

Keshiqua Central School
PO Box 517
Nunda NY 14517-0517

NON PROFIT
ORGANIZATION
US POSTAGE
PAID
PERMIT NO. 1
NUNDA NY 14517

School Board Members

Anita Buchinger, President
Paul Jackson, Vice President
Mark Ewing
Ken Forrester
Todd Galton
Jennifer Reichard
Barbara Waddle

Superintendent
Marilyn Capawan

District Clerk
Tammy Clark

Business Official
Dominic Aloisio

Keshiqua Central School District Mission Statement
The mission of Keshiqua Central School District is to provide opportunities to empower all students to be cooperative, self-directed lifelong learners, prepared to responsibly meet the challenges of the twenty-first century.



SUCCESS

2009-2010



KESHEQUA CENTRAL SCHOOL

KESHEQUA DISTRICT INFORMATION

Office Hours

All administrative offices within the District are open between 7:30 am and 4:00 pm daily all year. They may be contacted by telephoning the appropriate office.

Board of Education

The Board of Education establishes policies and adopts regulations for the conduct of the public schools. Its seven members, who serve without pay, are elected by the qualified voters of the District for a term of four years.

Responsibility for administering Board policies is vested in the Superintendent of Schools.

Board of Education and Term Expires

Anita Buchinger, June 2010
1457 St. Helena Rd., Mt. Morris NY 14510
Mark Ewing, June 2012
1831 Hoagland Rd., Mt. Morris NY 14510
Ken Forrester, June 2013
9949 Oakland St., Dalton, NY 14836
Todd Galton, June 2013
2146 Mill St., Nunda, NY 14517
Paul Jackson, June 2011
PO Box 1063, Nunda NY 14517
Jennifer Reichard, June 2010
12 Vermont St., Nunda, NY 14517
Barbara Waddle, June 2012
8350 Veley Rd., Mt. Morris NY 14510

Board Meetings

Meetings are usually held at 7:00 pm in the Board Room of the Nunda Building (the November and March meetings are held in the Dalton Building) on the second and fourth Thursday of each month (with some exceptions to accommodate holidays). Both meetings are regular business meetings. District residents are welcome to attend these meetings.

Resolving a Concern

The recommended procedure is to call the teacher first, then the respective principal – Elementary, Middle or High – then the Superintendent. If the problem hasn't been resolved, you may contact the Board of Education. It is important to follow this order in resolving concerns.

School Phone Numbers

Elementary School..... 476-2234
Middle School..... 468-2541
High School 468-2541
Central Business Office..... 468-2541
Bus Garage..... 476-5789

Central Administration Offices

Marilyn Capawan, Superintendent 468-2541 ext. 1105
Dominic Aloisio, Business Administrator 468-2541 ext. 1115
Tammy Clark, District Clerk/Sect. to the Supt. 468-2541 ext. 1105
TBD, Director of Curriculum and Instruction 468-2541 ext. 1102
Craig Benson, Director of Special Education 468-2541 ext. 2039
Jill Cotton, Special Education Secretary 468-2541 ext. 2034
Tina Button, District Treasurer..... 468-2541 ext. 1113
Susan Wojack, Payroll Clerk..... 468-2541 ext. 4113
Brenda Simmons, Account Clerk/Typist 468-2541 ext. 1104
Kimberly Flint, Food Service Director 468-2541 ext. 1173
James Van Sickle, Supt. of Buildings & Grounds..... 468-2541 ext. 1179
Ivan Beardsley, Transportation Supervisor..... 476-5789

Nunda Middle/High School (6-12)

Mark Mattle, Middle/High School Principal..... 468-2541 ext. 2019
Michele Seifried, Middle/High School Secretary 468-2541 ext. 2017
Deb Beaumont, Guidance 468-2541 ext. 2010
Annette Prince, Guidance 468-2541 ext. 2008
Debbie Simpson, Guidance Secretary 468-2541 ext. 4012
Pete Piraino, Athletic Director 468-2541 ext. 1197
Erin Galbraith, School Psychologist..... 468-2541 ext. 2033
Nedra Stevens, MS/HS Nurse..... 468-2541 ext. 2027
Rachel Thayer, Guidance..... 468-2541

Dalton Elementary School (Pre-K-5)

Ami Hunt, Elementary Principal 476-2234 ext. 1133
Brenda Weaver, Elementary Secretary..... 476-2234 ext. 1132
Tom Wiggins, Elementary Guidance 476-2234 ext. 1128
Noreen Sanford, School Nurse 476-2234 ext. 1148

Parent-Teacher Conferences

Parent-Teacher conferences for Grades K-8 have been set for November 23 & 24, 2009. These conferences have been an important and valuable part of pupil reporting procedures in our schools for some time. The value of parent-teacher conferences comes from a frank and honest exchange of information which can help both parties have a better understanding of the child, his/her abilities, his/her needs, the experiences which have formed his/her background to date, and the aspirations which will form his/her education in the future. To help realize this value we offer the following suggestions:

1. Please plan to keep the conference that you have scheduled.
2. If you are unable to keep your appointment, kindly notify the school as soon as possible.
4. Before attending the conference, you may find it helpful to make a list of things you wish to discuss with the teacher.

School Web Site

Visit the Keshequa Central School District website at [HTTP://www.keshequa.org](http://www.keshequa.org)

KCS District Has a Special 800 Phone Line

There is a special phone line into the Keshequa Central School Superintendent's office for anyone who has a concern they would like to communicate anonymously with the superintendent. This would include safety issues such as inappropriate or illicit activity on school grounds during the school day or after hours.

The number is 1-800-397-3177.

District Information continued...

District Office (585) 468-2541 • Middle School/High School Office (585) 468-2541 • Elementary Office (585) 476-2234

APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, submit a Direct Certification letter received from the Office of Temporary and Disability Assistance OR complete only one application for your household using the instructions. Sign the application and return the application to Keshuega Central School. Please complete a separate application for **each** foster child. Call the school if you need help at 468-2541. 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 for whom you are applying on one application. (For Foster Children, see Part 2)
- (2) List their grade and school.

PART 2

HOUSEHOLDS WITH A FOSTER CHILD SHOULD COMPLETE THIS PART AND SIGN PART 5. A foster child is the legal responsibility of a welfare agency or court. A separate application must be completed for each foster child.

- (1) List the foster child's monthly "personal use" income. ("Personal Use" income is money given by the welfare office identified by category for the child's personal use, such as an allowance, and all other money the child gets, such as money from his/her family or money from the child's employment.) Write "0" if the foster child does not get "personal use" income. SKIP PART 4. Do not list any other children, household members or income, or a social security number.
- (2) A foster parent or other official representing the child must sign the application in PART 5.

PART 3 HOUSEHOLDS GETTING FOOD STAMPS, TANF OR FDPPIR SHOULD COMPLETE THIS PART AND SIGN PART 5. COMPLETE A SEPARATE APPLICATION FOR A CHILD/CHILDREN WITH A DIFFERENT CASE NUMBER.

- (1) List a current Food Stamp case number, TANF or FDPPIR (Food Distribution Program on Indian Reservations) number. Do not use the number on your benefit card. The case number is provided on your benefit letter.
- (2) An adult household member must sign the application in PART 5. SKIP PART 4. Do not list names of household members or income if you list a food stamp case number, TANF or FDPPIR number.

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

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
- (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, bi-weekly, monthly, 2 x per month.** Changes in income during the school year no longer need to be reported.
- (3) 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.
- (4) The application must include the social security number of the adult who signs **PART 5** if Part 4 is completed. If the adult does not have a social security number, write "none". If you listed a food stamp, TANF or FDPPIR number, or if you are applying for a foster child, a social security number is not needed.

