

Windsor Central School District  
1191 NY Route 79  
Windsor, NY 13865

NON-PROFIT ORGANIZATION  
U.S. POSTAGE  
PAID  
BINGHAMTON, NY  
PERMIT 237

RESIDENTIAL CUSTOMER  
ECRWSS

Our Vision

We aspire to be a world-class community school that is the district of choice.

Our Mission

Ensure each learner is future-ready by providing empowering educational experiences.

Our Beliefs:

- Everyone can learn and grow at ambitious levels.
- Each day we strive to provide a healthy, safe and secure environment.
  - We pursue excellence and are mutually accountable.
- High performance requires a culture of collaboration and empowerment.
- We embrace inquiry, creativity and innovation to continuously improve.
  - We value and welcome diversity, treating all fairly and equitably.
- All learners deserve opportunities to explore and pursue their preferred future.
  - Building and maintaining partnerships is essential
- We act with integrity and treat all with compassion and respect.

Windsor Central School District  
2022-23 Calendar & Resource Guide  
[www.windsor-csd.org](http://www.windsor-csd.org)



*Ensuring each learner is future-ready by  
providing empowering educational  
experiences.*

Windsor Central School District Directory
Visit us on the web at www.windsor-csd.org

C.R. Weeks Elementary School
440 Foley Road
Windsor, NY 13865
Phone: 775-3226 Fax: 775- 4835
Kristin Beriman, Principal

F.L. Bell Elementary School
15 Golden Street
Kirkwood, NY 13795
Phone: 775-2730 Fax: 775- 4834
Erica Strick, Principal

A.F. Palmer Elementary School
213 Main Street
Windsor, NY 13865
Phone: 655-8225 Fax: 655-8309
Whitney Freije, Principal

Windsor Central School
District Office
1191 NY Route 79
Windsor, NY 13865
Phone: 655-8216 Fax: 655-3553
A complete District Office
Listing appears on page 3.

Special Programs
1191 NY Route 79
Windsor, NY13865
Phone: 655-8220 Fax: 655 -8301
Dr. Jason Hans,
Director of Student Support &
Family Services

Windsor Central Middle School
213 Main Street
Windsor, NY 13865
Phone: 655-8247 Fax: 655-3760
Kevin Strahley, Principal..... 655-8247
Patricia Llaguno, Assoc. Principal 655-8247
Attendance..... 655-8248
Cafeteria..... 655-8263
Guidance..... 655-8248
Nurse..... 655-8244

Windsor Central High School
1191 NY Route 79
Windsor, NY 13865
Phone: 655-8250 Fax: 655-3622
Toby Youngs, Principal.....655-8250
Christopher Klumpp, Assoc. Principal
& Athletic Admin.....655-8250
Attendance.....655-8250
Cafeteria.....655-8257
Guidance...Fax: 655-8235.....655-8237
Nurse.....655-8249
Christopher Durdon,
Director of Operations.....655-8242

Food Service
1191 Route 79
Windsor, NY 13865
Jessica Ferris, Food Service Manager
655-8257

District Goals

- 1. Achieve 4-year graduation rate of > 92%, 5-year graduation rate of > 95%, and drop-out rate of <4%.
- 2. Achieve Student Performance on State Assessments to Rank in Top 2 Districts in B-T BOCES on Average for Proficiency and Top 3 Districts in B-T BOCES for Mastery on Average
- 3. Achieve a rate of at least 80% of students meeting or exceeding nationally normed end-of-year literacy benchmark expectations.
- 4. Attain 95% participation in school/community programs among students in grades PK-12.

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Do you receive the E-News from Windsor CSD?

Special events and important updates are sent out monthly from the Windsor Central School District via email. Are you receiving this vital information? If not, we strongly encourage you to sign up for the E-News by going on our website:
www.windsor-csd.org

August 2023

Table with 7 columns (Sunday to Saturday) and 5 rows of dates for August 2023.

Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.

2022-2023 School Calendar  
Windsor Central School District

Calendar is subject to change

| SCHOOL DAYS     |     |
|-----------------|-----|
| Students:       | 181 |
| Conference Days | 4   |
| Total           | 185 |

| September 2022 (17) +1 |    |    |    |    |    |    |
|------------------------|----|----|----|----|----|----|
| Su                     | M  | Tu | W  | Th | F  | S  |
|                        |    |    |    | 1  | 2  | 3  |
| 4                      | 5  | 6  | 7  | 8  | 9  | 10 |
| 11                     | 12 | 13 | 14 | 15 | 16 | 17 |
| 18                     | 19 | 20 | 21 | 22 | 23 | 24 |
| 25                     | 26 | 27 | 28 | 29 | 30 |    |

| October 2022 (19) +1 |    |                                  |    |    |    |    |
|----------------------|----|----------------------------------|----|----|----|----|
| Su                   | M  | Tu                               | W  | Th | F  | S  |
|                      |    |                                  |    |    |    | 1  |
| 2                    | 3  | 4                                | 5  | 6* | 7  | 8  |
| 9                    | 10 | 11                               | 12 | 13 | 14 | 15 |
| 16                   | 17 | 18                               | 19 | 20 | 21 | 22 |
| 23                   | 24 | 25                               | 26 | 27 | 28 | 29 |
| 30                   | 31 | *Early dismissal drill 10/6/2022 |    |    |    |    |

| November 2022 (18) |    |    |    |    |    |    |
|--------------------|----|----|----|----|----|----|
| Su                 | M  | Tu | W  | Th | F  | S  |
|                    |    | 1  | 2  | 3  | 4  | 5  |
| 6                  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13                 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20                 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27                 | 28 | 29 | 30 |    |    |    |



| December 2022 (16) |    |    |    |    |    |    |
|--------------------|----|----|----|----|----|----|
| Su                 | M  | Tu | W  | Th | F  | S  |
|                    |    |    |    | 1  | 2  | 3  |
| 4                  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11                 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18                 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25                 | 26 | 27 | 28 | 29 | 30 | 31 |

| January 2023 (20) +1 |    |    |    |    |    |    |
|----------------------|----|----|----|----|----|----|
| Su                   | M  | Tu | W  | Th | F  | S  |
| 1                    | 2  | 3  | 4  | 5  | 6  | 7  |
| 8                    | 9  | 10 | 11 | 12 | 13 | 14 |
| 15                   | 16 | 17 | 18 | 19 | 20 | 21 |
| 22                   | 23 | 24 | 25 | 26 | 27 | 28 |
| 29                   | 30 | 31 |    |    |    |    |

| February 2023 (18) |    |    |    |    |    |    |
|--------------------|----|----|----|----|----|----|
| Su                 | M  | Tu | W  | Th | F  | S  |
|                    |    |    | 1  | 2  | 3  | 4  |
| 5                  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12                 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19                 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26                 | 27 | 28 |    |    |    |    |



| March 2023 (22) +1 |    |    |    |    |    |    |
|--------------------|----|----|----|----|----|----|
| Su                 | M  | Tu | W  | Th | F  | S  |
|                    |    |    | 1  | 2  | 3  | 4  |
| 5                  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12                 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19                 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26                 | 27 | 28 | 29 | 30 | 31 |    |

| April 2023 (14) |    |    |    |    |    |    |
|-----------------|----|----|----|----|----|----|
| Su              | M  | Tu | W  | Th | F  | S  |
|                 |    |    |    |    |    | 1  |
| 2               | 3  | 4  | 5  | 6  | 7  | 8  |
| 9               | 10 | 11 | 12 | 13 | 14 | 15 |
| 16              | 17 | 18 | 19 | 20 | 21 | 22 |
| 23              | 24 | 25 | 26 | 27 | 28 | 29 |
| 30              |    |    |    |    |    |    |

| May 2023 (21) |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 | 31 |    |    |    |



| June 2023 (16)   |    |    |    |    |    |    |
|--|----|----|----|----|----|----|
| Su   | M  | Tu | W  | Th | F  | S  |
|  |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11   | 12 | 13 | 14 | 15 | 16 | 17 |
| 18   | 19 | 20 | 21 | 22 | 23 | 24 |
| 25   | 26 | 27 | 28 | 29 | 30 |    |
| <b>Total Possible Days of Attendance</b><br>Students: 181<br>Staff: 185 (including Regents Rating) |    |    |    |    |    |    |

| School Not In Session                   |
|---|
| Labor Day 9/5/2022                      |
| Columbus Day - 10/10/2022               |
| Veterans Day - 11/11/2022               |
| Thanksgiving Break - 11/23-11/25/2022   |
| Winter Recess - 12/23/2022-1/2/2023     |
| Martin Luther King, Jr. Day - 1/16/2023 |
| Mid-Term Recess -2/17-2/20/2023         |
| Spring Recess - 4/7-4/14/2023           |
| Memorial Day - 5/26-5/29/2023           |
| Juneteenth - 6/19/2023                  |

| LEGEND   |  |
|--|--|
| <div></div>                                      | Conference Days<br>9/6, 10/7, 1/27, 3/10 |
| <div></div>                                      | Schools Closed                           |
| <div></div>                                      | Regents Exams<br>June 23 Rating Day      |
| Priority Make Up Days:<br>2/17, 5/26, 4/14, 4/13 |  |

August 2022

At a Glance:

- 6th Grade Orientation, 8/24
- UPK/K Parent Orientation - Palmer 8/25
- 9th Grade Orientation, 8/25

| Sunday | Monday   | Tuesday | Wednesday | Thursday  | Friday | Saturday |
|--------|--|---------|-----------|---|--------|----------|
|        | 1  | 2       | 3         | 4   | 5      | 6        |
| 7      | 8  | 9       | 10        | 11  | 12     | 13       |
| 14     | 15   | 16      | 17        | 18  | 19     | 20       |
| 21     | 22   | 23      | 24        | 25  | 26     | 27       |
| 28     | 29   | 30      | 31        | Back to School BBQ,<br>Curriculum Night, Bell,<br>Weeks, 5pm<br><br>6th Grade Orientation,<br>MS, 6pm<br><br>Freshman Orientation,<br>HS, 6pm |        |          |
|        | Board of Education<br>Meeting,<br>High School, 8am |         |           |   |        |          |

Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.

