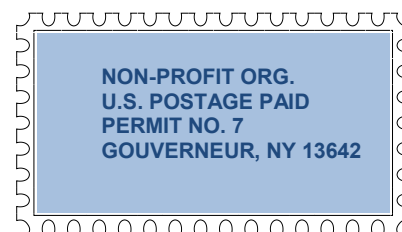


**GOUVERNEUR CENTRAL SCHOOL DISTRICT
133 EAST BARNEY STREET
GOUVERNEUR, NEW YORK 13642**



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SCHOOL OPENS ON SEPTEMBER 4, 2018

Gouverneur Central School

2018-2019 School Calendar

Approved at the 2/12/18 regular meeting of the Gouverneur Central School District Board of Education.

July 2018						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2 Days

November 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19 Days

December 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

22 Days

January 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 Days

February 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

15 Days

March 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18 Days

April 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

17 Days

15 Days

May 2019						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22 Days

21 Days

June 2019						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

18 Days

School Closed/ Holidays

No School/ Break

**Teacher In-Service Day
(no school for students)**

3-8 Assessments

Science 4 & 8

**Parent Conferences
PreK-4 only (half day)**

Regents Assessments

Regents Ratings Days

 First and Last Day of School
 indicates half day (PM)

187 Day Calendar (7 snow days built in)

For individual daily, weekly, and monthly events,
please log on to www.gcsk12.org for up-to-date schedules.

Board of Education 2018-2019

David Fenlong, President
fenlong.david@gcsc12.org

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Laura Spicer
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Abigail Riutta, Student Rep.

Meetings are held in the High
School Cafeteria at 6:30 PM

July 9

July 23

August 20

September 17

October 1

October 22

November 19

December 17

January 14

January 28

February 11

March 11

March 25

April 8

April 22

May 13

May 21 (Election + Budget Vote)

June 3

June 17

DAILY BUILDING SCHEDULES

High School (9-12)

6:30 Cafeterias open for walkers and parent transport
7:25 Bus Arrival and Drop-Off
7:34 Homeroom Begins
2:26 Dismissal of all secondary students
2:34 Buses Depart

Middle School (5-8)

7:15 Bus Arrival and Drop-Off
7:30 Homeroom Begins
2:01 Dismissal of all secondary students and walkers
2:10 Buses Depart

Elementary PreK-4

6:30 Gouverneur Recreation Center Program opens.
(Registration through Gouverneur Rec Center.)
*Students from St. James are welcome to participate in this program
and will be transported by bus to St. James School.*

8:45 Bus Arrival and Drop-Off
8:45 Homeroom Begins
3:32 Dismissal and parent pick-up
3:45 Buses Depart

St. James School

7:30 Morning Early Drop-Off program
8:30 General Drop-Off
8:45 Bus Arrival
8:45 Homeroom Begins
3:30 Dismissal
3:35 Buses Depart; all other students released following bus departure

Administration

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Treasurer
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Terminal Manager
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Iva Walrath (287-0650)
Dispatcher
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PROCEDURE TO USE IF YOUR CHILD NEEDS TO RIDE A DIFFERENT BUS:

The parent/guardian must send a signed note in (with the day and route change) with their child who will turn it in to their school office.

BUS DRIVERS ARE NOT ABLE TO ACCEPT NOTES.

This note must be received by 11 AM or it cannot be processed in time.

The secretary will give the student a bus to give to the driver of the alternate bus.

For security purposes no phone calls will be allowed. The child must have a written note showing an exact street address. Please include a daytime phone number in case the school or transportation office need to reach you for verification.

NO CHANGES TO DROP- OFF LOCATION WILL BE ACCEPTED FOR SEPTEMBER.

An example is shown at right.

Bus Change Request

On (date), my child
(First name, Last name)
has permission to take
the (bus name / route)
to (location or name)
at exact street address.

Superintendent



Lauren F. French
Superintendent of Schools

*“Our goal,
Delivering the
Promise of a
Brighter Future,
is the focus of all
our work, efforts
and energy.”*



**Bookmark our website:
<http://www.gcsk12.org>**

PAGE 4

Welcome back. The beginning of another school year is an exciting time. Each September marks new opportunities: the chance to meet new people, learn from new teachers, enter new classrooms, enter new buildings, ride new buses, open new supplies and welcome new friends. In talking with many of our employees, they feel the same excitement. Our goal, “Delivering the Promise of a Brighter Future,” is the focus of all our work, efforts and energy. I look forward to the opening of school and welcoming back all scholars as each student has the potential to achieve a brighter future.

The last several years we have been heavily invested in building or renovating classrooms and instructional spaces to meet the learning needs of our students. The Elementary building is finished and operating with a population of UPK-4 students. Our teachers have been working all summer to develop instructional opportunities to meet the needs of our youngest. Thank you to all for the time, effort and energies invested to make the program rich and robust. We have also hired an additional Licensed Clinical Social Worker to better meet the needs of families. Ms. LaSala was successful in filing the necessary documentation for CEP (Community Eligibility Program) which will allow all students in the elementary building to eat both a free breakfast and lunch. Clean buildings, welcoming staff, a solid breakfast and lunch and our youngest should have a great start to their educational programs. Great things happen with talented teachers, cooperation from families and support from staff.

The new Middle School will open its doors to the general public for the first time on Wednesday, September 12, from 3:30 - 5:00. The new building was designed around the needs of 5th - 8th grade students, with a focus on exploration and discovery. Teachers have been in for many days over the summer, setting up rooms, working in collaborative pairs to design lessons and forming teams for the

Advisory experience that will begin each day. We are sad to see some of our teachers retire and some left to return to home districts. However, we have been very successful in hiring outstanding candidates who are anxiously awaiting opening day. The space presented by the new structure will enhance opportunities for the teaching and learning of all students. In speaking with a community member the statement was made to me, “Do you realize that on opening day, 100% of the people in the building will share a unique first!” That is an understatement and I truly want everyone to have a great experience that will last a lifetime. Again, I am so thankful to our instructional staff for working all summer to revise programs, curriculum and learning opportunities for our scholars.

The High School is under study for the beginning of the final phase of the renovation. The focus will be on exterior windows, safety and controlled access to the building. In addition, the Dean portion of the complex will be removed and the Dolan portion will be renovated to include both instructional and office space. Again, we have had many secondary teachers in over the summer to revise curriculum, work in collaboration with the colleagues to design major units of study, and overhaul programs.

This is truly an exciting time to work at Gouverneur Central School. The work that takes place over the summer often sets the stage for a productive year and yet it is often accomplished with little notice. I must give a very sincere thank you to the hundreds of hours dedicated to this success by the men and women from the staff of Buildings and Grounds because they clean everything, move everything and in some cases do it multiple times. In addition, we have a large support staff in administration, health services, guidance, secretarial, central office, food service and our transportation through First Student. Without their support, we would not be able to open. Last, but not least, we are governed by a nine member board of volunteers with a

singular focus on what is best for all scholars. Thank you to these individuals for their service to the school and our community.

Over the summer we received notification that we have been awarded the Community Eligibility Program and will be able to provide a free breakfast to 100% of our student body. We will also be able to provide a free lunch to all students in UPK-4. We will continue to collect data with the goal to re-apply for the Community Eligibility Program for the 5th - 12th grade student population.

Our Tech Plan has been approved by the State of New York as has our Smart Schools Investment Plan. Both of these plans were submitted in May of 2017 and will provide the funding to address school safety and security. The total amount allocated to Gouverneur is \$2.18 million dollars. These funds will be used for the infrastructure for all levels of security in the district.

Gouverneur Central is very proud of the work completed by our support staff in getting our buildings and classrooms safe and ready to welcome our students. We are also very proud of the hundreds of hours our instructional staff have invested in creating meaningful learning opportunities for our scholars. Few things in life compare to the ability to have a fresh start each year with school. I am a member of the enthusiasm club and look forward to the opportunity to greet “older” students and welcome new ones in. Being a member of this community, and in particular, this school, I give thanks every single day for the people with whom I work, for the community in which I live and for the lives of the young adults I am given the privilege of impacting in a positive way. My father, Dick Foster, always said to me when I was growing up, “Laurie, you can be anything you want to be,” I would answer him, “Dad, there's not enough time.” By leading a school, I can be anything I want to be by creating those opportunities for others. Thank you for your support, because Learning Matters!

Assistant Superintendent

Learning matters. Such a simple statement, but truly significant in the lives of our scholars and those employed to support their instruction. Our district mission statement offers that our goal is for our students to become passionate learners and responsible citizens. To reach that goal we need to create intentional, focused opportunities that scaffold learning for our scholars so that they experience a variety of tasks that will expand their knowledge base.

Through the hard work and dedication of our teachers, over the last two years, we have created and revised curriculum planning guides that reflect coverage of expected New

York State Academic Standards and propose best practices for instruction and suggested resources. Our teachers and school leaders have spent time learning how to best support children who come to our school family with different needs in the academic, social, emotional and physical areas. We pledge to collaboratively deliver the best education to our students so they can become those passionate learners and responsible citizens.

Each year we select a particular academic area in which to focus in grades PreK through 12. This year that area will be in writing. In the early grades, scholars will explicitly learn how to put

meaning onto the page in the forms of narration, exposition, description and persuasion. In the intermediate and upper grades, students will deepen their understanding of those types of writing and learn to write in a more complex manner and across all content areas. Our expectation is that scholars will write every day as part of their learning so that they can effectively communicate as responsible citizens.