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

PRIVACY ACT STATEMENT

Section 9 of the National School Lunch Act requires that unless your children's food stamp, TANF or FDPPIR case number is provided, you must include the social security number of the adult household member signing the application, or indicate that the household member does not have a social security number. The disclosure of a social security number is voluntary. However, if a social security number is not given or an indication is not made that the signer does not have such a number, the application cannot be approved. The social security number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the application. These verification efforts may be carried out through program reviews, audits and investigations and may include contacting employers to determine income, contacting a food stamp or welfare office to determine current certification for receipt of food stamps or other benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by household members to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal actions if incorrect information is reported.

DISCRIMINATION COMPLAINTS

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, gender, or disability. To file a complaint, write to **USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY).** USDA is an equal opportunity provider and employer.

Whom to Consult

If your question concerns your child's work, the classroom or subject the teacher should be consulted. Do this through the principal's office. If your questions concern your child's educational program at the secondary level, the guidance counselor should be consulted. If your concern is a matter of school procedure or function, consult the principal of your child's school.

Parent Volunteers

What is "Project Star"?

Project Star is a volunteer program at the elementary building.

Who can be a volunteer?

A volunteer can be a parent, an older brother or sister, a grandparent, or any member of the community. A volunteer may be new to town or have lived here a long time. It is not necessary to have a child in school to be a volunteer. No previous training, diploma, or degree is necessary. Volunteers do not teach but are trained to work with the teacher and under the teacher's supervision, to reinforce materials presented by the teacher, or provide assistance to the teacher in the classroom.

Not all volunteer work is done in the classroom. Some volunteer work might include binding books that students have written, making copies, or helping a teacher to prepare a bulletin board. There are a thousand and one things you can do to help us help children. Volunteers and school staff make a good partnership for the entire community.

If you are interested in becoming a "Project Star" volunteer, please contact the Elementary School at 476-2234.

Family Vacations

Occasionally parents remove their children from school for family vacations. It is important to remember that teachers cannot replicate the class experiences a pupil misses. Teachers will do their best to assist pupils who are absent, although they must balance this task with their normal teaching responsibilities. Pupils must assume the responsibility of initiating the make-up process with their teachers.

Use of School Buildings & Grounds

As in the past, outside organizations will be able to use school facilities. The contact person is the Secretary to the Superintendent. She can be contacted between the hours of 7:30 am to 4 pm, Monday through Friday, at the Superintendent's Office located in the Middle/High School Building or by calling 468-2541 ext. 1105. The room cannot be reserved until a building use form is completed and returned to the Superintendent's Office. These forms are available in the Superintendent's Office or in either school building office. When the completed form is returned to the Superintendent's Office, it will then be processed. The organization will be notified as soon as possible as to availability and building use fees, if applicable.

Medications

If it is necessary for a child to take internal medication during school hours:

1. The parent must submit a written request to the school nurse.
2. The family physician must submit a written request in which he/she indicates the frequency and the dosage of the medication and the purpose for which it is prescribed.
3. The medication should be delivered to the school nurse by the parent or legal guardian.
4. The medication will be kept in the health office and administered by, or under the supervision of, the school nurse.
5. Medication must be in the prescribed bottle.

District Information continued...

How To...

Register New Students

For appointments: Grades Pre-K-5 phone 476-2234 ext. 1132. Grades 6-12 phone 468-2541 ext. 2017. Bring birth certificate, immunization, social security card, most recent report card, and if appropriate, guardianship papers.

Withdraw a Student

Phone the school your child attends. Complete school separation papers. Provide the district with the name of the school to which the student is transferring.

Schedule a Meeting With a Teacher

Contact your child's teacher at the appropriate school.

Change a Student Schedule, Obtain Financial Aid Information for College, Process a College Application, Check on a Student's Academic Progress

Contact your child's guidance counselor at 468-2541 ext. 4012.

Qualify for Free/Reduced Meals

Obtain the necessary application form from the building office. Complete the form accurately and return it to the appropriate building office. Free/reduced lunch applications are located on the last page of the calendar.

Qualify to Vote in School Elections

You must be a citizen of the U.S., 18 years of age or older, and a resident of the school district thirty (30) days prior to the vote.

Obtain Working Papers

Phone 468-2541 ext. 2017. Necessary forms will be distributed from the Middle/High School Office.

Discuss Transportation Problems

Phone the Transportation Supervisor at 476-5789 or your child's Principal at 476-2234 ext. 1132 (Elementary School) or 468-2541 ext. 2017 (Middle/High School).

Become a Member of National Honor Society & Junior National Honor Society

There are processes and criteria that need to be met by the student in order to be inducted.

Students are first recognized for consideration in NHS or JNHS by their overall average. To qualify, a student in seventh or eighth grade must have a thirty-week cumulative average of 89.5. For grades ten, eleven and twelve a student needs a thirty-week cumulative average for that school year of 90. These grades are obtained after the thirty-week report cards are completed.

Students are then notified that they have the opportunity to apply for selection to the JNHS or NHS and will be asked to complete a "Student Activity Information Form" listing all co-curricular, leadership, service and community activities in which they have participated. Another step of the process is that all teachers, advisors and coaches are asked to provide feedback on the qualifying students' scholarship, leadership, character and service to school.

After all this information is gathered a Faculty Council is formed, one for NHS and one for JNHS, and it is this council that will review the materials and make the final selection. Once their selections are made, students will be notified and asked to review their letter of acceptance. The students will then respond in writing as to whether they will accept membership into the Society.

The selection of members to National Honor Society and Junior National Honor Society occurs annually. Each year current members are reviewed and new members qualify for membership.

KESHEQUA DISTRICT INFORMATION

Excusing Children During the School Day

If a parent/guardian wants a child excused during the school day, a written request must be sent to school. Parents must come to the nurse's office to sign children out.

Visitors

You are welcome in our schools at any time. All visitors (including parents) should sign in at the information desk located in the lobby and report their presence and reason for being in the building. This request is made to aid you, to prevent the interruption of classes, and to prevent unauthorized individuals from entering the building. The buildings are locked but you may ring a buzzer for admittance to the main entrance of the Elementary School and the Church Street entrance of the Middle/High School.

Breakfast & Lunch Programs

The Keshequa Central School Breakfast and Lunch Programs operate on a self-supporting basis under state and federal regulations. Monthly menus are distributed to all elementary students and posted in the Elementary and Middle/Senior high school buildings, along with being posted on our website @ www.keshequa.org. The prices for the 2009-2010 school year are as follows:

- K-5 Breakfast Price \$1.25 / 6-12 Breakfast Price is \$1.35
- K-5 Lunch Price \$1.75 / 6-12 Lunch Price \$1.85
- Milk 45¢

A salad bar is available at the Middle/High School for grades 6-12 and at the Elementary School for Grades 3-5. Sandwiches are available daily at the Middle/High School only.

Emergency School Closings

When schools must be closed, the decision is made by the Superintendent of Schools based on available information and recommendations. If the decision is made to close the schools, the Superintendent informs the following radio and television stations which then broadcast the information immediately:

Radio: WHAM (1180AM), WBEE (92.5FM), WPXY (97.9 FM/1280AM), WISH (95FM)
Television: WKBW (channel 7), WHEC (channel 10), WOKR (channel 13)

If the schools must close during the day, parents should make sure children know in advance what to do should they come home unexpectedly and find no one there. Prior arrangements should be made to have children cared for until a parent arrives home.

Injury or Illness in School

In cases of illness or injury a student will not be sent home from school until the parent or legal guardian has been reached by phone and appropriate arrangements are made for his/her transportation from school. If the school nurse is unable to reach the parent or guardian, the child will be appropriately cared for in school for the remainder of the school day.

In the event of a serious injury or illness in school, appropriate first aid will be provided by the school nurse, and the parent or legal guardian will be contacted by phone. It is the responsibility of the parent or legal guardian to obtain subsequent treatment for the child. In the event that a parent or legal guardian cannot be contacted, or the injury is of an extremely serious nature, the school nurse may, at her discretion, have the student transported to the nearest emergency room by ambulance.