Board of Education

PRESIDENT

Peter Nowacki

205A Garrett Road, Windsor 13865

655-3130

Term Expires 2025

VICE PRESIDENT

Margo Kibbler

34 Quilty Hill Rd., Kirkwood 13795

775-2218

Term Expires 2024

Alan Colosi

189 Honey Hollow Road

Windsor, NY 13865

765-3468

Term Expires 2025

Rhea Deyo

232 Treadwell Rd, Windsor 13865

775-0919

Term Expires 2023

David Bidwell

869 Route 79, Windsor, NY 13865

607-766-1791

Term Expires 2025

Kathy Swezey

392 Trim Street, Kirkwood 13795

775-0940

Term Expires 2023

Kevin Truman

50 Terrace Dr., Windsor 13865

655-3474

Term Expires 2024

District Leadership Administration

District Office

1191 NY Route 79

Windsor, New York 13865

Fax: (607) 655 -3553

Jason A. Andrews, Ed.D.

Superintendent of Schools.....655-8216

Scott M. Beattie,

Asst. Superintendent for Instruction.....655-8216

Andrew A. Fiorentino,

Asst. Superintendent for Business & Admin.

Services.....655-8215

Barb Tasber,

Director of Learning & Continuous Improvement.....655-8213

Dr. Jason Hans,

Director of Student Support & Family Services.....655-8220

School District Clerk

Amy Barton

District Office

1191 NY Route 79

Windsor, NY 13865

655-8216

Health Insurance/Tax Collector

Lillian Dibble

District Office

1191 NY Route 79

Windsor, NY 13865

655-8218

School District Attorney

Coughlin & Gerhart

99 Corporate Drive

Binghamton, NY 13904

723-9511

Dignity Act Coordinators:

Whitney Freije, A.F. Palmer Elementary

Erica Strick, F.L. Bell Elementary

Kristin Beriman, C.R. Weeks Elementary

Christopher Klumpp, High School

Patricia Llaguno, Middle School

Compliance Officers:

Dr. Jason Hans

Barb Tasber



Board of Education Meeting Schedule

Dates and location are subject to change

July 6 (5:00pm)

November 15\*

March 14\*\*& 28\*\*

August 29 (8am)

December 6\*

April 11\*\* & 17\*\*

September 6\*

January 10 & 31

May 9 & 23\*\*

October 11\*

February 21\*\*

June 20

Meetings begin at 6:00 p.m. (unless otherwise noted)

\*Building inspections-5:00 p.m.

\*\*Community Recognition Ceremony-6:00 p.m.

July 2023

| Sunday   | Monday   | Tuesday               | Wednesday | Thursday | Friday | Saturday |
|----------|----------|-----------------------|-----------|----------|--------|----------|
|          |          |                       |           |          |        | 1        |
| 2        | 3        | 4<br>Independence Day | 5         | 6        | 7      | 8        |
| 9        | 10       | 11                    | 12        | 13       | 14     | 15       |
| 16       | 17       | 18                    | 19        | 20       | 21     | 22       |
| 23<br>30 | 24<br>31 | 25                    | 26        | 27       | 28     | 29       |

Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.

Windsor Central School District - We aspire to be a world-class community school that is the district of choice.

The Neighborhood Notification Law

Section 409-H of the Laws of New York State, Chapter 285 requires the following notice be provided to all parents, guardians and staff on an annual basis. This notice is to inform you that pesticides may be used periodically throughout the school year. The applications are primarily turf related with Integrated Pest Management used as the primary control method.

The Windsor Central School District recognizes that pests (which would include weeds and grubs under the DEC regulations) can pose a risk to health and property. With this in mind, it is the goal of the District to maintain the school buildings and grounds in a safe manner by minimizing the use of pesticides through the use of an Integrated Pest Management Program.

The School District is also required by law to maintain a list of parents, guardians and staff who wish to receive a 48-hour notice of pesticide application. Persons interested in receiving notification should register a request with the building principal, who will maintain the notification requests.

Elementary Character Words

| Month     | New Character Words      |
|-----------|--------------------------|
| September | Respect & Responsibility |
| October   | Acceptance & Inclusion   |
| November  | Gratitude                |
| December  | Appreciation             |
| January   | Growth Mindset           |
| February  | Empathy & Kindness       |
| March     | Perseverance             |
| April     | Problem Solving          |
| May       | Optimism                 |
| June      | Patience                 |

Disability Harassment

Windsor Central School District (WCSD) affords all students equal educational opportunities, as well as equal opportunities to participate in extracurricular activities and prohibits discrimination and harassment in any program or activity of or sponsored by the WCSD. Disability harassment is a form of discrimination and is prohibited by WCSD policy and by state and federal law.

Discrimination and harassing behaviors include, but are not limited to, making comments, name-calling, conduct of a physical nature, or other expressive behavior directed at an individual or group on the basis of an individual or individual’s disability or disabilities. Discriminatory and harassing behavior creates a demeaning, intimidating, and hostile educational environment.

Students or a parent(s) or legal guardian(s) who believe his/her student has been subjected to disability harassment by another student, teacher, administrator or other school personnel should report the incident(s) immediately to a school administrator, teacher or a counselor. If the student or parent(s) or legal guardian(s) desires further assistance regarding the complaint, the Director of Special Programs may be contacted.

Bullying Prevention

The Windsor Central School District is committed to providing an educational and working environment that promotes respect, dignity and equality. The Board of Education recognizes harassment, hazing and bullying are detrimental to student learning and achievement. Such behaviors affect not only the students who are targeted, but also those individuals who participate and witness such acts. Therefore, all forms of harassment, discrimination, hazing and bullying are prohibited on school grounds, school busses and at all school-sponsored activities, programs and events including those that take place at alternate locations.

**Definition of Bullying**

“Bullying” is a form of harassment that consists of inappropriate and often persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and or badgering of others. Bullying occurs when someone purposely says or does mean or hurtful things to another person who has a hard time defending oneself or is in an otherwise vulnerable position.

Windsor Central School District Bullying Prevention Student Rules:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know somebody is being bullied, we will tell an adult at school and an adult at home.

— Olweus Bully Prevention Program

September 2022

At a Glance:

- First day of school for students, 9/7
- Camp Hilltop, 8th Grade, 9/15&9/16
- Palmer Back to School Picnic, 9/23
- Palmer Open House/Book Fair, 9/29
- No School, 9/5 & 9/6

| Sunday | Monday                     | Tuesday  | Wednesday  | Thursday  | Friday   | Saturday |
|--------|----------------------------|--|--|---|--|----------|
|        |                            |  |  | 1   | 2  | 3        |
| 4      | 5<br>Labor Day - No School | 6<br>Superintendent's Conference Day - No School<br>Board of Education Meeting, Palmer/MS, 6pm | 7<br>First day of school for students                                      | 8   | 9  | 10       |
| 11     | 12                         | 13<br>High School Pictures   | 14<br>Weeks Picture Day<br>High School Pictures                            | 15<br>Bell Picture Day<br>8th Grade Camp Hilltop  | 16<br>Palmer picture/staff photo day<br>8th Grade Camp Hilltop | 17       |
| 18     | 19                         | 20   | 21<br>8th Grade Camp Hilltop - rain date<br>High School Open House, 6:30pm | 22<br>Title 1 Parent Meeting, MS, 6pm<br>Curriculum Night, MS, 6:30pm<br>8th Grade Camp Hilltop - rain date | 23<br>Palmer Back to School Picnic, 1:15pm                     | 24       |
| 25     | 26                         | 27<br>Middle School Picture Day  | 28<br>Middle School Picture Day  | 29<br>Open House/Book Fair, Palmer, 6pm   | 30   |          |

Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.

Entrance Procedure

Residents over the age of five years and under twenty-one years are entitled to attend Windsor Central Public Schools.

Children seeking admission to Kindergarten must reach age five on or before December 1 in order to be admitted to school the previous September.