Our children deserve the best instruction because they are important. Why does learning matter? Because our children matter. Thank you for partnering with us to educate your children!



Donna Runner
Assistant Superintendent for
Curriculum & Instruction

“Why does learning matter? Because our children matter.”

Teacher Qualification

The “Every Student Succeeds Act” (ESSA) in 2015 replaced the “No Child Left Behind Act” (NCLB). This measure reauthorized the Elementary and Secondary Education Act (ESEA), the nation’s national education law and longstanding commitment to equal opportunity for all students. Under the “Every Student Succeeds Act” (ESSA), states and districts are responsible for improving the quality and effectiveness of teachers, principals, and other school leaders in increasing student academic achievement.

You have the right to know about the professional qualifications of the teacher(s) and paraprofessional(s) providing services to your child and you may request that information from the principal in your child’s school.

Parents’ Right to Know: Teacher and Paraprofessional Qualifications

LEAs and schools inform the parents of Title I, Part A students that they may request, and the LEA and schools will provide, certain information on the professional qualifications of the student’s classroom teachers and

paraprofessionals providing services to the child. [ESSA Section 1112(e)(1)(A)]

Parent’s Right to Know: Limited State Certification and Licensure

Schools provide to each individual parent timely notice that the parent’s child has been assigned, or taught for 4 or more consecutive weeks by, a teacher with limited State certification or licensure. [ESSA Section 1112(e)(1)(B)(ii)]

Grade Promotion and Placement

Grade promotion and the placement of students within the District’s instructional system shall be at the discretion of the school administration and shall be subject to review at any time. In making such decisions, the Building Principal will be guided by student performance in class; past records, including various measures of student

growth; parent and teacher recommendations; and any other appropriate sources of information. With regard to student placement decisions, parents may submit written requests for teacher attributes that would best serve their child’s learning needs; however, requests for specific teachers will not be honored.

2018-2019 Breakfast & Lunch Price List			
Breakfast	Elementary MS/HS	FREE TO ALL STUDENTS	
Lunch	Elementary	FREE TO ALL STUDENTS	
	MS/HS	Full Pay Reduced	\$1.00 \$.00 (no charge)



Cory Wood
High School Principal



Maria Mesires
Assistant HS Principal

"We enter the school year with a deep commitment to every student's success, both academically and socially."

High School

With the 2018-2019 school year upon us I would like to take the opportunity to welcome our students and families to another year that holds incredible potential. We continue to face the expectations established by the New York State Education Department and look forward to assisting our students to meet the challenges of the 21st century.

The summer has been very busy with a number of high school staff working on professional development to better serve our students. With the successes that we have achieved I am excited what the new school year has to offer. We continue to work on creating classes and courses that complement the expectations of the state while providing an enriching atmosphere for our students. This year students have the opportunity to enroll in several new courses that I believe complement our current program. This past year GHS students recorded an incredible 621 potential college credits earned. Our partnerships with Syracuse University and Hudson Valley are contributing to the growth of our students by providing rigorous courses of study. With the increase in rigor of the college

level classes, we are pushing the rest of the curriculum in the high school to reflect the same goal of providing the opportunities that all of our students need to prepare for their future endeavors.

The upcoming year promises to be full of excitement and success. We enter the school year with a deep commitment to every student's success, both academically and socially, and to continuous improvement across the school, striving to be the best educational institution possible. This year we will look to further engage our students in taking responsibility for their education. Families need to encourage students to be in attendance and develop strong work habits. I challenge our students to get involved and enjoy their years at GHS. With a wide range of academic offerings, in addition to many clubs, activities and events, GHS affords all of our students the chance to get involved in the school and invest their time that is spent here.

The last couple of years we have emphasized the proud traditions of our school and strengths of our community. We will con-

tinue those efforts and will strive to offer our students the opportunity to challenge themselves to reach their goals. We encourage every one of our student body to take pride in being a Wildcat.

As in the past, GHS will continue to emphasize the themes of student responsibility and accountability. High school students are expected to dress, speak and act appropriately. Inasmuch, students will be held accountable when they forget their responsibilities. In addition to student responsibility, students will be reminded to respect one and others at all times.

GHS continues to offer many events and opportunities for the residents in our district, and I invite all of our community members to take advantage of the sporting events, concerts and musicals that are produced throughout the year.

Our continuing mission is to provide a quality education in a safe and nurturing environment. This can only happen when we have a dedicated staff and supportive and involved parents. I believe we have both. I look forward to building upon our past and to strengthening our future.

Sample Request

Please DO NOT release the name, address or telephone number of (student name) to military recruiters or institutions of higher learning.

PAGE 6

Disclosure of Student Information to Military Recruiters and/or Colleges

In compliance with the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001 (NCLB); and the National Defense Authorization Act, and in accordance with FERPA, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of eligible students. However, the district must also notify

parents of their rights and the rights of their children to request, in writing, that the district NOT release such information if it is requested.

Parents, or students who are at least 18 years old, wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and institutions of higher learning must notify the High School Principal by

September 30 with a letter requesting that the student's name, address, and telephone number are not released to military recruiters or institutions of higher learning, and must be signed and dated by the parent or the student if 18 years or older.

Middle School

Welcome back to the 2018-2019 school year at Gouverneur Middle School! This is an exciting time of year that brings with it a fresh start and new opportunities for our students. As a middle school, our goal is to prepare students for success both academically and socially. We look forward to working with you to make this a happy, productive, and successful year.

The Middle School will be continuing its character education program to support the social development of our students. Our character education program will focus on respect - what it means and how we can be respectful students and citizens. Each month we will hold assemblies to recognize and reward

those students who demonstrate positive behavior in the building. Parents of the recognized students are invited to attend these celebrations.

Chromebooks will continue to play an integral part in the education of students. Students will continue to use Chromebooks in all classes for instructional purposes. Fifth and sixth grade students will continue to keep their Chromebooks at school in charging stations. We will be allowing the 7th and 8th grade students to take their Chromebooks home. I'd like you to consider and/or be aware of the Chromebook insurance program that the school offers prior to school regarding Chromebooks:

Chromebook Insurance program: We are also introducing a device protection plan that will help address concerns voiced by parents regarding broken devices. This protection plan will be optional for all middle school students.

A Chromebook informational meeting is part of the Middle School orientation. Please note: Students will not be issued a device until parents/guardians have signed the required internet/Chromebook forms. These forms will be available at orientation.

At the Middle School we recognize the importance of working with you, the parent/guardian, to best meet the social and academic needs of our students. We hope you will take the opportunity to visit and celebrate the accomplishments of your student throughout the school year.



Steve Coffin
Middle School Principal



Jessica Sullivan
Assistant MS Principal

GCSD Athletics

Visit our website at www.gcsk12.org/athletics/ to find up-to-date game schedules, practice schedules, full list of current and past "Athletes of the Year", and school Sporting Records, Wall of Fame inductees and nomination form, Coaching information and application forms, the Athletic/Extracurricular Code of Conduct, and much more.

Important Dates

October 1
Winter Sport Sign-ups begin

November 1
Fall Sports Awards

November 5
Winter Sports begin

February 1
Spring Sport Sign-ups begin

February 29
Winter Sports Awards

March 4
Spring Sports begin

May 1
Fall Sport Sign-ups begin

June 4
Spring Sports Awards

GCSD uses FamilyID for sports sign-ups. This provides a convenient way to sign up for one or more sports for all family members throughout the school year. Click the link on our website to enroll or access your current account.



**Homecoming Football
Game**

**Wall of Fame Inductions
Saturday,
September 29**

Please join us at orientation on August 28 in the auditorium:

Grade 5: 8:30 a.m.

Grade 6: 9:30 a.m.

Grade 7 and 8: 10:30 a.m.

At this time we will also share information regarding our participation in the Title 1 program and discuss how parents and families can become involved.

"This is an exciting time of year that brings with it a fresh start and new opportunities for our students."

Disclosure of APPR Data

Under New York Education Law section 3012-d, parents/legal guardians have the right to access the final quality ratings and composite effectiveness scores for teachers and Principals to which your student is currently assigned. Upon written request to the Superintendent, parents will receive an oral or written explanation of the composite effectiveness

scoring ranges for final quality ratings and be offered the opportunity to understand such scores in the context of teacher evaluation and student performance.



Victoria L. Day, Principal



Charity Zawatski, Principal

“Our staff is by far superb in giving our scholars the best start in their educational journey in our warm, welcoming learning environment.”

Gouverneur Elementary School

Welcome to our new school year and to our school family. We are Gouverneur Elementary! We are so excited to return for our young scholars for the 2018-2019 school year.

We are a Responsive Classroom school, and this means that the social and emotional curriculum is just as important as the academic curriculum. Character education and executive functioning skills are embedded in our everyday work and learning. Our staff is by far superb in giving our scholars the best start in their educational journey in our warm, welcoming learning environment.

It is our shared expectation for scholars to be reading every night. We only get better at the things we practice. Reading is a building expectation for all students every night. We also have two elementary counselors and a social worker to assist in making the transition of school easier, whether there are academic concerns or socio-emotional skills needing additional support. We offer informal counseling, character education for

PreK-2 and Executive Functioning with self-regulation skills for Grades 2-4. You will see that we live and practice what we believe are important components for children to be successful.

