

OGDENSBURG CITY SCHOOL DISTRICT



BACK-TO-SCHOOL 2018-2019

OGDENSBURG CITY SCHOOL DISTRICT

OPENING OF SCHOOL 2018-2019

PARENT/GUARDIAN INFORMATION



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ALL IN ONE BOOKLET

Ogdensburg City School District

1100 State Street
Ogdensburg NY 13669



SUPERINTENDENT OF SCHOOLS

Timothy M. Vernsey
(315) 393-0900 Ext. 31901
Fax (315) 393-2767

August 1, 2018

Dear Parents & Guardians:

As the 2018-2019 school year commences the District's Outlay Capital Improvement Projects are coming to a conclusion. As parents are aware, these projects have updated our Dome and OFA to state-of-the-art status and as such, Ogdensburg students have wonderful facilities to enjoy. I would like to take this opportunity to thank all district parents and taxpayers who resoundingly supported these projects.

A new school year always brings new challenges that students, teachers and parents will face but also brings a sense of excitement for what lies ahead. We know our students will meet these challenges and excel both in the classroom and in extracurricular activities. This past year we had a NY State Championship run in hockey and cheerleading and many of our athletic teams were Section X champions. Academically, our students rose to the occasion earning honor roll status and advanced Regents diplomas. The challenges we face also provide the opportunity for all of these success stories. So, as we begin a new school year let's all go forward with excitement for all the challenges and accomplishments that eventually lie ahead.

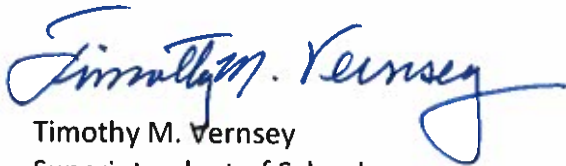
The Ogdensburg City School District is committed to the continuous improvement of student achievement through the development and implementation of a rigorous academic program. Over the course of the last three school years, teachers in grades K-6 began implementing the Writing and Reading Workshop Model for Instruction. We continue to utilize the Units of Study for Writing and Reading, developed by the Reading and Writing Project at Columbia University. We began this initiative because of the strong body of research that shows when students have to read and write each day, it leads to greater fluency and proficiency. This year, we will begin transitioning the secondary program to include these units of study in grades 7 & 8. In grades 9-12, we will begin year three of distance learning opportunities for our students, as well as the introduction of two new courses, Digital Art and Model UN/Mock Trial. The Model UN/Mock Trial course will provide students the opportunity to participate in Model UN Conferences with neighboring schools, as well as participation in the countywide Mock Trial Tournament held each year at SUNY Canton. The Faculty and Staff of the Ogdensburg City School District stand committed to meeting the educational needs of your children and continuing a long-standing tradition of exceptional teaching and learning.



All schools will again host student orientation nights this year. Parents/Guardians will receive an individual invitation to these orientation sessions. I would encourage parents/guardians to take part in these informational sessions, as it is a good way to start the school year off on a positive note. Parents will also have access to our website, and I hope you will find it easier to find information regarding school activities and events. The website address is www.ogdensburgk12.org. The district will continue to offer a parent portal for accessing your child's grades, via our SchoolTool student management system.

During the summer, the faculty and staff have been involved in various staff development initiatives with the goal of improving teaching and learning. The district will continue to place an emphasis on research-based teaching practices so your children have the best possible education. As of this writing, the Buildings & Grounds staff has been working hard at cleaning the schools so they are ready for your child's return. By September, they will be spic and span clean and ready to welcome children to their educational home for the next ten months. In the meantime, enjoy the rest of your summer!

Sincerely,

Handwritten signature of Timothy M. Vernsey in blue ink.

Timothy M. Vernsey
Superintendent of Schools

Handwritten signature of Kevin K. Kendall in blue ink.

Kevin K. Kendall
Assistant Superintendent for Curriculum, Instruction, Assessment
And Technology

TMV/KKK/alf



**OGDENSBURG CITY SCHOOL DISTRICT
OGDENSBURG, NEW YORK**

OPENING OF SCHOOLS 2018-2019 SCHOOL YEAR

Timothy M. Vernsey, Superintendent of Schools, has announced the following information and time schedule for the Opening of Schools in the Ogdensburg City School District.