Children seeking admission to the first grade should have successfully completed a full year of Kindergarten and must have reached age 6 on or before December 1 of that school year, with the following exceptions:

- A minor shall be required to attend school from the first day that the appropriate public schools are in session in September of the school year in which the minor becomes six years old and shall be required to remain in attendance until the last day of session in the school year in which the minor becomes 16 years old.
- A child who does not qualify on the basis of chronological age, but who has successfully completed a full year of Kindergarten, may be admitted to first grade if, on the basis of the results of a comprehensive evaluation administered by district personnel, the child is found to possess the readiness skills prerequisite for entrance into first grade.

Asbestos Notice  
AHERA

The Windsor Central School District has completed the inspection of all schools and buildings to determine the condition of asbestos that is present, and whether any action is required to avoid potential health hazards for students, employees and visitors.

A management plan has been developed in accordance with the Asbestos Hazard Emergency Response Act (AHERA), to ensure the continued provision and maintenance of a safe environment for students, employees and visitors. The management plan includes training of maintenance staff to prevent disturbance of asbestos, periodic re-inspection, surveillance and limited abatement by trained personnel. A copy of the management plan is available at the District Office. If you would like further information regarding this matter, please contact Mr. Christopher Durdon, Director of Operations at 607-655-8242.

- During the spring of each year, a Kindergarten registration is conducted. Parents of Pre-Kindergarten children are requested to register their youngsters at that time. An orientation program for all Kindergarten parents is held at the same time.
- All children must be immunized against diphtheria, measles, German measles (rubella), poliomyelitis, mumps, and Hepatitis B. Proof of inoculations must be furnished. (The only exceptions, according to law are: written religious exemption and, in the case of measles and mumps, a medically documented history of the disease.)

Working Papers

Working papers are required for everyone under 18 years of age for all types of employment, including newspaper carriers.

Forms must be signed by a parent/guardian, and a birth certificate, driver’s license/permit, baptismal record, or passport must be presented as proof of age. The student must have a physical examination by the school physician or family physician. (Examinations by a school physician will be available during the academic year but not during the months of July and August.) If the medical examination is satisfactory, the school will issue the employment certificate of permit.

Working papers may be secured from the Guidance Office at the High School, from 8:00 a.m. to 3:30 p.m., during the academic year. This applies to all students whether they attend public, private, or parochial school.

|            |   |
|------------|---|
| Ages 11-12 | Newspaper Carrier only (students need application from school and birth certificate).   |
| Ages 14-15 | Farm work and odd jobs, non-factory. Three hours maximum on school days, 8 hours maximum on non school days, 18 hours total per week. May not work after 7:00 p.m. or before 7:00 a.m.  |
| Ages 16-17 | Various jobs with the exception of working with power-driven machinery. Four hours maximum on school days, a total of 28 maximum per week. May not work from 10:00 p.m. to midnight without consent. (For ages 14-17, students need an application from school, birth certificate and proof of physical within the past 12 months.) |

June 2023

At a Glance:

- Varsity Awards Night, 6/8
  - 8th Grade Moving Up, 6/9
- Graduation Rehearsal, 6/22
  - Graduation, 6/23

| Sunday       | Monday                 | Tuesday  | Wednesday  | Thursday  | Friday   | Saturday                |
|--------------|------------------------|--|--|---|--|-------------------------|
|              |                        |  |  | 1<br><br>Palmer Concert<br>6:30 PM  | 2<br><br>Academic Awards<br>Ceremony, MS, 8am  | 3                       |
| 4            | 5                      | 6<br><br>Bell Spring Chorus &<br>Band Concerts, Bell,<br>6:30pm<br>NJHS Inductions, MS,<br>7pm | 7  | 8<br><br>Varsity Awards Night<br>HS, 6pm  | 9<br><br>4th Q Recognition,<br>Bell<br>Buddy Field Day, Weeks<br>8th Grade Moving Up,<br>MS, 6pm | 10<br><br>Senior Parade |
| 11           | 12                     | 13   | 14<br><br>4th Q Recognition,<br>Weeks<br>Flag Day/Field Day,<br>Palmer | 15<br><br>Palmer Award<br>Ceremony. UPK-1,<br>9:15am, 2nd-4th, 10:15am<br>5th Grade Moving Up,<br>Bell, 9:30am, Weeks, 10am | 16<br><br>Buddy Field Day, Bell<br>Palmer 5th Grade<br>Moving Up, 10am                           | 17                      |
| 18           | 19                     | 20   | 21   | 22  | 23   | 24                      |
| Father's Day | Juneteenth - No School | Board of Education<br>Meeting, High School,<br>6pm   | First to Say Thank You<br>Ceremony, HS, 7pm<br>(tentative date)        | Graduation Rehearsal,<br>HS   | High School Graduation,<br>HS, 6:30pm  |                         |
| 25           | 26                     | 27   | 28   | 29  | 30   |                         |

Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.

# Protection of Pupil Rights Policy

The Protection of Pupil Rights Amendment (PPRA) governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

- a) Political affiliations or beliefs of the student or the student’s parent/guardian;
- b) Mental or psychological problems of the student or the student’s family;
- c) Sex behavior or attitudes;
- d) Illegal, anti-social, self-incriminating, or demeaning behavior;
- e) Critical appraisals of other individuals with whom respondents have close family relationships;
- f) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g) Religious practices, affiliations, or beliefs of the student or student’s parent/guardian; or
- h) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors.

### Annual Parental Notification of Policies/Prior Written Consent/” Opt Out” Provisions

The School District shall provide fix reasonable notice of the adoption or continued use of this policy directly to parents/guardians and eligible students enrolled in the District. At a minimum, the District shall provide such notice at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. Further, in the notification, the District shall offer an opportunity for parents/guardians to provide written consent or opt their child out of participation in the following activities in accordance with law and the surveys conducted:

- A. The administration of any survey containing one or more of the eight protected areas.
  - 1. U.S. Department of Education-Funded Surveys: Prior written consent from parents must be obtained before students arc required to submit to the survey.
  - 2. Surveys funded by sources other than U.S. Department of Education: Notification may indicate the specific or approximate dates during the school year when surveys will be administered and provide an opportunity for the parent to opt his/her child out of participating upon receipt of the notification.
- B. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information.
- C. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

### Specific Notification

In the event that the District does not identify the specific or approximate dates of the activities or surveys to be administered in the general annual notification, it shall “directly” notify, such as through U.S. Mail or email, the parents of students who are scheduled to participate in the specific activities or surveys prior to participation and provide an opportunity for the parent to provide written consent or opt his/her child out of participation in accordance with law and the surveys conducted.

### U.S. Department of Education-Funded Surveys

The District shall make instructional materials available for inspection by parents/guardians if those materials will be used in connection with a DOE-funded survey, analysis, or evaluation in which their children participate. In addition, the School District shall obtain prior written parental/guardian consent before minor students are required to participate in any DOE-funded survey, analysis, or evaluation that reveals information concerning any of the eight protected areas.

### Surveys Funded by Sources Other than U.S. Department of Education

- a) The School District has developed and adopted this Board policy, in consultation with parents/guardians, regarding the following:
- b) The right of the parent/person in parental relation to inspect, upon request, a survey created by a third party (i.e., by a party other than the DOE) before the survey is administered or distributed by the school to a student.
- c) Arrangements shall be provided by the District to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the eight protected areas, including the right of the parent/guardian of the student to inspect, upon request, any survey containing one or more of the eight protected areas.
- d) Parents/guardians shall be granted, upon request, reasonable access and the right to inspect instructional materials used as part of the educational curriculum for the student within a reasonable period of time (\*defined by the School District, for the purposes of this policy, as thirty [30] days) after such request is received by the District. Requests shall be submitted by parents/guardians, in writing, to the Building Principal. The term “instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.
- e) The administration of physical examinations or screenings that the School District may administer to a student. Further, this law does not apply to any physical examination or screening that is permitted or required by State law, including physical examinations or screenings that arc permitted without parental notification.In the implementation of this provision regarding the administration of physical examinations or screenings that the school may administer to the student, the School District incorporates by reference Board policies that address student health services, as applicable, including but not limited to policies regarding the administration of medication, immunization of students, and student physicals.
- f) Unless mandated/authorized in accordance with Federal or State law and/or regulation, it is policy of the Board of Education, to not permit the collection, disclosure. or use of personal information collected from students for the purpose of marketing or for selling that information, unless otherwise exempted pursuant to law as noted below. Questions regarding the collection, disclosure, or use of personal information collected from students for such marketing purposes may be referred to the school attorney as deemed necessary by the Superintendent/designee.This law is not intended to preempt applicable provisions of State law that require parental/guardian notification.

These requirements do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- a) College or other postsecondary education recruitment, or military recruitment;
- b) Book clubs, magazines, and programs providing access to low-cost literary products;
- c) Curriculum and instructional materials used by elementary schools and secondary schools;
- d) Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative. diagnostic, clinical, aptitude, or achievement information about students and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- e) The sale by students of products or services to raise funds for school-related or education related activities;
- f) Student recognition programs.

See the full policy at [www.windsor-csd.org](http://www.windsor-csd.org) for information requests, procedures by parent/guardian, and definitions contained within this policy.

