



Long Lake

CENTRAL SCHOOL DISTRICT

Long Lake Central School
20 School Lane
P.O. Box 217
Long Lake, New York 12847

P 518/624-2221

F 518/624-3896

W www.longlakecsd.org

Dear Families,

Welcome to your 2023-2024 Summer Mailing Packet! While we sincerely hope you are having a healthy, happy, and fun summer, we are looking forward to seeing you soon.

Enclosed you will find some of the paperwork necessary for us to have on file at the beginning of every school year. Only the items listed below with an asterisk (*) need to be filled out and sent back to the school on or before the start of the school year. All other documents should be retained for your reference.

*Parent / Guardian and Student Acknowledgements

*Student Emergency Sheet

*Parent Portal Request Form (*if new or any updates*)

*Application for Free and Reduced-Price School Meals / Milk (*if applicable*)

You will receive additional communications related to the following items:

- Daily Transportation Location Form
- Bus Routes
- Class Schedule (*Grades 7-12*)
- Locker and Lock Assignments (*Grades 5-12*)

If you have any questions, please feel free to contact me by email at lzaidan@longlakecsd.org or by phone at (518) 624-2221.

Sincerely,

Lynn F. Zaidan
Secretary to the Superintendent

Board of Education

Michael Farrell

President

Trisha Hosley

Vice President

Tara Murphy

Joan Paula

Paul Preuss

Superintendent/Principal

David Snide

dsnide@longlakecsd.org

District Treasurer

Elizabeth Hosley

ehosley@longlakecsd.org

School Counselor

Elisha Cohen

ecohen@longlakecsd.org



Long Lake
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Parent / Guardian and Student Acknowledgements 2023-2024 School Year

Please review all enclosed documents and return only those denoted with an asterisk (*) below. All others should be retained for your reference. *Initial in the below table as appropriate. One form per child.*

Student name (please print): _____ Grade: _____

Person completing form (please print): _____ Date: _____

Document Name	Parent / Guardian Initials	Student Initials
Field Trip Permission Form I give my child permission to participate in field trips which are held in correlation with learning activities in school <i>unless otherwise stated</i> .	_____	
Walk/Bike Permission (Grades K-6) – select ONE I give my child permission to walk and/or ride their bike home. --- OR --- I give my child permission to walk and/or ride their bike home only on days that I send a note in to school stating they will walk or ride their bike home.	_____ _____	
Device, Network, Internet Use, and Protection Agreement I agree to the terms outlined in this document, and the accompanying Student Technology Handbook and Acceptable Use Policy (#7315).	_____	

In addition to this form, the below documents must be reviewed, signed, and returned *no later than the first day of school*:

*Student Emergency Sheet

*Parent Portal Request Form (*if new or any updates*)

*Application for Free and Reduced-Price School Meals / Milk (*if applicable*)



Student Emergency Sheet

One Sheet Per Child

This form is to be completed annually by a parent/guardian ONLY. Please notify the school of any changes in this information throughout the school year.

Date: _____

STUDENT INFORMATION

Name: _____
First Middle Last

Birth Date: _____ Grade: _____

Physical Address: _____

Mailing Address (if different): _____

PARENT / GUARDIAN INFORMATION

*Parent/Guardian 1's Name (first and last): _____

Physical Address (if different than student's): _____

Mailing Address (if different than student's): _____

Home Phone: _____ Cell Phone: _____ E-Mail: _____

Employer Name: _____ Work Phone: _____

*Parent/Guardian 2's Name (first and last): _____

Physical Address (if different than student's): _____

Mailing Address (if different than student's): _____

Home Phone: _____ Cell Phone: _____ E-Mail: _____

Employer Name: _____ Work Phone: _____

EMERGENCY INFORMATION *To serve your child in case of accident or sudden illness, it is necessary that you provide the following information (different than above) for emergency calls:*

*Contact 1's Name: _____

Relationship: _____ Primary Phone: _____ Secondary Phone: _____

*Contact 2's Name: _____

Relationship: _____ Primary Phone: _____ Secondary Phone: _____

HEALTH INFORMATION *List any health conditions such as heart disease, diabetes, epilepsy, severe allergies, eye or ear problems, any chronic condition, environmental allergies, etc.:*

*Doctor Choice 1: _____
Name Telephone

*Doctor Choice 2: _____
Name Telephone

Hospital Choice: _____

*Dentist Choice: _____
Name Telephone

OTHER INFORMATION *List any additional comments, requests, or personal information that you would like us to know about your child:*

I, the undersigned, do hereby authorize officials of Long Lake School District to contact directly the persons named on this sheet and do authorize the named physicians to render such treatment as may be deemed necessary in an emergency, for the health of said child. In the event that physicians, other persons named on this sheet, or parents cannot be contacted, the school officials are hereby authorized to take whatever action is deemed necessary in their judgement, for the health of the aforesaid child. I will not hold the school district financially responsible for the emergency care and/or transportation for said child.