ORIENTATION

UNIVERSAL PRE-KINDERGARTEN, JUNIOR KINDERGARTEN AND KINDERGARTEN AS FOLLOWS:

Grant C. Madill Elementary & John F. Kennedy Elementary Schools

- **Wednesday, September 5, 2018** - UPK morning orientation for students & parents is 8:05–9:00am and UPK afternoon orientation for students and parents is 12:05–1:00pm
- **Wednesday, September 5, 2018** - JK & K students and parents report to orientation at 8:05am at their respective schools and students are dismissed with parents at 9:00am.
- **Thursday, September 6, 2018** – Regular day of school for all Universal Pre-Kindergarten, Junior Kindergarten and Kindergarten students.
- **Universal Pre-Kindergarten schedule is as follows:**
 - **Morning session is from 8:05am – 10:50am**
 - **Afternoon session is from 12:05pm ~ 2:50pm**

OPEN HOUSES (5:30-7:30PM)

UNIVERSAL PRE-KINDERGARTEN THROUGH GRADE 12 AS FOLLOWS:

- **KENNEDY ELEMENTARY SCHOOL: TUESDAY, SEPTEMBER 11, 2018**
- **MADILL ELEMENTARY SCHOOL: WEDNESDAY, SEPTEMBER 12, 2018**
- **OGDENSBURG FREE ACADEMY: THURSDAY, SEPTEMBER 13, 2018**

WEDNESDAY, SEPTEMBER 5, 2018

ALL STUDENTS WILL REPORT TO SCHOOL AS FOLLOWS:

GRANT C. MADILL AND JOHN F. KENNEDY ELEMENTARY SCHOOLS
ALL STUDENTS GRADES 1 through 6:

Elementary School Main Entrance doors will open at 7:30 am for breakfast on **Wednesday, September 5th**. Busses will start pick-ups in the outlying areas at 7:00am and return students to their homes following the 2:50pm dismissal. A full schedule will be observed on Wednesday, September 5th for grades 1-6. School hours will be 8:20am – 2:50pm. We would request students to be at school by 8:05am.

OGDENSBURG CITY SCHOOL DISTRICT
OGDENSBURG, NEW YORK

OPENING OF SCHOOLS 2018-2019 SCHOOL YEAR

OGDENSBURG FREE ACADEMY - GRADES 7-8:

All students in grades 7 and 8 will report to their assigned homerooms at 7:51am on Wednesday, September 5th. Homeroom lists will be posted on the main doors at Ogdensburg Free Academy. School hours are 7:51am – 2:50pm. School doors will be open at 7:25am for students going to breakfast.

A full day's schedule will be observed on Wednesday, September 5th for grades 7 and 8. Bus transportation will begin in the outlying areas at 7:00am with a return trip following the 2:50pm dismissal.

OGDENSBURG FREE ACADEMY - GRADES 9-12:

All students in grades 9, 10, 11, and 12 will report to their assigned homerooms at 7:51am on Wednesday, September 5th. Homeroom lists will be posted on the main doors at Ogdensburg Free Academy. School hours are 7:51am – 2:50pm. School doors will be open at 7:25am for students going to breakfast.

A full day's schedule will be observed on Wednesday, September 5th for all grades 9, 10, 11 and 12. Bus transportation will begin in the outlying areas at 7:00am with a return trip following the 2:50pm dismissal.

BOCES Northwest Tech students will begin regular classes on Wednesday, September 5th, 2018.

GOING HOME TRANSPORTATION:

For O.F.A. bus students in Grades 7-12, going home transportation will be as follows: Buses will leave O.F.A. at 3:00pm at the conclusion of period 9. All students must be at the bus loading area by 3:00pm. BOCES bus students will be picked up at the Tech Center at 2:20pm and returned to O.F.A. for the 3:00pm pickup.

Transportation will be provided to and from BOCES. All students are expected to use district provided transportation unless special circumstances warrant other means of transportation. In these cases, authorization will be given by an O.F.A. principal and the BOCES principal, but only with parent consent. Students are not allowed to transport other students.

REMINDERS:

Under the Public Health Department regulations and the State Education Department, **all students must be properly immunized.** For further information, please contact the Health Services Department of the School District at 315-393-0900 extension 31914 or the district website, www.ogdensburgk12.org "Departments" tab – Health Services.

All parents and students are reminded that doors to the O.F.A. complex will be locked daily. At the beginning of the day, grades 7-12 students are asked to enter through the main entrance. After 7:53am, the only entry point will be through the main entrance. Students must present their I.D. cards to the receptionist at the main entrance after 7:53am to gain entry into the building.

All school personnel, parents and students are reminded to become familiar with the school district's revised Code of Conduct and Attendance Policy. The Code of Conduct and Attendance Policy will be in effect when school opens on Wednesday, September 5th.

