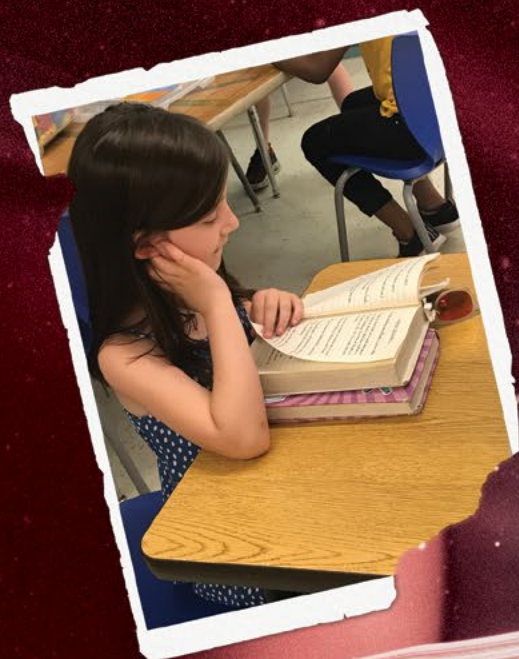


# DISTRICT CALENDAR

## 2022-2023





# The Power of Reading!

Schools have experienced so many changes since COVID. We discovered the power of online learning, the fragile nature of our mental health and the need to work with our families on many levels.

But one idea that has remained constant is the importance of reading. We have always known that reading strengthens your brain, builds your vocabulary, and unlocks knowledge and worlds to the readers.

As an added bonus, reading is good for your overall health, both physical and mental.

## Reading:

Improves brain connectivity

Increases your vocabulary and comprehension

Empowers you to empathize with other people

Aids in sleep readiness

Reduces stress

Lowers blood pressure and heart rate

Fights depression symptoms

Prevents cognitive decline as you age

Contributes to a longer life

To find out more about how reading can benefit your life, check out



**The Mental Health Benefits of Reading**

<https://tinyurl.com/ywnhd499>



**Benefits of Reading Books: How It Can Positively Affect Your Life**

<https://tinyurl.com/3zpxu2zb>





# Superintendent's Message

Dear Parents/Guardians:

The Central Square Central School District provides students and their families with a unique and special experience. As the largest geographical school district in New York State, spanning over 200 square miles, fostering a "small town" feel for students and families is very important. It is a priority that all students feel safe, welcomed, and connected to their school; and our dedicated staff is committed to accomplishing this on a daily basis. Showcasing student accomplishments in academics, athletics, and fine arts is engrained in everything we do. This is illustrated in the numerous athletic events, fine arts performances, and extra-curricular clubs and activities seen throughout the evenings across our vast District.

Coming off a global pandemic that impacted the past three school years, we are all prepared to provide students with what they need to be successful and re-engaged in their school community. We have increased our staff with the addition of more reading teachers, academic intervention services (AIS) teachers, special education teachers to compliment the incredible staff that we have at Central Square. Each of our four elementary schools have a school counselor, school psychologist, and school social worker that all understand that students reach their full academic potential when their social and emotional needs are met. These additional staff members are a necessity in supporting students' academic, social, and emotional needs, especially for those students that struggled during the pandemic.

The COVID-19 pandemic was a major disruption for all school districts and families that were forced to adapt to ever-changing guidelines/restrictions from the Health Department, NYS Education Department, and the NYS Governor's Office. Social distancing and close contact quarantine restrictions drastically altered our traditional approach to servicing students and forced our teachers and support staff to pivot literally overnight. Now that the dust has seemingly settled, I can confidently state that I would put our District's response to the numerous COVID-19 restrictions/regulations and the tremendous effort of our staff to provide students with the very best instruction given the enormous parameters we were forced to comply with, against any district in the State. We were only able to accomplish this herculean effort because of the collective effort from ALL staff members in ALL departments/units across the District. There were some dark days, weeks, and months when case numbers were spiking and State restrictions made it increasingly difficult to support our students at the high level we were accustomed to; however, our staff members rose to the challenge.

The overwhelming majority of our staff members participated in creative ways to put smiles on students' faces. Driving to students' homes with balloons and signs wishing them a happy birthday, doing home wellness checks for students that were struggling socially and emotionally, providing extra one-to-one tutoring with struggling students via Zoom, phone calls from staff members to students to help cheer them up, were only a few of the numerous ways that our dedicated staff support our students throughout the pandemic.

We have a renewed laser-like focus on not only returning back to normal, but to push beyond our pre-pandemic successes, by providing a school experience that will reinvigorate our students and engage them in their school community like never before. We will be activating our College & Career Readiness Committee, District Strategic Planning Committee, Technology Committee, and several other committees and opportunities for parents and students to collaborate with staff members and provide us with meaningful feedback to strengthen our program. Besides the State mandated five-day quarantine for students and staff that contract COVID-19, there are no additional COVID-19 restrictions in place, and as of August 1, we are all under the impression that we can plan a normal "back to school". We look to further strengthen our career pathways and expand our internships and job shadowing for high school students, and increase the number of after school opportunities for middle and high school students.

