



2023-24 NISKAYUNA

Back-to-School

Startup Guide



Translating our Website

We want all members of our community to know that our website, www.niskyschools.org can be translated. Please see the graphic on this page to select the language of your choice. If you have any questions or concerns related to receiving information in a language other than English, please contact our Director of English as a New Language Michael Elliott at melliott@niskyschools.org.

The screenshot shows the website header with navigation links: ALUMNI, CONTACT US, COVID-19, EMPLOYMENT, LUNCH MENUS, NEWS HUB, PARENT PORTAL, REGISTER A STUDENT, STAFF RESOURCES, TRANSPORTATION. Below the header is the search bar and a main navigation menu with categories like ACADEMICS, ATHLETICS, BOARD OF EDUCATION, BUDGET, COMMUNITY, and STUDENT SERVICES. A large blue arrow points to a 'TRANSLATE:' dropdown menu with a 'Select Language' option. Below this is a 'SCHOOLS' list including Birchwood, Craig, Glenclyff, Hillside, and Rosendale. To the right is a 'FAST FACTS' section with student enrollment data and school lists. At the bottom, the website URL www.niskyschools.org is displayed in large blue text.

我们网站上的语言翻译

我们希望我们社区的所有成员都知道我们的网站 www.niskyschools.org 可以翻译，请参见本页的图片选择语言。从以上选择您的语言。如果您对接收非英语语言的信息有任何疑问或顾虑，请联系我们在 melliott@niskyschools.org 上的英语（作为一门新语言）总监 Michael Elliott。

ਸਾਡੀ ਵੈਬਸਾਈਟ 'ਤੇ ਭਾਸ਼ਾ ਦਾ ਅਨ ਵਾਦ

ਅਸੀਂ ਆਪਣੇ ਭਾਈਚਾਰੇ ਦੇ ਸਾਰੇ ਮੈਂਬਰਾਂ ਨੂੰ ਦੱਸਣਾ ਚਾਹੁੰਦੇ ਹਾਂ ਕਿ ਸਾਡੀ ਵੈਬਸਾਈਟ www.niskyschools.org ਦਾ ਅਨ ਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਸਹਿਯੋਗੀ ਆਪਣੀ ਮਹਿਸੂਸਤ ਭਾਸ਼ਾ ਦੀ ਚੋਣ ਕਰਕੇ ਲਈ ਉਪਰ ਸਦੱਤੀ ਭਾਸ਼ਾ ਚ ਠੀ ਲਈ ਇਸ ਪੇਜ 'ਤੇ ਸਦੱਤਾ ਗਰਾਸੀ ਵੇਖੋ। ਜੇ ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਛੁੱਟ ਸਹਿ ਹੋਰ ਭਾਸ਼ਾ ਸਵਜ਼ ਜਾਣੀਰੀ ਲੈਣ ਬਾਰੇ ਤ ਹਾਡੇ ਇੰ ਸ ਆਲ ਜਾਂ ਸਚੰਤਾਵਾਂ ਹੀ, ਤਾਂ ਸਹਿਯੋਗੀ ਕੀ ਭਾਸ਼ਾ ਦੇ ਤੌਰ 'ਤੇ ਸਾਡੇ ਡਾਇਰੈਕਟਰ ਆੱ ਫ ਇੰਗਸਲਜ਼ ਇਮਰਾ ਅੱਬਾਸੀ ਲਿਲ melliott@niskyschools.org 'ਤੇ ਸੱਪਰੀ ਕੀ।

Traducción de idiomas en nuestro sitio web

Queremos que todos los miembros de nuestra comunidad sepan que nuestra página web, www.niskyschools.org puede ser traducida. Por favor, vean el gráfico de esta página para seleccionar el idioma. Arriba para seleccionar el idioma de su elección. Si tiene alguna pregunta o inquietud relacionada con la recepción de información en un idioma que no sea el inglés, por favor contacte con nuestro Director de Inglés como Nuevo Idioma Michael Elliott en melliott@niskyschools.org.

Dịch Ngôn Ngữ trên Trang Web của Chúng Tôi

Chúng tôi muốn tất cả thành viên cộng đồng biết rằng trang web của chúng tôi, www.niskyschools.org có thể được dịch. Vui lòng xem hình ảnh trên trang này và chọn ngôn ngữ bên trên để chọn ngôn ngữ của quý vị. Nếu quý vị có bất kỳ thắc mắc hay quan ngại nào liên quan đến việc nhận thông tin bằng một ngôn ngữ không phải tiếng Anh, vui lòng liên hệ với Giám Đốc Chương Trình Tiếng Anh Như Một Ngôn Ngữ Mới, Michael Elliott tại melliott@niskyschools.org.

Superintendent's Message



Carl J. Mummenthey
Superintendent of Schools

Dear Family and Friends,

It is my honor to welcome you back for the 2023-24 school year!

Throughout my first year at Niskayuna, many of you shared what makes this place and our school district special. It doesn't take long to recognize that our community's steadfast commitment to creating an inclusive and supportive environment plays a major role in our students accomplishing their goals.

As I look ahead to my second year as superintendent, my focus will be on continuing to bolster our district's vision of being an equitable community of life-long learners. Our commitment to providing modern spaces for students to engage and thrive is taking shape with capital project construction progressing quickly across all our campuses.

We're bringing the home-field advantage back to Niskayuna this year and are thrilled for our students to begin the 2023-24 athletics season on our newly completed high school athletics complex.

Some of the most exciting work is now focused on the classroom additions and renovations at Iroquois Middle School. Combined with planned work at Van Antwerp Middle School, the changes promise to transform our campuses into modern teaching and learning spaces designed to foster collaborative learning.

While the benefits of these commitments are apparent, I understand these improvements are massive undertakings that require great support from the community. I'm deeply appreciative of the overwhelming majority who agree with the district prioritizing the improvement and modernization of our facilities through capital projects.

Thank you for continuing to back our efforts and best wishes to students on a triumphant year.

Respectfully,

Carl J. Mummenthey
Superintendent of Schools

Back-to-School: 2022-23

Allergy Aware, Allergy Prepared

As a district, we take the health and safety of all members of our school community seriously. At the beginning of this school year, we want to remind you of the importance of taking steps to protect people who have severe allergic reactions to some foods, like nuts.

No cafeterias in our school buildings serve products containing nuts. We recommend only nut-free foods for lunches and snacks that students bring to school.

EpiPens (Epinephrine) are available in each of our school buildings and school staff are trained to recognize the signs of a severe food allergy reaction. Those symptoms may include any or all of the following:

- **GENERAL:** dizziness, loss of consciousness, feeling of panic or doom.
- **MOUTH:** swelling of lips, face, tongue, throat, a report that the mouth “feels hot”
- **BREATHING:** wheezing, difficulty breathing, congested cough, tightness in throat.
- **STOMACH:** discomfort, nausea, vomiting, abdominal cramps, diarrhea.
- **SKIN:** hives, swelling, rash

Please remind your child to alert the nearest teacher or staff member if they or someone around them is exhibiting these symptoms.

School Arrival and Dismissal Times

LEVEL	ARRIVAL	INSTRUCTIONAL DAY BEGINS	DISMISSAL
Elementary (K-5)	7:45 a.m. <i>Students should not arrive at school prior to 7:45 a.m.</i>	7:55 a.m.	2:10 p.m.
Middle School	8:40 a.m. <i>Students should not arrive at school prior to 8:40 a.m.</i>	8:50 a.m.	3:15 p.m.
High School	7:55 a.m. <i>Buses arrive at approximately 8:25 a.m.</i>	8:40 a.m.	3:15 p.m.

Welcoming New Leadership Team Members

Julie Bouyea was appointed Director of Student Support Services K-6 on August 8.

Ms. Bouyea assumed the role from Stacy Marzullo. She comes to us with a host of experience in special education with 25 years of experience as an educator and school leader. She has served as a special education teacher, Director of Special Education, and most recently Principal of Special Programs for Washington-Saratoga-Warren-Hamilton-Essex- BOCES at the Sanford Street Teaching and Learning Center for the past eight years.

Megan Collins will begin in the role of Director of English, Reading and Library Media on September 11.

The role was previously held by Jean Winkler. Ms. Collins joins Niskayuna with more than 20 years of experience in education, having served as a teacher, instructional coach and building principal. Prior to joining our district, Ms. Collins served as Director of Curriculum and Instruction at Fonda-Fultonville Central School District. Ms. Collins is an educator whose focus is on creating an inclusive and equitable education for students and supporting teachers. She holds a deep understanding of curriculum and instructional practices.

Brianna Meikle began the role of Assistant Director of Student Support Services on July 31.

Ms. Meikle comes to us with several years of special education experience as a special education teacher and most recently served as Committee on Special Education (CSE) chairperson with the City School District of Albany. She received her Master’s of Education, Special Education K-12 from the College of Saint Rose and her School District Leader and School Building Leader Certifications from the State University of New York at New Paltz.

Jessica Moore was appointed Assistant Superintendent of Curriculum and Instruction on August 8.

Ms. Moore took over as interim leader in the office of instruction in early July for predecessor Marie Digirolamo. Over her more than 20 years in education, she has served in district-level leadership roles at Niskayuna and Burnt Hills-Ballston Lake. She also served as an assistant principal in Niskayuna, a high school science teacher in the North Colonie CSD, and adjunct professor and field supervisor at the College at Saint Rose.

