

**Warrensburg Central School District
Warrensburg, New York 12885-4803**

Dear Parent/Guardian:

Children need healthy meals to learn. Warrensburg Central School offers healthy meals every school day. **Breakfast costs \$1.00; lunch costs \$2.35. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.25 for breakfast and \$0.25 for lunch.**

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: Sharon Zaccari, Warrensburg CSD; 103 Schroon River Road; Warrensburg, NY 12885; 623-2861,x228.
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 Stephanie Gibson at 623.9747, x143 or gibsons@wcsd.org 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 the school at 623-2861, x228 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 John S. Goralski, Superintendent; 103 Schroon River Road; Warrensburg, NY 12885; 623-2861, x224 or goralskij@wcsd.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 U.S. citizens to qualify for free or reduced price meals.
13. **WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
14. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. **WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. **MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME?** No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
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**.

**2017-2018 INCOME ELIGIBILITY GUIDELINES
FOR FREE AND REDUCED PRICE MEALS OR FREE MILK**

REDUCED PRICE ELIGIBILITY INCOME CHART

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 22,311	\$ 1,860	\$ 930	\$ 859	\$ 430
2	\$ 30,044	\$ 2,504	\$ 1,252	\$ 1,156	\$ 578
3	\$ 37,777	\$ 3,149	\$ 1,575	\$ 1,453	\$ 727
4	\$ 45,510	\$ 3,793	\$ 1,897	\$ 1,751	\$ 876
5	\$ 53,243	\$ 4,437	\$ 2,219	\$ 2,048	\$ 1,024
6	\$ 60,976	\$ 5,082	\$ 2,541	\$ 2,346	\$ 1,173
7	\$ 68,709	\$ 5,726	\$ 2,863	\$ 2,643	\$ 1,322
8	\$ 76,442	\$ 6,371	\$ 3,186	\$ 2,941	\$ 1,471
*Each Add'l person add	\$ 7,733	\$ 645	\$ 323	\$ 298	\$ 149

How to Apply: To get free or reduced price meals for your children you may submit an Eligibility Letter for Free Meals received from the NYS Education Department, OR carefully complete one application for your household and return it to the designated office. 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 food stamp, 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.

Reporting Changes: The benefits that you are approved for at the time of application are effective for the entire school year. You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive SNAP.

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

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial 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 bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA 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 to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

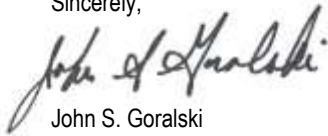
Meal Service to Children With Disabilities: Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities. Major life activities are defined to include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. You must request the special meals from the school and provide the school with medical certification from a medical doctor. 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 certification must contain.

Confidentiality: The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

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,



John S. Goralski
Superintendent of Schools

JSG:lv

2017-2018 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 Warrensburg Central School. Call Sharon Zaccari at 623-2861, x228, if you need help. Additional names may be listed on a separate paper.

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

Student Name	School	Grade/Teacher	Foster Child	No Income
			<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 5, and sign the application.

Name: _____ CASE # _____

3. If any child you are applying for is homeless, migrant or a runaway, please call this number: _____

Homeless Migrant Runaway

(Homeless Liaison/Migrant Education Coordinator)

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

Name of household member	Earnings from work before deductions 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"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

5. Signature: An adult household member must sign this application and provide the last four digits of their Social Security Number (SS#), or mark the "I do not have a SS# box" before it can be approved.

I certify (promise) that all of 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: _____ Last Four Digits of Social Security Number: ******-_____
Home Phone _____ Work Phone _____ Home Address _____

I do not have a SS#

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: _____

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 Sharon Zaccari, Warrensburg, CSD; 103 Schroon River Rd; Warrensburg, NY 12885. 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: 623-2861, x228. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approving your application.

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

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

PART 2 HOUSEHOLDS GETTING FOOD STAMPS, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 5.

- (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 a runaway, please call your school's homeless liaison or migrant education coordinator at this number:
Stephanie M. Gibson, Director of PPS, 623-2861, x143.
(Homeless Liaison/Migrant Education Coordinator name and Phone Number)**

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 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) The application must include the last four digits only of the social security number of the adult who signs **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's 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.

PRIVACY ACT STATEMENT

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

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, 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 adult household member who signs 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 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

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial 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 bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA 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 to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Annual Notifications

Access to Student Information

Board of Education Policy #5500

Access to student records and information is governed by the Family Educational Rights and Privacy Act (FERPA).

Student Records

Parents and students over 18 years of age have the right to:

- Inspect and review their education records;
- Request the amendment of records believed to be inaccurate or misleading;
- Object to disclosure of personally identifiable information contained in the student's education records;
- File a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations.

Disclosure of Student Information

Also under FERPA, upon request, WCSD must disclose to military recruiters or institutions of higher learning the name, address and telephone number of high school students.

The district may also receive requests for what may be termed "directory information" regarding students. This could include a student's name, address, telephone number, major course of study, participation in school activities, diplomas awarded or schools previously attended.

Parents and students above the age of 18 may submit a written request to the Superintendent that the district **not** disclose student information. Opt out forms are available in the Superintendent's Office, Guidance Office or on the district website www.wcsd.org.

Asbestos Management Plan

In accordance with the Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) of 1987 (40 CFR Part 763), the district conducts periodic asbestos surveillance and a required triennial inspection. Asbestos projects shall be conducted according to all applicable local, state and federal regulation.

The Asbestos Management Plan for the Warrensburg Central School District is available to the public for review on Monday through Friday from 8 am to 4 pm. For more information, please contact John S. Goralski, Superintendent and LEA Designee, at 518.623.2861 x224.