SCHOOL CAFETERIA SERVICES:

On Wednesday, September 5th, all students will be able to participate in their respective school lunch programs. Students may purchase a school lunch, or they may bring a lunch of their own. Milk may be purchased for 50¢. Breakfast will also be available on Wednesday, September 5th. **Pupils who were eligible for free/reduced priced meals last year will continue to be eligible pending the processing of new applications.**

Student Prices listed are for Grades K-12	2018-2019 School Breakfast/Lunch Prices
Paid Breakfast	\$1.55
Reduced Price Breakfast	\$.25
Adult Breakfast	\$3.00
Student Full Price Lunch K-6	\$2.10
Student Full Price Lunch K-6 (Second Lunch)	\$2.75
Student Full Price Lunch 7-12	\$2.30
Student Full Price Lunch 7-12 (Second Lunch)	\$3.00
Student Reduced Price Lunch	\$.25
Adult Lunch	\$4.00
Milk	\$.50

STUDENTS IN GRADES 7-12 ARE REMINDED THAT I.D. CARDS ARE REQUIRED FOR ALL CAFETERIA PURCHASES AT THE O.F.A. COMPLEX.

Current menu selections and 'a la carte items are listed on the district website, www.ogdensburgk12.org "Departments" tab – Food Service.

REMINDER

- **PLEASE READ THE NEW DISTRICT POLICY #5660**
Meal Charging and Prohibition Against Meal Shaming
(In Accordance with Section 908 New York State Education Law)
included in your 2018-2019 Back-to-School Information Packet)

OGDENSBURG CITY SCHOOL DISTRICT
OGDENSBURG, NEW YORK

OPENING OF SCHOOLS 2018-2019 SCHOOL YEAR

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

SUPERINTENDENT'S OFFICE

315-393-0900

Timothy M. Vernsey, Superintendent of Schools

Ext. 31901

Kevin K. Kendall, Assistant Superintendent for Curriculum, Instruction,
Assessment and Technology

Ext. 31902

OGDENSBURG FREE ACADEMY

315-393-0900

Cynthia L. Tuttle, Principal – Grades 9-12

Ext. 31912

David G. Price, Principal – Grades 7-8

Ext. 31925

Anthony E. Bjork, Assistant Principal/Athletic Director

Ext. 31912

COMMITTEE ON SPECIAL EDUCATION DIRECTOR

315-393-0900

Lynnette J. VanTassel, Director of Special Education

Ext. 31904

KENNEDY ELEMENTARY SCHOOL

315-393-4264

Jacquelyn L. Kelly, Principal, Grades UPK-2

Ext. 32902

Susan A. Jacobs, Principal, Grades 3-6

Ext. 32902

MADILL ELEMENTARY SCHOOL

315-393-7729

Paula B. Scott, Principal

Ext. 33950

FACILITIES DIRECTOR III (BUILDINGS & GROUNDS)

315-393-0900

James J. McCarthy

Ext. 31927

SCHOOL LUNCH MANAGER

315-393-0900

Brian R. Mitchell

Ext. 31928



Ogdensburg City School District

1100 State Street
Ogdensburg NY 13669



SUPERINTENDENT OF SCHOOLS

Timothy M. Vernsey
(315) 393-0900 Ext. 31901
Fax (315) 393-2767

September, 2018

Dear Parents/Guardians:

As the winter season approaches, our district staff understands that the decision to open or close schools due to bad weather has a big effect on families. We also understand that our students are better served – both academically and socially – by being in school. But as always, our top priority is the safety of our students.

➤ **CONSIDERATIONS FOR SCHOOL CLOSURE:**

- ❑ **Information on road conditions from transportation staff at First Student and from our Buildings and Grounds staff.** We must give careful consideration to the most dangerous roads in the district. If your street looks clear, travel elsewhere in the district may be dangerous. Additionally, we must consider that some high school students drive to school.
- ❑ **Amount of snow and ice that has accumulated.**
- ❑ **Whether precipitation is continuing.**
- ❑ **Building conditions (such as whether we have electricity and heat).**
- ❑ **Parking lot conditions.** Administrators talk to Buildings and Grounds staff members who are responsible for clearing and treating school parking lots and sidewalks.
- ❑ **Temperature and wind chill.** Consideration of the fact that many of our students walk to school or must wait outside for the bus.
- ❑ **Weather predictions.** We prefer not making our decision based on weather predictions, which are not always accurate, but sometimes this is unavoidable.
- ❑ **What area school districts are doing?** We note other school closings or delays on Time Warner Cable Channel 7, Channel 13 and Channel 10.