Signature of Parent/Guardian



Long Lake
CENTRAL SCHOOL DISTRICT

PARENT PORTAL ACCESS FORM

Please use (1) one form ***per person*** requesting access to Parent Portal.

Name of person requesting access: _____

Name(s) of student(s): _____

Relationship to individual(s): _____

Email address to be used: _____

Note:

- This form must be completed in its entirety and returned to the main office for access to the parent portal to be granted.
- If the person listed above is a student under 18, note that a PARENT/GUARDIAN signature is required to grant the student access to the portal.

Parent Name (print): _____

Parent Name (signature): _____ Date: _____

Date Withdrew _____

F _____ R _____ D _____

Long Lake 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 **(518) 464-5133**, if you need help. Additional names may be listed on a separate paper.

Return Completed Applications to: **Susan Frank, Shared Food Service Program Specialist**
Capital Region BOCES
900 Watervliet Shaker Road, Albany, NY 12205

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# ☐

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

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

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

Signature: _____ Date: _____

Email Address: _____

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

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

Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or LatinoRace (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, 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.

FREE AND REDUCED PRICE MEAL APPLICATION FACT SHEET

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

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

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

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

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

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

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

Examples of gross income are:

-
- Wages, salaries, tips, commissions, or income from self-employment
- Net farm income – gross sales minus expenses only – not losses
- Pensions, annuities, or other retirement income including Social Security retirement benefits
- Unemployment compensation
- Welfare payments (does not include value of SNAP)
- Public Assistance payments
- Adoption assistance
- Supplemental Security Income (SSI) or Social Security Survivor's Benefits
- Alimony or child support payments
- Disability benefits, including workman's compensation
- Veteran's subsistence benefits
- Interest or dividend income
- Cash withdrawn from savings, investments, trusts, and other resources which would be available to pay for a child's meals
- Other cash income

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

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

Name: Susan Frank Title: Shared Food Service Program Specialist

Telephone Number: (518) 464-5133

Long Lake CSD Letter to Parents for School Meal Programs

Dear Parent/Guardian:

Children need healthy meals to learn. Long Lake CSD offers healthy meals every school day. Breakfast costs \$1.50; lunch costs \$2.00. 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.

1. **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. We cannot approve an application that is not complete, so be sure to fill out all required information as indicated on the application and application instructions. Return the completed application to: susan.frank@neric.org | Susan Frank, Capital Region BOCES, 900 Watervliet Shaker Road, Albany, NY 12205 | (518) 464-5133
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

3. **CAN FOSTER CHILDREN GET FREE MEALS?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Foster children may also be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.
4. **CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail [school, homeless liaison or migrant coordinator information] to see if they qualify.
5. **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.
6. **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.

7. **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.
8. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.
9. **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.
10. **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: Interim Superintendent, David Snide, 20 School Lane, PO Box 217, Long Lake, NY 12847 | (518) 624-2221 or email at dsnide@longlakecsd.org
11. **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.
12. **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 FDIIR, the application must include the children's names, the household SNAP, TANF or FDIIR 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 FDIIR 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 Susan Frank at (518) 464-5133.

Thank you,

Joe Sciancalepore
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, 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

This institution is an equal opportunity provider.



2023-2024 Marking Period & Progress Report Dates

Marking Period	Marking Period Opens	Marking Period Ends	Grades Due	Report Cards Mailed & Posted to SchoolTool
First 9/5/23-11/10/23	Tuesday, November 7	Friday, November 10	Tuesday, November 14	Friday, November 17
Second 11/13/23-1/26/24	Tuesday, January 23	Friday, January 26	Tuesday, January 30	Friday, February 2
Third 1/29/24-4/12/24	Tuesday, April 16	Friday, April 19	Tuesday, April 23	Friday, April 26
Fourth 4/15/24-6/26/24	Friday, June 14	Wednesday, June 26	Friday, June 21	Wednesday, June 26

5 Week Progress Reports	Progress Reports Open	5 Week Period Ends	Progress Reports Due	Progress Reports Mailed & Posted to SchoolTool
5 Week - Quarter 1	Tuesday, October 3	Friday, October 6	Tuesday, October 10	Friday, October 13
15 Week - Quarter 2	Tuesday, December 12	Friday, December 15	Tuesday, December 19	Wednesday, December 20
25 Week - Quarter 3	Tuesday, March 5	Friday, March 8	Tuesday, March 12	Friday, March 15
35 Week - Quarter 4	Tuesday, May 21	Friday, May 24	Tuesday, May 28	Friday, May 31

***Grades should be turned in by the end of the day on the due date.**

Copies of any parent correspondence sent home for grades K-6 should be filed in the students file in the records office.