We offer a host of supporting activities and events to get students, parents and community involved in our school. We are proud to have Bear Club (Be Excited About Reading) where aspiring scholars read books and take Accelerated Reader computer tests to earn points throughout the year. Our Elementary PTO sponsors monthly events such as Book Fairs, Dances, Craft Nights, Movie Nights and so much more. There are opportunities for your family to get involved and parents to volunteer. We have a Kiwanis Kids Club (K-Kids) as well for students in Grades 2-4 that are

looking to learn about service, leadership and giving back to our community.

Parent drop-off and pick up will continue to be on the front circle. Drop off is 8:45 a.m. Pick-up starts at 3:30 p.m.

Our Meet & Greet Open House will be August 30 from 5:00 p.m. — 6:30 p.m. for families in Grades 1-4. Please come see our school, meet the teachers and staff and make some new friends. Pre-Kindergarten and Kindergarten will have classroom orientations the first week of school as scheduled.

Like us on Facebook:
Gouverneur Elementary School

Follow us on Twitter:
@GCElementary

Webpage:
<http://www.gcsk12.org/schools/elementary/>

GOLDEN AGE PASS

If you are at least 55 years of age, retired, and a resident of the school district, be sure to get your **GOLDEN AGE PASS** that entitles you to free admission to any activity or event sponsored by the Board of Education of the Gouverneur Central School District and open to the general public.

Passes may be obtained from the Superintendent's Office, or call Mrs. Kennedy at 315-287-4870 (email kennedy.tatia@gcsk12.org) if you would like one mailed to you.



Gouverneur Recreation Department—315-287-0524

Before-School Elementary Program

Elementary School

Monday-Friday: Grades PreK-5
6:30 AM—8:30 AM

Bus transfer to MS for Grade 5
(Parent drop-off at Elem School)

Early Morning Activities
Interactive Games
Arts & Crafts — Active Play
Breakfast — Fun

After-School Elementary Program

Recreation Center

Monday-Friday: Grades PreK-4
After School until 6 PM

{Bus transportation from school
to Rec Center}

Parent pick-up at Rec Center
Interactive Group Games
Theme Days & Parties
Arts & Crafts — Game Room
Active Play — Fun

Participant Information Required.

Cost is \$2.00 per session.
Payments accepted weekly or monthly at Rec Center.
Cash or Check payable to:
Gouverneur Recreation Dept.
33 Clinton Street
Gouverneur, NY 13642
Attn: Mr Casey Canell
Recreation Director

Student Use of Computerized Information Resources

The Board of Education of Gouverneur Central School District will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks, and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District. This policy provides notice to students, parents and guardians that,

unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the School District where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents or guardians for student use or access. This policy is intended to establish guidelines and regulations for acceptable student use where there will be access to external computer networks.

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the

District's school conduct and discipline policy.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered School District property subject to control and inspection. The System Administrator may access all such files and communications to insure system integrity and that users are complying with the requirements of this policy. Students should NOT expect that information stored on the DCS would be private.

In addition, the following specific activities shall be prohibited by student users of the DCS:

- Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic, and abusive.

- Use of obscene or vulgar language.
- Harassing, insulting or attacking others.
- Damaging, disabling, or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- Using unauthorized software of the DCS.
- Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the System Administrator.
- Violating copyright law or using the DCS for commercial purposes.
- Disclosing an individual password to others or using others' password.

Parents' Bill of Rights for Data Privacy and Security

The Gouverneur Central School District is committed to protecting the privacy and security of student, teacher, and principal data. In accordance with New York Education Law §2-d, the District wishes to inform the school community of the following:

A student's personally identifiable information cannot be sold or released for any commercial purposes.

Parents have the right to inspect and review the complete contents of their child's education record.

State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or

transferred.

A complete list of all student data elements collected by the State is available for public review at: <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>, or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234.

Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to: Shannon Mattice, CIO, Gouverneur CSD. Email: mattice.shannon@gcsk12.org; phone: 315-287-4914; OR Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234.

Complaints may also be directed to the Chief Privacy Officer via email at: CPO@mail.nysed.gov.

Each contract the District enters into with a third party contractor where the third party contractor receives student data will include the following information: the exclusive purpose for which the data will be used; assurance that the third party will abide by data protection and security requirements; what happens to the data upon expiration of the agreement; if and how the accuracy of the data may be challenged; where the data will be stored.

Third-party contractors are also required to provide training on confidentiality to any users who have access to the data; limit internal access to individuals who have a legitimate educational interest; not use data for

any other purpose than explicitly authorized in the contract; not disclose personally identifiable information to any other party; maintain administrative, technical and physical safeguards to protect the security, confidentiality and integrity of personally identifiable student information in its custody, and provide a signed copy of the Bill of Rights to the Gouverneur Central School District. This Bill of Rights is subject to change based on regulations of the Commissioner of Education and the New York State Education Department's Chief Privacy Officer, as well as emerging guidance documents.

Dignity for All Students Act (DASA)

All children have the right to attend school in a safe, welcoming, and caring environment. DASA specifically ensures this for New York State public school students.

The Dignity for All Students Act (DASA) went into effect July 1, 2012. The legislation addresses schools and the in-

struction in civility, citizenship, character education, tolerance, respect for others, and dignity. It combats bias-based bullying, harassment, and discrimination in public schools, and includes awareness and sensitivity in the relations of people including individuals of different races, weights, national origins, eth-

nicity, religions or religious practices, mental or physical abilities, sexes, sexual orientations, gender identities or expressions. DASA prohibits the harassment and discrimination of students by students and by school personnel.

To report any incident of bullying on school property

(including athletic fields, playgrounds, and parking lots), as well as at school-sponsored events or activities, contact Mr. Cory Wood, DASA Coordinator for Gouverneur Central School. Administrators must report incidents of bullying or bias-based harassment to the NYS Department of Education.

Notice of Non-Discrimination

Pursuant to federal laws including Title VI, Title IX, Section 504 of the Rehabilitation Act, the Age Discrimination Act and Title II of the Americans with Disabilities Act, as well as New York's Dignity for All Students Act, Gouverneur Central School District provides equal oppor-

tunity for students and does not discriminate against any student enrolled in (or any candidate for admission to) its programs and activities on the basis of actual or perceived race, color, national origin, sex, disability, or age. Further, the District does not discriminate on the basis of

weight, ethnic group, religion, religious practice, sexual orientation, gender, or any other basis prohibited by state or federal non-discrimination laws, and provides equal access to its facilities to the Boy Scouts and other designated youth groups. The School District will act to

promptly, thoroughly, and equitably investigate all complaints of discrimination and will promptly take appropriate action to protect individuals from further discrimination. A formal complaint may be filed in writing with Carol LaSala, Compliance Coordinator.

Student Insurance

Gouverneur Central School District carries a supplementary or secondary student injury insurance plan that covers each enrolled student PreK-12. At the time of injury, the student or parent will be issued a claim form and a certificate of insurance brochure that explains what the plan covers. Please read this carefully! The par-

ents' insurance plan is the primary coverage; the student injury plan is the secondary coverage. Please note that there are scheduled benefits; the student insurance plan does not specify that it covers what the primary plan doesn't. If you have any questions, please call the district health office at (315) 287-1902.

Annual Notification—Potential Pesticide Use

New York State Education Law Section 409-H, effective July 1, 2001, 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 Gouverneur 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;
- 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, wasp, 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 a 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 complete the form at left and return it to Harold Simmons, Gouverneur CSD pesticide representative, at 133 E Barney St, Gouverneur NY 13642.

***Gouverneur Central School District -
Request for Pesticide Application Notification***

(Please print)

School Building:

Name:

Address:

Day Phone:

Evening Phone:

E-Mail:

Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records, including:

- (1) The right to inspect and review the student's education records.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
- (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.

Exceptions which permit disclosure without consent include directory information; disclosure to school officials with legitimate educational interests; to another educational institution; for health and safety emergency reasons; to foster care agencies; pursuant to a subpoena or court order; for financial aid purposes; to accrediting organizations; to parents of a dependent student; for audit/evaluation purposes; for conducting studies.

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. Upon request, the School discloses education records without

consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

School contact:

Carol LaSala, Records Access Officer

Student Health Records

For PreK through grade 12 students, health records maintained by the District, including immunization records and school nurse records, generally are considered "education records" subject to FERPA. Since student health and medical information in education records is protected by FERPA, the Health Insurance Portability and Accountability Act of 1996 (HIPPA) Privacy Rule excludes such information from its coverage.

Notification of Homeless Students Policy

Asbestos Notification

In accordance with the Federal EPA Asbestos Hazard Emergency Response Act (AHERA), all public and private K-12 schools in the United States are required to inspect their facilities for asbestos. An additional requirement of the regulations is that parents and staff are to be informed that the inspection was done.

A copy of the AHERA management plan is in the main office and available for your inspection.

For additional information or questions, contact Harold Simmons, Director of Facilities in the Gouverneur Central School Office at (315) 287-1013.

As required by the "Every Student Succeeds Act" (ESSA), all districts have responsibilities to homeless students in the district. Every school district must appoint a homeless liaison to help children and youth in temporary housing participate in school. Students in temporary housing have the right to:

- enroll in school and attend classes immediately;
- get free transportation;

- get free school meals without completing an application;
- participate in any school activity or program available to other students; and
- get special education services immediately if the student has a current IEP.

