the record as requested by the parent or eligible student, the District 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 consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.**

a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another District official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

b. FERPA also authorizes the release of “directory information” without prior consent, unless the parent/guardian or eligible student (age 18 or older) requests, in writing, that directory information not be disclosed. The District considers the following information “directory information”:

- Student’s name
- Student’s address
- Telephone number(s)
- Email address(es)
- Student’s date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance (“from and to” dates of enrollment)
- Degrees, honors, and awards received
- Date of graduation
- Grade level
- The most recent education agency or institution attended.

# NOTIFICATION OF RIGHTS

Photographs and video/digital images are also considered to be “directory information” by the District. Videotapes, digital movies and/or photographs may be shared with the public through, for example, public media outlets, the District newsletters, reports, website and other District communications, unless the parent/guardian or eligible student requests, in writing, that videotapes, digital movies or photographs of the student not be publicized.

## About disclosure of directory information to military recruiters and institutions of higher education:

Two federal laws require the District to provide military recruiters and institutions of higher education, upon request, with three directory information categories of its secondary students: names, addresses and telephone numbers, unless parents or eligible students have advised the District that they do not want this information disclosed without their prior written consent.

**If you do not want directory information released:** Those parents/guardians or eligible students who do not want directory information released and/or do not want videotapes, digital movies, images and/or photographs published and/or do not want the limited release of directory information to military

recruiters and/or institutions of higher education, must **notify Public Information Specialist Sarah Buckshot in writing by October 1, 2020** regarding the desired limitations on release of directory information. The address for the Communications Office is 29 East Oneida Street, Baldwinsville, NY 13027.

c. The District, as authorized by FERPA, discloses personally identifiable student information without consent to other schools, school systems or institutions of postsecondary education in which a student seeks or intends to enroll or that are providing services to the student, upon receiving a request from any such institution. Parents/guardians or eligible students can receive a copy of all information disclosed upon request.

## (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Baldwinsville Central School District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## Non-discrimination Policy

The Baldwinsville Central School District offers employment and educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin, ethnicity, creed, marital status, age, sexual orientation, disability, religion, political application, domestic violence victim status, socio-economic status, and military or veteran status, and it provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding this non-discrimination policy may be directed to: Assistant Superintendent for Human Resources, Baldwinsville CSD, 29 East Oneida Street, Baldwinsville, NY 13027 or phone 315-638-6047.

## 2020-2021 School Meal Prices

- **Breakfast, K-7: \$2.00**
- **Breakfast, 8-12: \$2.50**
- **Milk: \$0.75**
- **Ice Cream: \$0.75 to \$2.00**
- **Lunch, K-5: \$2.90**
- **Lunch, 6-9: \$3.00**
- **Lunch, 10-12: \$3.25**

You can deposit money into your child’s meal account online through [mySchoolBucks.com](http://mySchoolBucks.com)

# CODE OF CONDUCT SUMMARY

This is a summary of the Code of Conduct adopted by the Board of Education of the Baldwinsville Central School District. The Code contains the rules for conduct on District property and at District functions, as well as the penalties for unacceptable conduct. The Code applies to all activities in the school setting, and is not restricted to classroom settings. Students, parents, visitors, and District employees all have responsibilities regarding the education of District students and are subject to the Code while on District property or at District functions.

The District expects students to come to school prepared to learn, and to conduct themselves in a safe and respectful manner while at school. Parents are expected to cooperate with the District in the education of their children and to communicate with appropriate school personnel regarding questions or concerns. Teachers are expected to be prepared to teach and to strive for an atmosphere of mutual respect in the classroom. Administrators are responsible for promoting a safe, healthy, and stimulating academic environment that is conducive to learning and student success.

The Code of Conduct has been revised, effective July 1, 2020.

## **Student Rights and Responsibilities**

The Code contains a Bill of Student Rights and Responsibilities. Students have the right to an education that offers them the opportunity for inquiry and development to their fullest potential. Students also have the right to be safe while on District property and at District functions, to receive guidance from District staff, to participate in extracurricular activities, and to receive appropriate educational and health services.

Students shall be free from bullying (including cyberbullying), discrimination and harassment on school property or school functions including but not limited to the educational program, activities, or

admission policies of their school. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, gender (including gender identity and expression) or any other legally protected status. Students are expected to attend school every day, perform all assignments to the best of their ability, respect the property of others, and set a positive example for others.