Copies of any parent correspondence sent home for grades 7-12 should be filed in the guidance office.



PK-12 Student School Supply List 2023-2024 School Year

Grades PK-6

Pre-Kindergarten, Ms. Noonan

- A backpack
- A paint smock (an old t-shirt works well)

*The following items are **optional**:* they will go into our shared classroom supplies

- 3 glue sticks
- 1 box ziploc bags/gallon size or sandwich
- 1 box of pencils

Please note: Our school day is active and sometimes students will get dirty or wet, so I ask that you provide an extra change of clothes to be kept in the student's cubbies. These should consist of socks, underwear, shirt and pants. Students should also have a pair of sneakers for daily gym class.

Kindergarten, Ms. Noonan

- 1 large backpack
- A paint smock (an old t-shirt works well)
- Extra change of clothes.

*The following items are **optional**:* they will go into our shared classroom supplies

- 3 glue sticks
- 1 box ziploc bags/gallon size or sandwich
- 1 box of pencils

Please note: Our school day is active and sometimes students will get dirty or wet, so I ask that you provide an extra change of clothes to be kept in the student's cubbies. These should consist of socks, underwear, shirt and pants in a bag labeled with your child's name. Students should also have a pair of sneakers for daily gym class.

Grades 1/2, Mrs. Pooler

- 2 packages of pencils (10 count)
- Pencil box
- box crayons (16 count)
- Water bottle
- 5 regular size glue sticks

Grades 3/4, Mrs. Delehanty

- 1 marble, **wide ruled** composition notebooks
- 2 folders sturdy folders
- 1 box of pencils

Grades 5/6, TBD

- Two (2) single-subject notebooks
- One (1) three-subject notebook
- One (1) composition notebooks
- Two (2) folders
- One (1) large stretchable book cover
- Supply of #2 pencils and erasers
- Supply of blue or black pens
- A couple of highlighters
- Pencil case/box
- Pair of earphones or earbuds
- Water bottle

Grades K-2 (Specials)

Art, Ms. Gannon

- Smock/Old t-shirt

Physical Education, Mr. Chambers

- Sneakers to be worn during class. Please no crocs, sandals, flip-flops, slippers, etc.
- Clothing that is appropriate for physical activity, such as a t-shirt and shorts.

Grades 3-6 (Specials)

Art, Ms. Gannon

- Smock/Old t-shirt

Computer Literacy, Mr. Tremblay

No supplies needed.

Music (Band, Choir, General), Mr. Sass

- Pencils

Physical Education, Mr. Chambers

- Sneakers to be worn during class. Please no crocs, sandals, flip-flops, slippers, etc.
- Clothing that is appropriate for physical activity, such as a t-shirt and shorts. (Should students want to utilize a locker, they can leave clothing/sneakers in school to change into during class. *This is not required, but recommended.*)
- Pencil/pen for quiz days.

Grades 7-8

Art, Ms. Gannon

No supplies needed.

Computer Literacy, Mr. Tremblay

No supplies needed.

English, Mrs. Combs

- 1 inch binder with three dividers (students can use a large binder/zip-up binder and add a section for English)
- Blue or Black Pens
- Pencils
- Post It Notes

Foreign Language, Ms. Stewart

- One composition notebook (not spiral bound)
- Pen/pencil

Health Education, Mr. Chambers

- Pencil/Pen
- Notebook
- Folder

Learning Center, Dr. Countermine

- 1.5-2 inch binder
- Dividers
- Pens or Pencils

Mathematics, Mr. Curtin

- 1 inch three-ring binder (or a section for math if using a larger binder for multiple classes)
- Loose leaf paper
- Pencils required (pens are optional in addition)
- Scientific (NOT graphing) calculator (any model is fine, but the TI-30XIIS is a good one if you're unsure of what to get). One is provided in class and at home one will be available on chromebook.

Music (Band, Choir, General), Mr. Sass

- Pencils

Physical Education, Mr. Chambers

- Sneakers. Please no crocs, sandals, flip-flops, slippers, etc.
- Clothing that is appropriate for physical activity, such as a t-shirt and shorts. (All students will be assigned a lock/locker to store their clothing for class.)
- Pencil/Pen for quiz days.

Science, Mrs. Curtin

- Pocket folder (just for science in addition to any homework folder you may be using for multiple classes)
- Notebook or small 3 ring binder or dedicated section in large 3 ring binder with lined paper
- Pencils (preferred over pens)
- Optional but preferred: Your own scientific (not graphing) calculator. Best/ most user friendly model is Texas Instruments TI-30XIIS
- Loose leaf paper

Social Studies, Mr. O'Shell

- Pens and pencils

Technology Education, Mr. Burns

- 70 page spiral notebook
- 1 pocket folder

-#2 pencils (mechanical pencils are acceptable)

Grades 9-12

Art, Ms. Gannon

No supplies needed.