The Homeless Liaison for Gouverneur CSD is Donna Runner, Assistant Superintendent, at 315-287-4870 or runner.donna@gcsk12.org.

School Closing Due to Inclement Weather or Other Emergencies

If school is open but you determine that conditions are too severe to send your child, please contact the school to inform us of his/her absence. When a decision is made to close school, all other after-school activities scheduled are also cancelled.

The district uses the OneCallNow notification system to provide timely communication to parents and staff members regarding de-

lays and cancellations as well as other district emergencies. For more information and to change your account settings, please visit our website at www.gcsk12.org/families-and-scholars/one-call-now/.

When school is closed for the full day it is also communicated to local television and radio stations, including WWNY-TV Channel 7, by 6 a.m.



Dress for the Weather:

Parents should remember that North Country winters can be severe. It's important that students dress appropriately in case of delays or emergencies en route. Guidelines: warm jacket or coat, hat or head covering, mittens or gloves, boots and leg coverings.

Drug Free Schools

Substance Use/Abuse Policy Introduction

The Board of Education of the Gouverneur Central School District is committed to the prevention of alcohol, and other substance use/abuse for students and staff.

No person may use, possess, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as "designer drugs".

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events, both on and off school campus: any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol or other substances.

Philosophy

The District will use the following principles as guides for the development of its substance use/abuse prevention efforts and for any disciplinary measures related to alcohol and other substances:

Alcohol and other substance use/abuse by students or staff inhibit the District from carrying out its central mission of educating students.

Alcohol and other substance use/abuse is preventable, is a critical health issue, and is a topic that must be addressed in school.

Alcohol and other substance abuse is treatable and the District has a responsibility to provide assistance in locating referral agencies for those who are active in their abuse/dependence as well as recovering.

The behavior of the Board of Education, the administration, and all school staff should model the behavior asked of students. While the

District assumes a leadership role in alcohol and other substance abuse prevention, a collaborative effort involving parents, students, staff and community will be needed to accomplish this goal.

Primary Prevention

The intent of the primary prevention is to prevent the onset of alcohol, and other substance use by students. Components of the primary prevention program shall include:

A sequential K-12 prevention curriculum that provides for:

Accurate and age-appropriate information about alcohol, and other substances, including the physical, psycho-logical, and social consequences of their use/abuse.

Information about the relationship of alcohol and other substance use/abuse to other health-compromising issues such as AIDS, teenage pregnancy, eating disorders, child abuse, suicide, and dropping out of school.

Helping students develop appropriate life skills to resist the use of alcohol and other substances and to promote healthy life styles.

Helping students develop a positive self-concept.

The District will provide updated curriculum materials and training to staff as needed to support this policy.

This District will support alcohol and substance use/abuse prevention efforts by community groups.

Positive alternatives to alcohol and other substance use/abuse will be planned with input from students, staff, parents and community members as appropriate.

Intervention

The intent is to intervene on behalf of students who are using/abusing alcohol and other substances, and provide supportive services to K-12 students at high risk for such use/abuse.

Building principals, high school guidance counselors, and the elementary guidance/support teacher will provide a current referral list of community providers of assessment services for alcohol and other substance use/abuse (updated annually).

Students will be referred to appropriate agencies when their use/abuse of alcohol and/or other substances require counseling and/or treatment.

Confidentiality – all applicable laws regarding confidentiality will be followed.

Employee Assistance Program

The Board of Education recognizes that the problem of alcohol and other substance use/abuse are not limited to the student population but affect every segment of society. As such, the District would provide a referral list of community providers of assessment, treatment, or counseling services for any staff members who seek assistance with alcohol and other substance use/abuse problems (maintaining confidentiality).

The District recognizes that it has no right to intervene unless employees' problems adversely affect their job performance. When unsatisfactory performance does occur, the District's supervisory personnel will encourage employees to seek help on their own or by providing a referral to appropriate community agencies.

Disciplinary Measures

Disciplinary measures for students found to have used or to be using, in possession of, selling, or distributing alcohol and/or other substances and for students possessing drug paraphernalia are outlined in the District's student discipline administrative procedures and codes.

Similar disciplinary measures for District staff are addressed in Education Law 1711 (5)(e), 2508 (5), 3020-a, and 913.

Students who are disciplined for any of these infractions will be mandated to the intervention services established by this policy, or, if district staff member, the appropriate referral measures will be made.

Staff Development

The Board recognizes that if the administrative, instructional and non-instructional staff are to be responsible for understanding, implementing, and modeling this policy, they must be trained about the components of an effective alcohol and other substances prevention program. Staff training will be an ongoing process.

Implementation, Dissemination, and Monitoring

The Board of Education charges the Superintendent to implement this policy by developing the necessary programs and procedures utilizing input from staff, students, parents, and appropriate community/social agencies.

For additional information or questions, contact Carol LaSala, Business Manager, at (315) 287-4836.



Under the New York State Sex Offenders Registration Act, the Gouverneur Central School District is notified if a paroled sex offender moves into our district. It is our policy to notify building principals, staff members, bus drivers, custodians, coaches, after-school program personnel, and various youth organizations to be aware of these individuals.

It is our intent to provide all reasonable protection for the children of our school district and our community. Our school health and safety curriculum contains instruction about child abuse and related programs which encourage appropriate safety measures.

The St. Lawrence County Sheriff's Office maintains a Sex Offender Website. The website allows residents to find out if there are convicted sex offenders living in their area. The website address is: www.st-lawrencecountysheriff.com.

The site will allow you to search your area for all offenders within one mile from your home or get a listing of all offenders living in your town or village. Details on offenders include their picture, description of offenses, and addresses for Level 3 offenders. You can also register to receive an email notification whenever an offender registers within one mile of an address of your choosing. If you have any questions regarding the website, you can contact the St. Lawrence County Sheriff's office at 315-379-2222.

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

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

- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- A playbill from a drama production
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition,

two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

If you do not want Gouverneur Central School District to disclose directory information from your child's education records without your prior written consent, notice of refusal must be sent in writing to Carol LaSala, Records Management Officer, at 133 East Barney Street, Gouverneur, New York 13642 by September 15, 2017. Gouverneur Central School District has designated the following information as directory information: Student's name; Address; Telephone listing; Electronic mail address; Photograph; Date / place of birth; Major field of study; Dates of attendance; Grade level; Participation in officially recognized activities and sports; Weight and height of members of sports teams; The most recent educational agency or institution attended.

Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

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

These rights transfer from the parents to a student who is 18

years old or an emancipated minor under State law.

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

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

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Dept of Education, 400 Maryland Ave, SW, Washington, D.C. 20202-5901.

Comprehensive Student Attendance Policy Summary

School attendance is both a right and a responsibility. The School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the School District recognizes that consistent school attendance, academic success and school completion have a positive correlation, the School District will develop, review and, if necessary, revise a Comprehensive Student Attendance Policy to meet the following objectives:

- To increase school completion for all students;
- To raise student achievement and close gaps in student performance;
- To identify attendance patterns in order to design attendance improvement efforts;
- To know the whereabouts of every student for safety and other reasons;
- To verify that individual students are complying with education laws relating to compulsory attendance;
- To determine the District's average daily attendance for State aid purposes.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures

Based upon our District's education and community needs, values and priorities, the School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

- **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.
- **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, hair cut, obtaining learner's permit, road test, oversleeping).

Student Attendance Recordkeeping/Data Collection

The record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance in a manner consistent with Commissioner's Regulations. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

- For students in non-departmentalized kindergarten through grade six (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.), such student's presence or absence shall be recorded after the taking of attendance once per school day, provided that students are not dismissed from school grounds.

- For students in grades seven through twelve, each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction except that where students do not change classrooms for each period of scheduled instruction, attendance shall be taken in accordance with paragraph "a" above.
- Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.
- In the event that a student at any instructional level from kindergarten through grade twelve arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness or early departure shall be coded on a student's record in accordance with the established District/building procedures.

Student Attendance/ Course Credit

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures may affect a student's grade, including credit for classroom participation, for the marking period.

At the senior high school level, any student with more than ten absences in a course may not receive credit for the course. However, it is District policy that students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work, assignments and/or tests shall not be counted as an absence for the purpose of determining the student's eligibility for course credit. District procedures will specify how student tardiness and early departures will be calculated and factored into the District's minimum attendance standard.

However, where a student earns a passing grade, credit will not be denied for the course(s).

For summer school and courses meeting 1/2 year or 1/4 year, the same policy will apply and a calculation of the absences will be prorated accordingly.

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the

scheduled class meetings during their time of enrollment.