October 2022

At a Glance:

- PSAT 8/9, 10/20
- Homecoming, 10/7
- Bell Halloween Happenings, 10/21
- MS Hunted Happenings, 10/29
- Columbus Day - No School, 10/10

| Sunday   | Monday                   | Tuesday                                | Wednesday               | Thursday | Friday   | Saturday                   |
|----------|--------------------------|--|-------------------------|----------|--|----------------------------|
|          |                          |  |                         |          |  | 1                          |
| 2        | 3                        | 4                                      | 5                       | 6        | 7  | 8                          |
|          |                          |  | OLWEUS Kick-Off - MS    |          | Superintendent's Conference Day - No School<br>Homecoming Football Game, HS, 7pm |                            |
| 9        | 10                       | 11                                     | 12                      | 13       | 14   | 15                         |
|          | Columbus Day - No School | Board of Education Meeting, Weeks, 6pm |                         |          |  |                            |
| 16       | 17                       | 18                                     | 19                      | 20       | 21   | 22                         |
|          |                          |  |                         | PSAT 8/9 | Halloween Happenings, Bell, 6pm  |                            |
| 23<br>30 | 24<br>31                 | 25                                     | 26                      | 27       | 28   | 29                         |
|          | Halloween                |  | Picture make-up day, HS |          |  | MS Haunted Happenings, 7pm |

Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.

### Where is the bus stop?

During the school year phone calls are often received from parents/guardians regarding the fact that their student(s) has missed the bus. There is a variety of reasons that usually follow this call such as “the bus didn’t stop,” “the bus didn’t even slow down,” “my student was waiting in the house because it was cold outside, raining or snowing.” All students that are transported by our district buses are advised through our three (3) mandated bus drills that their bus stop is located approximately fifteen (15) feet from the end of their driveway, sidewalk or doorway. Students should be waiting for the bus to arrive OUTSIDE so that they are visible for regular and especially substitute drivers to see them. All routes are consistent with their times by +/- five minutes. Be considerate of others on your bus route and be prepared to board the bus when it arrives at your bus stop.

The Transportation Department presents a “Bus Safety” program at the beginning of the school year that addresses where to wait for the bus, how to properly cross the road when loading or unloading, and are given a visual of what the driver actually sees when students are crossing.

Once again all students should be waiting for the bus to arrive. Drivers are not allowed to blow their horn to summon children to the bus. The horn is to be used to signify a dangerous condition to students. If you have any questions or concerns, please feel free to contact Christopher Durdon at 655-8242.

YOUR CHILDREN’S SAFETY IS OUR MAIN CONCERN.

### Emergency Closings

When it is necessary to close the district schools because of an emergency, announcements will be made on the school website (www.windsor-csd.org) and various media and social media networks. When it becomes necessary to close school during regular school hours, announcements will be made approximately one hour in advance. When schools are closed for an emergency, they will also be closed for any other use planned for that day.

This District utilizes School Messenger – a voice messaging system that allows the District to contact parents and homes with a personalized message within minutes. Please contact your child’s principal if you would like additional information about this service.

## Transportation

#### Rules for Student Conduct on Buses and at Bus Stops

1. Be orderly, quiet, considerate of people and property at bus stops.
2. Students should be at bus stops five minutes before arrival time.
3. Bus drivers have the authority to assign seats, give directions, and implement rules for the safe and orderly conduct of students.
4. Acceptable public behavior will be expected of all bus riders.
5. When crossing the street or road to or from the bus, cross at least 15 feet in front of the stopped school bus. Make eye contact with the bus driver and wait for the signal to cross.
6. Bus passengers should not be in front of the white line while the bus is in motion.
7. Head or arms must not be extended from bus windows.
8. No drinking or eating is allowed on the bus.
9. Shouting, fighting, offensive language and smoking are not acceptable.
10. Remain seated until the bus stops at your destination.
11. Bus drivers will report violations of the above. Students who violate the regulations can have their bus riding privileges revoked.
12. No Middle School students are allowed off the bus at the High School unless they are attending after school functions.

#### Private and Parochial School Transportation

All requests for transportation to private and parochial schools must be made in writing prior to April 1 of the previous year. Requests should be submitted to:

Mr. Christopher Durdon  
Windsor Central School District  
206 Main Street  
Windsor, New York 13865

Required information includes the student’s name, grade, address, telephone number, date of birth, and name and address of the school which transportation is required.

# May 2023

#### At a Glance:

- MS Up with Life Day, 5/25
- WCHS Prom, Post Prom Party, 5/12

- School Budget Vote, 5/16
- Memorial Day - No School. 5/26-5/29

| Sunday   | Monday                                     | Tuesday  | Wednesday                             | Thursday                            | Friday   | Saturday |
|--|--|--|---------------------------------------|-------------------------------------|--|----------|
|  | 1<br><br>Pennies for Patients begins, Bell | 2<br><br>Post-prom flower sale pick-up, HS, 12p-4p   | 3                                     | 4                                   | 5  | 6        |
| 7<br><br>Post-Prom Golf Tournament Links at Hiawatha 1pm | 8  | 9<br><br>Board of Education Meeting, HS, 6pm   | 10                                    | 11                                  | 12<br><br>Prom, 7:30pm (Post Prom Party, HS, following Prom) | 13       |
| 14<br><br>Mother’s Day                                   | 15   | 16<br>Weeks Knight of the Arts, 5:30p<br>Spring Festival, Bell & Palmer, 5:30pm-7:30pm<br>HS Spring Concert<br>School Budget Vote-10am-8pm | 17<br><br>Scholastic Awards, HS, 7pm  | 18<br><br>7th & 8th/MS Concert 7 PM | 19   | 20       |
| 21   | 22   | 23<br><br>Board of Education Meeting, High School, 6pm   | 24<br><br>6th/MS Concert, 7pm         | 25<br><br>MS Up with Life Day       | 26<br><br>No School  | 27       |
| 28   | 29<br><br>Memorial Day - No School         | 30   | 31<br><br>Weeks Music Concert, 6:30pm |                                     |  |          |

Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.

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Windsor Central School District - We aspire to be a world-class community school that is the district of choice.

Senior Citizen Tax Exemptions

Persons over the age of 65 are eligible for a partial tax exemption if they meet certain qualifications and complete the necessary exemption forms by March.

Forms may be obtained from the Broome County Real Property Tax Office, Government Plaza, Binghamton, New York (607) 778-2124.

If you are 65 years of age or over, and have your permanent residence in the school district, call the above number to check eligibility. If you are a surviving spouse 62 or over, you should call too.

The exemptions, as reviewed by the Board of Education in 2009, are:

Annual Income:

| More Than | But Less Than | Exemption % |
|-----------|---------------|-------------|
| \$ 0      | \$13,999.99   | 50%         |
| \$14,000  | \$14,999.99   | 45%         |
| \$15,000  | \$15,999.99   | 40%         |
| \$16,000  | \$16,999.99   | 35%         |
| \$17,000  | \$17,899.99   | 30%         |
| \$17,900  | \$18,799.99   | 25%         |
| \$18,800  | \$19,699.99   | 20%         |
| \$19,700  | \$20,599.99   | 15%         |
| \$20,600  | \$21,499.99   | 10%         |

Voter Registration

Any person 18 years of age or over, who is a citizen of the United States and a resident of the School District for 30 days prior to the date of the vote, is entitled to register and vote.

Residents who need to register may do so between the hours of 1:00 P.M. and 3:00 P.M. during regular days of business, at the office of the District Clerk, located in the Windsor High School, at least five (5) days prior to the vote. Residents are not permitted to vote if they register later than 5 days prior to the vote or at their polling site on the day of the vote.

Residents must vote in the Election District they reside in. Please visit our website or contact Amy Barton, District Clerk, to determine your election district.

The Budget Vote and Board of Education Election will be held on Tuesday, May 16, 2023.

Section 504 — Annual Notice

In accordance with the Rehabilitation Act of 1973, commonly known as Section 504, the School District hereby notifies disabled children and their parents of the School District's duty under the Regulations to Section 504.

The School District shall provide a free appropriate public education to each qualified child who resides in the School District regardless of the nature or severity of the disability. The School District shall educate each qualified disabled child with children who are not disabled to the maximum extent appropriate to the needs of the disabled child, and shall also ensure that disabled children participate with non-disabled children in nonacademic and extra-curricular activities to the maximum extent appropriate. A disabled child shall be afforded an equal opportunity for participation in such services and activities.

The School District shall provide disabled children an equal opportunity for participation in physical education courses, interscholastic, club or intramural athletics.

The School District shall conduct pre-placement evaluations, and shall establish standards and procedures consistent with Section 104.35 for the evaluation and placement of children who need or are believed to need special education or related services. Periodic reevaluation shall be conducted of children who have been provided special education or related services. Placement decisions shall draw upon information from a variety of sources and shall be made by a group of persons knowledgeable about the child, the meaning of the evaluation data, and the placement options. The School District shall establish and implement a system of procedural safeguards that includes notice, and opportunity for the parent to examine relevant records, an impartial hearing with the opportunity for participation by the parent and representation by counsel, and a review procedure.

Notification of Pesticide use

New York State Education Law Section 409-H and State Education Department Commissioner's Regulation 155.24, 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 Windsor Central School District is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior notification of certain pesticide applications.

If you would like to receive such notification or would like further information regarding this matter, please contact Mr. Chris Durdon, Director of Operations at (607) 655-8242.