English, Mrs. Combs

-1 inch - 2 inch binder **or** a one-subject notebook with a two-pocket folder

-Blue or Black Pens

-Pencils

-Post It Notes

Foreign Language - Spanish, Ms. Stewart

-One composition notebook (not spiral bound)

-Pen/pencil

Health Education, Mr. Chambers

-Pencils

-Notebook

Journalism, Mrs. Combs

-Reporters Notebook

-One subject notebook with pockets

-Pens & pencils

Learning Center, Dr. Counterline

-1.5-2 inch binder

-Dividers

-Pens or Pencils

Mathematics, Mr. Curtin

-1 inch three-ring binder (or a section for math if using a larger binder for multiple classes)

-Loose leaf paper

-Pencils required (pens are optional in addition)

*Graphing calculator provided by school in class and for regents. At home students will have a graphing calculator app on their chrome book.

Music (Band, Choir, General), Mr. Sass

-Pencils

Physical Education, Mr. Chambers

-Sneakers. Please no crocs, sandals, flip-flops, slippers, etc.

-Clothing that is appropriate for physical activity, such as a t-shirt and shorts. (All students will be assigned a lock/locker to store their clothing for class.)

-Pencil/Pen for quiz days.

Science, Mrs. Curtin

- Pocket folder (just for science in addition to any homework folder you may be using for multiple classes)
- Notebook or small 3 ring binder or dedicated section in large 3 ring binder with lined paper
- Pencils (preferred over pens)
- Optional but preferred: Your own scientific (not graphing) calculator. Best/ most user friendly model is Texas Instruments TI-30XIIS
- Loose leaf paper

Social Studies, Mr. O'Shell

- Pens and pencils

Technology Education, Mr. Burns

- 70 page spiral notebook
- Pocket folder
- #2 pencils (mechanical pencils are acceptable)



Long Lake
CENTRAL SCHOOL DISTRICT

Field Trip Permission

2023-2024 School Year

Field trips provide a valuable hands-on addition to the skills learned and discussed during the school day. Pupils will either walk or be transported on Long Lake Central School District busses and will be supervised during the entire trip. You will be informed of specific plans for each trip and if you choose to **not** allow your child to participate, you may advise the teacher in advance of the planned trip. *Please note your child will not be allowed to go on a field trip without your consent.*



Device, Network, Internet Use, and Protection Agreement

2023-2024 School Year

Access to Long Lake Central School District computers, network, and internet is a *privilege, not a right*. It is for this reason that we have created guidelines regarding student use on school-issued devices at school and at home.

Please review the accompanying Student Technology Handbook and Acceptable Use Policy (#7315), then have a discussion with your child about the importance of acting with respect, responsibility, integrity, and digital citizenship.

1. I will take care of my device and know that I will be issued the same device each year.
2. I will never leave the device unattended.
3. I will never loan out my device to other individuals.
4. I will know where my device is always.
5. I will always lock my locker when my Chromebook is in it.
6. I will charge my device's battery daily.
7. I will keep food and beverages away from my device, as they may cause damage.
8. I will not disassemble any part of my device or attempt any repairs.
9. I will protect my device by not removing it from the provided case.
10. I will use my device in ways that are appropriate and educational.
11. I will not write, carve or put stickers on the device.
12. I understand that my device and accounts are subject to inspection at any time without notice and remain the property of the Long Lake Central School District.
13. I will follow the policies outlined in this Student Handbook both while at school, and outside the school day.
14. I will file a police report in case of theft, vandalism and other acts covered by my insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the District computer, power chords and bag in good working condition. I am responsible for replacing them if they do not.
17. I will not reveal my own or anyone else's personal address or phone number.
18. I agree to abide by all copyright and license agreements.
19. I agree that no financial transactions of any kind of be allowed on school devices.
20. I understand that access to the internet will be allowed, as well as the possibility of student work and photos being published on the internet.

The LLCSD recognizes that with the implementation of our device initiative, there is a need to protect the investment made by the District. Therefore, devices that are damaged by student negligence, misuse, or mistreatment at any time that the device is issued to them will not be

protected by LLCSD and the student and / or parent(s) / guardian(s) will be expected to pay for any repairs or replacement of the device and / or its additional materials.

These terms must be agreed to before being permitted to take a device home for academic use. Violations will result in immediate loss of access as well as other possible disciplinary or legal action.