Be SMART: Resources on Secure Gun Storage

Providing our students and staff in the Niskayuna Central School District with a safe educational environment remains one of our top priorities. We are all aware of incidents of gun violence in our state and across the nation. A national survey found that 57 percent of teens are concerned that there will be a shooting in their school.

Studies of all types of school-based gun violence across decades all point to the same significant point of intervention—addressing students unauthorized access to guns in the home. For example, a recent Secret Service National Threat Assessment Center study of targeted school violence incidents from 2008 to 2017, found that 76 percent of the firearms were obtained from the home of a parent or close relative.

Unsecured guns in the home pose a risk to students beyond gun violence in schools. Every year, 350 children under the age of 18 unintentionally shoot themselves or someone else. That's roughly one unintentional shooting per day. Gun suicide among children has reached the highest rate in more than

20 years. In the overwhelming majority of these incidents, the gun used was one that belonged to someone in their home.

One study found that 70 percent of parents believe their teen cannot access the gun(s) in their home. Yet, the study also found that half of teens said they could gain access to a loaded gun in their home in under an hour, including one-third who said they could do so in under five minutes. Research shows that secure firearm storage practices are associated with up to an 85 percent reduction in the risk of self-inflicted and unintentional firearm injuries among children and teens. Storing firearms securely protects any child in the home as well as students throughout the school district and community.

You can learn more and download helpful resources; including a secure storage fact sheet, talking to your children about guns, and facts and resources on child firearm suicide, at besmartforkids.org/resources.org.



Scan to learn more and download helpful resources



Secure
all guns in your home and vehicles;

Model
responsible behavior around guns;

Ask
about the presence of unsecured guns in other homes;

Recognize
the role of guns in suicide; and

Tell
your peers to be SMART.

For more information on what you can do to keep kids safe, visit BeSmartForKids.org

Stay Connected through ParentSquare

The district uses an application called ParentSquare for school-to-home communication. This communications platform is designed to keep parents and family members informed and encourage greater engagement and connection with our schools. ParentSquare provides a centralized location for many types of communication between you and the school.

In particular, ParentSquare provides a safe way for district administrators, school principals, teachers, staff, and parents to:

- Send and receive school and class information
- Share classroom pictures and files
- See calendar items
- Sign up to volunteer when applicable
- Schedule parent-teacher conferences
- And much more . . . all in one centralized place!



Some Tips for Using ParentSquare

#1 Activate Your Account

We use the email address we have for your family to create your account. Click the link in the activation email you receive from us.

#2 Download the App

It's easy to stay in the loop with the ParentSquare App. Download it for your iOS or Android devices.

#3 Set Preferences

Click your name in the top right to customize how you receive notifications, as well as language preferences.

#4 Get Photos & Files

Click "Photos & Files" to access pictures, forms, and documents that have been shared with you.

#5 Appreciate Posts

Click "Appreciate" in your email/app or website to thank a teacher or staff member for their message.

#6 Find People

Click "Directory" in the sidebar to find contact information for school staff.

#7 Get in Touch

Click "Messages" in the sidebar to privately get in touch with staff and teachers.

#8 Participate

Click "Sign-Ups & RSVPs" to see opportunities when applicable. Click bell on top to check your commitments.

Our Schools

BIRCHWOOD ELEMENTARY SCHOOL

897 Birchwood Lane
Niskayuna, NY 12309
Phone: (518) 344-2910
Fax: (518) 344-5610
Principal: Debra Berndt



Birchwood Elementary School opened its doors to students in September 1956. Today, the school serves approximately 400 students.

ROSENDALE ELEMENTARY SCHOOL

2445 Rosendale Road
Niskayuna, NY 12309
Phone: (518) 377-3123
Fax: (518) 377-1098
Principal: Laurel Jones



Rosendale Elementary School opened its doors to students in September 1956. Today, the school serves approximately 400 students.

CRAIG ELEMENTARY SCHOOL

2566 Balltown Road
Niskayuna, NY 12309
Phone: (518) 377-0156
Fax: (518) 377-1075
Principal: Dr. William Anders



Craig Elementary School dates back to a one-room school house located at the top of Aqueduct Hill in the 1800s. Craig opened its doors to students in its current location in 1949 and today serves approximately 375 students.

IROQUOIS MIDDLE SCHOOL

2495 Rosendale Road
Niskayuna, NY 12309
Phone: (518) 377-2233
Fax: (518) 377-0655
Principal: Thomas Fyvie
Assistant Principal: Christopher Adamek



Iroquois Middle School opened in September 1969. Today, the school serves approximately 550 students.

GLENCLIFF ELEMENTARY SCHOOL

961 Riverview Road
Rexford, NY 12148
Phone: (518) 399-2323
Fax: (518) 399-4072
Principal: Dr. Shelley Baldwin-Nye



Glencliff Elementary School opened its doors in 1956, and today serves approximately 350 students. Located in Rexford, Glencliff students come from Schenectady and Saratoga Counties. This area includes parts of Clifton Park, Glenville, Niskayuna and Rexford as well as the village of Alplaus.

VAN ANTWERP MIDDLE SCHOOL

2253 Story Avenue
Niskayuna, NY 12309
Phone: (518) 370-1243
Fax: (518) 370-4610
Principal: Luke Rakoczy
Assistant Principal: TBA



Van Antwerp Middle School was originally built in 1877 as a one-room schoolhouse. Today, the school serves approximately 400 students.

HILLSIDE ELEMENTARY SCHOOL

1100 Cornelius Avenue
Niskayuna, NY 12309-6540
Phone: (518) 377-1856
Fax: (518) 377-1099
Principal: Dr. Shireen Fasciglione



Hillside Elementary School opened its doors to students in 1956. Today, Hillside serves nearly 400 students.

NISKAYUNA HIGH SCHOOL

1626 Balltown Rd.
Niskayuna, NY 12309
Phone: (518) 382-2511
Fax: (518) 382-2539
Principal: John Rickert
Asst. Principal (Gr. 9): Joseph Coleman
Asst. Principal (Gr. 10-11): Anthony Malizia



Niskayuna High School opened in 1957. Today, the school serves a student population of approximately 1,350 students in grades 9-12. Thirteen academic departments offer a rich variety of programs.

Contact Information

District Administration

Superintendent

Carl Mumenthey 377-4666 x50706
cmumenthey@niskyschools.org

Assistant Superintendent for Instruction

Jessica Moore (518) 377-4666 x 50703
jmoore@niskyschools.org

Assistant Superintendent of Student Support Services

Timothy Fowler 377-4666 x50737
tfowler@niskyschools.org

Assistant Superintendent for Business and Operations

Matt Leon 377-4666 x50709
mleon@niskyschools.org

Chief Equity Officer

Latisha J. Barnett 377-4666 x50741
lbarnett@niskyschools.org

Director of Human Resources

Matthew Petrin (518) 377-4666 x50736
mpetrin@niskyschools.org

School Phone Numbers & Principals

Birchwood

Principal Debra Berndt 344-2910
dberndt@niskyschools.org

Craig

Principal William Anders 377-0156
wanders@niskyschools.org

Glenclyff

Principal Shelley Baldwin-Nye 399-2323
sbaldwin-nye@niskyschools.org

Hillside

Principal Shireen Fasciglione 377-1856
sfasciglione@niskyschools.org

Rosendale

Principal Laurel Jones 377-3123
ljones@niskyschools.org

Van Antwerp

Principal Luke Rakoczy 370-1243
lrakoczy@niskyschools.org

Assistant Principal TBA

Iroquois

Principal Thomas Fyvie 377-2233

Assistant Principal Chris Adamek
cadamek@niskyschools.org

Niskayuna High School

382-2511

Principal John Rickert x21702
jricket@niskyschools.org

Assistant Principal Anthony Malizia x21709
amalizia@niskyschools.org

Assistant Principal Joseph Coleman x21704
jcoleman@niskyschools.org

District Directors, Operations & Services

Director of Art & Design

Sara Bussert 518-382-2511 x21738
sbussert@niskyschools.org

Director of Athletics, Health and Physical Education

Larry Gillooley 382-2511 x21761
lgillooley@niskyschools.org

Director of Counseling & Athletic Programming

John Moskov 382-2511 x21665
jmoskov@niskyschools.org

Director of English Language Arts and Library Media

Megan Collins
mcollins@niskyschools.org

Director of Music

Eric Hughes 382-2511 x21711
ehughes@niskyschools.org

Director of Science, Technology, Engineering and Mathematics

TBA

Director of Social Studies, World Language, and English as a New Language

Michael Elliott 377-4666 x50755
melliott@niskyschools.org

Assistant Director of Student Support Services

Brianna Meikle 50737
bmeikle@niskyschools.org

Director of Student Support Services, K-6

Julie Bouyea
jbouyea@niskyschools.org

Director of Student Support Services, 7-12

Andrea Marques-Clarke 50735
amarquesclarke@niskyschools.org

Director of Human Resources

Matthew Petrin 377-4666 x50736
mpetrin@niskyschools.org

Director of Information Technology

Henry "Gus" Geidel 382-2511 x21741
hgeidel@niskyschools.org

Communications Office

Emily Burkhard 377-4666 x50707
eburkhard@niskyschools.org

Lindsay Quackenbush 377-4666 x50704
lquackenbush@niskyschools.org

Food Service Director

Megan Bates 918-8135
mbates@niskyschools.org

Transportation Director

Richard Kirk 370-0160
rkirk@niskyschools.org

Director of Facilities

Anthony Lento 344-2934 x34702
alento@niskyschools.org

Building Use Coordinator

John Moskov 382-2511 x21665
jmoskov@niskyschools.org

How Can We Help You?