November 2022

At a Glance:

• Weeks Student Recognition, 11/17

• Veterans Day - No School, 11/11

• High School Concert - 11/30

• Thanksgiving Break - No School, 11/23 - 11/25

• Palmer, Bell Student Recognition, 11/18

| Sunday | Monday | Tuesday                                  | Wednesday                         | Thursday                              | Friday                              | Saturday |
|--------|--------|--|-----------------------------------|---------------------------------------|-------------------------------------|----------|
|        |        | 1  | 2                                 | 3                                     | 4                                   | 5        |
|        |        |  | Picture Day Makeup, Palmer, Weeks |                                       | Picture Day makeup, Bell            |          |
| 6      | 7      | 8  | 9                                 | 10                                    | 11                                  | 12       |
|        |        |  |                                   | Veterans Day Assembly, Palmer, 9:00am | Veterans Day - No School            |          |
| 13     | 14     | 15                                       | 16                                | 17                                    | 18                                  | 19       |
|        |        | Board of Education Meeting, Bell, 6:00pm | Picture Make-Up Day, MS           | Student Recognition, Weeks, 9:15am    | Student Recognition, Palmer, 9:15am |          |
| 20     | 21     | 22                                       | 23                                | 24                                    | 25                                  | 26       |
|        |        |  | Thanksgiving Break - No School    |                                       |                                     |          |
|        |        |  |                                   | Thanksgiving Day                      |                                     |          |
| 27     | 28     | 29                                       | 30                                |                                       |                                     |          |
|        |        |  | High School Concert, 7pm          |                                       |                                     |          |

Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.

# School Health Care

## Medical Examinations

Medical examinations are required by New York State law of each student who is a new entrant, regardless of grade level, and of all students when they reach grades Pre-K or K, 2, 4, 7, and 10.

A medical form, to be completed by the parent and physician, should be returned to school by October 1. An examination done any time after June 1 is acceptable for the following school year. Camp and working paper examinations are acceptable. If your child is not seen by your physician, he or she will receive a school medical appraisal by the school physician.

An annual medical examination is also required of secondary school students prior to participation in interscholastic sports and cheerleading.

**Medication**

If it is necessary for your child to receive medication during school hours, the following process must be followed.

1. A written request from a physician, directing that medication should be administered, must be submitted in the following format:
  - a. name of medication,
  - b. dosage and frequency, and
  - c. adverse or suspected reactions.
2. A written request must be submitted from the parent stating that medication should be administered to their child as requested by their physician.
3. Any medication to be administered by the school nurse must be delivered to the Health Office (in its original bottle) by the parent. This includes over-the-counter medications such as Tylenol®, Advil®, cough syrups, decongestants, etc. Forms are available from your school nurse.

**Head Lice**

Head lice are tiny (2 to 3 mm. long) insect parasites that are confined almost exclusively to the head region. Their body color is grayish except after feeding, when it acquires a reddish hue. Its favorite hiding place are those areas behind the ears and on the back of the neck, although lice can be almost anywhere on the hair or hairy surface of the scalp.

Direct inspection of the hair and scalp is the best way to detect the actual presence of crawling forms of head lice and eggs (nits). Both are most commonly found at the nape of the neck and behind the ears.

Consult the Centers for Disease Control and Prevention at <http://www.cdc.gov> for treatment information. Type in the words “head lice.”

## Scoliosis Screening

Mandatory screening for scoliosis is the law of New York State. School nurses will annually screen each student in grades 5-9. In the event possible scoliosis is detected, parents will be notified and a recommendation for referral to the family physician will be made.

**Disease Control**

In order to prevent the spread of disease and to ensure rapid recovery with a minimum of after affects, children should be kept out of school when they have the following symptoms, and until they are “symptom free” for 24 hours: nasal discharge, fever or chills, sore throat, vomiting, upset stomach, severe headaches, skin disease, ear ache, red discharging eyes, diarrhea. If these symptoms develop into a communicable disease, other than the common cold, parents are asked to notify the school immediately.

**BMI**

New York State Education Law requires that BMI (body mass index) and weight status group be included as part of the student’s school health examination. Each year sample school districts will be selected to take part in a survey by the New York State Department of Health. If our school is selected to be part of the survey, we will be reporting to New York State Department of Health 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.

If you do not wish to have your child’s weight status group information included as part of the Health Department’s survey, please notify your child’s school nurse in writing by October 1st.

If you have questions, please contact your school’s health office.

Bell Elementary.....775-1778  
Weeks Elementary..... 775-4833  
Palmer Elementary and Middle School..... 655-8244  
High School.....655-8249

School District Physician  
Lourdes Occupational Health  
Services  
3101 Shippers Road, Suite 101  
Vestal, NY 13850  
251-2170

April 2023

At a Glance:

• Weeks Student Recognition, 4/20

• Spring Recess - No School - 4/10 - 4/14

• April Fools Day - March 32nd

• Bell, Palmer Student Recognition - 4/21

| Sunday   | Monday                              | Tuesday                                 | Wednesday                                 | Thursday                           | Friday   | Saturday |
|----------|-------------------------------------|---|---|------------------------------------|--|----------|
|          |                                     |   |   |                                    |  | 1        |
| 2        | 3                                   | 4                                       | 5   | 6                                  | 7  | 8        |
|          |                                     | Post-Prom Flower Sale ends              |   |                                    | Spring Recess - No School  |          |
| 9        | 10                                  | 11                                      | 12  | 13                                 | 14   | 15       |
|          | Spring Recess - No School           |   |   |                                    |  |          |
|          |                                     | Board of Education Meeting, Palmer, 6pm |   |                                    |  |          |
| 16       | 17                                  | 18                                      | 19  | 20                                 | 21   | 22       |
|          | Board of Education Meeting, MS, 6pm |   |   | Student Recognition, Weeks, 9:15am | Student Recognition, Bell<br>Student Recognition, Palmer, 9:15am<br>Post-Prom BBQ, Schneider's Market, 3p-6p |          |
| 23<br>30 | 24                                  | 25                                      | 26  | 27                                 | 28   | 29       |
|          |                                     |   | National Honor Society Induction, HS, 7pm |                                    |  |          |

Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.

Graduation Requirements

| Regents Diploma                                   |     | Advanced Designation<br>Regents Diploma   |      |
|---|-----|---|------|
| English   | 4   | English   | 4    |
| Social Studies                                    | 4   | Social Studies  | 4    |
| Math  | 3** | Math  | 3    |
| Science   | 3** | Science   | 3    |
| LOTE  | 1*  | LOTE  | 3*** |
| Art/Music   | 1   | Art/Music   | 1    |
| Health  | 0.5 | Health  | 0.5  |
| Physical Education                                | 2   | Physical Education  | 2    |
| Electives   | 3.5 | Electives   | 1.5  |
| Personal Finance                                  | 0   | Personal Finance  | 0.5  |
| Total   | 22  | Total   | 22   |
| Required Exams<br>(passing score of 65 and above) |     | Required Exams<br>(passing score of 65 and above)                                   |      |
| English Comprehensive Exam                        |     | English Comprehensive Exam  |      |
| 1 Math Regents Exam                               |     | 3 Math Regents Exams  |      |
| Regents Global History Exam                       |     | Regents Global History Exam   |      |
| Regents U.S. History Exam                         |     | Regents U.S. History Exam   |      |
| Regents Science Exam                              |     | 2 Regents Science Exams (one from Living Environment and one from Physical Setting) |      |
|   |     | ***Foreign Language Exam  |      |



\* Students are required to have completed 2 units of study in a Language other than English (LOTE) by the end of their freshman year.  
\*\* An integrated course in Mathematics / Science/Technology may be used as the third required unit of credit in Mathematics or Science.  
\*\*\* Students acquiring 5 units in one of the following may be exempt from the Language other than English requirement: Art, Music, Business, or Career and Technical Education.

SAT School Day Program

The SAT School Day Program by College Board provides students with the opportunity to take the SAT Suite of Assessments free of charge during their regular school day. In the Windsor Central School District, students are given the PSAT 8/9 during their eighth grade and freshman years, the PSAT 10 during their sophomore year and the PSAT/NMSQT during the fall of their junior year. The SAT is administered in the spring of the junior year.

**PSAT 8/9**  
The PSAT 8/9 is an assessment given to eighth and ninth grade students that is closely aligned to the PSAT/NMSQT and PSAT 10. It consists of questions in Evidence-based Reading, Writing and Math.

**PSAT 10**  
Students will take the PSAT 10 in the spring of their sophomore year. Students who take the PSAT 10 will receive both an online and paper test score report. They will receive an overall test score as well as individual section scores, cross-test scores and sub scores.

**PSAT/NMSQT**  
The preliminary SAT/National Merit Scholarship Qualifying Test is an assessment administered to 11th grade students that helps prepare them for the redesigned SAT, college and career. Historically, students who take the PSAT/NMSQT score higher on the SAT, on average, than those who do not. The PSAT/NMSQT provides the opportunity for students to compete for recognition and scholarships through the National Merit Scholarship Program. This program recognizes and honors academically talented students throughout the United States.