## **Electronic Devices**

Personal electronic devices shall include, but not be limited to, cellular phones of all types including those with photographic, videotaping and/or text messaging capabilities, tablets or other tablet devices, Chromebooks, SMART watches, gaming devices including, but not limited to, Xbox, Playstation, Nintendos, cameras, MP3 players, laser pens, iPads, iPods, headphones, and audio/video equipment as well as any other electronic communication device. The use or possession of electronic devices will be permitted within the buildings under the following guidelines:

- a. Electronic devices may not:
  - i. Disrupt the education process in the school district.
  - ii. Endanger the health, safety or welfare of any student or anyone else.
  - iii. Invade on the rights of others.
  - iv. Involve illegal or prohibited conduct of any kind.
- b. Elementary and Ray Middle School students may not use or possess electronic devices during the school (K-7) day. Prior to the start of the school day, students' electronic devices must be turned off and immediately placed in lockers (Grades 6 - 7) and backpacks or other designated areas for personal belongings (elementary schools). The Building Administrator has full discretion over the use of electronic devices in non-instructional settings (defined as any areas that are not considered an academic setting which includes areas where students are not



# CODE OF CONDUCT SUMMARY

engaged in academic material, i.e. cafeteria and recess). At NO time is photography, videography, or audio recording acceptable in non-instructional settings. The classroom teacher has full discretion over the use of electronic devices within the classroom.

c. C.W. Baker High School and Durgee Jr. High School, only: students may have the electronic device(s) on their person, but any and all electronic devices must be out of sight and turned off in academic settings (defined as all areas where teaching, learning, or study should be occurring). At NO time is photography, videography, or audio recording acceptable in academic settings unless specifically authorized by the Building Administrator or classroom teacher. The Building Administrator and/or classroom teacher has full discretion over the use of electronic devices within the Academic setting.

i. Electronic devices should not be visible upon entering academic settings and should not interfere with students arriving to class on time. Students are responsible for keeping electronic devices turned off and stored out of sight during all Academic settings.

ii. Students may not possess electronic devices during the administration of assessments. This will include having electronic device(s) in pockets, backpacks, purses, desk, etc. Electronic devices must be stored in the student's locker or turned over to staff prior to the assessment beginning. Failure to comply may result in the assessment being invalidated and the student will receive no score. The classroom teacher may choose to implement this policy or waive it at his/her discretion. If the policy is implemented for the assessment, it is the classroom teacher's responsibility to clearly notify all students prior to the administration of the assessment.

d. C.W. Baker High School and Durgee Jr. High School, only: students will be permitted to use electronic devices in non-instructional settings (defined as any areas that are not considered an academic setting which includes areas where students are not engaged in academic material, i.e. cafeterias and

transition times). At NO time is photography, videography, or audio recording acceptable in Non-Instructional settings. The Building Administrator and/or classroom teachers/staff has full discretion over the use of electronic devices, including earbuds/headphones within the Non-Instructional setting.

e. The following also applies to the use of electronic devices:

i. Students are responsible for using their electronic devices in a safe and secure manner; ensuring such use does not create a safety hazard for themselves or others.

ii. Students will not be provided the ability to charge electronic devices, as electrical cables will create a safety hazard. As such, students should ensure that such devices are charged before bringing them to school.

iii. By bringing electronic devices to school, students agree that, while on school property and at school functions, they will access the Internet only via the District-provided Wi-Fi that is available. Failure to follow this requirement is a violation of the Code of Conduct and may be subject to disciplinary action.

f. Use of electronic devices on a District school bus is permitted under the following guidelines:

Electronic devices may not:

i. Endanger the health, safety or welfare of the staff, students, or anyone else whether on or off the bus.

ii. Impinge upon the rights of others.

iii. Involve illegal or prohibited conduct of any kind.

Any misuse of electronic devices while riding on a school bus will be subject to the same consequences as outlined in Appendix A and B of this Code.

Electronic devices are brought into the school setting at the student's own risk. The District accepts no responsibility for damage, loss or theft of personal electronic devices on any school property or at any school function.

# CODE OF CONDUCT SUMMARY

## Tobacco/Non-Tobacco and Related Novelty Products

The use, possession, sale or distribution of tobacco/non-tobacco and related novelty products is prohibited. Tobacco/non-tobacco, related novelty products, and accessories include, but are not limited to cigarettes, pipes, chewing tobacco, snuff, herbal tobacco products, simulated tobacco products (with or without nicotine) that imitate or mimic tobacco products, e-cigarettes, “vapes”, cloves, bidis and kreteks Juuls, and dabsticks, as well as matches and lighters. This prohibition extends to having such items on one’s person or in one’s locker or vehicle or other personal space.

## Visitors

The Code applies to visitors, who are subject to the authority of the building principal while on District premises or at District functions. Visitors must use the main entrance to the building and report to the principal’s office upon arrival to sign the visitor’s log. Visitors will receive an identification badge, which must be worn at all times while on District premises.