What to do when you have a question or concern

We want to address your questions and concerns quickly and effectively. In order to do so, please contact the staff member most directly involved first. If the question remains unresolved, please proceed to the next level.

When someone contacts a Board of Education member or a district administrator before working through the process, they will be referred to the staff member most immediately involved with that particular issue. The Board of Education will become involved, if necessary, in the final stage of the process.

Below is an example of who to contact first and how to proceed if your questions or concerns are not addressed.

Teacher



Department Director



Principal



Assistant Superintendent



Superintendent



Board of Education

If you do not know who to contact first, please call your child's school and ask. The district website, www.niskayunaschools.org contains contact information for staff members at each school.

Our Board of Education

It is the primary responsibility of the Board of Education to set policies for the school district. While individual Board members listen to concerns, they can only act as an entire body when conducting official Board of Education meetings. The superintendent and administrative staff are legally empowered to administer the school district and operationalize the policies and decisions of the Board of Education. The entire Board can be reached by e-mail at schoolboard@niskayschools.org

BOARD MEMBERS

Kimberly Tully, *President*

Elisabeth Cococcia, *Vice President*

Jessica LaFex

Aliya Saeed

Howard Schlossberg

Sarah Tishler

Judith Tomisman

Board meetings are generally held in the District Office Board Room at 6 p.m. unless otherwise announced before a meeting. A public livestream is provided for meetings. The Board meeting dates and times listed below may be subject to change. Please visit the district calendar at www.niskayunaschools.org for the most updated information, including how to access the livestream.

Board of Education Regular Meeting Schedule 2023-24

- September 5, 2023
- September 19, 2023
- October 10, 2023
- October 24, 2023 - Special Meeting - Retreat/Workshop
- November 14, 2023
- December 12, 2023
- January 9, 2024
- January 23, 2024
- February 6, 2024
- February 27, 2024
- March 12, 2024
- March 26, 2024 - Special Meeting - Retreat/Workshop
- April 9, 2024, BOCES Annual Meeting
- April 23, 2024
- May 7, 2024 - Budget Hearing
- May 21, 2024, Annual Budget Vote
- May 28, 2024, Tenure Candidate Reception
- June 11, 2024, Retiree Reception
- July 9, 2024 - Organizational Meeting

District Calendar

Niskayuna 2023-24 School Calendar

SEPTEMBER 2023

- 4** Labor Day – No Classes – Offices Closed
- 6** First Day of School Grades 1-8
Kindergarten & 9th Grade Orientation
- 7** High School Classes Begin
First Full Day of Kindergarten
- 25** Yom Kippur – No Classes – Offices Closed

OCTOBER 2023

- 5** Emergency Early Release Day Drill
- 9** Columbus/Indigenous People's Day – No Classes – Offices Closed
- 26** K-5 Early Dismissal, Parent-Teacher Conferences (10:45 a.m. dismissal)

NOVEMBER 2023

- 1** K-6 Early Dismissal, Parent-Teacher Conferences (K-5 10:45 a.m. dismissal; 6 12:17 p.m. dismissal)
- 7** Election Day – Superintendent's Conference Day – No Classes
- 9** K-8 Early Dismissal, Parent-Teacher Conferences (K-5 10:45 a.m. dismissal; 6-8 12:17 p.m. dismissal)
- 10** Veterans Day – No Classes – Offices Closed
- 14** K-5 Early Dismissal, Parent-Teacher Conferences (10:45 a.m. dismissal)
- 22-24** Thanksgiving Holiday – No Classes – Offices Closed

DECEMBER 2022

- 25-26** Christmas Observed – No Classes – Offices Closed
- 27-29** Winter Holiday Recess – No Classes – Offices Open

Student Recess: Dec. 25 through Jan. 1

Cultural and Religious Celebrations

In addition to the dates listed here, our students celebrate and participate in a variety of cultural and religious events and holidays throughout the year. We embrace the rich diversity of our school community and understand that in many cases our students participation in these traditions come before school activities. We will also avoid conflicts between specific celebrations and holidays and school events. You will find many cultural and religious celebrations highlighted on the school calendar on our website.

Note: Calendar dates are subject to change. Please visit the calendar on the district website at niskyschools.org/calendar for the most updated information.

JANUARY 2024

- 1** New Year's Day – No Classes – Offices Closed
- 2** Classes Resume
- 15** Dr. Martin Luther King, Jr. Day – No Classes – Offices Closed
- 23-26** Regents Testing
- 26** No High School Classes – Regents Rating Day
8th Grade Orientation
- 29** Second Semester Begins

FEBRUARY 2024

- 19** President's Day – No Classes – Offices Closed
- 20-23** Winter Recess – No Classes – Offices Open
- 28** K-6 Early Dismissal, Parent-Teacher Conferences (K-5 10:45 a.m. dismissal; 6 12:17 p.m. dismissal)

MARCH 2024

- 8** K-8 Early Dismissal, Parent-Teacher Conferences (K-5 10:45 a.m. dismissal; 6-8 12:17 p.m. dismissal)
- 18** Superintendent's Conference Day – No Classes
- 29** Good Friday – No Classes – Offices Closed

APRIL 2024

- 1-5** Spring Recess – No Classes – Offices Open

MAY 2024

- 24** Recess Day – No Classes – Offices Open
- 27** Memorial Day – No Classes – Offices Closed

JUNE 2024

- 4, 14-26** Regents Testing
- 10** Last Regularly Scheduled Day at the High School
- 11-13** High School Local Exams
- 17** Regents Rating Day
- 19** Juneteenth – No Classes – Offices Closed
- 21** K-5 Half-Day
- 24** Last Student Day for K-8 (Half Day)
- 26** Graduation
Rating Day
Staff Day

Student Support: Counseling and Mental Health

The Niskayuna K-12 Counseling Department is committed to providing a caring and supportive program. We inspire our students to develop academically, socially, and emotionally to become strong and responsible citizens who are well prepared for an ever-changing world.

Director of K-12 Counseling & Athletic Programs

John Moskovjmoskov@niskayschools.org.....(518) 377-4666 x21655

Elementary Contacts:

Birchwood

PSYCHOLOGIST: TBA

SOCIAL WORKER: Bailey Pangman bpangman@niskayschools.org

SOCIAL WORKER: Stefanie France sfrance@niskayschools.org

Craig

PSYCHOLOGIST: Beth Sabourin esabourin@niskayschools.org

SOCIAL WORKER: Debbie Shephard dshephard@niskayschools.org

Glenciff

PSYCHOLOGIST: Jessica Mucilli jmucilli@niskayschools.org

SOCIAL WORKER: Carly Belmonte cbelmonte@niskayschools.org

Hillside

PSYCHOLOGIST: Maggie Williams mwilliams@niskayschools.org

SOCIAL WORKER: Sarah Mae Sinisi ssinisi@niskayschools.org

Rosendale

PSYCHOLOGIST: Janell Timmany jtimmany@niskayschools.org

SOCIAL WORKER: Jessica Brennan jbrennan@niskayschools.org

SOCIAL WORKER: TBA

Middle School Contacts:

Iroquois

IROQUOIS COUNSELING CENTER:(518) 377-2361

GRADE 6 COUNSELOR:

Brian McAllister bmcallister@niskayschools.org

GRADE 7 COUNSELOR:

Kate Carroll kcarroll@niskayschools.org

GRADE 8 COUNSELORS:

Kate Carroll (A-L) kcarroll@niskayschools.org

Brian McAllister (M-Z) bmcallister@niskayschools.org

PSYCHOLOGIST: Mary Cloutier mcloutier@niskayschools.org

SOCIAL WORKER: Alexa Ruchel-Brierly . . . aruchelbrierly@niskayschools.org

Van Antwerp

VAN ANTWERP COUNSELING CENTER:(518) 370-1243, option #2

GRADE 6 COUNSELOR:

Kevin McFerran kmcFerran@niskayschools.org

GRADE 7 COUNSELOR:

Meghan McCarthy mmccarthy@niskayschools.org

GRADE 8 COUNSELORS:

Meghan McCarthy (A-L) mmccarthy@niskayschools.org

Kevin McFerran (M-Z) kmcFerran@niskayschools.org

PSYCHOLOGIST: Brandon Sinisi bsinisi@niskayschools.org

SOCIAL WORKER: Alyce Malone amalone@niskayschools.org

High School Contacts:

Each student at Niskayuna High School is assigned a counselor to help navigate the difficulties and pave the way to graduation. Counseling assignments are based on grade and last name. Students can find their counselor and contact information below.