Students will be considered in attendance if the student is:

- Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- Working pursuant to an approved independent study program; or
- Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

Notice of Minimum Attendance Standard/ Intervention Strategies Prior to the Denial of Course Credit

In order to ensure that parents/persons in parental relation and students are informed of the District's policy regarding minimum attendance and course credit, and the implementation of specific intervention strategies to be employed prior to the denial of course credit to the student for insufficient attendance, the following guidelines shall be followed:

- Copies of the District's Comprehensive Student Attendance Policy will be mailed to parents/persons in parental relation and provided to students at the beginning of each school year or at the time of enrollment in the District.
- School newsletters and publications will include periodic reminders of the components of the District's Comprehensive Student Attendance Policy. Copies of the Attendance Policy will also be included in parent/student handbooks.
- At periodic intervals, a designated staff member(s) will notify, by telephone, the parent/person in parental relation of the student's absence, tardiness, or early departure and explain the relationship of the student's attendance to his/her ability to receive course credit. If the parent/person in parental relation cannot be reached by telephone, a letter shall be sent detailing this information.
- A designated staff member will review the District's Attendance Policy with students who have excessive and/or unexcused absences, tardiness or early departures. Further, appropriate student support services/personnel within the District, as well as the possible collaboration/referral to community support services and agencies, will be implemented prior to the denial of course credit for insufficient attendance by the student.

Notice of Students who are Absent, Tardy or Depart Early Without Proper Excuse

A designated staff member shall notify by

telephone the parent/person in parental relation to a student who is absent, tardy or departs early without proper excuse. The staff member shall explain the District's Comprehensive Student Attendance Policy, the District's/building level intervention procedures, and, if appropriate, the relationship between student attendance and course credit. If the parent/person in parental relation cannot be reached by telephone, the staff member will provide such notification by mail. Further, the District's Attendance Policy will be mailed to the parent/person in parental relation to promote awareness and help ensure compliance with the policy.

If deemed necessary by appropriate school officials, or if requested by the parent/person in parental relation, a school conference shall be scheduled between the parent/person in parental relation and appropriate staff members in order to address the student's attendance. The student may also be requested to attend this conference in order to address appropriate intervention strategies that best meet the needs of the student.

Attendance Incentives

In order to encourage student attendance, the District will develop and implement grade-appropriate/building-level strategies and programs which may include, but are not limited to:

- Attendance honor rolls to be posted in prominent places in District buildings and included in District newsletters and, with parent/person in parental relation consent, in community publications;
- Monthly drawings for prizes at each grade level to reward perfect attendance;
- Special events (e.g., assemblies, guest speakers, field days) scheduled on days that historically have high absenteeism (e.g., Mondays, Fridays, day before vacation);
- Grade-level rewards at each building for best attendance;
- Classroom acknowledgment of the importance of good attendance (e.g., individual certificates, recognition chart, bulletin boards);
- Annual poster/essay contest on importance of good attendance;
- Assemblies collaboratively developed and promoted by student council, administration, PTA/PTO and other community groups to promote good attendance.

Disciplinary Consequences

Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the District's Code of Conduct. Consequences may include, but are not limited to, in-school suspension, detention and denial of participation in interscholastic and extracurricular activities. Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

Appeal Process

A parent/person in parental relation may request a building level review of their child's attendance record.

GOUVERNEUR CENTRAL SCHOOL DISTRICT

High School Health Department
113 East Barney Street
Gouverneur, New York 13642

Bev Martin, RN—Head Nurse

Dear Parent/Guardian:

Gouverneur Central School requires that the school have on file permission signed by the parent/guardian **and** the child's physician **before** we can administer **any** medication to your child. This includes both prescription and non-prescription (over-the-counter) medications.

After consultation with our school physician (Dr. Donald C. Schuessler, Jr.), we have decided to have available certain non-prescription medications in our Health Office for use by our nursing staff in the care of our students.

Please mark an "X" on the left of any medication you **DO NOT** wish your child to receive.

_____ ACETAMINOPHEN: _____mg every 4 hours as needed for mild headache, fever, musculoskeletal complaints, menstrual cramps, minor pain
_____ AMBESOL: for gum discomfort, toothache
_____ BACITRACIN/NEOSPORIN/NEOPOLYCIN: abrasions or superficial wounds after cleaning
_____ BLISTEX: chapped lips or cold sores
_____ CALAMINE: skin irritation /insect bites
_____ CHOLORASEPTIC: spray/gargle: minor sore throats
_____ CINDER SUDS: cleansing of abrasions
_____ CORTAID: minor skin rashes
_____ FIRST AID CREAM: minor cuts, abrasions
_____ FOILLE ointment & spray: floor burns
_____ GLYOXIDE: Minor mouth irritations
_____ IBUPROFEN: _____mg every 6 hours as needed for mild headaches, musculoskeletal complaints, menstrual cramps
_____ SALINE: wash foreign body from eye, contacts
_____ SOLARCAINE: minor sunburn
_____ SUNSCREEN
_____ COUGH DROPS prn sore throat/cough
_____ TUMS
_____ OTHER _____ as provided by parent

I give permission for the use of all the above medications in the treatment of my child **EXCEPT the ones that are marked with an "X"**, as deemed appropriate by the school nurse. This permission will remain in effect until I notify the School in writing.

Please note that both the parent/guardian and the child's physician for your child must sign this form to be able to receive these medications in the Health Office.

STUDENT NAME: _____ GRADE: _____

SCHOOL: (circle one) ELEMENTARY MIDDLE SCHOOL HIGH SCHOOL

Both
Signatures
are
required

PARENT/GUARDIAN SIGNATURE

Date

PHYSICIAN'S SIGNATURE

Date

A NEW form must be signed and on file yearly.

GOUVERNEUR CENTRAL SCHOOL DISTRICT

CODE OF CONDUCT SUMMARY HIGHLIGHTS

INTRODUCTION

The Board of Education of Gouverneur Central School 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, teachers, other district personnel, parents and other visitors is essential to achieving this goal. The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. 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. Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function. The following is excerpted from the Code of Conduct Summary. The full code may be found on our website: www.gcsk12.org.

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

With every right comes a responsibility.

It is the student's right:

- 1) To attend school in the district in which one's parent or legal guardian resides.
- 2) To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.
- 3) To be respected as an individual.
- 4) To express one's opinions verbally or in writing.
- 5) To dress in such a way as to express one's personality.
- 6) To be afforded equal and appropriate educational opportunities.
- 7) To take part in all school activities on an equal basis regardless of race, color creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability.
- 8) To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.
- 9) To be protected from intimidation, bullying, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.

It is the student's responsibility:

- | | |
|---|--|
| → | To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education. |
| → | To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines. |
| → | To respect one another, and to treat others in the manner that one would want to be treated. |
| → | To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others. |
| → | To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting. |
| → | To be aware of available educational programs in order to use and develop one's capabilities to their maximum. |
| → | To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others. |
| → | To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate. |
| → | To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, bullying, harassment, or discrimination. To report and encourage others to report any incidents of intimidation, bullying, harassment or discrimination. |

STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES

Students are prohibited from using any paging device, mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in connection with authorized use in classrooms. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyberbullying. Any electronic device that is permitted on school property is encouraged to be kept on the person and in a concealed manner.

PROHIBITION OF CELL PHONES AND ELECTRONIC DEVICES IN NEW YORK STATE ASSESSMENTS

Students are prohibited from bringing cell phones and certain other electronic devices into a classroom or other location where a New York State assessment is being administered, including but not limited to Regents Exams, Regents Competency Tests, Grades 3-8 Tests in English Language Arts and Mathematics, Grades 4 and 8 Science Tests, NYSESLAT, and the NYS Alternate Assessment.

Prohibited devices include, but are not limited to:

- Cell phones
- BlackBerry devices and other PDAs
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks or any other personal computing devices
- Cameras or other photographic equipment
- Headphones, headsets, or in-ear headphones such as earbuds
- Any device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

Some students with disabilities may use certain recording/playback devices provided that such an accommodation is specified in the student's IPE or 504 Plan. Prohibited devices further may be allowed if there is documentation from a medical practitioner on file at the school that a student requires such a device during testing. In all other cases, the prohibition as provided above remains in effect and the student may not enter the exam room with any prohibited device.

STUDENT DRESS CODE

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

- 1) Be safe, appropriate and not disrupt or interfere with the education process.
- 2) Not be lewd nor offensive, nor contain sexually explicit messages, nor be material allowing another to see through to undergarments, nor to be otherwise determined by administration to be insufficient to properly cover a student. Examples of such insufficient garments may include shorts, tube tops, net tops, and halter tops.
- 3) Ensure that underwear is completely covered with outer clothing.
- 4) Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- 5) Not include the wearing of hats or head coverings in the classroom except for a medical or religious purpose or designated school activities during the academic day.
- 6) Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- 7) Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- 8) Not be clothing, jewelry, symbols, etc. that are determined by the Administration to indicate membership in a group that exists to intimidate or threaten the safe and orderly operation of the school and/or the health and welfare of the staff and/or students.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including out of school suspension for the day.

PROHIBITED STUDENT CONDUCT

Students are to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of facilities and equipment. Students who will not accept responsibility for their own behavior or who violate these school rules will be required to accept the consequences for their conduct. Students may be subject to disciplinary action, up to and including suspension from school or removal from a program, when they engage in conduct that is disorderly, insubordinate, disruptive, violent, endangers the safety, morals, health or welfare of others, engage in misconduct on the school bus, or engage in academic misconduct including work/internship sites.