## Dress Code

The Board expects that District employees, students, and visitors will be appropriately groomed and dressed while on District property and at District functions. Clothing must not pose a hazard to health or safety to the wearer or to others. Appropriate footwear shall be worn at all times. Staff, students, and visitors shall dress in a fashion that will not disrupt the classroom/school environment. Students are encouraged to dress appropriately for weather conditions. Coats, bandanas, any other headgear, and any other outside garments are not permitted to be worn inside the school during school hours. All outside apparel is to be kept in the student’s locker or provided storage upon entering the building; however, exceptions may be made at the discretion of the Building Administrator and/or classroom teacher. All types of head coverings are prohibited including, but not limited to: caps, hats, visors and hoods, etc.

Religious and/or medical attire is exempt. Distracting clothing and apparel should not be worn to school, as it can be disruptive to the educational process. School officials monitor student appearance, and intervene where there is a violation of the Code.

## Conduct on School Buses

The Code governs the conduct of students on school buses. The standards of conduct that apply in the classroom also apply to conduct on school buses. All passengers are to obey the instructions of the bus driver. The District may suspend a student’s right to ride the bus for any misconduct including behavior that distracts the driver.

## Violations

The Code contains definitions of prohibited conduct. The Code is not meant to be an exhaustive list of all possible acts of misconduct. Any conduct that violates the Code, any federal or New York State statute, or any established practice of the District may be the basis for discipline.

## Discipline

Students, employees and visitors who violate the Code will be subject to disciplinary action and District officials may use a range of responses to student misconduct. Before disciplining a student, District officials may issue a warning, conduct a parent conference, enter into a student behavior contract, or provide counseling or mediation. Disciplinary actions may include a school or activity suspension, personal liability and police notification. Any person other than a student found in violation of the Code shall be subject to appropriate criminal and/or civil penalties.

## Due Process

Students are entitled to due process before the District imposes discipline. The District must inform the student of the misconduct and investigate the facts surrounding the misconduct. The District must allow all students to present their version of the facts.

# CODE OF CONDUCT SUMMARY

Beyond this, the level of due process ranges from parent notification and informal conferences to a formal hearing pursuant to Education Law §3214. The Code also contains detailed procedures for dealing with misconduct by special education and disabled students.

## Teacher Removal of Disruptive Students

The Code authorizes classroom teachers to remove disruptive students from classrooms. The Code spells out the procedures that must be followed when a teacher removes a student from the classroom, including notice to the student and the opportunity for parents to meet with the principal. No teacher may remove a student with a disability from a class until the teacher has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law.

## Referrals

The principal must notify the superintendent of schools of any Code violation that constitutes a crime and substantially affects the security of the school. The superintendent, in turn, will notify local law enforcement. The principal must also notify the superintendent of schools and local law enforcement when he/she believes that any harassment, bullying or discrimination constitutes criminal conduct. In an attempt to identify possible discipline problems before they occur, teachers may refer students to the In-School Planning Room. Students referred to the In-School Planning Room will remain there until they have prepared a plan of action to improve their behavior. The District also provides a peer mediation program for students who come into conflict with one another.

## Building Dignity Act Coordinators

The principal at each school has been designated the Dignity Act Coordinator.

These individuals are available for students and staff and are responsible for assisting in coordinating and enforcing the requirements of the Dignity for All Students Act.

The building Dignity Act Coordinators are:

Baker High School  
Kris Denton, Principal  
29 East Oneida Street  
Baldwinsville, NY 13027 315-638-6000

Durgee Junior High School  
Thomas Fraher, Principal  
29 East Oneida Street  
Baldwinsville, NY 13027 315-638-6086

Ray Middle School  
Christina Morgan, Principal  
7650 Van Buren Road  
Baldwinsville, NY 13027 315-638-6106

Elden Elementary School  
Thomas Coughlin, Principal  
29 East Oneida Street  
Baldwinsville, NY 13027 315-638-6118

McNamara Elementary School  
Jennifer Homeyer, Principal  
7344 O'Brien Road  
Baldwinsville, NY 13027 315-638-6130

Palmer Elementary School  
Alex Ewing, Principal  
7864 Hicks Road  
Baldwinsville, NY 13027 315-638-6127

Reynolds Elementary School  
Melissa Chiodo, Principal  
222 Deerwood Drive  
Baldwinsville, NY 13027 315-638-6124

Van Buren Elementary School  
Cynthia Cronin, Principal  
20 Ford Street  
Baldwinsville, NY 13027 315-638-6121