After three school years affected by the pandemic, we are so excited and thankful to welcome your children back to school in September and see the smiles on their faces. Our schools continue to get the much needed renovations and attention they need so our students can learn in safe schools that they will be proud to enter each day. Our staff is prepared and determined to provide your children with a learning environment where they are excited to engage in learning, excel in fine arts and athletics, and participate in clubs and extra-curricular activities. We pride ourselves at Central Square in providing a wide range of opportunities for students to receive a well-rounded experience while receiving numerous opportunities to strengthen key attributes and competencies that lead to success, no matter which career pathway they eventually pursue.

Thomas J. Colabufo

Superintendent



## *Alma Mater*

As we gaze upon our portals,  
Stately wide and high  
Proudly stands our alma mater  
May she stand for aye  
Years vanish, slowly age us,  
Still we ne'er can tear  
thee from memory, alma mater  
THEE, OH CENTRAL SQUARE

## District Information

For information including a calendar of events, Board of Education meeting dates and times, contact information and more, visit our website at [www.cssd.org](http://www.cssd.org) or scan this QR code.



Scan Me



# Transportation

Please take a moment to read the bus regulations and review them with your child. For public safety, the Central Square School District buses are equipped with video cameras.

- Observe the same conduct as in the classroom.
- Be courteous; do not use profane language.
- The bus driver is authorized to assign seats and require the use of seat belts.
- Always cross at least 10 feet in front of the bus.
- Keep head, hands and feet inside the bus.
- Cooperate with the driver.
- Do not be destructive.
- Keep the bus clean.
- Stay in your seat.
- All students must be ready and on time for the arrival of their bus in the morning.
- No secondary students will be allowed to ride elementary buses to school.
- If students miss their morning bus, they or their parents will be responsible for transportation to the middle school or high school.
- When a student loses riding privileges, it is the responsibility of the parent to provide daily transportation.
- Due to the potential allergic reactions to food or drink, there is absolutely NO eating or drinking on the school bus.

Communication will be sent to students providing their bus number and approximate pickup time. These bus routes are subject to change due to last-minute enrollments. Please call the Transportation Center at 315-668-3771 if your child will be boarding the bus at a sitter's home or if you do not receive a communication from the district.

Please note, the 5:00 bus route does not drop your student off at home. This route is available for high school and middle school students only.

For further information regarding these routes, please contact the District Transportation Office. Some of the high school and middle school bus routes will have designated bus stop locations. This plan creates neighborhood-based transportation bus stops aimed at streamlining bus routes for high school and middle school students.

## School Arrival and Dismissal Times

**A.A. Cole:** 9:10am-3:55pm

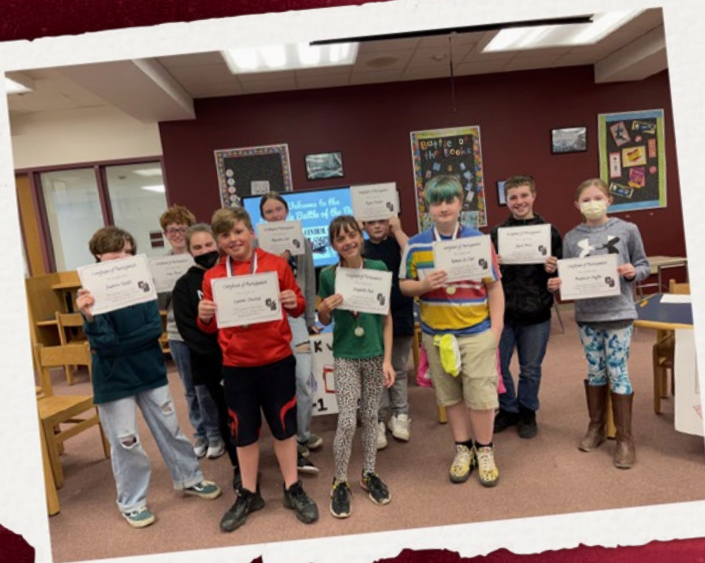
**Brewerton/Hastings-Mallory/Millard Hawk Elementary:** 9am-3:45pm

**Central Square Middle School:** 7:30am-2:25pm

**Paul V. Moore High School:** 7:50am-2:47pm

## Snow Emergency Days

In the event that all five emergency (snow) days are used, make up days would be made up in the following order: April 3, April 4, April 5, and April 6.





# SEPTEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Labor Day	6 Superintendent's Conference Day No School for Students	7 Classes Begin	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Staff Development Day/ Early Dismissal K-12	

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

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

For the most up-to-date events, scan the QR below to visit our District Wide Calendar!



Scan Me



# Child Nutrition

We sincerely hope this year will be a rewarding educational experience as we welcome your child to school. One of the most important ways the Board of Education helps to ensure our students achieve success in their classrooms is by providing them with the nutritious foods necessary for proper development of their minds and bodies.

Our school district participates in the National School Breakfast and Lunch program and must follow all the set regulations and guidelines.

The federally funded program, Seamless Summer Option, expired on June 30, 2022; and CSSD will return to the traditional National School Breakfast and Lunch Program beginning September 2022.

Families must complete the 2022-2023 Application for Free & Reduced Price School Meals unless they receive a Direct Certification letter from our office. Applications are available on our website.