VISITORS TO THE SCHOOLS

The Board welcomes parents and other district citizens to visit the district's schools and classrooms; however, certain limits must be set for such visits:

- 1) Anyone who is not a regular staff member or student of the school will be considered a visitor.
- 2) All visitors to the school must report to the office of the principal upon arrival at the school. All visitations must have a purpose. All visitors are required to sign the visitor's register,
- 3) Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are not required to register.
- 4) Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance.
- 5) Teachers are expected not to take class time to discuss individual matters with visitors.
- 6) Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- 7) All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

PUBLIC CONDUCT ON SCHOOL PROPERTY

A. Prohibited Conduct

No person, either alone or with others, shall:

- 1) Intentionally injure any person or threaten to do so.
- 2) Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person on school property, including graffiti or arson.
- 3) Disrupt the orderly conduct of classes, school programs or other school activities.
- 4) Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- 5) Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
- 6) Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- 7) Obstruct the free movement of any person in any place to which this code applies.
- 8) Violate the traffic laws, parking regulations or other restrictions on vehicles;
- 9) Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- 10) Possess or use weapons in or on school property or at a school function except in the case of law enforcement officers or except as specifically authorized by the school district.
- 11) Loiter on or about school property.
- 12) Gamble on school property or at school functions.
- 13) Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- 14) Willfully incite others to commit any of the acts prohibited by this code.
- 15) Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

- 1) Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
- 2) Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
- 3) Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
- 4) Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
- 5) Staff members other than those described in subdivisions 4 and 5. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing or having knowledge of a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a school official. District staff will impose disciplinary sanctions in a prompt, fair and lawful manner. Persons standing in the parental relationship to the student shall be notified of code violations by telephone, followed by a letter. The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical.

DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination; if the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education.

- 1) Oral warning
- 2) Written warning
- 3) Written notification to parent
- 4) Detention
- 5) Suspension from transportation
- 6) Suspension from athletic participation
- 7) Suspension from social or extracurricular activities
- 8) Suspension of other privileges
- 9) In-school suspension
- 10) Removal from classroom by teacher
- 11) Short-term (five days or less) suspension from school
- 12) Long-term (more than five days) suspension from school
- 13) Permanent suspension from school

ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are guaranteed certain procedural protections when they become the subjects of disciplinary action; the Code expressly recognizes and employs these protections in accordance with applicable federal and state law and regulations.

CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, reasonable physical force may be used to protect any person from physical injury, protect the property of the school or others, or to restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

STUDENT SEARCHES AND INTERROGATIONS

The United States Supreme Court has held that a student may be searched by a school official if the official has "reasonable suspicion" to believe that a search of the student will result in evidence that the student violated the law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned. An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

A. Student Lockers, Desks and other School Storage Places

As part of any investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.



**Gouverneur Central School District
School Lunch Office - 133 East Barney Street
Gouverneur, New York 13642**

**Christine Bristol, School Lunch Manager
Telephone (315) 287-1690**



Revised 8/15/18

Welcome to the 2018-2019 *School Lunch Program*. Monthly menus will be available throughout the school year in the main office at the school building your child(ren) attends. These menus are also available to view and print from our district website by going directly to: <http://www.gcsk12.org> then click on the Families & Scholars at the top of the page and select Lunch Menus.

FREE and REDUCED BREAKFAST AND LUNCH PROGRAM: A NEW free and reduced lunch application for the 2018-2019 school year MUST be completed. For your convenience this form is also available to view and print directly from our district website by clicking on Families & Scholars then click on food services link or by going directly to: <http://www.gcsk12.org> and click on Families & Scholars at the top of the page and select Lunch Menus.

STUDENTS WHO RECEIVED FREE OR REDUCED SCHOOL MEALS LAST JUNE: Students who received free or reduced meals in June 2018 will continue to qualify for the same free or reduced meals **ONLY** through October 16, 2018. **In order to continue with the free and reduced price lunch and breakfast meal program one of the following needs to be on file with the School Lunch Office by 2:00 pm on October 16, 2018.**

- 1) A copy of your "**Letter of Direct Certification**" that is sent to you directly from the Department of Social Services. This must be received and processed **with the School Lunch Office by 2:00 pm on October 16, 2018.**

~OR~

- 2) A **NEW** Free and Reduced Lunch application for the 2018-2019 school year **MUST BE COMPLETED** and returned to the school lunch office as soon as possible. This new application must be processed and on **file with the School Lunch Office by 2:00 pm on October 16, 2018.**

OTHER NOTES OF INTEREST: ALL FULL PRICE, FREE and REDUCE PRICE MEALS must be 'type A' meals to qualify. This means the meal must be taken in accordance with 'Offer vs. Serve' guidelines.

****Ala Carte items must be paid for separately as the student goes through the serving line.***

If your child is allergic to any particular foods or milk, or needs a special diet and you feel we should be aware of the situation please send a doctor's statement. If your child is to have "special foods or liquids" from the school lunch program, a doctor's statement is required **each** school year.

CHARGING POLICY:

Students may have (3) open charges at any time. When the student has two open charges, a letter will be sent home. These charges should be paid as soon as possible. Students **MAY NOT** charge ala carte items. Charges are to be paid to one of the cashiers **within two weeks of the charge.**

ONLINE PAYMENT is available! More information and parent instructions are available by going to the district website at <http://www.gcsk12.org>, click on Families & Scholars at the top of the page and select the ***myschoolbucks.com*** link then follow the step by step instructions to set up an account for your child(ren).

PLEASE NOTE: New Free and Reduced meal applications may be filed **ANYTIME** during the school year if your household circumstances change.

BREAKFAST is available daily in all Gouverneur School cafeterias. **Breakfast is free to all students.**

LUNCH is available daily in all Gouverneur School cafeterias. The cost for a full price elementary student lunch is **free** and \$1.00 for all middle and high school students.

Reduced Lunch is also available for \$.00 (no charge) on a daily basis to any student who qualifies.

ADMINISTRATION

LAUREN F. FRENCH
SUPERINTENDENT OF SCHOOLS
(315) 287-4870

DONNA RUNNER
ASSISTANT SUPERINTENDENT
(315) 287-4870

CAROL LASALA
BUSINESS MANAGER
(315) 287-4836

GOVERNEUR CENTRAL SCHOOL DISTRICT

133 East Barney Street
Gouverneur, New York 13642
FAX: (315) 287-4736
www.gcsk12.org

Delivering the Promise of a Brighter Future

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August 2018

Letter to Parents for School Meal Programs

Dear Parent/Guardian:

Children need healthy meals to learn. Gouverneur Central School offers healthy meals every school day. Breakfast is FREE for all students. Lunch costs \$1.00 for Middle and High School students (grades 5-12). Your children may qualify for free meals or for reduced price meals. Reduced price is **\$0.00** for lunch.

- 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: **Gouverneur Central School, School Lunch Office, 133 East Barney Street, Gouverneur, NY 13642 – Phone (315) 287-1690.**
- 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.
- 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. 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.
- 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 **Gouverneur Central School District, Assistant Superintendent's Office, 133 East Barney Street, Gouverneur, NY 13642 – Phone (315) 287-4870** to see if they qualify.
- 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.
- SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? Please read the letter you got carefully and follow the instructions. Call the school at **(315) 287-1690** if you have questions.
- 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.
- 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.
- WILL THE INFORMATION I GIVE BE CHECKED? Yes and we may also ask you to send written proof.
- 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.
- 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: **Mrs. Lauren French, Superintendent of Schools, 133 East Barney Street, Gouverneur, NY 13642 – Phone: (315) 287-4879; e-mail: french.lauren@gcsk12.org .name, address, phone number, e-mail].**
- 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.
- 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.
- 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.
- 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.
- MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
- MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-800-342-3009**.

2018-2019 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	\$ 22,459	\$ 1,872	\$ 936	\$ 864	\$ 432
2	\$ 30,451	\$ 2,538	\$ 1,269	\$ 1,172	\$ 586
3	\$ 38,443	\$ 3,204	\$ 1,602	\$ 1,479	\$ 740
4	\$ 46,435	\$ 3,870	\$ 1,935	\$ 1,786	\$ 893
5	\$ 54,427	\$ 4,536	\$ 2,268	\$ 2,094	\$ 1,047
6	\$ 62,419	\$ 5,202	\$ 2,601	\$ 2,401	\$ 1,201
7	\$ 70,411	\$ 5,868	\$ 2,934	\$ 2,709	\$ 1,355
8	\$ 78,403	\$ 6,534	\$ 3,267	\$ 3,016	\$ 1,508
*Each Add'l person add	\$ 7,992	\$ 666	\$ 333	\$ 308	\$ 154

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

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

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

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, 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, 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.

This institution is an equal opportunity provider.

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,
Christine Bristol, School Lunch Manager

ADMINISTRATION

LAUREN F. FRENCH
SUPERINTENDENT OF SCHOOLS
(315) 287-4870

DONNA RUNNER
ASSISTANT SUPERINTENDENT
(315) 287-4870

CAROL L. LASALA
BUSINESS MANAGER
(315) 287-4836

**GOUVERNEUR CENTRAL
SCHOOL DISTRICT**

133 East Barney Street
Gouverneur, New York 13642

FAX: (315) 287-4736

<http://www.qcusk12.org>

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Community Eligibility Provision

Dear Parent or Guardian:

We are pleased to inform you that **GOUVERNEUR ELEMENTARY SCHOOL** will be implementing a new provision available to schools participating in the National School Lunch and School Breakfast Programs. It is called the Community Eligibility Provision (CEP) and will begin in School Year **2018-19**.