Parent / Guardian:

As the parent / guardian of this student, I have reviewed the District's Student Technology Handbook and Acceptable Use Policy (#7315). I understand that device and internet access is designed for educational purposes. I also recognize that it is impossible for Long Lake Central School District to restrict all access to controversial materials, and I will not hold them responsible for materials accessed or acquired. Further, I accept full responsibility for the actions of my child while using the LLCSD devices, network, and internet. I hereby give permission for my child to access LLCSD devices, network, and internet.

Student:

I have reviewed the District's Student Technology Handbook and Acceptable Use Policy (#7315). I accept the responsibility for the proper use of the Long Lake Central School District devices, network, and internet. I have read, understood, and will abide by the statements and principles described on this document. I further understand that any violation of these guidelines is unethical and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges will be revoked. Institutional disciplinary action and / or appropriate action may also be taken. I commit to being a safe, responsible, and respectful digital citizen.



Student Technology Handbook

Long Lake Central School District students are offered a 1:1 technology learning experience from Pre-Kindergarten through 12th grade. The mission of this program is to create a collaborative learning environment that fosters independence, creativity, engagement, and college and career readiness in a grade appropriate manner. Each student will be issued a Chromebook to assist with their studies. With these devices, they can instantly search and research topics on the internet, collaborate and work together with other students and complete classwork and homework digitally anywhere with an internet connection. This document will provide information on the District's expectations for student device care, acceptable device use, and digital citizenship.

❖ Our Program

PK- 6th Grade: Chromebooks for classroom use and at-home academic use *at the discretion of the teacher*

7th Grade -12th Grade: Chromebooks for classroom and at-home academic use

❖ Device Distribution

Parent / Guardian and Student Agreements: This handbook and the accompanying Acceptable Use Policy (#7315) must be reviewed, and the terms agreed to by initialing the *Parent / Guardian and Student Acknowledgements* form before devices can be distributed to students. Parents and students must also accept the Device, Network, Internet Use and Protection Agreement.

❖ Device Return

End of Year

- PK-6 grade teachers will work with students to ensure that all devices are properly stored in the classroom before the end of the year.
- 7-12 grade students will return their Chromebooks (including case and charger) to their homeroom teacher prior to the end of the school year. Failure to turn in a Chromebook or issued accessories may result in the student being charged in full for the replacement.

Transferring/Withdrawing Students

- PK-6 grade teachers will work with students to ensure that all devices are properly stored in the classroom before the student leaves the District.
- 7-12 grade students who are transferring or withdrawing from the District must turn in their Chromebook (including case and charger) on or before their last day of attendance. Failure to turn in a Chromebook or issued accessories may result in the student being charged in full for the replacement.

❖ **Device Care:** LLCSD expects that all students will treat their assigned device with respect and ownership. Negligence and destruction of an assigned device will not be tolerated. If negligence and/or destruction is determined, students will be responsible for the cost of the damages.

General Precautions: Students are responsible for the care of the device they have been issued by the school. Devices that are broken or fail to work properly must be reported to the main office, classroom teacher, and/or the District's NERIC Technician as soon as possible.

- Students will care for their device with responsibility, respect, and integrity.
- Devices will remain in their District provided cases.
- No food or drink is allowed next to your device while in use.
- Devices must remain free of any writing, drawing, etching, stickers, etc.

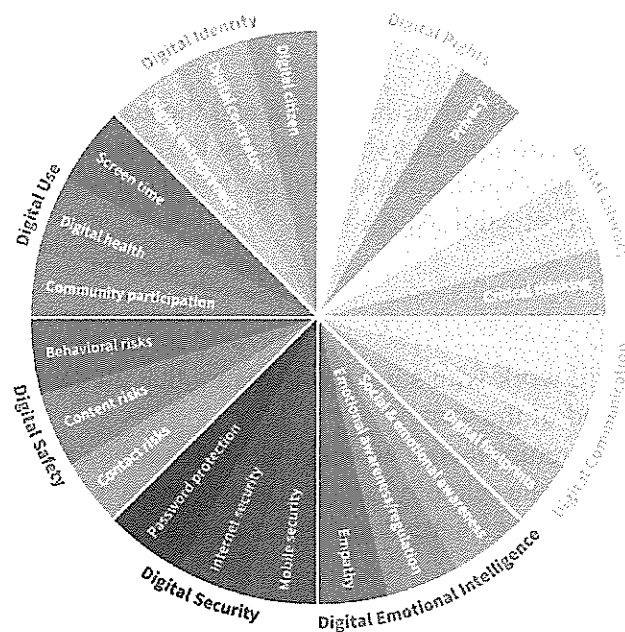
- Devices must never be left in any unsupervised, undesignated area.
- 7-12 grade students are responsible for keeping their device's battery charged for school each day.
- Non-District-owned devices are not to be brought in by students, while they have a District-assigned device available.
- Magnets should be kept a safe distance from all electronics.