Should an accident or injury occur at school, the following procedures should be instituted. The accident must be reported to the school nurse. She will fill out her portion of the School Accident Report which will be provided to the

parent/guardian to complete and submit to the insurance company according to the procedures outlined in the pamphlet provided. Please bear in mind that, generally, claims must be done in a timely fashion and proceed from the time of an accident within prescribed deadlines. You must also keep bills and receipts in order to submit appropriate proof when making a claim.

The school's accident insurance is designed to pick up where private medical insurance coverage leaves off. All medical bills should be submitted to your own insurance carrier first. After your carrier has acted upon the claim, the school's insurance, under certain circumstances, may be considered for further claim.

Homebound Instruction

On occasion, students are unavoidably away from school for an extended period of time because of illness or injury. When parents know their child will be absent for a period of thirty days or more, they can request instruction at home through the building principal. The request must be accompanied by a doctor's note. The principal will arrange for temporary homebound instruction.

Attendance and Absence

New York State Education Law states that all children between the ages of 6 and 16 years of age in proper physical and mental condition shall receive full-time instruction public, private or parochial school.

There are some new policies and regulations regarding attendance at the Middle/Senior High School. First, at the Keshequa Central School attendance is required until the end of a school year in which students turn 17. Second, there are minimum attendance levels for students to earn credit in a course. (The Middle/Senior High School Student Handbook explains the regulations in detail.)

Absence

In accordance with the Laws of New York State and the Regulation of the Commissioner of Education, the following are excused reasons for absence in the Keshequa Central School District: 1) Personal illness; 2) Illness or death in the family; 3) Remedial health treatment (doctor, dentist, etc.); 4) Required appearance in court; 5) Religious observation; 6) Impassable roads or weather; 7) Approved cooperative work program.

Excuses for Absence

Upon returning to school, a student who was absent must give his/her homeroom teacher and/or Nurse's Office, a note stating the reason for the absence. This note must be signed by a parent/guardian.

Early Dismissal from the Regular School Day

Students may be excused for short periods of time during the day for dental and other medical appointments. A note signed by a parent/guardian must be presented stating the child's name, date, and reason for the early dismissal. The student will then sign out in the Nurse's Office. A parent/guardian must pick their child up. (Other adults must have written permission from parent/guardian.)

Pre-Notification of Student Absence

Parents have the responsibility of informing the school of any anticipated absence. This should be done so arrangements can be made prior to the absence for make-up instruction.

District Office (585) 468-2541 • Middle School/High School Office (585) 468-2541 • Elementary Office (585) 476-2234

KESHEQUA CENTRAL SCHOOL DISTRICT

Attachment IIIA
 School Year 2009-2010
 Withdrew _____

COMPLETE ONLY ONE APPLICATION FOR YOUR HOUSEHOLD

_____ F _____ R _____ D
 Temp Fee Expires _____
 45 Days

FAMILY 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 per household, sign your name and return it to Keshequa Central School. Call 468-2541 if you need help. For additional names, list on a sheet of paper.

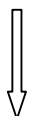
1. **CHILDREN IN SCHOOL:** (Complete a separate application for each foster child or use the Single Child Application.)

Children's Names (Last, First, MI)	Grade/Teacher	School

2. **FOSTER CHILD:** If the above named child is the legal responsibility of a welfare agency or court, check this box. List the child's personal use income: _____ (Write "0" if the child has no personal use income.) Skip to Part 5.

3. **HOUSEHOLDS GETTING FOOD STAMPS OR TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF):** Complete this section and sign the application in Part 5 **OR** submit a Direct Certification letter from the Office of Temporary and Disability Assistance or Food Distribution Program on Indian Reservations (FDPIR). Complete a separate application for children with a different case number or no case number. Write your case number as provided on your benefit letter, **not the number on your benefit card.**
 Food Stamp Case #: _____ TANF/FDPIR Case #: _____

4. **HOUSEHOLD MEMBERS & TOTAL HOUSEHOLD INCOME:** If you did not give a food stamp or TANF case number, or submit a Direct Certification letter, complete this part and all of part 5.

Show how often each amount is received. See Examples 	CURRENT INCOME/PAY PERIOD			
	Examples: \$100.29/weekly, \$100.29/bi-weekly, \$100.29/2x per month, \$100.29/monthly If pay period is not noted, the reviewing official will process the reported income amount as received WEEKLY.	Earnings From Work Before deductions	Child Support, Alimony, Etc.	Payments from Pension or Retirement
1. _____	Amount / How Often	Amount / How Often	Amount / How Often	Amount / How Often
2. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
3. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
4. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
5. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
6. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
7. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____

5. **SIGNATURE:** An adult household member **MUST** sign the application before it can be approved. I certify that all of the information is true and that all income is reported. I understand that the information is being given for the school to receive federal funds; that school officials may verify the information and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and federal laws, and my children may lose meal benefits.

SIGNATURE: _____ DATE: _____ SOCIAL SECURITY # _____

Home Telephone _____ Work Telephone _____ Mailing Address _____ Zip Code _____

SOCIAL SECURITY NUMBER: If Part 4 is completed, the adult who signs the application must provide his/her Social Security number.

DO NOT WRITE BELOW THIS LINE - FOR SCHOOL USE ONLY

ANNUAL INCOME CONVERSION (ONLY CONVERT WHEN MULTIPLE FREQUENCIES ARE REPORTED ON APPLICATIONS): WEEKLY X 52; EVERY 2 WEEKS X 26; TWICE A MONTH X 24; MONTHLY X 12

FOOD STAMP, TANF, Foster Child
 INCOME HOUSEHOLD: Total Household Income/Frequency: _____ / _____ Household Size: _____
 Application APPROVED for: Free Meals Temporary Free (expires in 45 days) _____ / _____ / _____ Reduced Price Meals
 Application DENIED

Date Notice Sent: _____ Signature of Reviewing Official: _____ Date: _____

Dear Parent/Guardian:

Children need healthy meals to learn. (School Name) offers healthy meals every school day. For grades K-5 breakfast costs \$1.25 and lunch costs \$1.75. For grades 6-12 breakfast costs \$1.35 and lunch costs \$1.85. Children from households that meet federal income guidelines (outlined below) are eligible for free meals or reduced price meals. Reduced price meals cost each eligible student \$2.75 for lunch and \$2 for breakfast. To apply for free or reduced price meals, submit a Direct Certification letter from the NYS Office of Temporary and Disability Assistance OR complete the enclosed application, sign it, and return it to Keshequa Central School as soon as possible. Please refer to the guidelines contained in this letter when completing the application. We cannot approve an application that is not complete, so be sure to fill out all required information.

- 1. Do I need to fill out an application for each child?** No. Complete the application to apply for free or reduced price meals. Do not fill out more than one application for your household.
- 2. Who can get free meals?** Children in households getting Food Stamps or TANF and most foster children can get free meals regardless of your income. Also, your children can get free meals if your household income is within the free limits on the Federal Income Guidelines. Each foster child must be listed on a separate application, with Part 2 completed and include an adult signature.
- 3. Can homeless, runaway and migrant children get free meals?** Please call 468-2541 ext. 1115 to see if your child(ren) qualify, if you have not been informed that they will get free meals.
- 4. 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 Income Chart, shown on this application.
- 5. Should I fill out an application if I received a letter this school year saying my children are approved for free or reduced price meals?** Please read the letter you received carefully and follow the instructions. (Call the school at [phone number] if you have questions.
- 6. 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 an application.
- 7. Will the information I give be checked?** The school may ask you at any time during the school year to verify your eligibility. You will be notified, in writing, if you have been selected for Verification. School officials may ask you to send papers showing that your child should receive free or reduced price meals at the time you applied.

8. If I don't qualify now, may I apply later? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, TANF or other benefits. If you lose your job, your children may be able to get free or reduced price meals.

9. 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: [name, address, phone number].

10. May I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.

11. 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). You must include yourself and all children who live with you.