- ❑ **Who makes the decision?**
The Superintendent of Schools is responsible for the decision to close schools.
- ❑ **How is the public notified?**
Tune to **Television Channels 7, 10, and 13** and radio stations WSLB/WPAC/WGIX, YES FM/PAC 98.7 and WNCQ in Ogdensburg, WPDM/WSNN radio in Potsdam, WMSA radio, MIX 96.1 and 101.5 FOX in Massena, North Country Public Radio and the district website (ogdensburgk12.org), for up-to-date information on school closings. We also have a new system called “One Call Now” that will notify district residents, by phone when school is closed or closing early. Please do not call the school unless it is an emergency.
- ❑ **When is the decision made?**
The decision is usually made by 6:30 am or earlier so timely notification to radio and TV stations can take place. If I wait longer to announce a closing, some parents will have already left for work, leaving their children unsupervised.
- ❑ **Will school close if conditions worsen?**
Keep in mind that, even if weather conditions worsen, we cannot reverse our decision in the morning without endangering students. Once the decision to open the schools has been made, many parents rely on it and leave for work. If we then send students right back home, many will return to unsupervised and empty houses. If conditions worsen during the school day, we may need to have an early dismissal, but we will give adequate notice to all parents.

Although the decision to close school is made with the best of intentions, it is an imperfect system, due to the unpredictability of weather. If you do not feel as though it is safe for your child to attend school, use your best judgment on whether he or she should attend. Additionally, discourage teenagers from driving in bad conditions and offer them alternatives if weather conditions worsen.

We hope that this explanation helps everyone understand the process that our district staff employs to make the best possible decision for all in our district.

Sincerely,



Timothy M. Vernsey
Superintendent of Schools



OGDENSBURG FREE ACADEMY
DELAY SCHEDULE
2018-2019 SCHOOL YEAR

<u>Grades 7-12</u>	Start	End
<u>2 Hour Delay</u>		
HR/Period 1	9:51 am	10:17 am
Period 2	10:20 am	10:46 am
Period 3	10:49 am	11:15 am
Period 4	11:18 am	11:44 am
7-8 Lunch	11:44 am	12:14 pm
9-12 Lunch	12:17 pm	12:47 pm
9-12 Lunch	12:50 pm	1:20 pm
Period 7	1:23 pm	1:49 pm
Period 8	1:52 pm	2:18 pm
Period 9	2:21 pm	2:50 pm
BOCES Lunch	11:30 am	11:50 pm

Ogdensburg City School District

1100 State Street, Ogdensburg New York 13669

Phone: (315) 393-0900, website: ogdensburgk12.org



ELEMENTARY DELAY SCHEDULE 2018-2019 School Year

2 Hour Delay:

Arrival time for Breakfast Program.....9:30am

Homeroom Begins.....10:05am

Closing or Delay of School due to inclement weather or Emergency Situations:

Please watch News Channels:

Channel 7 - WWNY

Channel 10 -YNN

Channel 13 - WWTI

Please listen to radio stations:

PAC 98.7, WSLB, WPDM & North Country Public Radio

Please check the District Website: ogdensburgk12.org



ONE CALL NOW is the new automatic dialing system that is now being used by our district for special announcements, reminders for upcoming events & notification of absences in grades 7-12. **This program also allows notifications to take place via text messaging.**

Wireless service providers require parents & staff to opt-in if they would like to receive text messages from the One Call Now messaging system. ***Please be advised that Message and data rates may apply.***

****If you would like to opt-in to receive text messages: text ALERT to 22300 from your cell phone.**

****If at any time you would like to opt-out from the text messaging option text STOP to 22300**



Ogdensburg City School District
1100 State Street, Ogdensburg NY 13669

Brian Mitchell
School Lunch Manager

315-393-0900 ext. 31928
email: bmitchell@ogdensburgk12.org



To Students/Parents:

The Foodservice staff would like to welcome you back to the 2018-2019 school year. As you may already know, the adoption of the Healthy Hunger-Free Kids Act has required us to make minor changes for the upcoming school year. The 2018-2019 price structure is detailed in the table below:

Meal	Price
Elementary Lunch (UPK-6)	\$2.10
Second Full-Price Meal (UPK-6)	\$2.75
High School Lunch (7-12)	\$2.30
Second Full-Price Meal (7-12)	\$3.00
Reduced Breakfast (UPK-12)	\$.25
Full-Price Breakfast (UPK-12)	\$1.55

I would like to remind parents to fill out the Free and Reduced Eligibility Form that can be picked up in any school office as well as in the cafeteria. I would like to remind parents that the district has an online program where parents can monitor their child's account as well as add money to it. You can access the program by going to www.myschoolbucks.com and registering for an account. You will only need your child's school ID number to register. Parents can also set up a reminder for the Payment of Current Charges system to send an email when your child's account gets to a certain balance.

The monthly menu can be accessed by going to www.ogdensburgk12.org and clicking on the departments, Food Service tab. If you have any questions, please feel free to contact me at 393-0900, ext. 31928 or by emailing bmitchell@ogdensburgk12.org.