Screen Care: Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from extensive pressure.

- Do not lean on the top of the device, open or closed.
- Do not place anything on or near the device that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid.
- Clean the screen with a soft, dry cloth or anti-static cloth.

❖ Device Use

Digital Citizenship: LLCSD students and staff are expected to be responsible and respectful digital citizens. The components of digital citizenship will be reviewed and serve as the cornerstone for understanding the complexities of our digital world.



Acceptable Use

- Students are responsible for their ethical and educational use of the technology resources of the LLCSD.
- Access to LLCSD technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the District's Acceptable Use Policy.
- Willful transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Students will not attempt to install or load non-approved applications or programs.
- Do not open, use or change computer files that do not belong to you.
- Comply with trademark and copyright laws and all license agreements. Plagiarism is a violation of the LLCSD Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- The Go Guardian program will be used for faculty and staff to monitor student device use both in the classroom and at home.

Internet Safety

- Do not go into chat rooms, send group emails, or send chain letters without permission.

- Do not reveal you or another person's name, phone number, address, social security number or password.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or the Superintendent immediately so that site can be blocked from further access. This is not merely a request: it is a responsibility.

During School

- Students may not leave their device at home during school. Repeat violations of this policy will result in disciplinary action.
- Loaner devices may be issued to students when they leave their devices for repair in Room 312, pending the availability of "warranty pool" devices.
- Teachers may assign homework which is to be completed online. Please meet these requirements as soon as possible to prevent low marks in categories such as classroom participation and homework completion.
- Inappropriate media such as, but not limited to weapons, pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures may not be used as a screensaver or wallpaper. Possession of such may result in disciplinary action.
- Non-instructional use such as listening to music while working or playing games during downtime are only allowed with permission from the classroom teacher.
- Students may be selected at random or upon suspicion to provide their device for inspection. The inspection may be completed by technology personnel, administration, or a faculty member.

At Home

- Chromebooks must be charged overnight and brought to school each day fully charged.
- Chromebooks are issued for academic use and the rules of care, usage and safety for school also apply for home use.

Managing Files and Saving Work

- The student is responsible for managing and not sharing usernames and passwords for any school related accounts. The student is responsible for all actions that occur in his/her account.
- Saving to Google Drive: All student work created on a Chromebook will be saved on the assigned @longlakecsd.com Google Account (Google Drive, Docs, etc.).
- Students may also choose to back up their work using removable file storage such as USB thumb drives or external hard drives owned by the student.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

Violations: Prohibited technology resource activities include, but are not limited to, the following:

- Sending, accessing, uploading, downloading or distributing offensive, profane, threatening pornographic, obscene or sexually explicit materials.
- Downloading or transmitting multiplayer game, music, or video files using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or internet for commercial, political campaign, or financial gain purposes. Releasing files, home address, personal phone numbers, passwords, or other vital information to others.
- Promoting or soliciting for illegal activities
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

Consequences: Possible consequences for not following the details of this document

- include (depending on the severity of the infraction), but are not limited to:
- Verbal/Written warning
- Suspension of technology access
- Reclamation of the assigned device
- Suspension from school
- Notification of law enforcement

Final say over punitive and disciplinary actions always remains at the discretion of the Superintendent.

❖ **Device Nomenclature:** The following terms are referenced by this document in the context of instructional technology. Students are expected to understand and follow these terms and commands when used by the classroom teacher:

- **Device:** Chromebook
- **Lids-down/Tablets-down:** A directive issued by a teacher, instructing the students to close their laptop screens or turn the tablet face-down to minimize distraction from the teacher during instruction.
- **Lids-up/Tablets-up:** A directive issued by a teacher, instructing students to open their laptops, or flip tablets face-up, in preparation of use.
- **App Store:** For iPads, the iTunes Apple Store (<http://www.apple.com/itunes/charts/free-apps/>).
- **The Chromebook Web Store:** For Chromebooks (<https://chrome.google.com/webstore/category/apps>).
- **Google Accounts:** firstname.lastname@longlakecsd.com is the login ID for each student, with passwords either assigned or student created. Google Accounts offer students with access to a Google Suite, including Google Drive, Google Docs, Google Slides, Google Sheets, and more that can be accessed on any web-based platform (Chromebook, iPad, desktop, etc.). All that is needed is an internet browser.

❖ Responsibilities

The District

- The District is responsible for providing Web Content Filtering (Go Guardian) and providing wireless internet access to staff and students at school. Although the student may connect to their household's internet or any wireless internet, the District is not responsible for tech support outside of school.
- The District will review the expectations for device use and care at the start of each school year with students.
- The District's staff will encourage and enforce the proper use and care of student device use.