12. What if my income is not always the same? List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.

Income Chart: The following chart lists income levels according to household size and income levels received either yearly, monthly or weekly. If your total household income is the same or less than the amounts on the Income Chart below, your children may be eligible to receive free or reduced price meals.

How to Apply: To get free or reduced price meals for your children you may submit a Direct Certification letter received from the NYS Office of Temporary and Disability Assistance. OR carefully complete one application for your household and return it to the designated office. If you now receive food stamps, Temporary Assistance to Needy Families (TANF) for any children, or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household food stamp, TANF or FDPIR case number and the signature of an adult household member. All children with the same case number may be listed on

REDUCED PRICE ELIGIBILITY INCOME CHART

Effective from July 1, 2009 to June 30, 2010

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$20,036	\$1,670	\$835	\$771	\$386
2	\$26,955	\$2,247	\$1,124	\$1,037	\$519
3	\$33,874	\$2,823	\$1,412	\$1,303	\$652
4	\$40,793	\$3,400	\$1,700	\$1,569	\$785
5	\$47,712	\$3,976	\$1,988	\$1,836	\$918
6	\$54,631	\$4,553	\$2,277	\$2,102	\$1,051
7	\$61,550	\$5,130	\$2,565	\$2,368	\$1,184
8	\$68,469	\$5,706	\$2,853	\$2,634	\$1,317
For each additional family member add:	\$6,919	\$577	\$289	\$267	\$134

the same application. Separate applications are required for children with different case numbers. If you do not list a food stamp, TANF or FDPIR case number for all the children for whom you are applying, the application must include the names of everyone in the household, the amount of income each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and that adult's social security number, or the word "none" if the adult does not have a social security number. An application that is not complete cannot be approved. Contact your local Department of Social Services for your food stamp or TANF case number or complete the income portion of the application.

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

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.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

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.

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,
Marjori Capraro, Superintendent

KESHEQUA CODE OF CONDUCT

As required by law, the Code of Conduct will be reviewed and given to all students.
Printed below is a summary of the Code of Conduct for parents and all visitors.

Conduct on School Property

The Keshequa Central School District expects a high standard of conduct from its students, faculty and support staff, as well as visitors to the schools. The school will enforce a code of conduct which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the district and used in its teaching, administrative, cultural, recreational, athletic, and other programs and activities.

No Person, Whether Alone Or With Others, Shall:

- willfully injure any other person or threaten to do so;
- willfully damage or remove district property;
- disrupt the orderly conduct of classes, school programs or other school activities;
- distribute or wear materials on school grounds which appear obscene, which advocate illegal action, discriminate against race, nationality, religion, or sexual orientation, appear libelous, disruptive to the school program or obstruct the rights of others;
- intimidate, harass, or discriminate against any person on the basis of race, color, religion, sex, age or disability;
- enter upon any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
- obstruct the free movement of any person in any place to which these rules apply;
- violate traffic law, parking regulations or other restrictions on vehicles;
- possess, consume, sell, distribute or exchange alcoholic beverages, controlled substance, or be under the influence of either on school property or at any school-related function;
- possess or use firearms and/or other weapons, including air guns, pistols, rifles, shotguns, ammunition, explosives, box cutters, knives, gas canisters, pepper spray or other noxious spray in or on school property (except in the case of law enforcement officers or except as specifically authorized by the school district);
- loiter on or about school grounds;
- gamble on school premises;
- refuse to comply with any lawful order of an identifiable school district official acting in the performance of his or her duties;
- willfully incite others to commit any of the act herein prohibited; and/or
- violate any federal or state statute, local ordinance, or Board policy.

Penalties:

Anyone who violates any of the provisions of these rules is subject to appropriate penalties, up to and including reprimand, suspension, ejection, arrest, and/or prosecution.

Behavior Code for Students Middle/High School

Please find guidelines, which will be used to determine consequences for misbehavior in school. The district reserves the right to determine the appropriate consequence depending on the severity of conduct.

Level I Examples

Disruptive in class	As per Class Management Plan
Unprepared for class	Record intervention on Level I Referral Form
Failure to follow teacher directions	Call home to parent/guardian
Inappropriate language or gestures	Mail appropriate copy of Referral Form home
Inappropriate items (see Contraband)	Law enforcement consultation or law enforcement referral

Level I Consequences

Level II Examples

Cheating/Plagiarism	Zero for work
Forgery	Suspension: 1,3,5 days
Harassment (verbal)	Extended detention
Harassment (physical)	Teacher consequences
Failed to stay for detention	Law enforcement consultation or law enforcement referral

Level II Consequences

Level III Examples:

Use, abuse or possession of illegal substance	Suspension 5 days
Arson	Law enforcement referral
Assault/Fighting	Superintendent's Hearing
Bomb threat*/False fire alarm	Restitution, Peer mediation
*A bomb threat is a NYS Felony	
Harassment (Sexual, physical, or verbal)	Ten or more days any type of suspension (including ISS, OSS, etc.)
Theft/Vandalism/Weapons	Ten or more days any type of suspension (including ISS, OSS, etc.)

Level III Consequences

Behavior Code For Chemical Substances

Examples of Misconduct:

- Being under the influence of, or possessing, an alcoholic beverage, tobacco, other intoxicants, or other drugs on the school grounds, in school buildings, while under school supervision
- Presenting any substance as a drug
- Possession of drug paraphernalia, including (but not limited to: rolling papers, roach clips, razors, scales, and needles)

Student Consequences:

- Student will undergo a mutually agreed upon certified, chemical use/abuse/dependency evaluation.
 - Five Day Out of School Suspension
 - Tobacco: Student will be suspended 1,3 or 5 days (for each occurrence)
- Student will attend Insight Class 7 times or as they are scheduled *Failure to attend Insight Class will result in the suspension/restriction from extra-curricular activities for 20 weeks.

Code of Conduct continued...

KESWICK COUNTY SCHOOLS CODE OF CONDUCT

Elementary School

Level I Examples

Refusal to follow rules for the person in charge.....
 Inappropriate gesture or language
 Actions that are inappropriate by the student that could result in a safety problem for self and others
 Horseplay

Level I Consequences

Verbal reprimand and warning
 Counseling
 Special assignment/Withdrawal of privileges
 Principal contact/Parent contact

Name calling/and or picking on other children

Special assignment/Withdrawal of privileges
 Principal contact/Parent contact
 Special assignment/Withdrawal of privileges
 Principal contact/Parent contact

Actions that are inappropriate, distracting and disruptive to the teacher and/or other students
 Homework not completed (unprepared for class).....

Special assignment/Withdrawal of privileges
 Principal contact/Parent contact
 Special assignment/Withdrawal of privileges
 Principal contact/Parent contact

Level II Examples

Destruction of property
 Fighting
 Swearing.....
 Harassment - verbal or physical
 Smoking.....
 Insubordination (repeated or defiant refusal to follow directions)
 Assignments not completed repeatedly.....
 Lying

Level II Consequences

Administrative reprimand
 Withdrawal of privileges
 Counseling referral (school support personnel)
 Special assignment
 Parent involvement/notification
 Extended detention 2:20 - 5:00 pm
 In-School suspension
 Referral to outside agency
 Parent conference

Level III Examples

Unmodified Level I or II misbehaviors.....
 Arson/false reporting of fire
 Deliberately striking another.....
 Possession/use/transfer of dangerous weapons
 Violations of federal, state or local laws
 Possession of harmful or controlled substances/Theft

Level III Consequences

Parent hearing
 Suspension
 Psychological treatment
 Other school placement
 Charged under NYS criminal code or
 Referred to appropriate law enforcement agency

Rules & Regulations

Conduct Expected on School Buses

A bus driver's job is a difficult one - to ensure that each student has a safe ride to and from school. Bus drivers have the same student supervision responsibilities as teachers. Thus, the school bus is an extension of the classroom. Therefore, students are expected to follow these rules when they are on the bus:

- Remember that all school rules apply on the bus.
- Stay seated until the bus stops (then, if needed, ask your driver for permission to move to another seat).
- Talk quietly using your "three foot voice."
- Keep the bus clean (i.e., no littering, eating, chewing gum, drinking).
- Keep your hands, feet, and objects to yourself.
- Be courteous at all times (i.e., no vulgar/obscene language or behavior and no put downs, no insults).
- Keep the bus safe (i.e. don't bring glass objects, pets, matches, firecrackers, lighters, aerosol cans, etc.).
- Cross 10 feet in front of the bus - make sure you make eye contact with the driver before crossing the street.