## MySchoolBucks

MySchoolBucks makes paying for school meals easy, convenient, private, and secure. Enrollment is free and allows you to view the last 90 days of meal history and/or make payments. In order to use the optional online prepayment service, a fee of \$2.75 is assessed by the processing company to cover bank fees each time.

Parents must change the grade and/or school of their student(s) each year in order for "MySchoolBucks" to work. For more information on how to use this service, please visit [www.myschoolbucks.com](http://www.myschoolbucks.com).

## Offerings

### CLASSROOM PARTIES:

Let us do the catering!

For a complete list of catering options for your child's classroom party, please visit our website.





# OCTOBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7 Superintendent's Conference Day  No School for Students	8
9	10 Holiday No School	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 Staff Development Day/Early Dismissal K-12 31	25	26	27	28	29

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

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

For the most up-to-date events, scan the QR below to visit our District Wide Calendar!



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# Student Health Services

The Student Health Services Program wants to ensure the maximum physical, mental and social development of every child in the District. This program is an important part of the District's overall mission.

Each building in the District has a nurse available for first-aid treatment and to handle any emergencies/ illnesses that may occur during school hours. Parents will be notified immediately of any such occurrence. Parents are responsible for transporting their children if they need to leave the building.

It is imperative that the school nurse has updated emergency telephone numbers at all times. The nurse is your child's advocate and wants the best situation for your child while attending school. Please communicate with your school nurse so they are able to make accommodations for your child's health needs as necessary.

Please consult our District website, Student Health Services, for additional information, forms, etc.

## Physical Exams and Screenings

New York state law requires a health examination for all students entering the school district for the first time and for students entering grades Pre-K, K, 1, 3, 5, 7, 9 and 11; annually for interscholastic sports; and working papers as needed; or as required by the Committee on Special Education (CSE) or Committee on Pre-school Special Education (CPSE). The date of examination must be noted on the form and be not more than 12 months prior to the start of the school year.

Effective 1/31/21, all health examinations performed for public school students must be documented on the NYS Required Health Examination Form or the electronic health record (EHR) compatible form. These are the only forms that can be accepted.

The exam must be completed by a New York State licensed physician, physician assistant or nurse practitioner. A copy of the health examination must be provided to the school within 30 days from your child's start date or when your child enters the grades listed above. If a copy is not provided to the school within 30 days, an examination of the student will be made at the school.

If your child has an appointment for an exam during this school year that is after the first 30 days of school, please notify your school nurse with the date.

Physical exams include calculating the student's body mass index (BMI). This information is sent to the NYS Department of Health, but no names are given. If you do not want your child's BMI information included in the report to the state, please notify your school nurse by December 1.

A dental certificate which states your child has been seen by a dentist or dental hygienist is also asked for at the same time for all newly entering students and students entering grades 1, 3, 5, 7, 9, and 11.

## Immunizations

Children attending pre-K through 12th grade in New York State must receive all required doses of vaccines on the recommended schedule (<https://www.health.ny.gov/publications/2370.pdf>) to attend or remain in school unless they have a valid medical exemption to immunization. A medical exemption is allowed when a child has a medical condition that prevents them from receiving a vaccine.

Within 14 days of the first day of school (September 7, 2022) parents must:

- Show proof of their child's up-to-date vaccinations, OR
- Provide a valid medical exemption from vaccination.

To attend or remain in school, children who are unvaccinated or overdue must receive at least the first dose of all required vaccines within the first 14 days. They also must plan to receive all follow-up doses at the ages and intervals (time between doses) listed in the recommended vaccination schedule. <https://www.health.ny.gov/publications/2370.pdf>

## Medications

NYS Education Law states NO MEDICATION of any kind is to be given at school without doctor and parent WRITTEN authorization. This includes prescription, herbal, topical and over-the-counter medications. The necessary forms are available on the District's website and from your child's school nurse.

## Mental Health Task Force

In 2018, the District established a Mental Health Task Force. We have representation from staff and stakeholders throughout our community. Our initiatives include analyzing mental health resources and procedures currently in place and making recommendations, establishing and maintaining resources to support our students and providing related education to staff and community members.

We continue to expand our partnerships with community agencies and welcome those who may be interested in collaborating to contact us. This may include distributing resources, sharing information at health and wellness fairs and providing training and professional development.

Please visit our website for more information, under the Community/Parents tab.



# NOVEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Superintendent's Conference Day No School for Students	5
6	7	8	9	10	11 Veteran's Day No School	12
13	14	15	16	17	18	19
20	21 Parent Conferences Grades: K-5 Early Dismissal	22 Parent Conferences Grades: K-8 Early Dismissal	23 Thanksgiving Recess	24 Thanksgiving Recess	25 Thanksgiving Recess	26
27	28	29	30			

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

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

For the most up-to-date events, scan the QR below to visit our District Wide Calendar!



Scan Me



**Every Student Succeeds Act (ESSA) requires that parents receive notification regarding access to information and services.**

**Teacher Certification**

As a parent of a student in Central Square School District, federal law allows you to ask for certain information about your child's teachers. You have a right to request the following information:

- Whether they hold a valid state certification for the subjects they are teaching
- Whether they are teaching under emergency or temporary credentials
- Their baccalaureate degree majors, and any other graduate certificates of degrees they hold

Requests for this information should be made in writing to the Superintendent of Schools.

**Title I**

Title I services provide access and support for students who may be lagging behind their peers.