PSYCHOLOGIST: Jennifer Reittinger. jreittinger@niskayschools.org

PSYCHOLOGIST: Justine Coman jcoman@niskayschools.org

SOCIAL WORKER: Allison Nunez anunez@niskayschools.org

SOCIAL WORKER: Meg Farquharson mfarquharson@niskayschools.org

HIGH SCHOOL COUNSELING CENTER:(518) 382-2511, ext. 21724

School Counselors

Tim Albanese

talbanese@niskayschools.org

- > Class of 2024 – Grade 12: And - Fi
- > Class of 2025 – Grade 11: Aad - Dob
- > Class of 2026 – Grade 10: A - Di

Mimi Hajjar

ahajjar@niskayschools.org

- > Class of 2024 – Grade 12: All – Ana; Fo - Le
- > Class of 2025 – Grade 11: Dog-Lin
- > Class of 2026 – Grade 10: Do - Ka

Anne Hughes

ahughes@niskayschools.org

- > Class of 2024 – Grade 12: Ag – Ald; Li - Ri
- > Class of 2025 – Grade 11: Li - Rom
- > Class of 2026 – Grade 10: Ke - Pe

Carnita Melvin

cmelvin@niskayschools.org

- > Class of 2026 – Grade 9: A-Z

Leah Wertz

lwertz@niskayschools.org

- > Class of 2024 – Grade 12: Ab – Af; Ro - Z
- > Class of 2025 – Grade 11: Ros - Z
- > Class of 2026 – Grade 10: Po - Z

Nancy Bushee

nbushee@niskayschools.org

- > High School Assistance Team 9
- > High School Assistance Team 10
- > Individualized Success Program
- > Academic Skills Lab
- > Alternative Education

Crisis Lines & Community Resources

SUICIDE AND CRISIS LIFELINE 988

24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals

HELP BY TEXTTEXT HOME TO 741741
Connect with a Crisis Counselor

CAPITAL REGION CHILD & ADOLESCENT MOBILE CRISIS . . . (518) 292-5499

CAPITAL REGION ADULT MOBILE CRISIS.(518) 292-5461

ELLIS MEDICINE CRISIS SERVICES . . . (518) 243-4000, 1101 NOTT STREET
Available 24/7 via phone

RAPE/SEXUAL ASSAULT CENTER, ELLIS HOSPITAL'S EMERGENCY
ADOLESCENT CRISIS UNIT(518) 243-4306

CHILD ABUSE HOTLINE.1-800-342-3720

TREVOR LIFELINE (LGBTQ YOUTH)1-866-488-7386

Food Services



DIRECTOR OF FOOD
AND NUTRITION:
Megan Bates

Phone: (518) 918-8135
mbates@niskyschools.org

We take pride in serving healthy, delicious meals every day. Lunch menus are posted on the district website. Children in families meeting federal income guidelines are eligible for free or reduced-price lunches. More information is included in this booklet.

Lunch Menus

Download the new **LINQ Connect** app available on Google Play and Apple App Store to view menus and manage your student's meal account.

Lunch menus are also available on www.niskyschools.org in both electronic calendar and printable formats.

Complete Your Application for Free or Reduced Price School Meals

All families are encouraged to complete an application for free or reduced-price meals to see if they are eligible. Only one application is needed per household. When families qualify for free or reduced-price meals, there are additional benefits, including:

- Discounted home internet service from Spectrum
- Free or reduced-cost AP, SAT, ACT exam fees
- Free or reduced-cost college application fees
- Free or reduced costs for college courses taken in high school

You can conveniently apply online through your **LINQ Connect** account at www.linqconnect.com for your child to receive free or reduced price school meals. Your application will be sent from a secure website directly to Niskayuna Central School District.

Paper applications are included in this booklet and are available in all school offices, the district office and on the district website at www.niskayunaschools.org.

2022-23 Meal Prices

Breakfast

Elementary School – \$2.00
Middle School – \$2.00
High School – \$2.25

Lunch

Elementary School – \$3.30
Middle School – \$3.55
High School – \$3.55

LINQ Connect Meal Account Platform

We're excited to inform you that our meal payments portal has been upgraded to a new platform called LINQ Connect.

To view and manage your student's meal account, you must create a new login on the LINQ Connect website. Please follow the steps below to create a new login with LINQ Connect:

LINQ Connect has many useful new features:

- Set low-balance reminders
- Set up automatic meal payments and transfer funds between students
- Create spending limits for the account
- Manage your account using the LINQ Connect app available in the Apple App store and Google Play
- View school lunch menus directly in the app

The LINQ Connect platform can also be used to apply for free/reduced school meals in addition to paper forms that are mailed home and available at each school building.

Please note, LINQ Connect charges a transaction fee of \$2.95 for each transfer of funds to your meal account from an external payment source such as your credit/debit card. **Deposits to your meal account may also be made by check to your child's school.**

Visit www.linqconnect.com/ to view and manage your student's meal account. You will need to create a new login if this is your first time using the new platform.



Niskayuna CSD Letter to Parents for School Meal Programs 2023-2024 School Year

Dear Parent/Guardian:

Children need healthy meals to learn. **Niskayuna Central School District** offers healthy meals every school day. Breakfast costs **\$2.00 ES/MS, \$2.25 HS**; lunch costs **\$3.30 ES, \$3.55 MS/HS**. Your children may qualify for free meals or for reduced price meals. **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. Below are common questions and answers to help you with the application process.**

- DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Complete one Application for Free and Reduced Price School Meals/Milk to apply for free or reduced price meals for all students in your household attending this School Food Authority. Please complete a secure application at the link below:
<https://www.lunchapplication.com/select-district>
If you require a paper application, they are available at each school building or by emailing a request to: susan.frank@neric.org.

2. WHO CAN GET FREE MEALS?

- All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance to Needy Families (TANF), are eligible for free meals. 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.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start Program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals. Households with children who meet the definition of homeless, runaway or migrant should contact the SFA for assistance in receiving benefits.
- Children may receive free meals if your household's gross income is within the free or reduced price limits on the Federal Income Eligibility Guidelines. 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.
- Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart:

2023-2024 REDUCED PRICE INCOME ELIGIBILITY GUIDELINES

Total Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 26,973	\$ 2,248	\$ 1,124	\$ 1,038	\$ 519
2	\$ 36,482	\$ 3,041	\$ 1,521	\$ 1,404	\$ 702
3	\$ 45,991	\$ 3,833	\$ 1,917	\$ 1,769	\$ 885
4	\$ 55,500	\$ 4,625	\$ 2,313	\$ 2,135	\$ 1,068
5	\$ 65,009	\$ 5,418	\$ 2,709	\$ 2,501	\$ 1,251
6	\$ 74,518	\$ 6,210	\$ 3,105	\$ 2,867	\$ 1,434
7	\$ 84,027	\$ 7,003	\$ 3,502	\$ 3,232	\$ 1,616
8	\$ 93,536	\$ 7,795	\$ 3,898	\$ 3,598	\$ 1,799
*Each add'l person, add	\$ 9,509	\$ 793	\$ 397	\$ 366	\$ 183

- 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.
- 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 **Timothy Moore at (518) 377-4666 X50737** or email tfowler@niskyschools.org to see if they qualify.
- 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 **Susan Frank at (518) 464-5133** if you have questions.
- MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child's application is only good for that school year and carried over for the first 30 operating days of this school year (or until a new eligibility determination is made, whichever comes first). You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
- I GET WOMEN, INFANTS AND CHILDREN (WIC) BENEFITS. 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 for Free and Reduced Price School Meals/Milk.
- WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.
- 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 or who experiences financial hardship mid-year may become eligible for free and reduced price meals if the household income drops below the income limit.
- WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. **You also may ask for a hearing by calling or writing to: Mr. Carl Mummenthey, Superintendent of Schools, 1239 Van Antwerp Road, Niskayuna, NY 12309 | cmummenthey@niskyschools.org (518) 377-4666 X50706.**
- MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You, your child(ren), or other household members do not have to be U.S. citizens to qualify for free or reduced price meals.
- WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.

13. **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.
14. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. **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**.

How to Apply: To get free or reduced price meals for your children, carefully complete one Application for Free and Reduced Price School Meals/Milk, following the instructions on the form, for your household and **return it to the designated office listed on the application**. All household members and children should be listed on one application.

- If you receive SNAP or TANF benefits or participate in the FDIPIR, the application must include the children's names, the household SNAP, TANF or FDIPIR case number and the signature of an adult household member.
 - Contact your local Department of Social Services for your SNAP or TANF case number, if necessary.
 - No application is necessary if the household was notified by the School Food Authority that their children have been directly certified based on Assistance Program participation. If the household is not sure if their children have been directly certified, the household should contact the school.
- If you do not list a SNAP, TANF or FDIPIR case number for any household member, the application must include the names of everyone in the household, the amount of income for each household member, 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.** We will let you know when your application is approved or denied.

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.

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. **The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian.**

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

If you have other questions or need help, call Megan Bates at 518-918-8135.

Thank you,
Megan Bates
Senior 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/ad-3027.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

This institution is an equal opportunity provider.



Date Withdrew _____

F _____ R _____ D _____

Niskayuna CSD 2023-2024 Application for Free and Reduced Price School Meals/Milk

To apply for free and reduced price meals for your children, read the instructions on the back, complete **only one** form for your household, sign your name and **return it to the address listed below**. Call **Susan Frank at (518) 464-5133**, if you need help. Additional names may be listed on a separate paper.