Parent(s) / Guardian(s)

- Parents / Guardians are responsible for reviewing, encouraging, and enforcing their child's proper use and care of their assigned device for school and at-home academic use.
- Parents / Guardians will be responsible for the costs associated with device damage that is the result of any student negligence and/or destruction.

Students

- Students are responsible for the care of their assigned device and are expected to treat it with respect, responsibility, and integrity.
- PK-6 Students will bring their device to school, fully charged, every school day, and will ensure that it is in its case and the charger is in the case *when brought home at the discretion of their teacher*.
- 7-12 Students will bring their device to school, fully charged, every school day, and will ensure that it is in its case and the charger is in the case.
- Follow the directives for care, use, safety, and digital citizenship as outlined.
- Report any problems you may have to a teacher and / or staff member.

Long Lake Central School Board of Education Policy**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(ACCEPTABLE USE POLICY)**

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

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents/guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the School District. The District cannot screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

(Continued)

2 of 2

Students

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(ACCEPTABLE USE POLICY) (Cont'd.)**

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The Computer Coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the DCS will be private.

Notification

The District's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

Regulations will be established as necessary to implement the terms of this policy.

NOTE: Refer also to Policy #8271 -- Internet Safety/ Internet Content Filtering Policy
District Code of Conduct on School Property

Adoption Date – April 17, 2012

Students

Long Lake Central School Administrative Regulations

SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE GUIDELINES)

Program Implementation

The Long Lake Central School District recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the School System will provide access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, "on-line services," "WiFi" and the "Internet." The District shall provide personnel support for such usage.

The DCS is for educational and/or research use only and must be consistent with the goals and purposes of the Long Lake Central School District. The standards of acceptable use as well as prohibited conduct by students accessing the DCS, as outlined in District policy and regulation, are not intended to be all-inclusive. Students are held to the same standards of good behavior whether they are using school computer networks or any other electronic media or communications, including a student's own personal technology or electronic device while on school grounds or at school events. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the District's school conduct and discipline policy and the Code of Conduct also apply to student access to the DCS. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Legal and ethical implications of software use will be taught to students of all levels where there is such software use. In addition, the Building Principal or his/her designee and/or classroom teacher will be responsible for informing District students of rules and regulations governing student access to the DCS.

In order to match electronic resources as closely as possible to the approved District curriculum, District personnel will review and evaluate resources in order to offer "home pages" and menus of materials which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the District curriculum. As much as possible, access to the District's computerized information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

(Continued)

Students

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(ACCEPTABLE USE GUIDELINES) (Cont'd.)**

Standards of Conduct Governing Student Access to the District Computer System

Inappropriate use of the DCS may result in disciplinary action, including suspension or cancellation of access. Prior to suspension or revocation of access to the DCS, students will be afforded applicable due process rights. Each student who is granted access will be responsible for that usage. The DCS is provided for students in support of their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by the District is provided to students who act in a considerate and responsible manner. Likewise, students are expected to observe the same standards of behavior when using their own personal technology or electronic devices on school grounds or at school events. Individual users of the District's computerized information resources are responsible for their behavior and communications over the District computer network. It is presumed that users will comply with District standards and will honor the agreements they have signed.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be Long Lake Central School District property and subject to control and inspection. The computer coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of District policy and regulations regarding student access to the DCS. Students should **NOT** expect that information stored on the DCS will be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive/controversial media.

Use of the DCS which violates any aspect of Long Lake Central School District policy; the Code of Conduct; and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable District guidelines and/or federal, state and local law including, but not limited to, suspension and/or revocation of access to the DCS. In addition to the District's general requirements governing student behavior, specific activities shall be prohibited by student users of the DCS including, but not limited to, the following:

- 1) Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
- 2) Use of obscene or vulgar language.
- 3) Harassing, insulting, bullying, threatening or attacking others.

(Continued)

Students

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(ACCEPTABLE USE GUIDELINES) (Cont'd.)**

- 4) Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- 5) Using unauthorized software on the DCS.
- 6) Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator.
- 7) Violating copyright law, including the illegal file sharing of music, videos and software.
- 8) Employing the DCS for non-educational, commercial purposes, product advertisement or political lobbying.
- 9) Disclosing an individual password to others or using others' passwords.
- 10) Transmitting material, information or software in violation of any District policy or regulation, the District Code of Conduct, and/or federal, state and local law or regulation.
- 11) Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.
- 12) Accessing personal, interactive sites (such as social networking sites) unless under the direct supervision of a staff member. This includes the use of a student's personal cell phone or digital device to access such social networking sites.
- 13) Creating or using a website or blog which may cause a substantial disruption in the school environment or interfere with the rights of others.
- 14) Using digital device (such as cell or camera phones), electronic technology and/or media to facilitate cheating, plagiarism, etc.