For information on Title I services, please visit our website.

**McKinney-Vento Homeless Education Assistance Act**

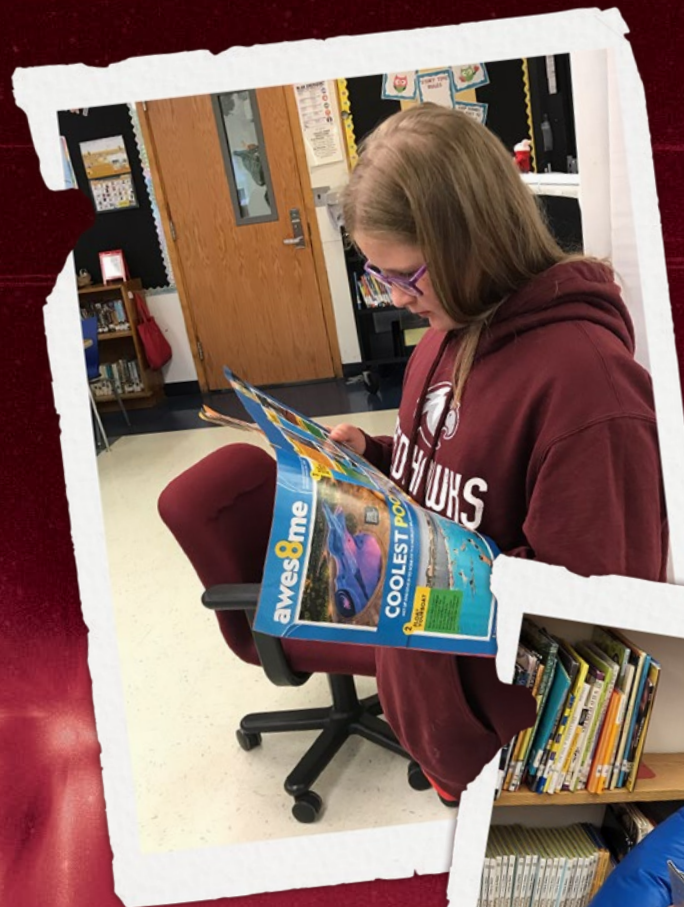
If you live in any of the following situations:

- In a shelter, motel, vehicle or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

You have rights and protections under this act. Please contact the District's Homeless Liaison, Ryan Oyer at (315) 668-4220 ext. 70231 for any questions or concerns you might have.

**Students with Disabilities**

Those students identified by the Committee on Special Education (CSE) as students with disabilities are given the support necessary to remain in the least restrictive environment. Contact the Pupil Personnel Services Office should you have questions regarding the CSE process.





# DECEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				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 Holiday Recess	27 Holiday Recess	28 Holiday Recess	29 Holiday Recess	30 Holiday Recess	31

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

JANUARY						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

For the most up-to-date events, scan the QR below to visit our District Wide Calendar!



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# Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

Gmail	Cloud Search	Calendar	Contacts
Chrome Sync	Docs	Classroom	Sheets
Slides	Forms	Drive	Group Hangouts
Hangouts Chat	Hangouts Meet	Google Talk	Jamboard
Keep	Sites	Vault	

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following "Additional Services":

YouTube	Assignments	Google Analytics
Google Data Studio	Google Earth	Google Maps
Google Takeout	Google Translator Toolkit	Managed Google Play
Google Play	Studio	Google Bookmarks

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html). You should review this information in its entirety.

Any parents who refuse to permit use of Google's Additional Services, must notify the Executive Director of Planning, Development & Technology in writing.

Central Square School District  
44 School Drive  
Central Square, NY 13036  
on or before October 5, 2022.





# JANUARY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Holiday Recess	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Martin Luther King Jr. Day No School	17	18	19	20	21
22	23 Staff Development Day/ Early Dismissal K-12	24	25	26	27	28
29	30	31				

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

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

For the most up-to-date events, scan the QR below to visit our District Wide Calendar!



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### **FERPA: Access to Student Records**

The Central Square School District Board of Education has designated the following types of student information contained in student educational records as “directory information,” which may be publicly disclosed without parental consent: each student’s name, address, telephone listing, major field of study, grade level, participation in officially recognized activities and sports, height and weight (if member of athletic team), dates of attendance, honors, degrees and awards received, photograph, and most recent educational agency or institution attended. Photo and video images are also considered to be “directory information” by the District. Students may be videotaped and/or photographed while engaged in classroom and extracurricular programs, activities and other school functions.

Videotapes and/or photographs may be shared with the public through, for example, public media outlets, the district newsletter, reports, website and other district communications.

Parents (or students who are 18 or older) have the right under the Family Educational Rights and Privacy Act to refuse to permit any or all of such information to be disclosed without their consent, except as provided by law. Any parents (or student who is 18 or older) who refuse to permit disclosure must notify the School Business Manager at the Business Office in writing, Central Square Central School District, 44 School Drive, Central Square, NY 13036 on or before October 5, 2022 of the types of information that they do not want disclosed.

### **Military Recruiter Access**

The release of student directory information is not to be confused with the release of names, addresses and telephone listings of eligible students (i.e., a student 17 years of age or older or in the 11th grade, or its equivalent, or higher) to military recruiters. The School District will notify parents that by law it routinely releases this information to military recruiters upon request, unless parents or eligible students submit a written request to not disclose this information.