**SAT**  
The SAT School Day Program provides students the opportunity to take the SAT, an assessment widely regarded to measure student academic success and college readiness, during the school day in their own school building. This in-house testing eliminates limitations of cost and transportation for students.

December 2022

At a Glance:

• Winter Recess, No School - 12/23 - 1/2

• Acoustic KORT Show - 12/16

• 7th & 8th Grade Concert - 12/7

• Pancake Breakfast, Bell - 12/3

• 6th Grade Concert - 12/13

| Sunday | Monday                    | Tuesday                                      | Wednesday                | Thursday  | Friday                                  | Saturday  |
|--------|---------------------------|--|--------------------------|---|---|---|
|        |                           |  |                          | 1   | 2                                       | 3   |
|        |                           |  |                          | High School Concert, 7pm (Snow Date)                  |   | Pancake Breakfast, Bell                             |
| 4      | 5                         | 6  | 7                        | 8   | 9                                       | 10  |
|        |                           | Board of Education Meeting, High School, 6pm | 7th & 8th Concert - 7 PM | 7th & 8th Concert (snow date) - 7 PM                  | Holiday Luncheon, Palmer, 12:30pm       |   |
| 11     | 12                        | 13   | 14                       | 15  | 16                                      | 17  |
|        |                           | 6th/MS Concert, 7pm                          | Senior Pictures, HS      | 6th/MS Concert (snow date) 7pm<br>Senior Pictures, HS | Acoustic KORT Show – High School - 6 PM | Acoustic KORT Show – High School (snow date) - 6 PM |
| 18     | 19                        | 20   | 21                       | 22  | 23                                      | 24  |
|        |                           |  |                          | Sing-a-Long, Palmer, 2:30pm                           | Winter Recess - No School               |   |
| 25     | 26                        | 27   | 28                       | 29  | 30                                      | 31  |
|        | Winter Recess - No School |  |                          |   |   |   |

Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.

Notice to Parents — Rights Under the Family Educational Rights and Privacy Act

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

- a playbill showing your student's role in a drama production;
- the annual yearbook;
- Honor Roll and other recognition lists;
- graduation programs; and
- sports activity sheets showing weight and height of team members.

Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the New York State Education Law § 2-1 and two federal laws require school Districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with student names, addresses and telephone listings — unless parents have advised the school District that they do not want their student’s information disclosed without their prior written consent.

If you do not want Windsor Central School District to disclose some or all directory information from your child’s education records without your prior written consent, you must notify the District in writing within 30 days after the publication of this notice. Windsor Central School District has designated the following information as directory information.

1. Student's name
2. Address
3. Telephone listing
4. Electronic mail address
5. Student's image
6. Date and place of birth
7. Major field of study
8. Dates of attendance
9. Grade level
10. Participation in officially recognized activities and sports
11. Weight and height of members of athletic teams
12. Degrees, honors, and awards received
13. The most recent educational agency or institution attended

FERPA Contact: Windsor Central School District  
1191 NY Route 79, Windsor, New York 13865  
Contact: Scott M. Beattie, Assistant Superintendent

Parent’s Bill of Rights for Data Privacy and Security

The Windsor Central School District, in recognition of the risk of identity theft & unwarranted invasion of privacy, affirms its commitment to safeguarding student personally identifiable information (PII) in educational records from unauthorized access or disclosure in accordance with State & Federal law. The Windsor Central School District establishes the following parental bill of rights **(also accessible on the district’s website [www.windsor-csd.org](http://www.windsor-csd.org))**:

- Student PII will be collected and disclosed only as necessary to achieve educational purposes in accordance with State and Federal Law.

- A student's personally identifiable information cannot be sold or released for any marketing or commercial purposes by the district or any third party contractor. The district will not sell student personally identifiable information and will not release it for marketing or commercial purposes, other than directory information released by the district in accordance with district policy;

- Parents have the right to inspect and review the complete contents of their child’s education record (for more information about how to exercise this right, see 5500-R);

- State and federal laws, such as NYS Education Law §2-d and the Family Educational Rights and Privacy Act, protect the confidentiality of students' personally identifiable information. Safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred;

- A complete list of all student data elements collected by the State Education Department is available for public review at <http://nysed.gov.data-privacy-security> or by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234

- Parents have the right to have complaints about possible breaches and unauthorized disclosures of student data addressed. Complaints should be directed to (insert district contact information including title, phone number, email and mailing address here). Complaints can also be directed to the New York State Education Department online at <http://nysed.gov.data-privacy-security>, by mail to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234 or by email to [privacy@mail.nysed.gov](mailto:privacy@mail.nysed.gov) or by telephone at 518-474-0937.

- Parents have the right to be notified in accordance with applicable laws and regulations if a breach or unauthorized release of their student’s PII occurs.

- Parents can expect that educational agency workers who handle PII will receive annual training on applicable federal and state laws, regulations, educational agency’s policies & safeguards which will be in alignment with industry standards & best practices to protect PII

- In the event that the District engages a third party provider to deliver student educational services, the contractor or subcontractors will be obligated to adhere to State and Federal Laws to safeguard student PII. Parents can request information about third party contractors by contacting:

Scott Beattie, Assistant Superintendent of Instruction  
1191 NY Route 79, Windsor, NY 13865  
(607) 665-8216

March 2023

At a Glance:

- Conference Day - No School, 3/10
- HS spring musical, 3/24 & 3/25
- High School Student Recognition, 3/15
- High School POPS Performances, 3/2

| Sunday | Monday                                   | Tuesday   | Wednesday  | Thursday   | Friday  | Saturday                                    |
|--------|--|---|--|--|---|---|
|        |  |   | 1<br><br>PARP Kickoff, Weeks<br>PARP Kickoff, Palmer | 2<br><br>POPS Performances<br>HS – 7 PM                                | 3   | 4   |
| 5      | 6<br><br>Post-Prom Flower Sale<br>begins | 7   | 8  | 9  | 10<br><br>Superintendent's<br>Conference Day -<br>No School           | 11  |
| 12     | 13                                       | 14<br><br>Board of Education<br>Meeting, Bell, 6pm  | 15<br><br>Student recognition, HS,<br>7am            | 16   | 17  | 18  |
| 19     | 20                                       | 21  | 22   | 23   | 24<br><br>Spring Musical<br>Performance, HS                           | 25<br><br>Spring Musical<br>Performance, HS |
| 26     | 27<br><br>PARP Kickoff, Bell             | 28<br><br>Board of Education<br>Meeting, Weeks, 6pm | 29   | 30<br><br>PARP closing, Palmer<br><br>Bell Musical<br>Performance, 6pm | 31<br><br>PARP closing, Weeks<br><br>Bell Musical<br>Performance, 6pm |   |

Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.

**Attendance**

The Windsor Central School District Board of Education sets the following information forth. It is inclusive of the Board of Education policies #7200 -7270.

The objectives of a comprehensive attendance policy are: to accurately track the attendance, absence, tardiness and early departure of students to and from the school; to ensure sufficient pupil attendance of classes so that pupils may achieve State mandated educations standards; to track student location for safety reasons, and to account to parents regarding the location of children during school hours.

Pupils who are legal residents of the School District and who have reached their fifth birthday on or before December first shall be permitted to register for kindergarten. Admission of children to other grades shall involve a consideration of both chronological age and the readiness of the children to do the work of those grades. Pupils are required to be in attendance, and are considered to be compulsory age, through the school year in which they turn sixteen.

Registration of elementary students occurs through the main offices of each elementary school. Middle and High School students are registered at the specific school through the guidance offices. The registration process includes the completion of the registration questionnaire, proof of age with birth certificate, and proof of district residency. The Superintendent, with the assistance of the Board of Education’s counsel, shall apply the various legal standard regarding residency in relation to any application. A school officer and principal will review all registration applications.

Attendance will not be used as a measure of student learning; rather course credit is recommended based on student performance related to learning outcomes. Students are required to attend all scheduled classes, unless their absence is excused as defined in the comprehensive attendance policy. Consistent with the importance of attendance and classroom participation, unexcused absences and unexcused tardies, as well as excessive excused absences or excused tardies are likely to have a negative effect on a student’s grade for the day, marking period, and/or course.

Due to this correlation between attendance and student learning, all students must be in attendance at least 85% of the time, that means no more than twenty-eight (28) absences for the full year course and fourteen (14) absences for a half-year course. Students not meeting this attendance requirement will be placed on academic probation, will be monitored, and will receive interventions related to student attendance and academic progress.

**Parental/Guardian Notice Concerning Publication of Photos & Videos**

Throughout your child’s academic career, he or she will participate in a variety of school events, performances or activities. Your child may be photographed, videoed, or audio recorded electronically or otherwise by school personnel, local news media, other students (as part of school assignments) or others. Your child could appear, be identified, and recognized in newspaper articles, on television, in radio broadcasts, on displays, on the Internet/Web sites, or in district or school publications, productions (school calendars, brochures, flyers, newsletters, programs for sports or cultural events, television, videos, etc.) for their participation and activities.

This is not intended to apply to recordings from security/surveillance cameras, which are covered by the Board of Education Video Surveillance Policy available on the district website.

Most families appreciate the recognition of their children in such publications. Unless you notify the school district in writing that you do not want publication of such photographs, video, or audio recordings to be published, it will be presumed that you have no objection to such publication and that you consent to it. You further understand that you and your child will receive no compensation for this.