Wishing your child a successful and healthy 2018-2019 school year,

Brian Mitchell
School Lunch Manager

OGDENSBURG CITY SCHOOL DISTRICT - SCHOOL LUNCH MENU

SEPTEMBER 2018 OFA

Milk and Assorted Fruit available with each menu.

MONDAY	09-03-18	TUESDAY	09-04-18	WEDNESDAY	09-05-18	THURSDAY	09-06-18	FRIDAY	09-07-18	PANINI OF THE WEEK
			6 CHICKEN NUGGETS			SPAGHETTI WITH 4 MEATBALLS		WHOLE GRAIN CHEESE PIZZA		CHICKEN PARM
LABOR DAY		STAFF DEVELOPMENT DAY	FRENCH FRIES			WHOLE WHEAT GARLIC BREAD		GREEN LEAFY SALAD		
			CORN			GREEN BEANS				
			FRUIT			FRUIT				
MONDAY	09-10-18	TUESDAY	09-11-18	WEDNESDAY	09-12-18	THURSDAY	09-13-18	FRIDAY	09-14-18	
DOUBLE CHEESEBURGER		CHICKEN BURGER		HOT BEEF		SPAGHETTI IN MEATSAUCE		POPCORN CHICKEN OVER TOSSED SALAD		PIZZA
BAKED BEANS		TATOR TOTS		MASHED POTATO		GARLIC BREAD		HOMEMADE BREAD STICKS		
FRUIT		FRUIT		CORN		GREEN BEANS		FRUIT		
				FRUIT		FRUIT				
MONDAY	09-17-18	TUESDAY	09-18-18	WEDNESDAY	09-19-18	THURSDAY	09-20-18	FRIDAY	09-21-18	
HOT MEATBALL SUB		FISHBURGER		"GREEN GRAVY BOWL"		GOULASH		GRILLED CHEESE or TUNA FISH SANDWICH		BUFFALO CHICKEN
OVEN BROWNED POTATOES		TATOR TOTS		POPCORN CHICKEN, GREEN GRAVY & MASHED POTATO		WHOLE WHEAT GARLIC BREAD		TOMATO SOUP		
PEAS		COLESLAW		CORN		GREEN BEANS		CARROTS & CELERY STICKS		
FRUIT		FRUIT		FRUIT		FRUIT		FRUIT		

SEPTEMBER 2018 OFA

Milk and Assorted Fruit available with each menu.

MONDAY	09-24-18	TUESDAY	09-25-18	WEDNESDAY	09-26-18	THURSDAY	09-27-18	FRIDAY	09-28-18	PANINI OF THE WEEK
HOT DOG		TACO'S - CHEESE, LETTUCE, MEAT & SALSA		HOT TURKEY		"THROW BACK THURSDAY"		WHOLE GRAIN CHEESE PIZZA		TURKEY CLUB
BAKED BEANS		RICE		MASHED POTATO		DEVIL'S SAMPLER - 4 CHICKEN NUGGETS, 2 CHEESE STICKS		GREEN LEAFY SALAD		
FRUIT		FRUIT		STEAMED BROCCOLI		TATOR TOTS		FRUIT		
				FRUIT		FRUIT				

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Individuals who are deaf, hard of hearing or have speech disabilities, may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

OGDENSBURG CITY SCHOOL DISTRICT - SCHOOL LUNCH MENU

SEPTEMBER 2018 ELEMENTARY

Milk and Assorted Fruit available with each menu.

MONDAY	09-03-18	TUESDAY	09-04-18	WEDNESDAY	09-05-18	THURSDAY	09-06-18	FRIDAY	09-07-18
				4 CHICKEN NUGGETS	SPAGHETTI WITH 3 MEATBALLS	WHOLE GRAIN CHEESE PIZZA			
LABOR DAY	STAFF DEVELOPMENT DAY	FRENCH FRIES	WHOLE WHEAT GARLIC BREAD	GREEN BEANS	FRUIT	GREEN BEANS	FRUIT	FRUIT	
		CORN	FRUIT	FRUIT	FRUIT	FRUIT	FRUIT	FRUIT	
MONDAY	09-10-18	TUESDAY	09-11-18	WEDNESDAY	09-12-18	THURSDAY	09-13-18	FRIDAY	09-14-18
CHEESEBURGER	CHICKEN BURGER	HOT BEEF	SPAGHETTI IN MEATSAUCE	POPCORN CHICKEN OVER TOSSED SALAD					
BAKED BEANS	TATOR TOTS	MASHED POTATO	GARLIC BREAD	HOMEMADE BREAD STICKS					
FRUIT	FRUIT	CORN	GREEN BEANS	FRUIT					
		FRUIT	FRUIT	FRUIT					
MONDAY	09-17-18	TUESDAY	09-18-18	WEDNESDAY	09-19-18	THURSDAY	09-20-18	FRIDAY	09-21-18
HOT MEATBALL SUB	FISHBURGER	"GREEN GRAVY BOWL"	GOULASH	GILLED CHEESE or TUNA FISH SANDWICH					
OVEN BROWNED POTATOES	TATOR TOTS	POPCORN CHICKEN, GREEN GRAVY & MASHED POTATO	WHOLE WHEAT GARLIC BREAD	TOMATO SOUP					
PEAS	COLESLAW	CORN	GREEN BEANS	CARROTS & CELERY STICKS					
FRUIT	FRUIT	FRUIT	FRUIT	FRUIT					

SEPTEMBER 2018 ELEMENTARY

Milk and Assorted Fruit available with each menu.