### **Asbestos Management Plan**

In accordance with the Asbestos Hazard Emergency Response Act of 1986, all buildings in the Central Square Central School District have been inspected for asbestos containing building materials (ACBM). The original inspection and triennial re-inspection reports identifying the location of ACBM, the management plan detailing how the District is managing the asbestos material within the buildings, and the semi-annual surveillance reports are available in the main office of each building and the Maintenance Department. If you have any questions, please contact the Director of Facilities at 3 School Drive, Central Square, NY 13036.

### **Pesticide Management Plan**

The Central Square Central School District uses integrated pest management practices to reduce the use of pesticides in the school buildings and on the grounds. New York state law requires that schools maintain a list of staff and parents who wish to receive written notice forty-eight (48) hours prior to a pesticide application at their school facility if the building will be occupied within seventy-two (72) hours of application. If you wish to be included on this notification list, or would like further information on the Central Square Central School District’s pesticides program, please contact the Director of Facilities at 3 School Drive, Central Square, NY 13036.





# FEBRUARY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10 Parent Conferences Grades: 6-8 Early Dismissal	11
12	13	14	15	16	17	18
19	20 President's Day Winter Recess	21 Winter Recess	22 Winter Recess	23 Winter Recess	24 Winter Recess	25
26	27	28				

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

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

For the most up-to-date events, scan the QR below to visit our District Wide Calendar!



Scan Me



# SEL Services

**Every school in our district has social emotional support teams that are here to support you!**

Every school in our district has a team of staff members who are here to support students' and their family members' social and emotional well-being. Every building has a counselor(s), a school psychologist(s), a social worker or social worker assistant. If you are experiencing challenges related to school, stress in or out of school, difficult emotions, or difficult situations at home, you can reach out to any of our team members for help. Staff members on our support teams will connect with you to talk about what is going on and make a plan for how they can help. That may be a plan to check in with you regularly, a plan to help you problem solve what is going on, or a plan to connect you to resources outside of school that might be able to help you. We are here for you!

**In addition, Central Square has partnered with the following organizations to support our students and families.**

## **Family and Support Services/Educational Advocacy**

### **ARISE (PVM, CSMS)**

Students with identified disabilities can receive support in connecting with community resources.

## **School Based Mental Health Clinicians**

### **ARISE (AA Cole, MHE, CSMS, PVM)**

Our school-based clinicians provide prevention and treatment to children and families who are experiencing emotional distress. Goals may include reducing truancy and behavioral problems by working with partners throughout the child's system of care, including school counselors and health care providers.

## **Family Services related to Substance Abuse**

### **Farnham Family Services (PVM, CSMS)**

Students are recommended into this school-based prevention program to help reduce risk factors related to substance abuse and related issues.

## **Preventative Services**

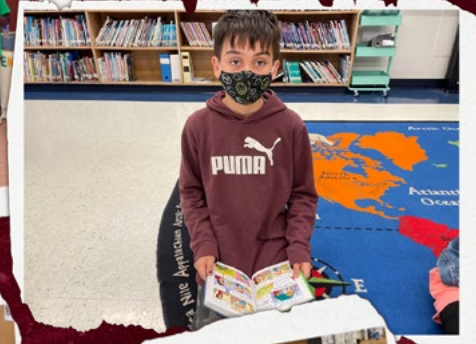
### **Liberty Resources (all buildings)**

Students at risk are referred into this program through the Oswego County Department of Social Services. The program offers casework services to assist families in identifying issues that place children at risk and to develop goals to address those concerns. In addition, it provides both home-based and school-based counseling services, crisis intervention, advocacy and referral to other support services in the community.

## **Pregnancy prevention Services/Teen Health Issues**

### **Citi BOCES APPS (PVM)**

This service includes 1:1 or small group health education/counseling, confidential pregnancy testing, transportation (with parent permission), and enhanced information and referrals.





# MARCH 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13 Superintendent's Conference Day No School for Students	14	15	16 Parent Conferences Grades: K-5 Early Dismissal	17 Parent Conferences Grades: K-5 Early Dismissal	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## FEBRUARY

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

## APRIL

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

For the most up-to-date events, scan the QR below to visit our District Wide Calendar!



Scan Me



# Who Do I Contact for Questions About?...

## **Student's school work:**

Contact their teacher at the student's school

## **Problems on the school bus:**

Contact the transportation department or the student's school office

## **Registration:**

Contact the Office of Registration or visit the District's website

## **Health record or student health questions:**

Contact the student's school nurse

## **Student discipline:**

Contact the principal at student's school

## **District policy:**

Contact the Assistant Superintendent's office or consult the District's website

## **School events:**

Contact the student's school or consult the District or specific school's online calendar

## **SchoolTool Parent Portal**

The Central Square School District uses a Parent Portal called SchoolTool. SchoolTool allows password protected online access of student grades, discipline, assignments and attendance. You only need 1 log in to view information for all your students across grade levels, once the portal is open for those students.