What does this mean for me and my students who attend the school(s) identified above? All students enrolled in a CEP school are eligible to receive a healthy breakfast and lunch at school at ***no charge*** to your household each day of the **2018-19** school year. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

Do I still need to complete a Household Eligibility Form? Yes, you still need to complete a form. Our school is eligible to receive additional state and federal funds based on the number and/or percentage of students enrolled who reside in households that meet established federal income guidelines. We use the ***Household Eligibility Form*** for Educational Benefits to collect household information. The form also helps our school district qualify for education funds and discounts. Please help our school district by completing and submitting the form to **GOUVERNEUR CENTRAL SCHOOL, SCHOOL LUNCH OFFICE, 133 EAST BARNEY STREET, GOUVERNEUR, NY 13642**.

If you have any questions, please contact **CHRISTINE BRISTOL, SCHOOL LUNCH MANAGER** at **315-287-1690**.





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

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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) [found online](http://www.ascr.usda.gov/complaint_filing_cust.html) at: 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; or (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Gouverneur Elementary School Lunch Menu - SEPTEMBER 2018


(Menu Subject to Change Without Notice)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 LABOR DAY 	4 (1) Hamburger on Whole Wheat Roll French Fries Chilled Mixed Fruit & Milk OR (2) Turkey Sandwich 	5 (1) Whole Wheat Pizza Three Bean Salad Chilled Pears & Milk OR (2) Turkey Sandwich	6 (1) Loaded Potato Bowl (Popcorn Chicken, Mashed Potatoes, Cheddar Cheese) Steamed Corn, Biscuit Chilled Peaches & Milk OR (2) Turkey Sandwich	7 (1) Mac & Cheese Garlic Breadstick Red Pepper Strips Chilled Applesauce & Milk OR (2) Turkey Sandwich
10 (1) Philly Cheese Steak Sandwich Waffle Fries Chilled Peaches & Milk OR (2) Ham Sandwich	11 (1) Chicken Parmesan Sandwich Steamed Carrots Chilled Applesauce & Milk OR (2) Ham Sandwich	12 (1) Whole Wheat Pizza Caesar Salad Chilled Pears & Milk OR (2) Ham Sandwich 	13 (1) Pasta with Meat Sauce Iceberg Garden Salad Chilled Mixed Fruit & Milk OR (2) Ham Sandwich	14 Sampler - (3 Mozzarella Sticks, 3 Boneless Wings, & 1 BOSCO Stick) Three Bean Salad Strawberries & Milk OR (2) Ham Sandwich
17 (1) Pulled Pork Sandwich Baked Beans Chilled Pears & Milk OR (2) Bologna Sandwich	18 (1) Asian Chicken Brown Rice Steamed Broccoli Chilled Applesauce & Milk OR (2) Bologna Sandwich	19 (1) Whole Wheat Pizza Iceberg Garden Salad Chilled Peaches & Milk OR (2) Bologna Sandwich	20 (1) Roasted Turkey Mashed Potatoes Steamed Carrots Chilled Mixed Fruit & Milk OR (2) Bologna Sandwich	21 (1) Hot Meatball Sub Garlic Breadstick Steamed Carrots Warm Cinnamon Applesauce OR (2) Bologna Sandwich
24 (1) Cheeseburger on Whole Wheat Roll Sweet Potato Fries Chilled Peaches & Milk OR (2) Turkey Sandwich	25 (1) Chicken Caesar Salad with Whole Wheat Roll String Cheese Stick Chilled Applesauce & Milk OR (2) Turkey Sandwich	26 (1) Whole Wheat Pizza Three Bean Salad Chilled Pears & Milk OR (2) Turkey Sandwich	27 (1) Grilled Cheese Sandwich  Tomato Soup Steamed Corn Chilled Mixed Fruit & Milk OR (2) Turkey Sandwich	28 (1) Boneless Chicken Wings Rice Pilaf Carrots & Celery Sticks Chilled Pears & Milk OR (2) Turkey Sandwich
<u>Monday Lunch Alternates</u> (3) PB&J Sandwich (4) Chicken Nuggets w/WW Dinner Roll	<u>Tuesday Lunch Alternates</u> (3) PB&J Sandwich (4) Soft Tacos with Lettuce & Cheese	<u>Wednesday Lunch Alternates</u> (3) PB&J Sandwich (4) Chef Salad w/WW Dinner Roll	<u>Thursday Lunch Alternates</u> (3) PB&J Sandwich (4) Chicken Burger on WW Roll	<u>Friday Lunch Alternates</u> (3) PB&J Sandwich (4) Baked Haddock Sandwich
<u>Monday Breakfast Alternates</u> French Toast Sticks w/Syrup	<u>Tuesday Breakfast Alternates</u> Pancakes w/Syrup	<u>Wednesday Breakfast Alternates</u> Fresh Baked Cinnamon Rolls	<u>Thursday Breakfast Alternates</u> Breakfast Pizza	<u>Friday Breakfast Alternates</u> Egg & Sausage Sandwich

FREE BREAKFAST FOR ALL STUDENTS: Assorted Cereals, Mini Donuts, Fruit, 100% Fruit Juice & Milk

Available Daily with Lunch: Assorted Juice & Milk, Assorted Fresh Fruit & Vegetables





A'la Carte Snacks (when Available) Low Fat Ice Cream, Baked Chips, Water, Rice Krispie Treats, Cheetos, Fruit by the Foot \$.30-\$1.50

Prices	
<u>Breakfast</u> FREE	
Pre-K—4	
<u>Lunch</u> FREE	
	Milk—\$0.45

NEW FOR ELEMENTARY STUDENTS:
PLEASE COMPLETE A HOUSEHOLD ELIGIBILITY FORM
(GOUVERNEUR ELEMENTARY SCHOOL ONLY)
Get a form at gsk12.org, or at any school office

This institution is an equal opportunity provider and employer


Gouverneur Middle School Lunch Menu - SEPTEMBER 2018
(Menu Subject to Change Without Notice)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3  LABOR DAY	4 (1) Hamburger on Whole Wheat Roll French Fries Chilled Mixed Fruit & Milk OR (2) Turkey Sandwich 	5 (1) Whole Wheat Pizza Three Bean Salad Chilled Pears & Milk OR (2) Turkey Sandwich	6 (1) Loaded Potato Bowl (Popcorn Chicken, Mashed Potatoes, Cheddar Cheese) Steamed Corn, Biscuit Chilled Peaches & Milk OR (2) Turkey Sandwich	7 (1) Mac & Cheese Garlic Breadstick Red Pepper Strips Chilled Applesauce & Milk OR (2) Turkey Sandwich
10 (1) Philly Cheese Steak Sandwich Waffle Fries Chilled Peaches & Milk OR (2) Ham Sandwich	11 (1) Chicken Parmesan Sandwich Steamed Carrots Chilled Applesauce & Milk OR (2) Ham Sandwich	12 (1) Whole Wheat Pizza Caesar Salad Chilled Pears & Milk OR (2) Ham Sandwich 	13 (1) Pasta with Meat Sauce Iceberg Garden Salad Chilled Mixed Fruit & Milk OR (2) Ham Sandwich	14 Sampler - (3 Mozzarella Sticks, 3 Boneless Wings, & 1 BOSCO Stick) Three Bean Salad Strawberries & Milk OR (2) Ham Sandwich
17 (1) Pulled Pork Sandwich Baked Beans Chilled Pears & Milk OR (2) Bologna Sandwich	18 (1) Asian Chicken Brown Rice Steamed Broccoli Chilled Applesauce & Milk OR (2) Bologna Sandwich	19 (1) Whole Wheat Pizza Iceberg Garden Salad Chilled Peaches & Milk OR (2) Bologna Sandwich	20 (1) Roasted Turkey Mashed Potatoes Steamed Carrots Chilled Mixed Fruit & Milk OR (2) Bologna Sandwich	21 (1) Hot Meatball Sub Garlic Breadstick Steamed Carrots Warm Cinnamon Applesauce OR (2) Bologna Sandwich
24 (1) Cheeseburger on Whole Wheat Roll Sweet Potato Fries Chilled Peaches & Milk OR (2) Turkey Sandwich	25 (1) Chicken Caesar Salad with Whole Wheat Roll String Cheese Stick Chilled Applesauce & Milk OR (2) Turkey Sandwich	26 (1) Whole Wheat Pizza Three Bean Salad Chilled Pears & Milk OR (2) Turkey Sandwich	27 (1) Grilled Cheese Sandwich  Tomato Soup Steamed Corn Chilled Mixed Fruit & Milk OR (2) Turkey Sandwich	28 (1) Boneless Chicken Wings Rice Pilaf Carrots & Celery Sticks Chilled Pears & Milk OR (2) Turkey Sandwich
<u>Monday Lunch Alternates</u> (3) PB&J Sandwich (4) Chicken Nuggets w/WW Dinner Roll	<u>Tuesday Lunch Alternates</u> (3) PB&J Sandwich (4) Soft Tacos with Lettuce & Cheese	<u>Wednesday Lunch Alternates</u> (3) PB&J Sandwich (4) Chef Salad w/WW Dinner Roll	<u>Thursday Lunch Alternates</u> (3) PB&J Sandwich (4) Chicken Burger on WW Roll	<u>Friday Lunch Alternates</u> (3) PB&J Sandwich (4) Baked Haddock Sandwich
<u>Monday Breakfast Alternates</u> French Toast Sticks w/Syrup	<u>Tuesday Breakfast Alternates</u> Pancakes w/Syrup	<u>Wednesday Breakfast Alternates</u> Fresh Baked Cinnamon Rolls	<u>Thursday Breakfast Alternates</u> Breakfast Pizza	<u>Friday Breakfast Alternates</u> Egg & Sausage Sandwich