Student Discipline

One of the most important lessons education teaches is discipline. While it does not appear as a subject, it is one of the foundation blocks for a successful school experience. It is the principles of self-control, character development, good citizenship and positive interactions with others that help children to be successful. In an atmosphere of consistency and clearly defined expectations followed with rewards and consequences, children will have a clear understanding of how behavior impacts themselves and others. Our daily emphasis is on the positive nature of each child - reinforcing the qualities that lead to a healthy self esteem. With this understanding, children can then develop themselves into well-rounded individuals with a strong foundation to become good citizens within a community.

Along with many ways to emphasize positive behaviors, our discipline code describes different levels of infractions from minor to very severe misbehaviors. The code defines each level and its procedure. Some examples of student behavior and possible consequences are also included.

As part of the District's discipline procedure, we feel the home and school need to work together as partners. Communication is a vital link to that partnership. When major discipline issues are involved, a school conduct report will be sent home. We ask that you discuss this with your child as a family concern, add your comments and return it to school.

Code of Conduct continued...

District Office (585) 468-2541 • Middle School/High School Office (585) 468-2541 • Elementary Office (585) 476-2234

2010 August 2010

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NOTIFICATION INFORMATION

Use of Pesticides on School Grounds

According to Education Law Section 409-h all public and private schools in New York State are to inform parents and employees regarding the use of pesticides on school grounds. This notification is provided three times per year following winter and spring recess and at the end of the school year. The notification is to include the date, location and product used for each pesticide application at the school since the last notice.

The district is also to maintain a list of staff and parents that wish to receive 48-hour advance written notice of pesticide applications, with instructions on how to register and receive such notice. A notice will be published in our school newsletter, The Chronicle, for individuals interested in receiving such notification.

Below is a sample letter faculty, staff and parents may use if interested in receiving prior notification. I would ask that all letters be returned to the Payroll Clerk for new employees and to the building principal for current employees and students, who will in turn send them to our Buildings and Grounds Supervisor, Mr. VanSickle who will keep those names on file.

Should anyone have questions regarding this process or the use of pesticides, please contact James VanSickle at 585-468-2541 ext. 1179.

Sample Letter to Request Notification of School Pesticide Application

Date _____

Dear _____

It is my understanding that, starting July 1, 2001, a state law requires every school to maintain a list of parents/employees who wish to receive advance notice of pesticide applications at Keshequa Central School buildings. Each time pesticides are scheduled to be applied, parents and employees on the list must be provided with a written notice at least 48-hours in advance that will specify the specific date and location of the application, the name and EPA registration number of the product being applied, the name and number of person at the school who can be contacted to discuss the precautions being taken to protect children from exposure, and telephone numbers of information services that can provide specific information about the pesticides being applied.

Please consider this my formal request to be placed on the list to receive those notices and information. If the notices are mailed, please mail them to me at the following address:

I can be reached by telephone at the following numbers:

Sincerely,

(signature)

Direct Certification Fact Sheet

Direct certification is the process that enables children from families receiving food stamps or Temporary Assistance to Needy Families (TANF) to receive free meals or free milk at school without having to complete an application. In New York State, TANF is the program used to disseminate Temporary Assistance to Needy Families (TANF) funds. TANF has replaced Aid to Families with Dependent Children (AFDC) as a result of welfare reform legislation. In conjunction with the State Education Department, the New York State Office of Temporary and Disability Assistance (TADA) is sending a letter to all families with school-age children (ages 4-18) who currently receive food stamps or TANF benefits. This letter (sample follows) can be submitted to the child's school as certification of eligibility of the child/children listed for free meals or milk in lieu of the family completing an application for free meals/milk. SFAs must still provide families with school-age children free/reduced price applications and parent letter.

Direct Certification results in more students gaining access to the school nutrition programs, because some parents do not complete the application forms correctly or do not submit applications. Since direct certification letters do not need to be reviewed for completeness, administrative time incurred by reviewing officials to process applications will be reduced. Additionally, direct certification letters are not subject to the verification process and will reduce the number of applications which schools must verify, thereby further reducing administrative time and cost.

To deter ineligible families from receiving benefits, the letter from TADA will use three different fonts or print styles - one for the family name and address, another for the body, and a third for the listing of eligible children.

Families must submit the original letter to the child's school in order to protect the integrity of the process.

Families applying for food stamps or TANF after the annual Direct Certification letters have been generated are receiving a statement with their approval of benefits notice. This statement is also an additional acceptable form of direct certification. Families must provide both the cover letter (which has the family name and address) and the page that validates that the children named are eligible for free meals.

Record keeping and reporting requirements for children whose eligibility is obtained from these direct certification letters are the same as for free and reduced price application forms. They must be:

- retrievable by building, where the child is fed;
- and maintained for three years plus the current year, regardless of the child's actual attendance during this period.

Please ensure that principals, teachers and the school lunch director in your district/school are made aware of this method of certification for free meals/milk and the name of the reviewing official. In the event that some students present them with a direct certification letter, they would be able to forward it directly to the reviewing official for immediate processing.

District Office (585) 468-2541 • Middle School/High School Office (585) 468-2541 • Elementary Office (585) 476-2234

KESHEQUA CODE OF CONDUCT

Student Dress Code – Policy #7312

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parent(s) have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable dress and help students develop an understanding of appropriate appearance in the school setting.

Student Dress Code

As stated in Board of Education Policy #7312, the responsibility for the dress and appearance of students shall rest with individual students and parents. They have the right to determine how the student shall dress, provided that such attire does not interfere with the operation of the school or infringe upon the general health, safety and welfare of District students or employees. Student dress and appearance must be in accordance with the District Code of Conduct. The administration is authorized to take action in instances where individual dress does not meet these stated requirements.

While the school administration may require students participating in physical education classes to wear certain types of clothing such as sneakers, socks, shorts, tee shirts, they may not prescribe a specific brand which students must buy.

This policy does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that a student shall not be prevented from attending school or a school function, or otherwise be discriminated against, so long as his/her dress and appearance meet the above requirements. Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

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 educational process.
2. recognize that extremely brief and see-through garments are not appropriate.
3. ensure that underwear is completely covered by outer clothing.
4. include footwear at all times; footwear that is a safety hazard will not be allowed.
5. include the wearing of hats only in the hallway, except for a medical or religious purpose.
6. not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, ancestry, national origin, sex, 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 distract or go against reasonable health and safety standards.

The following modes of dress are deemed unacceptable as they disrupt and interfere with the educational process:

- Swimsuits
- Garments that are too short or too tight, (e. g. spandex shorts, short-shorts, etc.); shorts should be at least finger tip length
- Bare feet
- Garments with obscene messages or that advertise drugs or alcohol
- Bare midriffs and backs, halter tops, tube tops, strapless tops, spaghetti straps, muscle shirts; (top straps should be a minimum width of 2")

- Clothes that expose the body/underwear when reaching or bending (see through clothing)
- Torn clothing that exposes the skin or underwear
- Hats may be worn in the hallways.
- Offensive jewelry or offensive body ornaments
- Dog collars or chains e.g. around the neck, belt loop to wallet, wrist, etc.)
- Any other item that is distracting or goes against reasonable health and safety standards

Violation Of Dress Code

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 suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Immunizations

Under Section 2164 of the New York State Public Health law, all children attending school must be immunized against diphtheria, polio, measles, mumps, and rubella. Minimum requirements include the following:

- 3 doses of diphtheria toxoid (usually administered as either DTP, DT, Td, or DTAP)
- 3 doses of oral polio vaccine (OPV) or 4 doses of Salk vaccine (IPV) administered after 1968.
- 2 doses of live measles vaccine, first administered after the age of 12 months and one after 15 months of age.
- 1 dose of live mumps vaccine administered after the age of 12 months.
- 1 dose of live rubella vaccine administered after the age of 12 months, or serological evidence of rubella Immunity (blood test). The rubella requirement does not apply to females over age 11.