MONDAY	09-24-18	TUESDAY	09-25-18	WEDNESDAY	09-26-18	THURSDAY	09-27-18	FRIDAY	09-28-18
HOT DOG		TACO'S - CHEESE, LETTUCE, MEAT & SALSA		HOT TURKEY		"THROW BACK THURSDAY"		WHOLE GRAIN CHEESE PIZZA	
BAKED BEANS		RICE		MASHED POTATO		DEVIL'S SAMPLER - 4 CHICKEN NUGGETS, 2 CHEESE STICKS		GREEN LEAFY SALAD	
FRUIT		FRUIT		STEAMED BROCCOLI		TATOR TOTS		FRUIT	
				FRUIT		FRUIT			

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request a form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities, may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING

It is the District's goal to provide students with access to nutritious no- or low-cost meals each school day and to ensure that a student whose parent/guardian has unpaid meal charges is not shamed or treated differently than a student whose parent/guardian does not have unpaid meal charges.

Unpaid meal charges place a large financial burden on the District. The purpose of this policy is to ensure compliance with federal requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed, or embarrassed.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the District in a way that does not stigmatize, distress, or embarrass students. The provisions of this policy pertain to regular priced reimbursable school breakfast, lunch and snack meals only. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

Access to Meals

- a) Free meal benefit eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day. A la carte items or other similar items must be paid/prepaid.
- b) Reduced meal benefit eligible students will be allowed to receive a breakfast of their choice for \$.25 and lunch of their choice for \$.25 each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal. A la carte items or other similar items must be paid/prepaid.
- c) Full pay students will pay for meals at the District's published paid meal rate each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal. A la carte items or other similar items must be paid/prepaid.

Ongoing Staff Training

- a) Staff will be trained annually and throughout the year as needed on the procedures for managing meal charges using the State Education Department (SED) Webinar or the District's training program.

(Continued)

**SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING
(Cont'd.)**

- b) Staff training will include ongoing eligibility certification for free or reduced price meals.

Parent Notification

Parents/guardians will be notified that a student's meal card or account balance is exhausted and has accrued unpaid meal charges within 3 days of the charge and then every 2 days/weeks thereafter.

Parent Outreach

- a) Staff will communicate with parents/guardians with five or more unpaid meal charges to determine eligibility for free or reduced price meals.
- b) Staff will make two documented attempts to reach out to parents/guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet.
- c) Staff will contact the parent/guardian to offer assistance with completion of meal application to determine if there are other issues within the household causing the student to have insufficient funds, offering any other assistance that is appropriate.

Minimizing Student Distress

- a) Staff will not publicly identify or stigmatize any student in line for a meal or discuss any outstanding meal debt in the presence of any other students.
- b) Students with unpaid meal charges will not be required to wear a wristband or handstamp, or to do chores or other work to pay for meals.
- c) Staff will not throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous unpaid meal charges.
- d) Staff will not take any action directed at a student to collect unpaid meal charges.
- e) Staff will deal directly with parents/guardians regarding unpaid meal charges.

Ongoing Eligibility Certification

- a) Staff will conduct direct certification through the New York Student Identification System (NYSSIS) or using SED Roster Upload at least monthly to maximize free eligibility.

(Continued)

**SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING
(Cont'd.)**

- b) Staff will provide parents/guardians with free and reduced price application and instructions at the beginning of each school year in the school enrollment packet.
- c) If the District uses an electronic meal application, it will provide an explanation of the process in the school enrollment packet and instructions on how to request a paper application at no cost.
- d) The District will provide at least two additional free and reduced price applications throughout the school year to families identified as owing meal charges.
- e) The District will use its administrative prerogative to complete an application on a student's behalf judiciously, and only after using exhaustive efforts to obtain a completed application from the student's parent/guardian. The District will complete the application using only available information on family size and income that falls within approvable guidelines.
- f) The District will coordinate with the foster, homeless, migrant, and runaway coordinators at least monthly to certify eligible students.