# CODE OF CONDUCT SUMMARY

## District's Dignity Act Coordinator

David Kilcourse  
Assistant Superintendent for Human Resources  
29 East Oneida Street  
Baldwinsville, NY 13027 315-638-6047

## Reporting

Anyone who believes he/she has been subjected to discrimination, harassment, bullying or retaliatory behavior or has witnessed any possible occurrence of such conduct should immediately report same to any staff member or administrator. If a school employee learns of any occurrence of possible bullying or harassment, the school employee shall orally notify the school principal no later than one (1) school day after learning of such conduct. Such school employee shall also file a written report no later than two (2) school days after making such oral report. If the District determines that a District official, employee, volunteer, vendor, visitor and/or student has violated the Code of Conduct or a material incident of harassment, bullying and discrimination has occurred, immediate corrective action will be taken, it will take prompt action reasonably calculated to end the violation, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such violation was directed. Generally, responses to acts of harassment, bullying, and/or discrimination against students by students shall incorporate a progressive model of student discipline.

## Review of Code of Conduct

Anyone who wishes to review the Code of Conduct may do so at each school building, or you can review a PDF of the Code on the District's website, [bville.org](http://bville.org)

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## The Protection of Pupil Rights Amendment (PPRA)

**T**he Protection of Pupil Rights Amendment (PPRA) affords parents certain rights with respect to the conduct of surveys, analyses, or evaluations that are funded in whole or in part by the United States Department of Education (DOE). These rights include:

A. The right to consent before students are required to submit to a survey that is funded in whole or in part by a program of the DOE, which concerns one or more of the following protected areas (protected information survey):

1. Political affiliations or beliefs of the student or the student's parent;

2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).



# PUBLIC NOTIFICATIONS

B. The right of the parent and eligible student to receive notice and an opportunity to opt-out of:

1. Any other protected information survey, regardless of funding;
2. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling or otherwise providing that information to others for marketing or sales purposes; and
3. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or of other students.

The right to receive notice and an opportunity to opt-out 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, such as the following:

- College or other postsecondary education recruitment, or military recruitment;
- Book clubs, magazines, and programs providing access to low-cost literary products;
- Curriculum and instructional materials used by elementary and secondary students;
- Tests and assessments used by elementary and secondary students to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students (or generate other statistically useful data for the purpose of securing such tests and assessments) and subsequent analysis and public release of the aggregate data from such tests and assessments;
- The sale by students of products or services to raise funds for school-related or education-related activities; or
- Student recognition programs.

In addition, the opportunity to opt-out of physical

examinations and/or screenings does not apply to physical exams or screenings for hearing, vision, or scoliosis, or any other physical examinations or screenings that are permitted or required by state law.

C. The right to inspect, upon request and before administration or use the following:

- Protected information surveys of students;
- Instruments used to collect personal information from students for the purpose of marketing or selling that information; and
- Instructional material used as part of the educational curriculum for the student.

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

The District has developed and 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 making any substantive changes to such policies. The District will also directly notify parents of students 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 of 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.

Continued on Page 14

# PUBLIC NOTIFICATIONS

PPRA, Continued from Page 13

Following is a list of the specific activities and surveys covered under this requirement:

- \* The collection, disclosure or use of personal information for marketing, sales or other distribution;
- \* The administration of any protected information survey not funded in whole or in part by the DOE; and
- \* Any non-emergency, invasive physical examination or screening as described above.

Parents and eligible students who believe their rights have been violated may file a complaint with:  
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

## CHILD ABUSE IS EVERYONE'S PROBLEM

DO YOU SUSPECT CHILD ABUSE OR MALTREATMENT?

HAS SOMEONE HURT YOU?

Report Child Abuse and Neglect:  
**1-800-342-3720**

If Deaf or Hard of Hearing Report by TDD/TTY  
**1-800-638-5163**

or  
Video Relay System  
**1-800-342-3720**

NYS Office of Children and Family Services  
[ocfs.ny.gov/main/cps](http://ocfs.ny.gov/main/cps)

## National School Lunch Program and School Breakfast Program

The National School Lunch Program (NSLP) and School Breakfast Program (SBP) aim to provide all participating children, regardless of background, with the nutritious meals they need to be healthy. This includes ensuring children with disabilities have an equal opportunity to participate in and benefit from the NSLP and SBP.

Federal regulations require schools and institutions to serve meals at no extra charge to those children whose disability restricts their diet in such a way that they cannot fully participate in the food service program without some modification to the foods offered or the scheduled menu. If you believe your child needs substitutions because of a disability, please get in touch with us for further information. You must request meal modifications from the school with a medical statement from a State licensed health-care professional. This medical statement must contain but is not limited to the following:

- Information about the child's physical or mental impairment that is sufficient to allow the school to understand how it restricts the child's diet.
- An explanation of what must be done to accommodate the child's special dietary need.
- The food or foods to be omitted and recommended alternatives, in the case of a modified meal.