Students who have had measles or mumps must provide a signed certificate from a licensed physician verifying the diagnosis. If this is not provided, the child must be vaccinated.

Incoming 7th graders must have the Hepatitis B vaccine series.

Immunizations can be received from your family physician or at one of these free clinics which is held the:

- First Tuesday of each month at the Masonic Temple, 68 Elizabeth St., Dansville, 4:30 – 6:00 pm,
- Second Tuesday of each month at the Untied Methodist Church, State and Church St., Dalton, 9:30 – 11:00 am,
- Third Tuesday of each month, Central Presbyterian Church, 133 Genesee St., Avon, 4:30 – 6:00 pm or the
- Fourth Tuesday of each month at the Livingston County Dept. of Health, Bldg #2, Mt. Morris, 4:30 – 6:00 pm

For more information about these free clinics call the Livingston County Health Department at 243-7290.

District Office (585) 468-2541 • Middle School/High School Office (585) 468-2541 • Elementary Office (585) 476-2234

NOTIFICATION INFORMATION

Notification of Rights Pursuant to the Family Educational Rights & Privacy Act

Dear Parent or Eligible Student:

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as "eligible students") the following rights:

- The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.** Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.** Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

Upon request, the district discloses education records without consent to officials or another school district in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.** The Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605

Notification of Parental Rights to Withhold Certain Information from Military Recruiters

Pursuant to the No Child Left Behind Act, The Keshequa Central School District must disclose to military recruiters or institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students. The district must also notify parents of their right and the right of their child to request that the district not release such information without prior written parental consent.

Parents wishing to exercise their option to withhold their consent to the release of the above information to military recruiters or institutions of higher learning must send a written objection to the Building Principal by September 30, 2009.

Notification of Rights Under Protection of Pupil Rights Amendment

The Board of Education recognizes that student privacy is an important concern of parents and the Board wishes to ensure that student privacy is protected pursuant to the Protection of Pupil Rights Amendment, as revised by the No Child Left Behind Act of 2001. To that end, the Board has adopted a policy on student privacy.

Under the Protection of Pupil Rights Amendment, as revised by the No Child Left Behind Act, and the Keshequa Central School District policy on student privacy, you have the right to opt your child out of the following activities:

- The collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to students, such as:
 - college or other postsecondary education recruitment, or military recruitment;
 - book clubs, magazines and programs providing access to low-cost literary products;
 - curriculum and instructional materials used in schools;
 - tests and assessments used to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information for students or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - student recognition programs; and
 - the sale by students of products or services to raise funds for school-related activities.
- The administration of any survey revealing information concerning one or more of the following:
 - political affiliations or beliefs of the student or the student's parent;
 - mental or psychological problems of the student or the student's family;
 - sex behavior or attitudes;
 - illegal, anti-social, self-incriminating or demeaning behavior;
 - critical appraisals of other individuals with whom respondents have close family relationships;
 - legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;

Notification Information continued...

District Office (585) 468-2541 • Middle School/High School Office (585) 468-2541 • Elementary Office (585) 476-2234

2010 2010 July 2010 2010

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NOTIFICATION INFORMATION

- g. religious practices, affiliations or beliefs of the student or the student's parent; or
- h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening. It does not apply to any physical examination or screening required or permitted under state law, including those permitted without parental notification.

If you have any questions about the district's student privacy policy and your right to opt your child out of certain activities, please contact the Building Principal.

Parental Right To Request and Review Information Regarding Teacher Qualifications

In accordance with the federal No Child Left Behind Act of 2001, parents and guardians have the right to request specific information about the professional qualifications of their children's classroom teachers. As a parent/guardian of a student in the Keshequa Central School District, you have the right to request the following information:

- If the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he or she teaches;
- Whether the teacher is teaching under emergency or other provisional status through which the state qualification or licensing criteria have been waived;
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- If your child is provided services by any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Requests for information about the qualifications of your child's teacher(s) can be directed to the Building Principal. All requests will be honored in a timely manner. Thank you for your continued support and interest in your child's education.

In addition to the rights outlined above, FERPA also gives the school district the option of designating certain categories of student information as "directory information." Directory information includes a student's name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address, and class roster.

You may object to the release of any or all of this "directory information." However, you must do so in writing by September 30, 2009. If we do not receive a written objection, we will be authorized to release this information without your consent.

Request For Pesticide Application Notification

The Keshequa 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 notice of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- anti-microbial products
- nonvolatile rodenticides in tamper-resistant bait stations in areas inaccessible to children
- nonvolatile insecticidal baits in tamper-resistant bait stations in areas inaccessible to children
- silica gel and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children
- boric acid and disodium octaborate tetrahydrate
- the application of EPA-designated biopesticides
- the application of EPA-designated exempt material under 40 CFR 152.25
- the use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.

In addition, there will be no written notice of such application when a school remains unoccupied for a continuous 72 hours following an application.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good-faith effort will be made to supply written notification to those on the 48-hour prior notification list. If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please send the following information to Keshequa Central School, Attn: Jim VanSickle, PO Box 517, Nunda, NY 14517: 1) Student's Name; 2) Parent's Name; 3) Address; 4) Evening Phone:

Please feel free to contact the Office of the Superintendent at 585-468-2451 ext. 1105 for further information on these requirements.

AHERA Notice (Asbestos Hazard Emergency Response Act)

The buildings in the Keshequa Central School District have been inspected for Asbestos Containing Building Materials (ACBM). Maps indicating the locations and the condition of the ACBM can be viewed by contacting the local education agency designee, James VanSickle, Maintenance Department at (585) 468-2541 ext. 1179.

Notification Information continued at top of August 2010...

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COUNSELING/SPECIAL EDUCATION

Counseling Services

The support services of the school counselor are offered by the school in order to help your child be as successful as possible in his/her learning experience and personal growth.

Besides providing individual counseling, the school counselor offers Changing Family Support Groups at the elementary school for those children who have experienced changes in their family structures such as separation, divorce, remarriage, death, etc. Also offered are support groups in friendship skills, problem solving, stress management and "classroom survival" skills.

Due to the increasing difficulties alcohol and drug use and abuse in families present for children, the school counselor offers a Concerned Persons Support Group at the elementary school dealing with these issues. In the case of this support group, children with concerns may ask to join on their own, though parents who know that this could be a problem in their families should contact the school counselor to include their children. All information in this area is held in strict confidence.

If you have any questions about any of these groups and your child's involvement, please contact the school counselor. Together we can make your child's elementary school years as productive as possible.

Speech & Language Services

In accordance with federal regulations (PL 94.142) and state regulations (Part 200), Keshequa Central School is obliged to identify, locate, evaluate and provide speech and language services for those children in need.

In the spring of each year, all prospective kindergarten students are screened for speech and language difficulties. During the course of the year, all new students to our district and all referrals are also screened. If a child is found to be in need of further speech and/or language testing, the parent will be notified regarding permission

for such further testing and any necessary speech and/or language therapy. Therapy sessions are held during school hours. Children meet with the school speech/language pathologist one to five times per week, depending on their individual needs. Every effort is made to schedule children when it will least disrupt their classroom subjects and activities.