Annual Fire Inspection

The district conducts an annual fire inspection and submits the required reports to the New York State Education Department. For more information, please contact the Superintendent's Office at 518.623.2861 x224.

APPR

All parents/guardians will have the right to obtain the APPR quality ratings and composite effectiveness scores for their child's current teacher(s) and principal(s) once the scores are officially available in accordance with state law. For additional details, please contact your child's school.

Child Find

A child with physical, mental, emotional, medical or developmental problems should be evaluated to determine if he/she qualifies for special education programs or services. If you believe your child may meet these criteria, and is not already receiving Special Education services, please contact the Office of Pupil Personnel Services at 518.623.9747 x143 for more information.

Code of Conduct

Board of Education Policy #5300

The Warrensburg 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, quality educational services without disruption or interference. Responsible behavior by students, faculty and staff, parents and other visitors is essential to achieving this goal.

The Board 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 that discipline when necessary is administered promptly and fairly.

The complete Code of Conduct is available for review on the district website or by contacting your child's school.

Dignity of All Students Act (DASA)

Board of Education Policy #0115

The Dignity for All Students Act (DASA) was enacted to provide students with a safe, supportive educational environment free from discrimination, harassment and bullying.

In accordance with DASA, the Warrensburg Central School District condemns and strictly prohibits all forms of discrimination, harassment and bullying.

To find definitions, details about district prevention and intervention tactics, staff training, disciplinary consequences, and more topics related to bullying and DASA legislation, please refer to Board of Education Policy #0115 and the district website.

Questions and/or concerns about bullying should be directed to the appropriate DASA coordinator:

Amy Langworthy, Elementary School Principal
Douglas Duell, Jr/Sr High School Principal

518.623.9747 x191
518.623.2861 x222

Free/Reduced Meal Program

Children need healthy meals to learn. The Warrensburg Central School District offers healthy meals every school day. K-12 breakfast costs \$1.00 and lunch costs \$2.35.

Children from households that meet federal income guideline are eligible for free meals or reduced price meals. Reduced price meals at all grade levels cost each eligible student \$.25 for breakfast and \$.25 for lunch. The free/reduced meal application is sent to each household at the beginning of the school year and is also available on district website or by contacting your child's school.

Health Information Privacy

HIPAA (the Health Information Portability and Accountability Act) requires written authorization from a parent or guardian in order for information to flow between health providers and the school. For example, immunization records require such authorization.

Within the school setting, FERPA continues to govern the exchange of health care information that is contained in the student's education record. It is not necessary to obtain a release of information from a parent or guardian in order to share such information with school staff for the purposes of insuring the best and most appropriate care for a student.

Please contact the New York State School Health Services Center at 585.349.7630 for additional information.

Non-Discrimination Notice

Board of Education Policy #0100

The Warrensburg Central School District does not discriminate against any student, employee, or applicant based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression) in the education programs and activities which it operates, including employment. The Director of Pupil Personnel Services has been designated to handle inquiries regarding the district's non-discrimination policies. The DPSS can be reached at 518.623.9747 x143.

NYS Anti-Idling Law & Regulation

State education law limits the amount of time that a school owned, leased or contracted vehicle may sit idling on school grounds. Drivers of a WCSD school bus or other school vehicle must turn off the engine while waiting for passengers to load or off load. The law provides for certain exceptions when necessary for heating, mechanical or emergency circumstances.

Pesticide Notification

Board of Education Policy #8115

New York State education law requires schools to notify the school community that pesticide products may be used during the school year. Parents/guardians and staff members may request 48-hour advance written notification of certain pesticide applications. If an emergency application is necessary to protect against imminent

threat to human health, a good faith effort will be made to supply written notification to those on the notification list.

To register for 48-hour notification, contact John S. Goralski, Superintendent of Schools, between the hours of 8 am and 4 pm at 518.623.2861 x224.

School Safety Plans

Board of Education Policy #8130

In accordance with New York State Safe Schools Against Violence in Education (S.A.V.E.) law, district and building safety plans are reviewed annually by district-wide and building-level safety teams. Safety training is conducted throughout the year. All updates are submitted to the Board of Education for approval prior to submission to the New York State Education Department, local police and New York State Police respectively.

For more information concerning the district-wide safety plan, please contact:

John S. Goralski, Superintendent of Schools	518.623.2861 x224
Cynthia Turcotte, Business Administrator	518.623.2861 x228
Douglas A. Duell, Jr/Sr High School Principal	518.623.2861 x222
Amy Langworthy, Elementary Principal	518.623.9747 x191
Stephanie M. Gibson, Director of Pupil Personnel Services	518.623.9747 x143

Section 504

Board of Education Policy #4321

Section 504 prohibits discrimination against persons with a disability. WCSD provides a free, appropriate public education to all students who reside within the district regardless of the nature or severity of the disability. The District has a responsibility to identify, evaluate and give access to appropriate education services. Parents have the right to:

- Inspect and review their child's education records;
- Make copies of these records;
- Receive a list of individuals having access to those records;
- Ask for amendment to inaccurate or misleading information;
- A hearing on the issue if the school refuses to make the amendment.

Parents with questions about Section 504 should contact the Director of Pupil Personnel Services at 518.623.9747 x143.

Student Photographs and Work

WCSD may occasionally use student's photographs, video recordings or work on the district website, social media and/or in district and community publications.

If you **do not** wish your child to be photographed or videotaped, please indicate this in writing to your child's principal by September 12, 2017. This request must be renewed each year.

Student Privacy

Board of Education 5550

WCSD may occasionally conduct student surveys that touch on topics such as political affiliation, income, beliefs or religious practices of the student. In accordance with the Federal Protection of Pupil Rights amendment, WCSD will send a letter home to notify parents of their right to opt a child out from such a survey before it is conducted.