**Scan the QR code to  
access SchoolTool!**

## *Attributes and Competencies of a Central Square Learner*

### **EFFECTIVE COMMUNICATOR AND COLLABORATOR**

#### ***CENTRAL SQUARE LEARNER WILL BE ABLE TO:***

- Communicate effectively
- Be an active listener
- Accept feedback
- Have a growth mindset
- Resolve conflicts
- Be a team player
- Be well-organized
- Be able to learn and work in an interconnected digital world
- Be a confident decision maker

### **INNOVATIVE AND CRITICAL THINKER**

#### ***CENTRAL SQUARE LEARNER WILL BE ABLE TO:***

- Solve problems
- Take risks
- Use their resources to construct knowledge
- Assess and analyze information
- Reflect on their actions
- Self-manage
- Be innovative and creative
- Ask higher level questions
- Leverage technology to improve practices

### **EMOTIONALLY INTELLIGENT**

#### ***CENTRAL SQUARE LEARNER WILL BE ABLE TO DEMONSTRATE:***

- Strength of character
- Grit/perseverance
- Adaptability
- Self-awareness
- Empathy
- Physical and emotional balance
- Inquisitiveness
- Resilience
- Respectfulness

### **CONTRIBUTING CITIZEN**

#### ***CENTRAL SQUARE LEARNER WILL BE ABLE TO DEMONSTRATE THAT THEY ARE:***

- Ethical
- Informed
- Productive
- Culturally aware
- Civic minded
- Fiscally informed/responsible
- Accountable for their actions



# APRIL 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Spring Recess	4 Spring Recess	5 Spring Recess	6 Spring Recess	7 Spring Recess	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	CBT ELA Testing					

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

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

For the most up-to-date events, scan the QR below to visit our District Wide Calendar!



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# District Policies Regarding Technology

With more and more of a student's time being spent online, it is important that students and parents understand the School District's policies relating to technology and its use.

Please review the following policies with your student(s):

- Policy 7315 Student Acceptable Use Policy
- Policy 8271 Internet Safety/Internet Content Filtering
- Policy 7316 Student Use of Personal Technology



These policies can be found on the District website at:  
<https://www.cssd.org/Page/94>.

## Cybersecurity

Keeping our students' data security is a high priority for us. Unfortunately, we are watching data being hacked and ransomed in every sector of our online lives.

Parents, eligible students (students who are at least 18 years of age or attending a post-secondary institution at any age), principals, teachers, and employees of an educational agency may file a complaint about a possible breach or improper disclosure of student data and/or protected teacher or principal data using our new online form. A privacy complaint may be made using this online form or by mailing the form to the District's Data Protection Officer at 44 School Drive, Central Square, NY 13036.



The form can be found on our website on the Instructional Technology page at:  
<https://www.cssd.org/domain/176>

## Student/Parent Online Help Desk



Submit a ticket here: <https://forms.gle/3u5gcFwEorDr3VPK8>

Or call 315-668-4220 ext 51132



**Central Square School District**  
[facebook.com/CentralSquareSD](https://facebook.com/CentralSquareSD)



**@CentralSquareSD**  
[twitter.com/CentralSquareSD](https://twitter.com/CentralSquareSD)



**@CentralSquareSchoolDistrict**  
[instagram.com/centralsquareschooldistrict](https://instagram.com/centralsquareschooldistrict)

## DOWNLOAD THE CSSD APP!



- FREE TO DOWNLOAD
- VIEW NEWS STORIES
- VIEW CALENDAR INFO
- ACCESS SCHOOL AND STAFF INFO
- RECEIVE IMPORTANT ALERTS







# MAY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
		CBT Math Testing				
7	8	9	10	11	12	13
	CBT Math Testing					
14	15	16	17	18	19	20
21	22	23	24	25	26	27
		Science Performance Testing				
28	29	30	31			
	Memorial Day No School	Science Performance Testing				

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

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

For the most up-to-date events, scan the QR below to visit our District Wide Calendar!



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## Help Your Child Succeed in Preschool and Kindergarten Build the Habit of Good Attendance

### Did you know...

*Showing up on time every day is important to your child's success and learning from preschool forward.*

Missing 10% of school (1 or 2 days every few weeks) can make it harder to:

- Gain early reading and math skills.
- Build relationships.
- Develop good attendance habits.

High quality preschool and kindergarten has many benefits!

- The routines your child develops will continue throughout school.
- Make the most of early grades by encouraging your child to attend every day.

### What you can do

- Work with your child and his/her teacher to develop your child's strong attendance.
- Talk about it – sing about it – make it an adventure!
- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.
- Share ideas with other parents for getting to school on time
- If your child seems anxious about preschool or kindergarten, talk to the program director, teacher, your doctor or other parents for advice.
- Develop backup plans for getting to school if something comes up. Call on a family member, a neighbor or another parent.
- Keep your child healthy and make sure your child has the required shots.

### When do absences become a problem? (Based on 180-day calendar)

Chronic Absence: 18 or more days

Warning Signs: 10 to 17 days

Satisfactory: 9 or fewer absences

## Keep Your Child On Track in Middle and High School: Pay Attention to Attendance

### Did you know...

- Students should miss no more than 9 days of school each year to stay engaged, successful and on track to graduation.
- Frequent absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other difficulty.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By 9th grade, attendance is a better predictor of graduation rates than 8th grade test scores.
- Missing 10%, or 2 days a month, over the course of the school year, can affect a student's academic success.