Prepaid Accounts

Students/Parents/Guardians may pay for meals in advance via www.myschoolbucks.com or with a check payable to Ogdensburg City School District Cafeteria Fund. Further details are available on the District's webpage at www.ogdensburgk12.org. Funds should be maintained in accounts to minimize the possibility that a student may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

To obtain a refund for a withdrawn or graduating student, a written or e-mailed request for a refund of any money remaining in the student's account must be submitted. Students who are graduating at the end of the year will be given the option to transfer any remaining money to a sibling's account through a written request.

Unclaimed funds must be requested within one school year. Unclaimed funds will then become the property of the District Food Service Program.

Adoption Date: June 4, 2018

2018-19 School Year New York State Immunization Requirements for School Entrance/Attendance¹

NOTES:

Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). For grades pre-k through 10, intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. (Exception: Intervals between doses of polio vaccine DO NOT need to be reviewed for grades 5, 11 and 12.) Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. Intervals between doses of vaccine DO NOT need to be reviewed for grades 11 and 12. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.

Dose requirements MUST be read with the footnotes of this schedule.

Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten and Grades 1, 2, 3 and 4	Grade 5	Grades 6, 7, 8, 9 and 10	Grades 11 and 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td)²	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older		3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine booster (Tdap)³		Not applicable		1 dose	
Polio vaccine (IPV/OPV)⁴	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older	3 doses
Measles, Mumps and Rubella vaccine (MMR)⁵	1 dose	2 doses			
Hepatitis B vaccine⁶	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years			
Varicella (Chickenpox) vaccine⁷	1 dose	2 doses	1 dose	2 doses	1 dose
Meningococcal conjugate vaccine (MenACWY)⁸		Not applicable		Grades 7, 8 and 9: 1 dose	Grade 12: 2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus Influenzae type b conjugate vaccine (Hib)⁹	1 to 4 doses	Not applicable			
Pneumococcal Conjugate vaccine (PCV)¹⁰	1 to 4 doses	Not applicable			

1. Demonstrated serologic evidence of measles, mumps, rubella, hepatitis B, varicella or polio (for all three serotypes) antibodies is acceptable proof of immunity to these diseases. Diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.
2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months and at 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday.
 - b. If the fourth dose of DTaP was administered at 4 years or older, the fifth (booster) dose of DTaP vaccine is not required.
 - c. For children born before 1/1/2005, only immunity to diphtheria is required and doses of DT and Td can meet this requirement.
 - d. Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td vaccine. If the first dose was received before their first birthday, then 4 doses are required, as long as the final dose was received at 4 years or older. If the first dose was received on or after the first birthday, then 3 doses are required, as long as the final dose was received at 4 years or older. A Tdap vaccine (or incorrectly administered DTaP vaccine) received at 7 years or older will meet the 6th grade Tdap requirement.
3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) vaccine. (Minimum age: 7 years)
 - a. Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap. A dose received at 7 years or older will meet this requirement.
 - b. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years old.
4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive a series of IPV at 2 months, 4 months and at 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - b. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses separated by at least 4 weeks is sufficient.
 - c. If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
 - d. Intervals between the doses of polio vaccine do not need to be reviewed for grades 5, 11 and 12 in the 2018-19 school year.
 - e. If both OPV and IPV were administered as part of a series, the total number of doses and intervals between doses is the same as that recommended for the U.S. IPV schedule. If only OPV was administered, and all doses were given before age 4 years, 1 dose of IPV should be given at 4 years or older and at least 6 months after the last OPV dose.
5. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months)
 - a. The first dose of MMR vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. Measles: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
 - c. Mumps: One dose is required for prekindergarten and grades 11 and 12. Two doses are required for grades kindergarten through 10.
 - d. Rubella: At least one dose is required for all grades (prekindergarten through 12).
6. Hepatitis B vaccine
 - a. Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks.
 - b. Two doses of adult hepatitis B vaccine (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.
7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)
 - a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.
8. Meningococcal conjugate ACWY vaccine. (Minimum age: 6 weeks)
 - a. One dose of meningococcal conjugate vaccine (Menactra or Menveo) is required for students entering grades 7, 8 and 9.
 - b. For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at 16 years or older, the second (booster) dose is not required.
 - c. The second dose must have been received at 16 years or older. The minimum interval between doses is 8 weeks.
9. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
 - b. If 2 doses of vaccine were received before age 12 months, only 3 doses are required with dose 3 at 12 through 15 months and at least 8 weeks after dose 2.
 - c. If dose 1 was received at age 12 through 14 months, only 2 doses are required with dose 2 at least 8 weeks after dose 1.
 - d. If dose 1 was received at 15 months or older, only 1 dose is required.
 - e. Hib vaccine is not required for children 5 years or older.
10. Pneumococcal conjugate vaccine (PCV). (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive PCV vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
 - b. Unvaccinated children ages 7 through 11 months of age are required to receive 2 doses, at least 4 weeks apart, followed by a third dose at 12 through 15 months.
 - c. Unvaccinated children ages 12 through 23 months are required to receive 2 doses of vaccine at least 8 weeks apart.
 - d. If one dose of vaccine was received at 24 months or older, no further doses are required.
 - e. For further information, refer to the PCV chart available in the School Survey Instruction Booklet at: www.health.ny.gov/prevention/immunization/schools