If you have questions regarding the need for meal modifications, contact Brian Wright, Food Service Director at 315-638-6063 for further information.

# FOOD SERVICE

Dear Parent/Guardian:

Children need healthy meals to learn. Baldwinsville Central School offers healthy meals every school day. Breakfast costs **\$2.00** at the Elementary and Middle Schools and **\$2.50** at Baker High School & Durgee Jr High. Lunch costs **\$2.90** for Elementary grades and **\$3.00** for 6th through 9th grades. Lunch for grades 10-12 will be **\$3.25**. Your children may qualify for free or for reduced price meals. Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals at no charge.

- 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. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to the Food Service Director at 29 E. Oneida St., Baldwinsville, NY 13027.
- 2. Who can get free meals?** All children in households receiving benefits from SNAP, the Food Distribution Program on Indian Reservations or TANF, can get free meals regardless of your income. Categorical eligibility for free meal benefits is extended to all children in a household when the application lists an Assistance Program's case number for any household member. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines. Households with children who are categorically eligible through an Other Source Categorically Eligible designation, as defined by law, may be eligible for free benefits and should contact the SFA for assistance in receiving benefits.
- 3. Can foster children get free meals?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Foster children may also be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.
- 4. Can homeless, runaway and migrant children get free meals?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail the District Data Manager at 315-638-6050 or [mmoyer@bville.org](mailto:mmoyer@bville.org) to see if they qualify.
- 5. Who can get reduced price meals?** Your children may be approved as reduced price eligible if your household income is within the reduced-price limits on the Federal Eligibility Income Chart, shown on this letter. Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals at no charge.
- 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 received carefully and follow the instructions. Call 315-638-6063 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 operating days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
- 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.

# FOOD SERVICE

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 may also ask for a hearing by calling or writing to The Assistant Superintendent for Management Services, 29 E. Oneida St., Baldwinsville, NY 13027 or 315-638-6055 or e-mail at jrodems@bville.org
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 a U.S. citizen to qualify for free or reduced price meals.
13. **Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
14. **What if my income is not always the same?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you get \$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 his/her combat pay counted as income?** No, if the combat pay is received in addition to his/her basic pay because of deployment and it wasn’t received before he/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.

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

### REDUCED PRICE ELIGIBILITY INCOME CHART

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



# FOOD SERVICE

**HOW TO APPLY:** To get free or reduced price meals for your children, carefully complete one application, following the instructions for your household and return it to the designated office listed on the application. If you now receive SNAP, Temporary Assistance to Needy Families (TANF) for any children, or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household SNAP, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a SNAP, TANF or FDPIR case number for any household member, the application must include the names of everyone in the household, the amount of income for each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult's social security number, or check the box if the adult does not have a social security number. An application for free and reduced price benefits cannot be approved unless complete eligibility information is submitted, as indicated on the application and in the instructions. Contact your local Department of Social Services for your SNAP or TANF case number or complete the income portion of the application. No application is necessary if the household was notified by the SFA that their children have been directly certified. If the household is not sure if their children have been directly certified, the household should contact the school.

**Reporting Changes:** The benefits that you are approved for at the time of application are effective for the entire school year and up to 30 operating days into the new school year (or until a new eligibility determination has been made, whichever comes first). You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive SNAP.

**Income Exclusions:** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such child care under the Child

Care Development (Block Grant) Fund should not be considered as income for this program.

**Reduced Price Eligible Students: Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals at no charge.**

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

**Meal Service to Children with Disabilities:** Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities of such individual, a record of such an impairment or being regarded as having such an impairment. Major life activities include but are not limited to: functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking communicating, and working. You must request meal modifications from the school and provide the school with medical statement from a State licensed healthcare professional. If you believe your child needs substitutions because of a disability, please get in touch with us for further information, as there is specific information that the medical statement must contain.

**Confidentiality:** The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title 1 and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the

# FOOD SERVICE

school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal, State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CAN); including the National School Lunch and School Breakfast Programs, The Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

Reapplication: You may apply for benefits any time during the school year. Also, if you are not eligible now, but during the school year become unemployed, have a decrease in household income, or an increase in family size you may request and complete an application at that time.

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian. We will let you know when your application is approved or denied.