School Psychologist Services

We have the services of a school psychologist at both the Middle/ High and Elementary Schools. The psychologist, with the referral of a teacher and consent of the parents, will examine a student. The examination is for the purpose of helping to determine the learning conditions and other services necessary to provide the child with the best possible educational program. The school psychologist also provides consultation with parents with suggestions that may help any given situation.

Programs for Students Under Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Keshequa Central School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the school district. Under Section 504 the school district has the responsibility to identify and evaluate individuals who need special accommodations.

Special Education Services

Keshequa offers a full range of special education programs. We applied for and were granted a New York State variance for an "Innovative" program. This program, a "Blended" Model, allows us to provide special education services in the general education classroom. It is a collaborative approach with services being provided to the students by a variety of professionals, including the regular education teacher, special education teacher and special area teachers (such as Speech and Language Pathologist, Occupational Therapist, or Remedial Staff) who work together to plan and teach cooperatively. Special education services are delivered to the children in the regular education classroom rather than the students receiving services in a separate setting. At times however, small groups of students are brought together to focus on specific needs. In addition, the District has self-contained programs for our students who need more intensive services. A wide range of related services are provided including, Speech and Language Therapy, Occupational and Physical Therapy, Adaptive Physical Education, Teacher of the Deaf, Assistive Technology, Counseling, 1:1 aides and audiological. Many times these services integrate into the regular classes and become an important part of the team that serves our students with special needs.

The Committee on Special Education (CSE) is the committee that evaluates and determines a child's need and eligibility for special education services. If you have any questions about Keshequa's special education services or Committee on Special Education you may contact the CSE Chairperson, Craig Benson, at 468-2541 ext. 2034, or the Building Principal.

Preschool Special Education

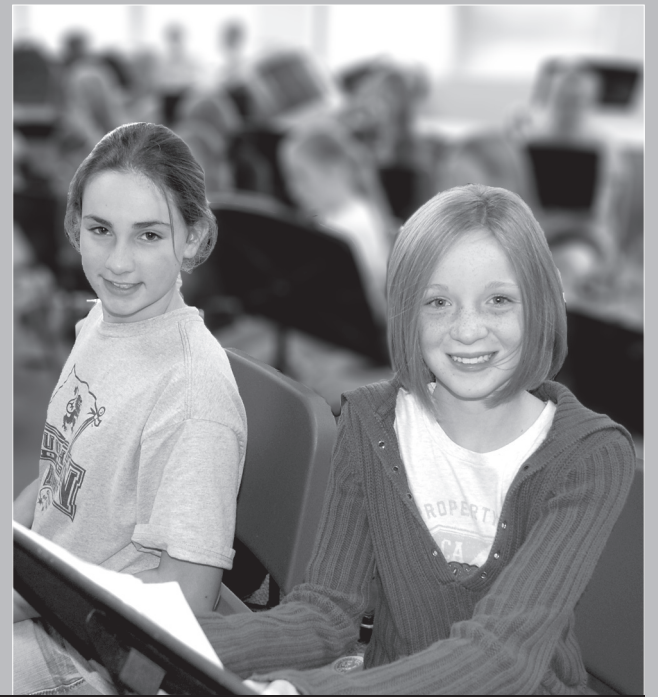
All children grow and develop at different rates. It is very important to know early in a child's development if he or she needs special help. The services of the District are available to help you determine if your child has special needs.

If you are concerned that your preschool child may have problems, or developmental delays, we can offer a free diagnostic evaluation and services. Our goal is to provide the services early to prevent problems later. If you would like more information, please contact Craig Benson, at 468-2541 ext. 2034.

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2010 2010 June 2010 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MAY 2010 S M T W R F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23/30 24/31 25 26 27 28 29	JULY 2010 S M T W R 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					SAT
		1	2	3	4	5
6	7	8	9	10	11	12
	Elementary Flay Day Program 8:30 am			Board of Education Meeting, Nunda 7:00 pm		ACT
13	14	15	16	17	18	19
Father's Day Baccalaureate 6:30 pm	Kindergarten Graduation 9:00 am	Grades K-2 Awards Assembly 8:45 am 5th Grade Graduation 6:30 pm	Grades 3-5 Awards Assembly 8:45 am	Last Day of School Board of Education Meeting, Nunda 7:00 pm	Fourth Marking Period Ends	Graduation 11:00 am
20	21	22	23	24	25	26
27	28	29	30			



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GRADUATION REQUIREMENTS

The Regents set high expectations by defining Learning Standards. All students must pass five Regents examinations in order to graduate from high school. These exams make the Standards very concrete.

Consequently, students now face a much more rigorous set of requirements when they enter high school. Local diplomas have been eliminated and every student will have to pass Regents exams in English, math, global studies, U.S. history, and science in order to earn a diploma.

To graduate, all students will be required to complete 22 units of study. These will include four units in English, four units in social studies, three units in mathematics, three units in science, one unit in art and/or music, one half unit in health, two units in physical education and a unit in a language other than English.

The new graduation requirements will ensure that students get the quality education they are entitled to and, at the same time, enable each student to learn to the best of his or her abilities. The requirements are intended to make sure that all students have access to the school curriculum they need to succeed.

Children are different from one another in abilities, background, and needs, and yet they all must be ready for challenging times ahead. Some students need courses that are accelerated, while others need slower-paced courses. Some learn best in traditional academic programs, while others thrive in more applied courses that link academic content to occupational or technical fields.

Many students who have not been in challenging programs before will need additional time in the school day—an extra session in math, for example, to supplement the regular course. Educators are working to ensure the right balance between a rigorous core of expectations and enough flexibility to meet the needs of a variety of students. The constant is higher achievement, not how long it may take a student to achieve.

How Will the New Requirements Affect Special Education Students?

There must be a safety net for students with special needs. Few students in special education have had the chance to take challenging academic work or Regents exams. Sixty percent now graduate by passing Regents Competency Tests (RCTs). We cannot know how many could pass a Regents exam until they have the chance to try. It is important to give them this opportunity because they, like all the rest, will become citizens, workers and individuals who need high-level skills. Under the new graduation requirements students receiving special education services and pursuing a regular diploma will be given the opportunity to meet the Standards by taking Regents exams. If they do not pass the Regents exam, they will still be able to take the RCTs and earn a local diploma. Individual Education Program (IEP) diplomas will continue for students with severe disabilities. IEP diplomas require satisfactory completion of learning program outlined in the student's Individual Education Program. All IEPs will be based on attainment of state Learning Standards appropriate to the individual student's disability.

A Note on Parent Involvement

Homework should be the responsibility of the parents as well as children say experts with the US Dept. of Education. Letting your children know that you are interested in what they are learning, and that you are willing to help them learn, may motivate them to keep up, in school and out.

The experts recommend:

- Parents set regular times for homework based on what works best for the family.
- Children have a special, quiet place for study with ample light, access to pencils, erasers, paper, a dictionary, etc.
- Parents set a good example by engaging in activities such as reading and writing. Parents should attend school activities and volunteer when possible.
- Parents ask their children about homework assignments and make certain the children know what is expected of them. Parents can check completed assignments, and review trouble areas. Most importantly, offer praise for work well done.

Graduation Requirements

In order to secure a diploma, a student must meet standards and requirements set forth by the State of New York and the Board of Education. The district administration must establish local regulations which conform to all state requirements. However, such regulations may exceed the minimum requirements set by the state.

If a student is seeking a Regents diploma, he/she must meet all of the requirements stipulated below and successfully pass the state-required Regents examinations and the district's twelfth-grade Regents level English and Social Studies courses (or appropriate college level courses with prior approval of the Superintendent).

Diploma Requirements

English – 4 units; Social Studies – 4 units; Math – 3 units; Science – 3 units; Physical Education – 4 years; Health – 1/2 unit; Fine Arts, Home & Career/Art/Music/Tech. Drawing – 1 unit; Language Other Than English – 1 Unit

Total: Units for a diploma required = 22 units. Four years of Physical Education must also be included. Occupational students must pass Introduction to Occupation and core proficiency tests.