Return Completed Applications to: **Susan Frank, Capital Region BOCES**
900 Watervliet Shaker Road, Albany, NY 12205
Susan.frank@neric.org

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

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

2. SNAP/TANF/FDPIR Benefits:

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

Name: _____ CASE #: _____

3. Report all income for ALL Household Members (Skip this step if you completed 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# <input type="checkbox"/>
--

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

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

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

Signature: _____ Date: _____

Email Address: _____

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

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

Ethnicity: Hispanic or Latino Not Hispanic or Latino

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

DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY

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

- SNAP/TANF/Foster
- Income Household: Total Household Income/How Often: _____ / _____ Household Size: _____
- Free Meals Reduced Price Meals Denied/Paid

Signature of Reviewing Official _____ Date Notice Sent: _____

APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, complete only one application for your household using the instructions below. Sign the application and return the application to Susan Frank, Capital Region BOCES, 900 Watervliet Shaker Road, Albany, NY 12205 | susan.frank@neric.org. If you have a foster child in your household, you may include them on your application. A separate application is not needed. Call Susan Frank at (518) 464-5133 if you need help. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approving your application.

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 FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.

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

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

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

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

USE OF INFORMATION STATEMENT

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

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

DISCRIMINATION COMPLAINTS

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, 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, audiotape, 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/ad-3027.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

Focus on School Safety

The safety of our students is our top priority. All members of our school community have a role in school safety, and knowing how to respond in the event of an emergency is an important part of this. Please review this information carefully and make sure your family has a plan in case of an emergency. If you have any questions or concerns, please reach out to your child's school directly.

DEFINITIONS



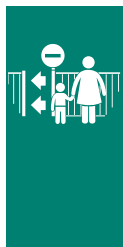
Shelter-in-Place

A shelter-in-place is when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a in room than outside.



Hold-in-Place

A hold-in-place is used to limit movement of students and staff while dealing with short-term emergencies.



Lockout

A lockout is the course of action the school will execute to secure the school buildings and grounds during incidents that pose a potential concern outside of the school.



Lockdown

A lockdown is used to secure school buildings and grounds during incidents that pose an immediate threat of violence inside or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students and visitors are secured in rooms away from immediate danger.



Evacuation of a school building takes place if it is determined that it is safer outside than inside the building (fire, explosion, hazardous material spill), and staff, students and visitors can safely reach the evacuation location without danger.

Expectations of Parents & Families

- ❗ In the event of an emergency, communications will be sent from the district to families via text, e-mail and phone call when we have accurate and appropriate information to share. Updates will be posted on the district website, www.niskayunaschools.org, as needed.
- ❗ In the event of an emergency situation, DO NOT rush to the school. This will create additional traffic and may impede emergency vehicles or otherwise disrupt response procedures.
- ❗ DO NOT CALL your student on his/her cell phone. Silence may be important in case there is an emergency and students need to focus on following instructions from adults at school.
- ❗ Please avoid speculating about emergency situations on social media, as this can cause more panic and disruption.
- ❗ If a situation requires transporting students to an alternate site, parents/guardians will be informed of that location via the district's messaging system and the website.
- ❗ Students may be held at an alternate site until release is approved by the district or public safety officials. Students will only be released to authorized individuals.

How can YOU prepare for an emergency?

- ❗ Have an early dismissal plan and make sure your child is aware of it, including where they will go and who will be waiting for them at the bus stop. Make sure emergency "backup" contacts (e.g. grandparents, neighbors) know their role.
- ❗ All parents/guardians MUST keep their emergency contact information and school records updated. If you have any questions, please contact the school's main offices.
- ❗ Make sure your student knows his/her bus number, regardless of if they take the bus on a regular basis. Buses may be used to transport all students in an emergency and it is important they know the number.

Focus on School Safety

Safety Program Updates and Upgrades in Recent Years



Security Camera System Replacement/Upgrade: Completed across the district in the spring of 2018



Visitor Management System: The district's Visitor Management System scans visitor's license and prints a badge. Please bring a valid photo ID when you come to the school.



New Technology: Two new systems are digitizing safety information and facilitating internal/on-site communications in case of emergency. Of note, a blue light will flash outside of a school placed on lockdown.



Safety Plans and Training in Niskayuna Schools

A district-wide safety plan and individual school safety plans are established annually. Staff and student training is a critical component of implementing the plans. Each year, students and staff are required to complete four lockdown and eight fire drills. The goal is to ensure that all are well-versed in safety procedures and protocols. These drills and procedures will continue to evolve based on best practices and our work with law enforcement. We are focused on ensuring they are meaningful and age-appropriate.



Tips for talking with children about school safety

Whether it's on the news or related to a drill or incident at school, students may have concerns or questions related to their safety at times. School counselors and social workers are available to support your child – reach out if you need help.

- ❗ Remind students that schools are safe places. Our school staff works with local police and fire departments, emergency responders, and medical professionals to keep them safe.
- ❗ Children should tell an adult they trust if they see or hear something that makes them feel uncomfortable, nervous, or frightened.
- ❗ At times it may be prudent to limit the students' exposure to the media.
- ❗ Try to stay calm and answer questions the best that you can.
- ❗ When something upsets a child, sticking to a routine and doing activities they enjoy is often helpful.
- ❗ There are opportunities for students to play a positive role in the school and community, through clubs, other activities or just helping classmates.

Adapted from tips and resources provided by the The National Association of School Psychologists and Capital Region BOCES *Parent Today*.



In the event of an emergency, communications will be sent from the district to families via text, e-mail and phone call when we have accurate and appropriate information to share.

Transportation

We proudly transport Niskayuna students to and from school, athletic events, and other activities safely and efficiently. Your children's safety is our first priority! If you have not done so already, please submit your requests for transportation to childcare locations to the Transportation Department as soon as possible. The request forms are on the district website. Frequently asked questions about student transportation can be found on our website, www.niskayunaschools.org.

REMINDER: Please remember, at the start of a new year, it takes time to settle into the routes, and buses typically do not run right on schedule for the opening days. We appreciate your patience. Please review your designated bus route, stop and pick-up time in PowerSchool and contact the Transportation Department directly at (518) 370-0160 with any questions. Transportation changes will require a minimum of one week to take effect.

Transportation Information for 2022-23

- Transportation will be provided from a single location and to a single location for each student for both the morning and afternoon with the exception of students who are riding designated district buses to established childcare providers in the afternoon.
- Established childcare locations that we will transport to in the afternoon are: Capital Kids Care, Schenectady JCC, St. Kateri's, TSL, Villa Fusco and Wiggles and Giggles Child Care Center. Parents may designate an established childcare location and the day(s) their child will be transported there after school and the day(s) their child will be transported on their regular bus route. In order for this to happen, parents/families must complete and return the "Transportation Request to Childcare Locations" form that is on the district website.
- Other than going to these childcare locations, students will only ride their regular, designated bus route. There will be no bus passes and/or riding to friends' houses on other routes.
- If you have any questions, please feel free to contact the director of transportation.

The routes:

What's the difference between bus numbers and route numbers?

A: The bus number is the number of the vehicle itself, whereas the route number is the white magnetic sign that is stuck on the side by the door. We use route numbers because the actual bus that transports may change (in for service, or inspection, etc.), but the route number won't. If you call with a question, it helps if you know your child's route number, not the bus number.

Bus stops:

I can't see my child at the bus stop from my house. Why can't the stop be at my house?

A: It is impossible for us to route according to sight lines from houses. Students are expected to travel a certain distance to bus stops, depending on their school grade level: elementary – 1/10th of a mile from home to bus stop; middle school – 2/10ths of a mile; high school – 3/10ths of a mile.

What are you doing to ensure my child gets to and from the stop safely?

A: It is the parent's responsibility to get the child to and from the bus stop. It is the District's responsibility to give the child a safe place to be picked up and dropped off.

The stop is up the street, on the opposite side. Does my child have to cross the street?

A: It is your choice to either let your student be on the correct side when the bus comes, or wait until the bus arrives, and then cross on the drivers signal, with the bus' lights activated. We prefer the latter, as the bus can control traffic.

Riding the bus:

Non-Public School Students: We cannot transport students from another district on our buses – there can be no exceptions to this.

My child's bus ride seems very long, and I'm only 5 minutes from school. What can be done about that?

A: All our elementary routes range from 30 to 50 minutes long, depending on the school and pick up area. However, the time from any home directly to school is probably only 5 minutes or less. We are transporting an average of 65 students per bus, sometimes making 25 stops. Everybody is close, and someone always has to be first.

The bus driver:

Who is the bus driver?

A: Before they ever transport a single student, the bus driver has:

- undergone over 70 hours of training.
- been fingerprinted (criminal background check) and drug tested.
- taken a DMV road test, followed by a Niskayuna Schools road test.
- taken a "physical performance test" that tests coordination and strength.
- had a physical.

After all this, every year they do a Defensive Driving Review, a physical, and two mandated driver "refreshers." They also are subject to random drug and alcohol testing. Every other year they must take the road test, physical performance test, and written test.