Notification of your written objection should be directed to the building principal.

**Vocational Education**

The students of Windsor Central Schools will have vocational education opportunities without regard to sex, race, color, national origin, or handicap. If any student believes that the school district, or any of the district’s staff, has inadequately applied the principles or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, or (3) Section 504 of the Rehabilitation Act of 1973, that person may bring forward a complaint to:

Dr. Jason Hans  
Director of Special Programs, 504 & Title IX Compliance Officer  
Windsor Central School District  
1191 NY Route 79  
Windsor, New York 13865  
(607) 655-8220

**Staff Qualifications (Highly Qualified)**

As a parent, you have a right to request information regarding the professional qualifications of your child’s teacher(s) and any paraprofessional who works with your child.

Specifically, federal legislation entitled the No Child Left Behind Act gives you the right to ask the following questions:

- whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree and;
- whether the child is provided services by paraprofessionals, and, if so, their qualifications. If you would like this information, please contact your child’s Principal and he/she will provide it to you.

January 2023

At a Glance:

• Martin Luther King, Jr. Day - No School, 1/16

• Palmer Winter Concert, 1/25

• Middle School student recognition, 1/26

• KORT concert, 1/17

| Sunday                  | Monday   | Tuesday  | Wednesday                        | Thursday  | Friday  | Saturday |
|-------------------------|--|--|----------------------------------|---|---|----------|
| 1<br><br>New Year's Day | 2<br><br>Winter Recess -<br>No School                | 3  | 4                                | 5   | 6   | 7        |
| 8                       | 9  | 10<br><br>Board of Education<br>Meeting, High School,<br>6pm | 11                               | 12  | 13  | 14       |
| 15                      | 16<br><br>Martin Luther King, Jr.<br>Day - No School | 17   | 18                               | 19<br><br>KORT Show, HS, 6pm  | 20<br><br>KORT Show (snow date),<br>HS, 6pm       | 21       |
| 22                      | 23   | 24   | 25                               | 26  | 27  | 28       |
|                         |  | Regents Exams, HS  |                                  |   |   |          |
|                         |  |  | Palmer Winter<br>Concert, 6:30pm | Student Recognition,<br>MS, 7:45am<br><br>Palmer Winter<br>Concert (snow date),<br>6:30pm | Superintendent's<br>Conference Day - No<br>School |          |
| 29                      | 30   | 31<br><br>Board of Education<br>Meeting, High School,<br>6pm |                                  |   |   |          |

**Black Knight Fitness Center**

**Memberships**

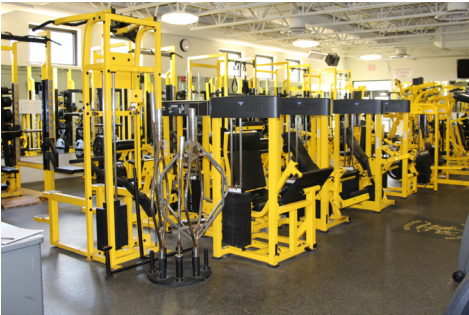
Pool memberships and daily pool sign-ups will be done in the Fitness Center only. No sign-ups will be done in the Pool area. Members should note that the Pool and Fitness Center requires only one fee which covers both facilities. When the pool is closed, there will be no locker room facilities available.

Fitness Center members will be given a membership card, a workout card, and they will be taught how to use cardiovascular machines, selectorize machines, and power equipment by the supervisor. Memberships are available from the Fitness Center supervisors during public hours. Students 7th Grade and above are permitted in the fitness center. Students Grades 6th and below must be accompanied by a parent in the pool.

Everyone must sign and return a Waiver and Release of Liability Form to use the Fitness Center and/or Pool.

**Public Hours**  
**Fitness Center**  
MWF 6-7:45 AM  
Mon-Thu 6-8 PM  
Sat 7-10 AM  
Sun Closed

**Pool**  
MWF 6-7:45 AM  
Tue & Thu 6-8 PM  
Sat 7-9 AM  
Sun Closed



More information can be found at [www.windsor-csd.org/AthleticDepartment.aspx](http://www.windsor-csd.org/AthleticDepartment.aspx)

**Athletics**

The Windsor Black Knights are members of the Southern Tier Athletic Conference (STAC). Students may choose to join a variety of teams.

**High School Boys' Athletic Teams**

|            |                     |
|------------|---------------------|
| Football   | Cross-Country       |
| Baseball   | Track               |
| Bowling    | Indoor Winter Track |
| Soccer     | Wrestling           |
| Basketball | Tennis              |
| Golf       | Swimming            |
| Lacrosse   | ESports             |

**High School Girls' Athletic Teams**

|              |                            |
|--------------|----------------------------|
| Field Hockey | Cross-Country              |
| Volleyball   | Track                      |
| Bowling      | Fall & Winter Cheerleading |
| Swimming     | Indoor Winter Track        |
| Soccer       | Basketball                 |
| Softball     | Tennis                     |
| Lacrosse     | ESports                    |

**Modified Boys' Athletic Teams**

|            |               |
|------------|---------------|
| Football   | Cross-Country |
| Soccer     | Baseball      |
| Basketball | Track         |
| Swimming   | Wrestling     |
| Tennis     | Lacrosse      |

**Modified Girls' Athletic Teams**

|               |            |
|---------------|------------|
| Field Hockey  | Tennis     |
| Soccer        | Track      |
| Volleyball    | Basketball |
| Cross-Country | Softball   |
| Lacrosse      |            |

**Dances**

Dances are held at every school several times throughout the year.

**WCHS Clubs and Organizations**

- Art Club
- Broadcast Club
- Chess Club
- Drama Club
- Family & Computer Sciences
- FFA
- French Club
- Future Business Leaders of America
- GSA
- Health and Fitness Club
- Jazz Band
- Key Club
- Knights of the Rock Table
- LOTE
- Mock Trial
- Odyssey of the Mind
- Poetry Club
- SADD
- Spanish Club
- Student Council
- Technology Club
- Year Book
- Physics Club
- Envirothon
- SIPP
- YES! Leads
- A Capella
- Knight Pack
- Knights Crusade
- Iron Knights
- Dungeons & Dragons

February 2023

At a Glance:

- Mid-Term Recess - No School, 2/17-2/20
- Bell Winter Concert, 2/7

- Weeks Winter Concert, 2/1
- MS Pack the House, 2/10

| Sunday | Monday                           | Tuesday                                   | Wednesday                                     | Thursday  | Friday  | Saturday                         |
|--------|----------------------------------|---|---|---|---|----------------------------------|
|        |                                  |   | 1<br>Weeks Winter Concert - 6:30 PM           | 2<br>Student recognition, Weeks<br>MS ELA Mid-Term<br>Weeks Winter Concert (snow date), 6:30 PM | 3<br>Student recognition, Palmer, 9:15am<br>Student recognition, Bell | 4                                |
| 5      | 6                                | 7<br>Bell Winter Concert, 6:30 PM         | 8<br>Bell Winter Concert (snow date), 6:30 PM | 9<br>Palmer Talent Show, 6pm  | 10<br>Pack the House, MS, 6pm   | 11                               |
| 12     | 13                               | 14  | 15  | 16  | 17<br>Mid-Term Recess - No School                                     | 18                               |
| 19     | 20<br>Presidents Day - No School | 21<br>Board of Education Meeting, HS, 6pm | 22  | 23<br>Volleyball Tournament, MS, 2:30pm   | 24  | 25<br>History Challenge, MS, 9am |
| 26     | 27                               | 28  |   |   |   |                                  |

Calendar dates may change, please refer to the District website calendar for the most up-to-date event information.

Dear Parent/Guardian:

Children need healthy meals to learn. **Windsor Central School District** offers healthy meals every school day. Breakfast is available at the Elementary and Middle School at **\$0.00**, and High School for **\$1.90**; lunch is available for **\$2.80** at the elementary level and **\$2.90** at the secondary level. Your children may qualify for free meals or for reduced price meals. **Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge.**

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free or reduced price meals. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Windsor CSD, Attn: Food Service Dept., 1191 NY Route 79, Windsor, NY 13865.**
2. WHO CAN GET FREE MEALS? All children in households receiving benefits from **SNAP, the Food Distribution Program on Indian Reservations** or **TANF**, can get free meals regardless of your income. Categorical eligibility for free meal benefits is extended to all children in a household when the application lists an Assistance Program's case number for any household member. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines. Households with children who are categorically eligible through an Other Source Categorically Eligible designation, as defined by law, may be eligible for free benefits and should contact the SFA for assistance in receiving benefits.
3. CAN FOSTER CHILDREN GET FREE MEALS? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Foster children may also be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.
4. CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS? Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call **Dr. Jason Hans at 607-655-8220** to see if they qualify.
5. WHO CAN GET REDUCED PRICE MEALS? Your children may be approved as reduced price eligible if your household income is within the reduced-price limits on the Federal Eligibility Income Chart, shown on this letter. Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge.
6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? Please read the letter you got carefully and follow the instructions. Call the school at **607-766-3926** if you have questions.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for up to the first 30 operating days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
8. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out a FREE/REDUCED PRICE MEAL application.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes and we may also ask you to send written proof.
10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Dr. Jason Andrews, Superintendent of Schools, 1191 NY Route 79, Windsor, NY 13865, 607-655-8216.**
12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
13. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-800-342-3009**.