Sincerely,

Matthew J. McDonald,  
Superintendent of Baldwinsville CSD



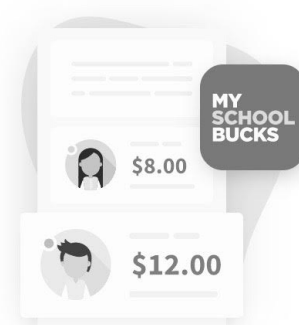
**Visit our Food Service Website**

[www.bville.org](http://www.bville.org)  
Click on Departments and select Food Service

The District is encouraging families to utilize MySchoolBucks account to pay for school meals.

**Sign up for your MySchoolBucks account in 3 steps:**

- 1) Go to [myschoolbucks.com](http://myschoolbucks.com)
- 2) Create your account
- 3) Pay with your credit/debit card or electronic check



# FOOD SERVICE

## Free and Reduced Price Meal Application Fact Sheet

When filling out the application form, please pay careful attention to these helpful hints.

**SNAP/TANF/FDPIR case number:** This must be the complete valid case number supplied to you by the agency including all numbers and letters, for example, E 123456, or whatever combination is used in your county. Refer to a letter you received from your local Department of Social Services for your number or contact them for your number.

**Foster Child:** A child who is living with a family but who is under the legal care of the welfare agency or court may be listed on your family application. List the child's "personal use" income. This includes only those funds provided by the agency which are identified for the personal use of the child, such as personal spending allowances, money received by his/her family, or from a job. Funds provided for housing, food and care, medical, and therapeutic needs are not considered income to the foster child. Write "0" if the child has no personal use income.

**Household:** A group of related or non-related people who are living in one house and share income and expenses.

**Adult Family Members:** All related and non-related people who are 21 years of age and older living in your house.

**Financially Independent:** A person is financially independent and a separate economic unit/household when his or her earnings and expenses are not shared by the family/household. Separate economic units in the same residence are characterized by prorating expenses and by economic independence from one another.

**Current Gross Income:** Money earned or received at the present time by each member of your house-

hold before deductions. Examples of deductions are federal tax, State tax and Social Security deductions. If you have more than one job, you must list the income from all jobs. If you receive income from more than one source (wage, alimony, child support, etc.), you must list the income from all sources. Only farmers, self-employed workers, migrant workers, and other seasonal employees may use their income for the past 12 months reported from their 1040 Tax Forms.

### **Examples of gross income are:**

- Wages, salaries, tips, commissions or income from self-employment
- Net farm income – gross sales minus expenses only – not losses
- Pensions, annuities or other retirement income including Social Security retirement benefits
- Unemployment compensation
- Welfare payments (does not include value of SNAP)
- Public Assistance payments
- Adoption assistance
- Supplemental Security Income (SSI) or Social Security Survivor's Benefits
- Alimony or child support payments
- Disability benefits, including workman's compensation
- Veteran's subsistence benefits
- Interest or dividend income
- Cash withdrawn from savings, investments, trusts and other resources which would be available to pay for a child's meals
- Other cash income

**Income Exclusions:** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

If you have any questions or need help in filling out the application form, please contact: Brian Wright, Director of Food Services (315) 638-6063

# FOOD SERVICE

Dear Parent/Guardian:

If your child is eligible for free and reduced price meals, he/she also may be eligible for other benefits. To receive these benefits, you must provide written consent to permit school officials to give your name, address, and an indication that your household is eligible for free and reduced price meals, to representatives of certain programs. Failure to sign a consent statement that will allow disclosure of this information will not affect your child's eligibility or participation in the school meals programs.

Some of the programs that may request names and eligibility information to be used to provide benefits, and for which parent/guardian consent is required, include: federal health insurance programs such as Medicaid or Children's Health Insurance

program (CHIP), other federal programs, State programs, local health and education programs and other local activities. For example, the disclosure of children's eligibility for free and reduced price meals to determine eligibility for free textbooks, free band instruments, holiday baskets, school supplies, etc., or reduced fees for summer school or driver education programs, would require written consent by the child's parent/guardian.

If you wish to provide consent to release information contained in your child's free and reduced price meal application or to receive other benefits, please complete the attached consent statement.

Please call the Food Service Director at 315-638-6063 if you have questions.

Sincerely,  
Brian Wright, F.S.D.



## 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 to the following programs. I understand that the information will only be provided to this program. (Check the box next to the program area(s) you wish to release information to)

- 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 for summer school or driver education.
- Community programs such as holiday baskets, summer arts and playground programs.

I understand that I will be releasing information that will show that my child/children are eligible for free and reduced price meals. I give consent to release my confidential information for the above named uses.