Niskayuna Transportation Department

1301 Hillside Ave.
Niskayuna, NY 12302
Phone: (518) 370-0160

Transportation Director:

Richard Kirk

rkirk@niskayschools.org

Snow days/delays:

A one hour delay has just been announced on TV. When will the bus come?

A: One hour later than the regular pick up time. However, one or two hour delays usually present their own problems. The bus is supposed to pick up one or two hours later, but delays are usually called because of bad weather, which means more traffic. And since a delay also puts us in the middle of business traffic, the delay may make us later than the expected one or two hours.

Items on buses:

What types of items can be brought on the bus?

A: Generally, if an item does not fit in the student's lap, it will not be permitted on the bus. Any large items must be approved by the driver and consideration must be given to room available on the bus. No child will be without a seat because of a large article taking up space.

What types of items are not allowed on the bus?

A: It is mostly the bus drivers' discretion to restrict items coming aboard if they feel safety is an issue. If in doubt, call us to ask. Items not allowed include: guns (real or toy), skis and ski poles, sleds, fireworks, bicycles, spray cans, saws or axes, skateboards and scooters, matches and lighters, knives (real or toy), animals (pets), etc.

Health Services

The goal of school health services is to maintain optimum health for all children, enabling them to realize their full potential.

Physicals & Screenings

State law requires a physical examination by a New York State-licensed physician for new entrants and students entering grades prekindergarten or kindergarten, 1, 3, 5, 7, 9 and 11. The state recommends that this physical be performed by the family physician. The school physician does physicals only when the family has not arranged for the examination. Health screenings (e.g. vision, scoliosis) conducted by school nurses vary by grade level. Please contact your school nurse for more information.

Q. > What should I do if my child does not feel well?

A: If your child does not feel well, please keep them home from school. If they are displaying symptoms of COVID-19, please contact a healthcare provider. Symptoms of COVID-19 include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and/or diarrhea. Whether or not a child is displaying symptoms of COVID, if they are not feeling well, they should stay home from school. This is the best way to stop the spread of illness and help them return to learning when they are ready.

Q. > What should a student do if they feel ill during the day?

A: If a student is not feeling well for any reason during the school day, they should go to the school nurse. The nurse will evaluate them and will contact the student's family and may make a recommendation about following up with a physician as needed. If a student is displaying symptoms of COVID-19, the student should get tested. Regardless of vaccination status, if a student tests positive for COVID-19 they must isolate for a full five days. Individuals may return to school after day five if they are asymptomatic or if symptoms are resolving, including being fever free without the use of fever reducing medication.

Medication in School

In order for a school nurse to administer medication during school hours, either prescription or over the counter, the following are required by the State of New York:

1. An order from a licensed prescriber including name of medication, dosage and time to be administered;
2. Parent/Guardian permission to administer the medication;
3. The parent/guardian must assume the responsibility to have the medication delivered directly to the school nurse in a properly labeled original container.

Students who have been diagnosed with severe allergies or asthma may need to carry emergency medications on their person. This is permissible and highly advised. The physician may complete a release to self-medicate form. The school nurse will keep this on file. Please contact your child's school nurse for necessary forms.

First Aid

Basic first aid is rendered to all who may require it. If the injury is extensive, a paramedic call may be made to transport the student for medical attention. Accident/incident reports are made on all serious injuries.

Insurance

School district accident insurance covers students for accidents that occur during school activities. It is non-duplicating coverage, meaning the family must first file with its own health and accident insurance plan. Forms for medical expenses that are not thus covered may be obtained from the school nurse at the child's school.

Required Immunizations

All students enrolled in New York State schools grades K-12 must provide proof of immunizations. If you have any questions, please contact your family physician or school nurse. If you do not have a health care provider or need help getting the immunizations, we can provide information from the local health department about where your child can receive them.

School Nurses

BIRCHWOOD

TBA
(518) 344-2910, ext. 10704

CRAIG

Madelyn Egan, RN
megan@niskyschools.org
(518) 377-0156, ext. 11704

GLENCLIFF

Holly Britton, RN
hbritton@niskyschools.org
(518) 399-2323, ext. 12704

HILLSIDE

Katrina Cutting, RN
kcutting@niskyschools.org
(518) 377-1856, ext. 13704

ROSENDALE

Heather Bulger
hbulger@niskyschools.org
(518) 657-1367, ext. 14704

VAN ANTWERP

Colleen Kearney
ckearney@niskyschools.org
(518) 370-1243, ext. 20707

IROQUOIS

Christine Gravelle, RN
cgravelle@niskyschools.org
(518) 377-2019, ext. 19707

HIGH SCHOOL

Hannah Pelletier
hpelletier@niskyschools.org
(518) 878-5483, ext. 21768

Patrice Adams
padams@niskyschools.org

Sascha Cade
scade@niskyschools.org

Cheryl Berkof, Clerical Assistant
cberkof@niskyschools.org
(518) 382-2511, ext. 21767

Weather-Related Closures and Delays

The Niskayuna Central School District has established protocols for deciding whether to close or delay school or cancel activities due to snow or other inclement weather. The district uses several information channels to communicate this information with parents and community members.

Information sources for school closings, delays, and early dismissals

If there are any changes in school operation hours, the district uses several information vehicles to inform parents and community members, as outlined below. School is open on its usual schedule unless otherwise announced.

- E-mail and text alerts (Parents are automatically connected)
- Our district website; weather notices are posted right on the homepage
- Local media stations and websites (Channel 6, Spectrum News Channel 9, Channel 10, Channel 13, Fox 23, WFLY (92.3 FM), WGNA (107.7 FM), WGY (810 AM), WYJB (B95.5), WRVE (99.5 FM), Daily Gazette, Times Union)

It is best to rely on more than one information source, particularly in situations where the weather may cause power outages.

District Protocols for Closing and Delaying School or Canceling Activities

Closing School for the Entire Day: If it appears that students cannot be transported safely to school or home at the end of the day, Niskayuna schools will not open. The district will make every attempt to announce snow days or delays by 5:30 a.m.

Delayed Start of the School Day: When conditions warrant, we may utilize a two-hour delay to the start of the school day. When there is a two-hour delay, the bus will arrive 2 hours later than the usual pickup time. When a two-hour delay is called, the district retains the option to close school for the full day. This decision will be made by 7 a.m., and communicated promptly. The district's philosophy is to avoid one-hour delays.

Afterschool and Evening Activities: If students cannot be transported to and from afternoon and/or evening activities safely, they will be canceled. Although it is not always possible, our goal is to make decisions about afterschool activities by 12:30 p.m. and evening activities by 2 p.m.

Early Dismissal During Inclement Weather

The district's philosophy is to avoid early dismissal. We do not want parents rushing home on less than ideal roadways, and we believe that keeping children at school is often the best way to keep them safe during bad weather. However, in the event that this is necessary, notification will be made as early in the day as possible.

Wind Chills and Cold Temperatures

Severe climate conditions where temperatures and wind chill dip into certain extreme ranges can cause concerns for the safety of children. When wind chills approaching -25 degrees are predicted, the district may be placed on a cold weather alert. When persistent wind chills of -25 degrees or below are predicted, we are likely to delay or close school, consistent with guidance from the New York Statewide School Health Services Center.

Additional information about cancellations

As a general rule, when school is closed for the day or there is an early dismissal, all afterschool and athletic activities and evening events, including Continuing Education classes, are canceled and the pool at Niskayuna High School is closed, unless it is otherwise announced.



➤ Special Note About Emergency Days:

As of this publication, our plan for this year is that any days where inclement weather prevents students and staff from safely coming to school will be “traditional snow days” and not remote learning days. The calendar for the year has some days built into it for this purpose.

Code of Conduct Summary

The code of conduct serves as a guide to good citizenship, promoting positive behavior and helping students understand expectations, which are based on mutual respect, citizenship, character, acceptance, honesty and integrity. The code of conduct reflects how we can all work together to support our students and their growth and development. K-12 code of conduct emphasizes these guiding principles:

- **Restorative practices**
- **Diversity and equity**
- **Social and emotional learning**
- **Pro-social behavior**
- **Student engagement**
- **Expectations, respect and accountability**



Summary of Key Aspects of the Code of Conduct:

- The code of conduct highlights rights and responsibilities of students; parents, guardians and caregivers; educators, principals, the superintendent and the Board of Education.
- All students have the right to a sound, quality education in a school environment that is safe, orderly and promotes learning.
- All students have the responsibility to be active participants in their learning, attend school daily, arrive on time and be prepared to learn.
- All visitors to the school must report to the Main Office to sign-in and observe the Code of Conduct. Anyone who is on school property when they are not supposed to be will be reported to the school principal and asked to leave.
- Every student should do his or her own work. It is often important in school work to give credit to other sources of information like the Internet or books. Teachers will talk to students about how to give credit to other information sources.
- The possession of drugs, drug paraphernalia, synthetic narcotics, non-prescribed medications, alcohol, or the consumption of drugs or alcohol during school hours or at any interscholastic or co-curricular event is strictly prohibited.
- All forms of harassment, discrimination, hazing, bullying and cyberbullying are strictly prohibited in our schools.
- Both words and physical actions that harm others can result in student discipline. Activity that takes place off of school property, including on the Internet and social media sites, can carry consequences in school for students if the behavior disrupts the school environment.
- Weapons, including any object that appears to be a weapon, are not allowed at school. Students who bring a weapon to school can be suspended.
- It is against the law for anyone to make a bomb threat against a school in New York.