### What you can do

#### Make school attendance a priority

- Talk about the importance of showing up to school every day.
- Help your children maintain daily routines, such as finishing homework and getting a good night's sleep.
- Try not to schedule dental and non-COVID-related medical appointments during the school day.

#### Help your teen stay engaged

#### Communicate with the school

- Know the school's attendance policy – incentives and penalties.
- Check on your child's attendance to be sure absences are not adding up.
- Seek help from school staff, other parents or community agencies if you need support.

**Take 3 Steps to Fight the Flu**

As you are aware, this flu season is especially severe, with widespread flu and record numbers of New Yorkers hospitalized. It's important that we all take steps to slow down and stop the spread of this virus.

- 1 Get the vaccine!**  
If you haven't gotten your flu shot, get one now. It's not too late. The vaccine helps prevent the flu and reduces the severity of illness if you do get sick.  
Everyone 6 months of age and older should get a flu shot.  
The shot is especially important for those at high risk of serious flu complications, and even death – children; pregnant women; people with chronic health conditions, like asthma, diabetes or heart and lung disease; and people 65 and older.  
**They're counting on you!**  
When you get a flu shot, you also help protect others, especially people at high risk of serious flu illness, and children younger than 6 months who are too young to be vaccinated.
- 2 Stop the flu from spreading!**
  - Wash hands often with soap and water for at least 20 seconds... the time it takes to sing "Happy Birthday" twice.
  - If soap and water are not available, use an alcohol-based hand rub.
  - Cough or sneeze into a tissue, not your hands. Toss used tissues.
  - Avoid touching your eyes, nose and mouth. Germs spread this way.
  - If you're sick, stay home for at least 24 hours after your fever is gone without the use of fever-reducing medicine.
- 3 Antivirals**  
If you get the flu, prescription antiviral drugs can shorten your illness and make it milder. They can also prevent serious flu complications, like pneumonia. Those at high risk should contact their health care provider at the first sign of the flu.  
It's very important that antiviral drugs be used early to treat people who are very sick with the flu (like people in the hospital) – and those who have the flu and are at high risk for serious flu complications.

**Flu symptoms include:**

- Fever
- Cough
- Sore throat
- Runny or stuffy nose
- Body aches
- Headache
- Chills
- Fatigue

For more information:  
[health.ny.gov/flu](http://health.ny.gov/flu)

17015 New York State Department of Health 2/18



# JUNE 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
				Science Performance Testing		
4	5	6	7	8	9	10
	Science Written Testing					
11	12	13	14	15	16	17
			Regents Exams			
18	19	20	21	22	23	24
	Juneteenth No School	Regents Exams			Student's Last Day Rating Day Commencement	
25	26	27	28	29	30	

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

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

For the most up-to-date events, scan the QR below to visit our District Wide Calendar!



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# JULY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 Independence Day	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					

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

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

For the most up-to-date events, scan the QR below to visit our District Wide Calendar!



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# AUGUST 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		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		

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

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

For the most up-to-date events, scan the QR below to visit our District Wide Calendar!



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Dear Parent/Guardian:

Children need healthy meals to learn. **The Central Square Central Schools District** offers healthy meals every school day. Breakfast costs **\$1.75** all buildings; lunch costs **\$2.60** Elementary and Middle School and **\$2.75** High School. **Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals at no charge.**

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free or reduced price meals. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Child Nutrition Department, 248 US Route 11, Central Square, NY 13036.**
2. WHO CAN GET FREE MEALS? All children in households receiving benefits from **SNAP, the Food Distribution Program on Indian Reservations** or **TANF**, can get free meals regardless of your income. Categorical eligibility for free meal benefits is extended to all children in a household when the application lists an Assistance Program's case number for any household member. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines. Households with children who are categorically eligible through an Other Source Categorically Eligible designation, as defined by law, may be eligible for free benefits and should contact the SFA for assistance in receiving benefits.
3. CAN FOSTER CHILDREN GET FREE MEALS? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Foster children may also be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.
4. CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS? Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail **Christina Smith at (315) 668-4220 ext. 70231 or e-mail [csmith@cssdapps.org](mailto:csmith@cssdapps.org)** to see if they qualify.
5. WHO CAN GET REDUCED PRICE MEALS? Your children may be approved as reduced price eligible if your household income is within the reduced-price limits on the Federal Eligibility Income Chart, shown on this letter. Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge.
6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? Please read the letter you got carefully and follow the instructions. Call the school at **(315) 668-4220 ext. 70356** if you have questions.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for up to the first 30 operating days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
8. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out a FREE/REDUCED PRICE MEAL application.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes and we may also ask you to send written proof.
10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Maureen Phippen Ladd, 44 School Drive, Central Square, NY 13036, [Maddd@cssdapps.org](mailto:Maddd@cssdapps.org), (315) 668-4220 ext. 70219.**
12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
13. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-800-342-3009**.