Regents Diploma - Traditional

Sequence Options – Students may complete one of the following combinations:

- 5 units (Math, Science, Language, Home Economics, Business/Occ. Ed., BOCES, Art, Music) **or**
- Two, 3-unit sequences (same subjects) **or**

- One, 3-unit sequence (same subjects) and one, 5-unit sequence in English or Social Studies
- Foreign Language 3 units (except for Occupational Education)
- English 11 Regents Test
- Global Studies Regents
- US. History Regents
- Math A Regents
- Science Regents Test
- Foreign Language Regents – 3rd year Comprehensive Regents Test

The New Standards

- increase the total number of credits for graduation.
- establish a “core” curriculum for all students that is linked to the Learning Standards and to the Regents exams.
- require all students to undertake additional study in mathematics, science and technology.
- require all students to pass five Regents exams (following a phase-in schedule)
- require proficiency in a second language
- provide a safety net for students with disabilities

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2010 20**MAY**2010

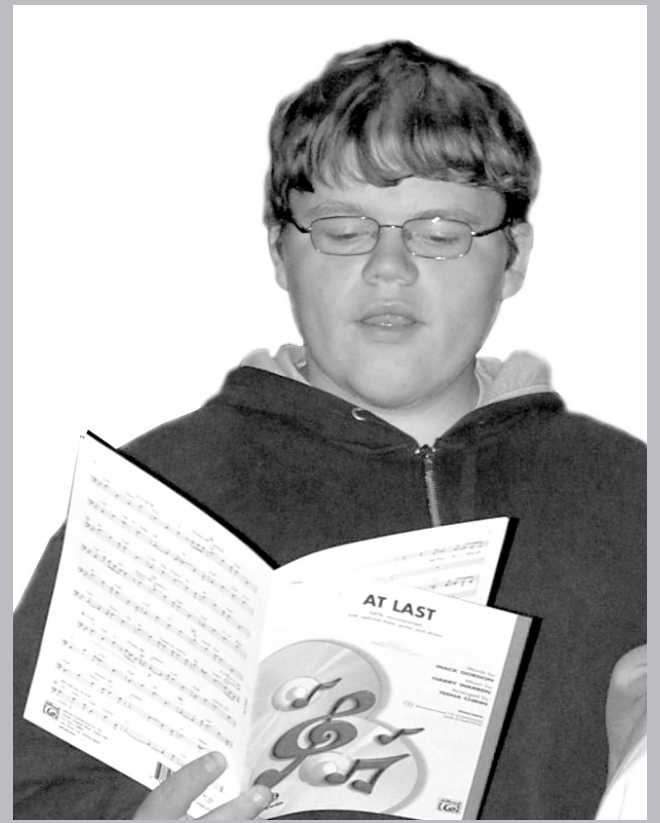
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>APRIL 2010</p> <p>S M T W R F S</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30</p>	<p>JUNE 2010</p> <p>S M T W R F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30</p>					SAT
2	3	4	5	6	7	8
Mother's Day		Board of Education Public Hearing, Nunda 7:00 pm			ACT Registration Deadline for June 12 Test	1
9	10	11	12	13	14	15
	Dalton Fine Arts Festival 6:00-8:00 pm	Annual Meeting/Budget Vote, Noon-9:00 pm MS/HS Lobby			35 Week Marking Period Ends	
16	17	18	19	20	21	22
23	24			Board of Education Meeting, Nunda 7:00 pm	Interim Reports K-5 Carried Home Report Cards Mailed 6-12	
30	31	25	26	27	28	29
	Memorial Day No School					



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2009 September 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AUGUST 2009 S M T W R 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	OCTOBER 2009 S M T W R 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			Superintendent's Conference Day		
	Labor Day	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			



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2010 April 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MARCH 2010 S M T W R 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 2010 S M T W R F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23/30 24/31 25 26 27 28 29					
					1	2
					Spring Recess - No School	
						3
Easter						ACT
	Spring Recess - No School					
4	5	6	7	8	9	10
	School Reopens				Third Marking Period Ends	
11	12	13	14	15	16	17
				Board of Education Meeting, Nunda 7:00 pm	Third Quarter Report Cards K-5 Carried Home; 6-12 Mailed Home	
18	19	20	21	22	23	24
				SAT Registration Deadline for June 5 Test		
25	26	27	28	29	30	



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2009 **October** 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
SEPTEMBER 2009 S M T W R 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 2009 S M T W R 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			SAT Registration Deadline for November 7 Test		
4	5	Elementary School Pictures		1	2	3
				5 Week Marking Period Ends Board of Education Meeting, Nunda 7:00 pm	Superintendent's Conference Day - No School	SAT
	Columbus Day - No School	6	7	8	9	10
11	12				Interim Reports K-5 Carried Home; 6-12 Mailed Home	
		13	14	15	16	17
			Elementary Open House 6:00-7:30 pm	Board of Education Meeting, Nunda 7:00 pm		ACT
18	19	20	21	22	23	24
					SAT Registration Deadline for December 5 Test	
25	26	27	28	29	30	31



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2010 MARCH 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					25 Week Marking Period Ends ACT Registration Deadline for April 10 Test	
	1	2	3	4	5	6
				Board of Education Meeting, Dalton 7:00 pm, Media Center	Interim Reports K-5 Carried Home; 6-12 Mailed Home	SAT
7	8	9	10	11	12	13
					Superintendent's Conference Day - No School	
14	15	16	17	18	19	20
	Superintendent's Conference Day - No School			SAT Registration Deadline for May 1 Test Board of Education Meeting, Nunda 7:00 pm		
21	22	23	24	25	26	27
28	29	30	31		FEBRUARY 2010 S M T W R 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 2010 S M T W R 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



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2009 NOVEMBER 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						ACT Registration Deadline for December 12 Test SAT
1	2	3	4	5	6	7
		Elementary School Picture Retakes	Veterans' Day - No School	Board of Education Meeting, Dalton 7:00 pm, Media Center	First Marking Period Ends	
8	9	10	11	12	13	14
					First Quarter Report Cards K-5 Carried Home; 6-12 Mailed Home	
15	16	17	18	19	20	21
	Parent/Teacher Conference Days K-8 (Grades K-5 dismissal 11:30 am; Grades 6-8 dismissal 12:00 pm)	Parent/Teacher Conference Days K-8 (Grades K-5 dismissal 11:30 am; Grades 6-8 dismissal 12:00 pm)		Thanksgiving Day		
			Thanksgiving Recess - No School			
22	23	24	25	26	27	28
					OCTOBER 2009 S M T W R 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 2009 S M T W R 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
29	30					



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2009 DECEMBER 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
NOVEMBER 2009 S M T W R 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 2010 S M T W R 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 24/31 25 26 27 28 29 30					SAT
		1	2	3	4	5
				Board of Education Meeting, Nunda 7:00 pm		ACT
6	7	8	9	10	11	12
		SAT Registration Deadline for the January 23 Test			15 Week Marking Period Ends	
	Santa's Gift Shop					
13	14	15	16	17	18	19
				Christmas Eve	Christmas Day	
				Winter Recess - No School		
20	21	22	23	24	25	26
		Interim Reports K-5 Carried Home; 6-12 Mailed Home		New Year's Eve		
	Winter Recess - No School					
27	28	29	30	31		



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2010 JANUARY 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
DECEMBER 2009 S M T W R 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 2010 S M T W R 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				New Year's Day Winter Recess - No School	
	School Reopens	ACT Registration Deadline for February 6 Test				
3	4	5	6	7	8	9
				Board of Education Meeting, Nunda 7:00 pm		
10	11	12	13	14	15	16
	Martin L. King Jr. Day - No School					SAT Test
17	18	19	20	21	22	23
24				Board of Education Meeting, Nunda 7:00 pm	Superintendent's Conference Day - No School	
		Regents Exams Grades 9-12				
31	25	26	27	28	29	30