Levels of Behavior and Responses

The code of conduct outlines levels of behavioral infractions and potential consequences. In determining how to best address inappropriate, unacceptable and unskillful behavior, we know it is necessary to evaluate all of the circumstances surrounding the behavior. Consequences will then be paired with meaningful instruction and guidance to offer students an opportunity to learn from their mistakes.

➤ **Level 1:** Teacher and/or staff interaction to teach correct behavior and promote self-discipline and healthy well-being.

➤ **Level 2:** Administrative intervention to address more serious and disruptive actions.

➤ **Level 3:** Administrative intervention and short-term removal for violations that potentially jeopardize order, safety and property.

➤ **Level 4:** Intensive administrative intervention and lengthier removal from the learning environment when safety and well-being of others is threatened.

➤ **Level 5:** Intensive district administration intervention and discipline with potential long-term removal from school or alternative placement for actions that may involve force and result in harm, injury or violence.

All members of the school community must assume a role in promoting behavior that enhances academic and personal success. Courteous, respectful and responsible behavior fosters a positive climate and one that promotes learning.

Interventions and consequences will be implemented in a culturally responsive and consistent manner across all schools and grade levels.

Students and families should know that the school will provide interventions inside and outside the classroom that support a restorative, rather than punitive, response. Our belief is that by addressing issues from a restorative perspective, we can guide students when their actions are less serious and minimize more severe behavior and responses.

A complete copy of the Code of Conduct is available to all members of our school community upon request and available directly on our website at <https://www.niskayunaschools.org/about-us/policies-forms/>.

Dignity for All Students Act

You should feel safe at school. People should treat other people the way they would like to be treated. You should be able to learn, do your work, and have fun and be part of activities without worrying about the words or actions of others making you feel unsafe or uncomfortable. We are all different, but no one should be treated differently because of things like how they look or what their family does. It is against school rules to make anyone else feel threatened or unsafe.

A law known as the Dignity for All Students Act focuses on making sure that you and your classmates are safe and feel safe at school. It is wrong for students to be teased or treated differently because of their actual or perceived race (including traits associated with race such as hair texture and protective hairstyles), color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), or sex. Every school principal is in charge of working with everyone at school to create a safe and supportive environment. If anyone is saying or doing things that are making you or others feel unsafe or uncomfortable, you should tell your principal or another adult at school. They are there to help you learn and make sure you feel safe. The Dignity for All Act Coordinator for each school is the principal. Contact information is on the district website.

Policies & Notifications

Student Records

The Board of Education recognizes the importance of accurate student records and the need to maintain confidentiality in accordance with the Family Educational Rights and Privacy Act (FERPA). With respect to a student's educational records, parents have the right to: inspect and review educational records of their children; request the amendment of records the parent/eligible student believes are inaccurate, misleading, or in violation of the student's privacy rights; the right to consent to disclosures of personally identifiable information in the student's education records, except information that can be disclosed without consent; and the right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the district to comply with FERPA. The full Student Records policy can be obtained from the District Office at 1239 Van Antwerp Road, Niskayuna, or on the district's Website.

Release of Student Information

The district may release student information defined as "directory information" without prior written consent, unless otherwise notified by parents. The district has designated directory information as: student's name, home address(es), telephone number(s), date and place of birth, honors and awards, participation in recognized activities, dates of attendance, grade and school of attendance, teacher name and class lists, future educational plans, names of parents/guardians, parent e-mail addresses, and student photo/video. Examples of the use of information include: release to the news media, in district communications such as the website, official social media sites and district newsletters and to assist with PTO-compiled school directories. Parents/guardians who do not want their child's directory information to be released should notify the building principal at the school and notify the superintendent of schools (Niskayuna Central School District, 1239 Van Antwerp Road, Niskayuna, NY, 12309) by Oct. 1 of each year.

Access of military recruiters to student information

In accordance with federal law, the district must release secondary school students' names, addresses and telephone listings to military recruiters or institutions of higher education unless eligible students or parents/guardians request in writing that such information not be released. If you would not like this information released, please notify the District Registrar Dana Mazzone in writing at Niskayuna Central Schools, 1239 Van Antwerp Road, Niskayuna, NY 12309.

Attendance Policy

Students are entitled to a sound basic education that will enable them to enjoy life and become effective citizens. This is best achieved by regular class participation. The Attendance Policy recognizes the relationship between participation in class activities and the mastery of course material. Class attendance is recorded and reported to parents at the end of each marking period, or more frequently if needed. Principals work with staff members to regularly review student attendance and develop building and individual plans to address any issues in partnership with students and families.

Reasons for excused tardiness or absences are: Personal illness or injury, death or emergency illness in the immediate family, obligatory religious observance, required court appearance, medical and dental appointments, school sponsored events, college visits and interviews, career development or exploration programs approved by the principal, driver's road test (not permit tests), late arriving bus, impassable roads or weather making travel unsafe, music lessons, or others as authorized by the principal.

Tardiness or absence for any other reasons is unexcused. Students with an excused absence shall be given an opportunity to make up missed work. Students with unexcused absences shall be subject to the sanctions provided by the Code of Conduct. Parents shall be notified by phone or by letter whenever their child is absent, tardy or departs early without a proper excuse. Additional actions shall be taken for students with severe attendance problems, as outlined in the Code of Conduct.

Child Abuse Hotline Information

If you suspect a child is being abused or maltreated (neglected), report it by calling 1-800-342-3720, a toll-free 24-hour hotline operated by the New York State Office of Children and Family Services. If you believe a child is in immediate danger, call 911 or your local police department. Information about reporting child abuse and maltreatment is available online at <http://ocfs.ny.gov/main/cps/>.

Protection of Pupil Rights

The Protection of Pupil Rights Amendment provides parents/guardians with certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. In particular, if a survey is funded in whole or part by the U.S. Department of Education, parents/guardians have the right to consent before students are required to complete a survey that asks about any of eight protected areas: political affiliations or beliefs; mental or psychological problems; sexual behavior or attitudes; illegal, anti-social, self-incriminating, or

Policies & Notifications continued

demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships; religious practices; or income.

Parents/guardians will also receive a notice and an opportunity to opt students out of: any other survey that asks about the above protected areas; Any non-emergency, invasive physical exam/screening with the exception of physical exams or screenings required or permitted by state law (e.g. hearing, vision, or scoliosis); and activities involving collection, disclosure, or use of personal information collected from students for marketing.

Parents/guardians have the right to inspect any surveys that ask about the above protected areas, as well as surveys created by third parties to collect personal information from students for marketing purposes, and instructional materials used as part of the curriculum. Parents/guardians will also be provided with reasonable notification of specific activities or surveys covered by this policy and the ability to opt their child out. Anyone who believes their rights have been violated may file a complaint with: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, D.C. 20202.

Use of Pesticides & Request for Notification

The Niskayuna Central School District uses an Integrated Pest Management approach to control structural and landscape pests and to minimize pesticide exposure to students, employees and visitors. While infrequent, in the event that conditions warrant a pesticide application, it is performed by state-licensed applicators and the district maintains a copy of the label of each pesticide used. The district maintains a registry of all individuals who request to receive 48-hour prior notification of pesticide applications on school property. To receive these notifications, please contact the Niskayuna Central School District Communications Office, 1239 Van Antwerp Road, Niskayuna, NY 12309 or communications@niskayschools.org.

Asbestos Management Plan

In accordance with the EPA Asbestos Hazardous Emergency Response Act, the district has in place an asbestos management plan to identify and manage asbestos building materials. The Asbestos Management Plan for the district is available at the District Office, 1239 Van Antwerp Road, Niskayuna. Information about required inspections and any scheduled asbestos project occurring this school year is contained within the Asbestos Management Plan.

Prohibition of Bullying, Discrimination, Harassment, Hazing and Retaliation

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity and equality. Board policy prohibits all acts of discrimination, harassment and bullying (including cyberbullying), as well as retaliation, by anyone on school property or at school functions. Acts of discrimination, harassment, hazing bullying or retaliatory behavior should be reported to any staff member, administrator, or the Title VII/Title IX Officer, Chief Equity Officer Latisha

Barnett, lbarnett@niskayschools.org or (518) 377-4666, ext. 50741. Inquiries concerning policies regarding harassment and discrimination should also be directed toward the Title VII/Title IX Officer. Copies of the Board of Education policies are available in the District Office at 1239 Van Antwerp Road, in all school main offices, and on the district website.

Prohibition of Sexual Harassment

The Niskayuna Board of Education has a policy prohibiting sexual harassment in the Niskayuna Central School District. Sexual harassment is generally defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Any student, employee or school district officer who believes sexual harassment has occurred should report the alleged misconduct immediately so that corrective action may be taken as necessary. Students or parents should report any alleged misconduct to the Title VII/Title IX Officer, Chief Equity Officer Latisha Barnett, lbarnett@niskayschools.org or (518) 377-4666, ext. 50741, or the building principals. Employees should report any alleged misconduct to the Director of Human Resources. The District recognizes that sexual harassment is a sensitive issue and that students may choose to inform any trusted staff member of suspected discrimination or harassment.