Network accounts are to be used only by the authorized owner of the account. Any user of the DCS that accesses another network or computer resources shall be subject to that networks acceptable use policy.

If a student or a student's parent/guardian has a District network account, a non-district network account, or any other account or program which will enable direct or indirect access to a District computer, any access to the DCS in violation of District policy and/or regulation may result in student discipline. Indirect access to a District computer shall mean using a non-district computer in a manner

(Continued)

Students

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(ACCEPTABLE USE GUIDELINES) (Cont'd.)**

which results in the user gaining access to a District computer, including access to any and all information, records or other material contained or stored in a District computer.

Sanctions

- 1) Violations may result in suspension and/or revocation of student access to the DCS as determined in accordance with appropriate due process procedures.
- 2) Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state and local law.
- 3) When applicable, law enforcement agencies may be involved.

Security

Security on any computer system is a high priority, especially when the system involves many users. Users of the DCS identifying a security problem on the District's system must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to log on to the DCS as a computer coordinator may result in restriction or suspension of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the DCS. Further, any violations regarding the use and application of the DCS shall be reported by the student to the teacher in charge.

Notification

The District's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.



Request for Pesticide Application Notification

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year.

The Long Lake Central School District is required to maintain a list of persons in parental relation, faculty and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- a school remains unoccupied for a continuous 72-hours following an application
- anti-microbial products
- nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children
- silica gel and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children
- boric acid and disodium octaborate tetrahydrate
- the application of EPA designated biopesticides
- the application of EPA designated exempt materials under 40CFR152.25
- the use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good effort will be made to supply written notification to those on the 48-hour prior notification list. If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur at Long Lake Central School, please request so from the Main Office.

For further information on these requirements, please feel free to contact Long Lake Central School District at:

Long Lake Central School District Pesticide Representative
attn. Eric Hample, *Integrated Pest Management Coordinator*
P.O. Box 217, 20 School Lane
Long Lake, New York 12847
Phone: 518-624-2221 **Fax:** 518-624-3986 **E-Mail:** ehample@longlakecsd.org

FERPA CONFIDENTIALITY AND DISCLOSURE OF EDUCATIONAL RECORDS ANNUAL NOTICE

Consistent with the Family Rights and Privacy Act (FERPA) you have the right to:

- (1) Inspect and review your child's educational records by scheduling an appointment with your child's school counselor or school principal / superintendent;
- (2) Ask your child's school principal / superintendent or, if the record is maintained in the Office of Special Education, the Director of Special Education, to amend your child's records if you believe they are inaccurate, misleading or otherwise in violation of your child's right to privacy.
- (3) File with the United States Department of Education a complaint concerning the District's alleged failure to comply with FERPA.
- (4) Except as otherwise provided by law, the educational records of your child cannot be released without your signed consent.
- (5) Required Notice of Exceptions:
 - (a) The District may release your child's records to a teacher and/or other employee(s) or consultant(s) to the District who are directly involved in the evaluation and/or implementation of your child's educational program;
 - (b) In accordance with FERPA, the District forwards educational records to other agencies or institutions requesting them where the student seeks or intends to enroll;
 - (c) Directory Information - unless you notify the school principal / superintendent in writing that you do not want the District to release directory information, the District will disclose information from your child's education record, on request, upon its determination that such information, if disclosed, would not be considered harmful or an invasion of privacy.

See also Policy #7240 Student Records: Access and Challenge, #7241 Student Directory Information, #7250 Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors. If you do not want the Long Lake Central School District to disclose directory information from your child's education records without your prior written consent, you must notify the District, in writing at the start of each school year.



Hamilton County Community Services School Based Therapeutic Services.

This coming school year (23/24) HCCS will provide in-school mental health therapy.

These services will include.

- A Licensed master of social work (LMSW) or a licensed clinical social worker (LCSW) to provide counseling services during school hours.
- Counseling to include assessment and treatment plan for identified students (with parental consent)
- Consultation with teachers, guidance counselor, parents and any other member of a child's team.
- Crisis assessment and referral for all students.
- Access to psychiatric services, including evaluation and medication management (parents will need to be present and give consent, for students 13 years and above.
- Socio-emotional and /or skills groups as agreed upon (with parental consent)
- Individual counseling sessions will be
 - Pre-K/ Kindergarten 20-30 Minutes
 - Elementary -High School 30-40 Minutes

Sessions will be set up according to school schedule and student availability. This model has been shown to reduce barriers to treatment for students, lessen the burden on parents and ensure consistence in therapy.

Please contact your school guidance counselor for further information. This service is provided free of charge.