## 2022-2023 INCOME ELIGIBILITY GUIDELINES

### REDUCED PRICE ELIGIBILITY INCOME CHART

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 25,142	\$ 2,096	\$ 1,048	\$ 967	\$ 484
2	\$ 33,874	\$ 2,823	\$ 1,412	\$ 1,303	\$ 652
3	\$ 42,606	\$ 3,551	\$ 1,776	\$ 1,639	\$ 820
4	\$ 51,338	\$ 4,279	\$ 2,140	\$ 1,975	\$ 988
5	\$ 60,070	\$ 5,006	\$ 2,503	\$ 2,311	\$ 1,156
6	\$ 68,802	\$ 5,734	\$ 2,867	\$ 2,647	\$ 1,324
7	\$ 77,534	\$ 6,462	\$ 3,231	\$ 2,983	\$ 1,492
8	\$ 86,266	\$ 7,189	\$ 3,595	\$ 3,318	\$ 1,659
*Each add'l person add	\$ 8,732	\$ 728	\$ 364	\$ 336	\$ 168

**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 for free and reduced price benefits cannot be approved unless complete eligibility information is submitted, as indicated on the application and in the instructions.** Contact your local Department of Social Services for your SNAP or TANF case number or complete the income portion of the application. No application is necessary if the household was notified by the SFA their children have been directly certified. If the household is not sure if their children have been directly certified, the household should contact the school.

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

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

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

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

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

**Confidentiality:** The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title 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,



Amy Catlin  
School Lunch Director

**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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.



Date Withdrawn \_\_\_\_\_

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

## 2022-2023 Application for Free and Reduced Price School Meals

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) 668-4220 ext. 70356, if you need help. Additional names may be listed on a separate paper.

### Return Completed Applications to:

**Central Square CSD Child Nutrition Department**  
**248 US Route 11**  
**Central Square, NY 13036**

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"/>

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

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

Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

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

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

**Annual Income Conversion (Only convert when multiple income frequencies are reported on application)**

**Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12**

☐ SNAP/TANF/Foster

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

☐ Free Meals ☐ Reduced Price Meals ☐ Denied/Paid

Household Size: \_\_\_\_\_

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 your child(ren)'s school. 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: (315) 668-4220 ext. 70336. 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 (a school staff will confirm this eligibility).

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

- (1) List a current SNAP, TANF or FDIPIR (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 FDIPIR 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 FDIPIR 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 FDIPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.

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

### DISCRIMINATION COMPLAINTS

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

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.





## FREE AND REDUCED PRICE MEAL APPLICATION FACT SHEET

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

**SNAP/TAN/FDPIR case number:** This must be the complete valid case number supplied to you by the agency including all numbers and letters, for example, E123456, or whatever combination is used in your county. Refer to a letter you received from your local Department of Social Services for your case number or contact them for your number.

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

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

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

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

**Current Gross Income:** Money earned or received at the present time by each member of your household before deductions. Examples of deductions are federal tax, State tax, and Social Security deductions. If you have more than one job, you must list the income from all jobs. If you receive income from more than one source (wage, alimony, child support, etc.), you must list the income from all sources. Only farmers, self-employed workers, migrant workers, and other seasonal employees may use their income for the past 12 months reported from their 1040 Tax Forms.

**Examples of gross income are:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Wages, salaries, tips, commissions, or income from self-employment</li><li>• Net farm income – gross sales minus expenses only – not losses</li><li>• Pensions, annuities, or other retirement income including Social Security retirement benefits</li><li>• Unemployment compensation</li><li>• Welfare payments (does not include value of SNAP)</li><li>• Public Assistance payments</li><li>• Adoption assistance</li></ul> | <ul style="list-style-type: none"><li>• Supplemental Security Income (SSI) or Social Security Survivor's Benefits</li><li>• Alimony or child support payments</li><li>• Disability benefits, including workman's compensation</li><li>• Veteran's subsistence benefits</li><li>• Interest or dividend income</li><li>• Cash withdrawn from savings, investments, trusts, and other resources which would be available to pay for a child's meals</li><li>• Other cash income</li></ul> |
|--|--|

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

If you have any questions or need help in filling out the application form, please contact:

Name: Amy Catlin Title: School Lunch Director

Telephone Number: (315) 668-4220 ext. 70356

## **BOARD OF EDUCATION**

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### **A.A. COLE ELEMENTARY**

1683 State Route 49  
Constantia, NY 13044  
Principal: Michael Smolnik  
Phone: (315) 668-4030

### **BREWERTON ELEMENTARY**

9530 Brewerton Rd  
Brewerton, NY 13029  
Principal: Brent Bowden  
Phone: (315) 668-4262

### **CENTRAL SQUARE MIDDLE SCHOOL**

248 U.S. Route 11  
Central Square, NY 13036  
Principal: Mathew Penrod  
Phone: (315) 668-4218

### **HASTINGS-MALLORY ELEMENTARY**

93 Barker Road  
Central Square, NY 13036  
Principal: Kira Carinci  
Phone: (315) 668-4252

### **MILLARD HAWK ELEMENTARY**

74 School Drive  
Central Square, NY 13036  
Principal: Jennifer Smolnik  
Phone: (315) 668-4310

### **PAUL V. MOORE HIGH SCHOOL**

44 School Drive  
Central Square, NY 13036  
Principal: Dr. Heidi Sweeney  
Phone: (315) 668-4231

### **DISTRICT OFFICE**

44 School Drive  
Central Square, NY 13036

### **SUPERINTENDENT:**

Thomas J. Colabufo  
Phone: (315) 668-4220