Child/Children

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I certify that I am the child's parent/guardian for whom the application was made:

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

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

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

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



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

F \_\_\_ R \_\_\_ D \_\_\_

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

To apply for free and reduced price meals for your children, read the instructions on the back, complete **only one** form for your household, sign your name and **return it to the address listed below**. Call 315-638-6063, if you need help. Additional names may be listed on a separate paper.

**Return Completed Applications to:** **Food Service Dept. - Baldwinsville CSD**  
**29 E Oneida St.**  
**Baldwinsville, NY 13027**

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

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

2. SNAP/TANF/FDPIR Benefits:

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

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

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

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

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

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

Total Household Members (Children and Adults)

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

I do not have a SS#

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

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

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

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

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

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

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

Ethnicity:  Hispanic or Latino  Not Hispanic or Latino

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

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

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

SNAP/TANF/Foster

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



## APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, complete only one application for your household using the instructions below. Sign the application and return the application to \_\_\_\_\_.

If you have a foster child in your household, you may include them on your application. A separate application is not needed. Call the school if you need help: \_\_\_\_\_. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approving your application.

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

- (1) Print the names of the children, including foster children, for whom you are applying on one application.
- (2) List their grade and school.
- (3) Check the box to indicate a foster child living in your household, or if you believe any child meets the description for homeless, migrant, runaway (a school staff will confirm this eligibility).

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

- (1) List a current SNAP, TANF or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. The case number is provided on your benefit letter.
- (2) An adult household member must sign the application in PART 4. SKIP PART 3. Do not list names of household members or income if you list a SNAP case number, TANF or FDPIR number.

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### PART 3 ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 4.

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
- (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box.** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.
- (3) Enter the total number of household members in the box provided. This number should include all adults and children in the household and should reflect the members listed in PART 1 and PART 3.
- (4) The application must include the last four digits only of the social security number of the adult who signs **PART 4** if Part 3 is completed. If the adult does not have a social security number, check the box. **If you listed a SNAP, TANF or FDPIR number, a social security number is not needed.**
- (5) An adult household member must sign the application in PART 4.

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**OTHER BENEFITS:** Your child may be eligible for benefits such as Medicaid or Children's Health Insurance Program (CHIP). To determine if your child is eligible, program officials need information from your free and reduced price meal application. Your written consent is required before any information may be released. Please refer to the attached parent Disclosure Letter and Consent Statement for information about other benefits.

### USE OF INFORMATION STATEMENT

Use of Information Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.

We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

### DISCRIMINATION COMPLAINTS

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**2020-2021 PARENT/GUARDIAN  
NO MEAL CHARGING REQUEST FORM  
(ONE STUDENT PER FORM – Please fill out one form for each student)**

**Instructions:** Complete this form only if you DO NOT want your child to charge meals at his/her school. Submit completed form to the Head Cook at your child's cafeteria or to the Food Service Office:

**Baldwinsville Food Service Office  
29 E. Oneida St.  
Baldwinsville, NY 13027**

This request will be honored for the **current** school year only. A new request is required for the start of each school year.

TO: Baldwinsville CSD Food Service – List your Child's Cafeteria below

School: \_\_\_\_\_

FROM PARENT/GUARDIAN \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ PIN # \_\_\_\_\_

Date \_\_\_\_\_

Please record the request(s) I have indicated below:

Do not allow my child to charge a meal to his/her Food Service Account

Do not allow my child to charge:

\_\_\_\_\_ Breakfast

\_\_\_\_\_ Lunch

Other \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_





Dear Parents/Guardians,

The Baldwinsville Central School District often features images of students, usually identified by name, school and grade, in district publications (including, but not limited to the calendar, website, district newsletters, posters, and on the district's Facebook, Twitter, and Instagram pages). We also share images of students with the local media (including, but not limited to newspapers and television stations and their websites and social media sites).

If you **DO NOT WANT** your child's image to be taken and used by the district or local media during the current school year, please fill out this opt-out form and return to Public Information Specialist Sarah Buckshot, Baldwinsville Central School District Office, 29 East Oneida Street, Baldwinsville, NY 13027. Please be sure to include each child's name and the school that he/she attends. This is for all students, including remote-only students. **THIS REQUEST MUST BE MADE EVERY YEAR.**

**Please note that school yearbooks are internal publications and are not subject to these restrictions.** If you do not want your child's name/image in the school yearbook, please contact your principal.