Please tear out the following section  
for the meal plan information



**Reapplication:** You may apply for benefits any time during the school year. Also, if you are not eligible now, but during the school year become unemployed, have a decrease in household income, or an increase in family size you may request and complete an application at that time.

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian. We will let you know when your application is approved or denied.

Sincerely,



Annie Hudock  
Director of Food Services

**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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## 2022-2023 INCOME ELIGIBILITY GUIDELINES

### REDUCED PRICE ELIGIBILITY INCOME CHART

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

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

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

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

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

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

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

Confidentiality: The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.



# Free & Reduced Meal Application

## Frequently Asked Questions

### Q. Who can get free meals?

A. Children are eligible for free meals if: they live in a household that receives SNAP, Medicaid, or Temporary Assistance for Needy Families (TANF), or if their household income is within the free limits on the Federal Income Guidelines Chart.

### Q. Who can get reduced meal prices?

A. Children are eligible to receive low-cost meals if: their household income is within the reduced meal limits on the Federal Income Guidelines Chart.

### Q. Do I need to fill out an application for each child?

A. No, only one Free and Reduced Price School Meals Application is needed per household.

### Q. If I don't qualify now, may I apply later?

A. Yes! You may apply at any time during the school year. For example, if your household size goes up, income goes down, or if you start receiving SNAP, Medicaid, TANF, or other benefits. Please reference all eligibility guidelines.

### Q. What do I do if I receive a direct certification letter in the mail?

A. Please fill out the requested information and mail it back to the address listed below.

### Q. Do I need to fill out an application every year?

A. YES! YOU MUST FILL OUT A NEW FREE AND REDUCED-PRICE SCHOOL MEALS APPLICATION EVERY YEAR!

### Q. How do I get approved for free or reduced-cost college applications, advance placement testing, SAT & ACT exams, and the internet?

A. Fill out a Free and Reduced Price School Meals Application. If you are approved, the letter provided should be utilized for proof.

Parents/Guardians you can apply for Free/Reduced meal benefits directly online at [www.rockoncafe.org](http://www.rockoncafe.org). There is a section dedicated to the Free & Reduced Information tab to access the application.

Or

Parents/Guardians can pick up an application at any school and mail the application to:

#### Windsor CSD

1191 NY Route 79

Windsor, NY 13865

ATTN: Food Service Department

Questions? Call Rosa Shelp at 607-766-3926

Windsor Central School District  
Annie Hudock, Senior Food Service Director, 607-766-3926  
[www.rockoncafe.org](http://www.rockoncafe.org)



# WELCOME BACK!

## 2022-2023 School Year Food Service Updates

Rockin' Breakfast and Lunch options will be available through the Rock on Café™

Student meal regulations are set by the State of New York and include:

- Age-appropriate calorie limits
- A wide variety of fruit and vegetable options
- Large servings of fruits and vegetables
- Structured meal components
- Students are required to choose at least one fruit or vegetable at every meal
- Fat-free or 1% milk
- Whole grains

### Meal Pricing

Our meal pricing structure will return for the 2022-2023 school year. Breakfast will be No Cost for K-8 and \$1.90 for High School.

Lunch pricing will be as follows:

Elementary School: \$2.80 Middle School: \$2.90 High School: \$2.90



Check out your school menus and nutrition information online through the My School Menus App or online at [www.myschoolmenus.com](http://www.myschoolmenus.com)



### PRE-PAY ONLINE with EZ School Pay

Deposit money directly into your student's account online!

For more information go to: [www.rockoncafe.org](http://www.rockoncafe.org)

or contact Rosa Shelp 607-766-3926

*Create an account as early as: October 3, 2022*



Windsor Central School District  
Annie Hudock, Senior Food Service Director, 607-766-3926  
[www.rockoncafe.org](http://www.rockoncafe.org)



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CONSENT TO RELEASE FREE OR REDUCED PRICE ELIGIBILITY INFORMATION

School officials may release information that shows that my child/children are eligible for free or reduced price meals to the following programs. I understand that the information will only be provided to the program(s) checked.

(Check the box next to the program area(s) you wish to release information to)

- ☐ State or federal programs such as the Youth Summer Work program or the Educational Talent Search Program.
- ☐ Local health and education programs and other local programs that provide benefits such as free textbooks or school supplies, free band instruments, or reduced fees for summer school or driver education.
- ☐ Community programs such as holiday baskets, summer arts and playground programs.

I understand that I will be releasing information that will show that my child/children are eligible for free and reduced price meals or free. I give consent to release my confidential information for the above named uses.

Child/Children:

I certify that I am the child's parent/guardian for whom the application was made.

Signature of Parent/Guardian:

Print Name:

Address:

Phone Number:

Date:

Mail to:

Windsor CSD – Food Service Dept.

1191 NY Route 79

Windsor, NY 13865

Nondiscrimination Statement:

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

PARENT/GUARDIAN CONSENT TO RELEASE ELIGIBILITY INFORMATION  
FOR FREE AND REDUCED PRICE MEALS

Dear Parent/Guardian:

If your child is eligible for free and reduced price meals, he/she also may be eligible for other benefits. To receive these benefits, you must provide written consent to permit school officials to give your name, address, and an indication that your household is eligible for free and reduced price meals, to representatives of certain programs. **Failure to sign a consent statement that will allow disclosure of this information will not affect your child's eligibility or participation in the school meals program.**

Some of the programs that may request names and eligibility information to be used to provide benefits, and for which parent/guardian consent is required, include: federal health insurance programs such as Medicaid or Children's Health Insurance program (CHIP), other federal programs, State programs, local health and education programs and other local activities. For example, the disclosure of children's eligibility for free and reduced price meals to determine eligibility for free text books, free band instruments, holiday baskets, school supplies, etc., or reduced fees for summer school or driver education programs, would require written consent by the child's parent/guardian.

If you wish to provide consent to release information contained in your child's free and reduced price meal application, to receive other benefits, please complete the attached consent statement.

Please call Rosa Shelp at 607-766-3926 if you have questions.

Sincerely,  
Annie Hudock  
Sr. Food Service Director  
Enclosure (consent statement)  
**Nondiscrimination Statement:**

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3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

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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 **Windsor CSD, Food Service Dept., 1191 NY Route 79, Windsor, NY 13865**. If you have a foster child in your household, you may include them on your application. A separate application is not needed. Call the school if you need help: **Rosa Shelp at 607-766-3926**. 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.

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- 1. mail: U.S. Department of Agriculture  
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- 3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Date Withdrew \_\_\_\_\_ F \_\_\_\_ R \_\_\_\_ D \_\_\_\_

2022-2023 Application for Free and Reduced Price School Meals

To apply for free and reduced price meals for your children, read the instructions on the back, complete **only one** form for your household, sign your name and **return it to the address listed below**. Call **Rosa Shelp at 607-766-3926**, if you need help. Additional names may be listed on a separate paper.

Return Completed Applications to:

**Windsor CSD, Food Service Dept.  
1191 NY Route 79  
Windsor, NY 13865**

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

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

2. SNAP/TANF/FDPIR Benefits:

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

Name: \_\_\_\_\_ CASE #: \_\_\_\_\_

3. Report all income for ALL Household Members (Skip this step if you answered 'yes' to step 2)

All Household Members (including yourself and all children that have income).

List all Household members not listed in Step 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any other source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

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

I do not have a SS# ☐

\*Last Four Digits of Social Security Number: XXX-XX- \_\_\_\_ - \_\_\_\_

\*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: \_\_\_\_\_



## Full Online Access to Your Student's Account

EZSchoolPay is the best way to stay up-to-date and informed about your student's account. Say goodbye to last-minute balance notifications, inconvenient in-person payment processes, and complicated transactions.

## EZSchoolPay Makes Meal Payments Easy

- **Add funds securely**, conveniently, and directly into student meal accounts at any time.
- **Set low balance alert notifications** for when the account drops below a customizable amount.
- **View student meal transactions**, the past 30 days of activity, and the account balance.
- **Use the app to make payments** on Apple and Android devices.
- **Make other school-related payments** including fees and dues.
  - Student activity fees
  - Club and team dues
  - Field trip payments

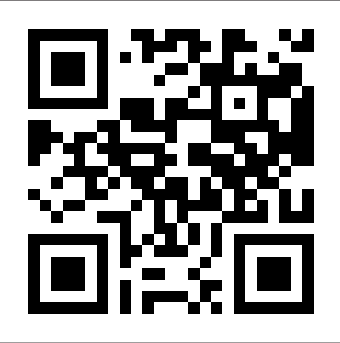


[www.ezschoollpay.com](http://www.ezschoollpay.com)



## Start Your Account Today

Starting your **FREE ACCOUNT** is as easy as scanning the QR code below with your mobile device or visiting [www.ezschoollpay.com](http://www.ezschoollpay.com)



## 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:

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

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

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

**Rosa Shelp at 607-766-3926**