The School District will act to promptly, thoroughly, and equitably investigate all complaints, whether verbal or written, of sexual harassment and will promptly take appropriate action to protect individuals from further sexual harassment. All such complaints will be handled in a manner consistent with the District's policies, procedures, and/or regulations regarding the investigation of discrimination and harassment complaints.

The sexual harassment policy and guidelines are available in school offices or through Title VII/Title IX Officer Chief Equity Officer Latisha Barnett, lbarnett@niskayschools.org or (518) 377-4666, ext. 50741.

Insurance

School district accident insurance covers students for accidents that occur during school activities. It is non-duplicating coverage, meaning the family must first file with its own health and accident insurance plan. Forms for medical expenses that are not thus covered may be obtained from the school nurse at the child's school.

Meal Charge Policy and Unpaid Charges

The district's approach to meal charges and handling unpaid charges is summarized below and outlined in detail in Board of Education Policy No. 5660.

The District's point-of-sale system will track all charges and payments. The District will provide students with the student's meal of choice of the available reimbursable meal choices for that school day upon request, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. This does not include a la

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Policies & Notifications continued

carte items, adult meals or similar items. Students who use prepaid meal accounts are given a grace period during which they are allowed to charge meals after their prepaid funds have been exhausted. The parent will be notified that the account balance is exhausted and unpaid meal charges are due. No a la carte items may be charged.

The District will not publicly identify a student who cannot pay for a meal or who has accrued meal debt, discuss any outstanding meal debt in the presence of other students, or take any action directed at a pupil to collect unpaid meal fees. Unpaid meal charges will be addressed directly with the student's parent or guardian who is responsible for providing funds for meal purchases.

When a student owes money for five or more meals, the district will make every attempt to determine if the student is directly certified to be eligible for free meals, make at least two attempts to reach the student's parent or guardian to fill out a meal application, contact the parent or guardian to offer assistance with a meal application, determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school meal, and offer any other assistance that is appropriate.

In addition, discreet notifications of low, exhausted, or deficit balances may be sent to parents at appropriate intervals during the school year. The notification may include a repayment schedule, but will not charge any interest or fees related to meals charged during the grace period.

Board Policy No. 5660 also addresses the return of unused funds on a student's school meal account.

Idling of Vehicle Engines on School Grounds

State law requires school districts to take steps to minimize the idling of the engines of school buses and other school vehicles on school grounds. While students are boarding and departing school buses, the engine should be turned off. Students should be instructed about the importance of getting on and off buses in an orderly and efficient fashion to minimize loading and offloading time. Bus engines should also be off while parked at sporting events and other school activities. Exceptions can be made in cases of emergency, mechanical issues or for necessary heating.

Safe Schools Plan

Under the New York State Project SAVE law (Safe Schools Against Violence in Education), the Niskayuna Central School District has adopted a district-wide safe schools plan. Approved by the Board of Education, the plan consolidates many existing district safety procedures as well as new information required by Project SAVE.

Items in the comprehensive plan include: district-wide safe schools plan, information about building-level safety plans, codes of conduct, emergency response plans, a character education plan, crisis response procedures and building safety team responsibilities. The district plan is available on the website.

Student Evaluation, Promotion and Placement

Decisions about student promotion and placement are at the discretion of the school administration. These decisions are guided by recommendations of teachers and staff members, past academic performance, and parent/guardian input. Past academic performance refers to a variety of indicators of student achievement and growth. Promotion and placement decisions are not based solely on student performance on New York state assessments in grades 3-8 English language arts or mathematics. Parents and/or persons in parental relation to students shall receive an appropriate report of student progress at regular intervals. The District will not include on a student's official transcript or maintain in a student's permanent record any individual student score on a state administered standardized English language arts or mathematics assessment for grades 3 through 8. The district's promotion and placement policy was adopted by the board of education following a review by the district administration.

Participation in Graduation Ceremonies by All Eligible Students

New York State Education Law requires the Niskayuna Central School District to inform students and parents/guardians of the district's policy that all eligible students are allowed to participate in a high school graduation ceremony and associated graduation activities with their graduating class (i.e., the 12th-grade class with which such student entered into ninth grade). This includes students who have been awarded a Skills and Achievement Commencement Credential or Career Development and Occupational Studies Commencement Credential.

Body Mass Index

As part of a required school health examination, a student is weighed and his/her height is measured. These numbers are used to figure out the student's body mass index or 'BMI'. The state requires BMI and weight status group be included as part of the student's school health examination. A sample of school districts will be selected to take part in a survey by the State Department of Health. If our school is selected to be part of the survey, we will be reporting information about our students' weight status groups. Only summary information is sent; No names and no information about individual students are sent. However, you may choose to have your child's information excluded from this survey report. Please contact your school nurse if this is the case.

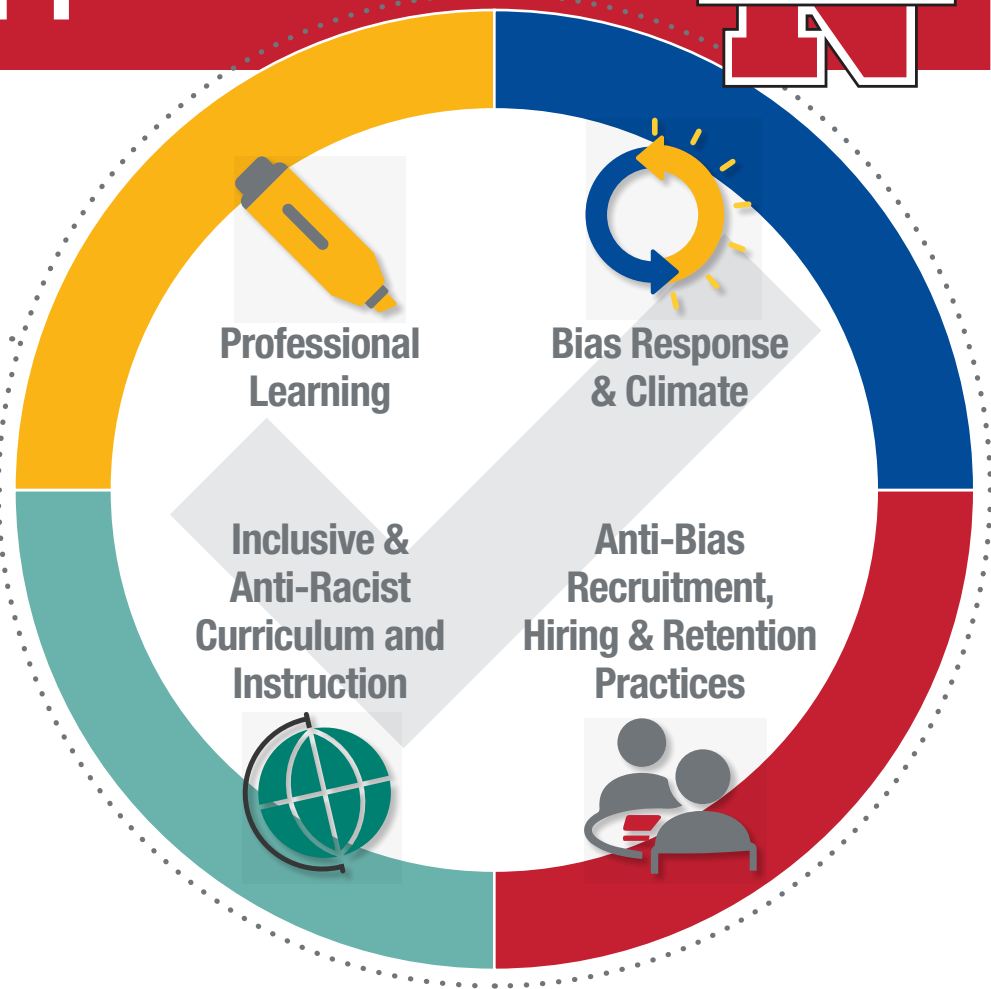
NISKAYUNA STRATEGIC PLAN FOR EQUITY



MAJOR GOAL AREAS

“This policy requires that district practices and procedures be reviewed based on the established culturally relevant criteria in order to reverse the cycle of systemic disparities that impact student success... The implementation of this policy is the shared responsibility of all District stakeholders.”

Niskayuna Equity in Education
Policy #7500



DESIRED OUTCOMES

What is the strategic plan for equity **designed to do?**

Students who...

- Experience academic success
- Are socio-politically conscious and socio-culturally responsive
- Have a critical lens through which they challenge inequitable systems of access, power, and privilege.
- Understand their own identity, bias, culture, that of others, and the role these play in education

Faculty and staff members who...

- Take responsibility for learning about student's cultures and communities and use these as a basis for learning
- Engage in diversity/equity professional learning
- Respond immediately and appropriately to breaches to a safe, welcoming, and supportive school environment
- Communicate high expectations
- Understand their own identity, bias, culture, that of others, and the role these play in education

A learning community that...

- Ensures that faculty and staff reflect the rich identities of our students
- Ensures that curricular materials reflect a variety of identities and world views and prepare students to critically engage.
- Ensures every individual has relevant avenues for input into strengthening our school culture



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