For further information, contact:

New York State Department of Health
Bureau of Immunization
Room 649, Corning Tower ESP
Albany, NY 12237
(518) 473-4437

New York City Department of Health and Mental Hygiene
Program Support Unit, Bureau of Immunization,
42-09 28th Street, 5th floor
Long Island City, NY 11101
(347) 396-2433

Ogdensburg City School District

1100 State Street, Ogdensburg New York 13669

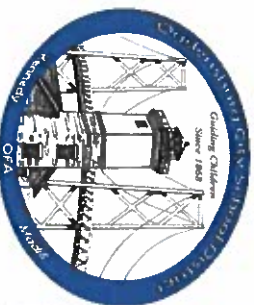
Phone: (315) 393-0900, website: ogdensburgk12.org



Ogdensburg Free Academy – Bell Schedule 2018-2019 SCHOOL YEAR

<u>Grades 9-12</u>	<u>Start</u>	<u>End</u>
HR/Period 1	7:51 am	8:36 am
Period 2	8:39 am	9:19 am
Period 3	9:22 am	10:02 am
Period 4	10:05 am	10:45 am
Period 5	10:48 am	11:28 am
Period 6A Lunch	11:28 am	11:58 am
Period 6A Class	12:01 pm	12:41 pm
Period 6B Class	11:31 am	12:11 pm
Period 6B Lunch	12:11 pm	12:41 pm
Period 7	12:44 pm	1:24 pm
Period 8	1:27 pm	2:07 pm
Period 9	2:10 pm	2:50 pm

<u>Grades 7/8</u>	<u>Start</u>	<u>End</u>
HR/Period 1	7:51 am	8:36 am
Period 2	8:39 am	9:19 am
Period 3	9:22 am	10:02 am
Period 4	10:05 am	10:45 am
Period 5A Lunch	10:45 am	11:15 am
Period 5B	11:18 am	11:58 am
Period 6	12:01 pm	12:41 pm
Period 7	12:44 pm	1:24 pm
Period 8	1:27 pm	2:07 pm
Period 9	2:10 pm	2:50 pm



Ogdensburg City School District
 Timothy M. Vernsey, Superintendent
 Kevin K. Kendall, Assistant Superintendent

Ogdensburg Free Academy, 1100 State Street
 Phone: 315-393-0900

Kennedy Elementary School, 801-809 Park St
 Phone: 315-393-4264

Madill Elementary School, 800 Jefferson Ave
 Phone: 315-393-7729

School website: www.ogdensburk12.org

OGDENSBURG CITY SCHOOL DISTRICT
2018-2019 Academic Calendar

July 2018	August 2018	(19) September 2018	(22) October 2018
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

(18) November 2018	(15) December 2018	(18) January 2019	(15) February 2019
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

(21) March 2019	(17) April 2019	(22) May 2019	(18) June 2019
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Adopted by the Ogdensburg City School District
 Board of Education on March 19, 2018
 Subject to Change

July 5	First Day High School Summer School
July 9	First Day of Elementary Summer School
August 15	Last Day High School Summer School
August 16 & 17	Regents Exams
August 17	Last Day of Elementary Summer School
September 4	Staff Development Day
September 5	School Opens-First Day of School
October 8	Columbus Day
November 12	Veterans Day
November 13	Staff Development Day
November 21-23	Thanksgiving Recess
December 24-31	Holiday Recess
January 1-4	Holiday Recess
January 7	School Resumes
January 21	Martin Luther King Jr. Day
January 22-25	Exam Week at OFA
January 28	First Day of Second Semester
February 18-22	Mid-Winter Recess
March 22	Staff Development Day
April 1-8	NYS ELA Exam Grades 3-8
April 15-19	Spring Recess
April 30-May 7	NYS Math Exam Grades 3-8
May 22-24, 28-31	NYS Science Exam Grades 4 & 8
May 27	Memorial Day
June 3	NYS Science Exam Grades 4 & 8
June 3, 18-21, 24, 25	Regents Exams
June 26	Last Day of School/Regents Rating Day
June 29	Graduation Day at OFA
First Semester	88 School Days
Second Semester	97 School Days
Total	185 School Days