FREE BREAKFAST FOR ALL STUDENTS: Assorted Cereals, Mini Donuts, Fruit, 100% Fruit Juice & Milk

Available Daily with Lunch: Assorted Juice & Milk, Assorted Fresh Fruit & Vegetables





A la Carte Snacks (when Available) Low Fat Ice Cream, Baked Chips, Water, Rice Krispie Treats, Cheetos, Fruit by the Foot \$.30-\$1.50

<u>Breakfast</u>	Prices	<u>Lunch</u>	
FREE	5-8	\$1.00	
FREE	Reduced Price	FREE	Milk—\$0.45

PLEASE GET YOUR FREE AND REDUCED MEAL APPLICATIONS IN .
A NEW FORM NEEDS TO BE COMPLETED EACH NEW SCHOOL YEAR
Get a form at gcsk12.org, or at any school office

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Gouverneur High School Lunch Menu - SEPTEMBER 2018
(Menu Subject to Change Without Notice)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 LABOR DAY 	4 Hamburger on Whole Wheat Roll French Fries Chilled Mixed Fruit & Milk 	5 Whole Wheat Pizza Three Bean Salad Chilled Pears & Milk	6 Loaded Potato Bowl (Popcorn Chicken, Mashed Potatoes, Cheddar Cheese) Steamed Corn, Biscuit Chilled Peaches & Milk	7 Mac & Cheese Garlic Breadstick Red Pepper Strips Chilled Applesauce & Milk
10 Philly Cheese Steak Sandwich Waffle Fries Chilled Peaches & Milk	11 Chicken Parmesan Sandwich Steamed Carrots Chilled Applesauce & Milk	12 Whole Wheat Pizza Caesar Salad Chilled Pears & Milk 	13 Pasta with Meat Sauce Iceberg Garden Salad Chilled Mixed Fruit & Milk	14 Sampler - (3 Mozzarella Sticks, 3 Boneless Wings, & 1 BOSCO Stick) Three Bean Salad Strawberries & Milk
17 Pulled Pork Sandwich Baked Beans Chilled Pears & Milk	18 Asian Chicken Brown Rice Steamed Broccoli Chilled Applesauce & Milk	19 Whole Wheat Pizza Iceberg Garden Salad Chilled Peaches & Milk	20 Roasted Turkey Mashed Potatoes Steamed Carrots Chilled Mixed Fruit & Milk	21 Hot Meatball Sub Garlic Breadstick Steamed Carrots Warm Cinnamon Applesauce
24 Cheeseburger on Whole Wheat Roll Sweet Potato Fries Chilled Peaches & Milk	25 Chicken Caesar Salad with Whole Wheat Roll String Cheese Stick Chilled Applesauce & Milk	26 Whole Wheat Pizza Three Bean Salad Chilled Pears & Milk	27 Grilled Cheese Sandwich Tomato Soup Steamed Corn Chilled Mixed Fruit & Milk 	28 Boneless Chicken Wings Rice Pilaf Carrots & Celery Sticks Chilled Pears & Milk
<u>Monday Lunch Alternates</u> PB&J Sandwich w/Cheese Stick Turkey Sandwich Ham & Cheese Sandwich Chicken Nuggets w/WW Dinner Roll	<u>Tuesday Lunch Alternates</u> PB&J Sandwich Turkey Sandwich Ham & Cheese Sandwich Tacos with Lettuce & Cheese	<u>Wednesday Lunch Alternates</u> PB&J Sandwich Turkey Sandwich Ham & Cheese Sandwich Chef Salad w/WW Dinner Roll	<u>Thursday Lunch Alternates</u> PB&J Sandwich Turkey Sandwich Ham & Cheese Sandwich Chicken Burger on WW Roll	<u>Friday Lunch Alternates</u> PB&J Sandwich Turkey Sandwich Ham & Cheese Sandwich Baked Haddock Sandwich
<u>Monday Breakfast Alternates</u> French Toast Sticks w/Syrup	<u>Tuesday Breakfast Alternates</u> Pancakes w/Syrup	<u>Wednesday Breakfast Alternates</u> Fresh Baked Cinnamon Rolls	<u>Thursday Breakfast Alternates</u> Breakfast Pizza	<u>Friday Breakfast Alternates</u> Egg & Sausage Sandwich

FREE BREAKFAST FOR ALL STUDENTS: Assorted Cereals, Mini Donuts, Fruit, 100% Fruit Juice & Milk

Available Daily with Lunch: Assorted Juice & Milk, Assorted Fresh Fruit & Vegetables

<div> <div>Prices</div> <div> <div><u>Breakfast</u></div> <div>FREE</div> <div>FREE</div> </div> <div> <div><u>Lunch</u></div> <div>\$1.00</div> <div>FREE</div> </div> </div> <div>  Milk—\$0.45 </div>			<p style="text-align: center;">PLEASE GET YOUR FREE AND REDUCED MEAL APPLICATIONS IN . A NEW FORM NEEDS TO BE COMPLETED EACH NEW SCHOOL YEAR Get a form at gcsk12.org, or at any school office</p>
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**2018-19 Community Eligibility Provision (CEP)/Provision 2 non-base year
Household Income Eligibility Form FOR ALL GOUVERNEUR ELEMENTARY SCHOOL STUDENTS (UPK – 4th GRADE)**

GOUVERNEUR ELEMENTARY SCHOOL is participating in the Community Eligibility Provision (CEP) or Provision 2 in a non-base year. All children in **GES** will receive meals at no charge regardless of household income or completion of this form. This form is to determine eligibility for additional State and federal program benefits that your child(ren) may qualify for. Read the instructions on the back, complete **only one** form for your household, sign your name and return it to the school named above. Call **CHRISTINE BRISTOL, SCHOOL LUNCH MANAGER** at (315)287-1690, if you need help.

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

<u>Student Name</u>	<u>School</u>	<u>Grade/Teacher</u>	<u>Foster Child</u>	<u>No Income</u>
	GOUVERNEUR ELEMENTARY		<input type="checkbox"/>	<input type="checkbox"/>
	GOUVERNEUR ELEMENTARY		<input type="checkbox"/>	<input type="checkbox"/>
	GOUVERNEUR ELEMENTARY		<input type="checkbox"/>	<input type="checkbox"/>
	GOUVERNEUR ELEMENTARY		<input type="checkbox"/>	<input type="checkbox"/>
	GOUVERNEUR ELEMENTARY		<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. Household Gross Income: List all people living in your household, how much and how often they are paid (weekly, every other week, twice per month, monthly). Do not leave income blank. If no income check box. If you have listed a foster child above, you must report their personal income.

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

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

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

Signature: _____ **Date:** _____ **Total Household Members (children and adults):** _____

Email Address: _____

Home Phone: _____ **Work Phone:** _____ **Home Address:** _____

DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY

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

- ☐ SNAP/TANF/Foster
- ☐ Income Household: Total Household Income/How Often: _____ / _____ Household Size: _____
- ☐ Free Eligibility ☐ Reduced Eligibility ☐ Denied Eligibility
- ☐ **Signature of Reviewing Official** _____ **Date Notice Sent:** _____

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

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

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

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

- (1) List a current SNAP (Supplemental Nutrition Assistance Program), TANF (Temporary Assistance for Needy Families) 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 form in PART 4. **SKIP PART 3** - Do not list names of household members or income if you list a SNAP, TANF or FDPIR number.
-

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

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are completing the form for, all other children, your spouse, grandparents, and other related and unrelated people living in your household. Use another piece of paper if you need more space.
 - (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box.** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.
-

PRIVACY ACT STATEMENT

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.

Date Withdrew _____

Attachment Va F ____ R ____ D ____

2018-2019 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 **315-287-1690** if you need help. Additional names may be listed on a separate paper.

Return Completed Applications to: **GOUVERNEUR CENTRAL SCHOOL DISTRICT, SCHOOL LUNCH OFFICE**
133 EAST BARNEY STREET, GOUVERNEUR, NY 13642

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 LatinoRace: ☐ 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: _____☐ Free Meals ☐ Reduced Price Meals ☐ Denied/Paid

Signature of Reviewing Official _____ Date Notice Sent: _____

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 **GOUVERNEUR CENTRAL SCHOOL DISTRICT, SCHOOL LUNCH OFFICE, 133 EAST BARNEY STREET, GOUVERNEUR, NY 13642.**

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: **CHRISTINE BRISTOL, SCHOOL LUNCH MANAGER, 315-287-1690.** Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approving your application.

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

- (1) Print the names of the children, including foster children, for whom you are applying on one application.
- (2) List their grade and school.
- (3) Check the box to indicate a foster child living in your household, or if you believe any child meets the description for homeless, migrant, runaway please contact **DONNA RUNNER, ASSISTANT SUPERINTENDENT/HOMELESS LIAISON at 315-287-4870.**

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.

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

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

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

USE OF INFORMATION STATEMENT

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

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

DISCRIMINATION COMPLAINTS

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

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, 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.

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