**If you DO NOT RETURN this form, the district will assume that YOU GIVE PERMISSION for your child(ren) to be photographed as well as identified by name, school and grade in district publications for the current school year, as well as shared with the media.**

**If you have questions, please contact Sarah Buckshot at 315-638-6180 or sbuckshot@bville.org**

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**No Image Request Form**

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_ School Year: \_\_\_\_\_

Teacher & Grade (K-5): \_\_\_\_\_ Grade(6-12) \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_ School Year: \_\_\_\_\_

Teacher & Grade (K-5): \_\_\_\_\_ Grade(6-12) \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_ School Year: \_\_\_\_\_

Teacher & Grade (K-5): \_\_\_\_\_ Grade(6-12) \_\_\_\_\_

**I DO NOT GIVE PERMISSION FOR MY CHILD'S IMAGE TO BE TAKEN OR PUBLISHED BY THE DISTRICT OR THE MEDIA IN THE 2020-21 SCHOOL YEAR.**

Parent/Guardian (Signature) \_\_\_\_\_ Parent/Guardian (Print) \_\_\_\_\_

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

**Return to:  
Public Information Specialist Sarah Buckshot  
Baldwinsville Central School District  
29 East Oneida Street  
Baldwinsville, NY 13027**





**BALDWINSVILLE CENTRAL SCHOOL DISTRICT  
ANNUAL SCHOOL CALENDAR  
2020-2021**

**JULY 2020**

M	T	W	T	F
		1	2	3H
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**AUGUST 2020**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**SEPTEMBER 2020**

M	T	W	T	F
	1C	2C	3C	4
7H	8C	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**OCTOBER 2020**

			1	2
5	6	7	8	9
12H	13	14	15P	16P
19	20	21	22	23
26	27	28	29P	30P

**NOVEMBER 2020**

2	3	4	5	6
9	10	11H	12	13MP
16	17	18	19	20
23	24	25	26H	27H
30				

**DECEMBER 2020**

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24H	25H
28	29	30	31	

**JANUARY 2021**

M	T	W	T	F
				1H
4	5	6	7	8
11	12	13	14	15
18H	19	20	21	22
25	26R	27R	28R	29 R MP

**FEBRUARY 2021**

1	2	3	4	5
8	9	10	11	12
15H	16	17	18	19
22	23	24	25	26

**MARCH 2021**

1	2	3	4	5
8	9	10	11P	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**APRIL 2021**

			1	2H
5F	6	7	8	9
12	13	14	15	16MP
19E	20E	21E	22E	23E
26E	27	28	29	30

**MAY 2021**

3M	4M	5M	6M	7M
10M	11	12	13	14
17	18	19	20	21
24	25S	26	27	28
31H				

**JUNE 2021**

	1	2	3	4
7S	8	9	10	11
14	15	16R	17R	18R
21R	22R	23R	24R	25R*
28	29	30		

- KEY:   No School - Students  
D Professional Development Day - 1/2 day for students  
H Designated Employee Holidays - All Buildings Closed  
C Superintendent's Conference Day  
MP Grades K-12 Marking Period Ends  
P 1/2 Day for K-5 Students; Parent-Teacher Conferences  
F Flex Day: School will be in session only if necessary to meet minimum student attendance requirements for state aid. (Instructional Staff Only)

**State Testing Days**

- E ELA Grades 3-8  
M Mathematics Grades 3-8  
S Science Grade 8  
R Regents  
R\* Regents Rating Day

# Welcome New Teachers



Karen Alberty  
Durgee



Celinda Arena  
McNamara



Alissa Benz  
McNamara



Elizabeth Boyle  
Ray Middle



Shannon Brinkman  
Elden



Adam Carkey  
Elden & McNamara



Allison Earl  
McNamara



Brett Finlayson  
Baker



Jonathan Kresge  
Ray Middle



Kaitlyn Lanzatella  
Reynolds



Mary Losito  
Ray Middle



Jonathan Mangram  
Ray Middle



Emma Manning  
Elden



Andrea Mason  
Baker



Bridget McGlynn  
Elden



Abigail Moore  
Durgee



Kyle O'Sullivan  
Durgee



Kimberly Pacific  
Durgee



Allison Pelcher  
Ray & Durgee



Mary Scott  
Palmer

Not Pictured: Courtney Nicholson, Reynolds





# Baldwinsville Central School District

Achieving our full potential together.

29 E. Oneida St.  
Baldwinsville, NY 13027

Non-profit org.  
U.S. POSTAGE PAID  
Baldwinsville, NY  
Permit No. 5

School News For  
**POSTAL PATRON**  
(dated material)



## Breakfast with the Superintendent

Mr. McDonald launched a video series for elementary students this summer called Breakfast with the Superintendent.

Students are invited to grab their breakfast and join Mr. McDonald for story time or another activity. To watch past episodes, visit the superintendent's page on the District's website.

## Class of 2020



Visit our  
Facebook page  
for hundreds  
of graduation  
photos!