

BACK TO SCHOOL



SPECIAL ISSUE FOR FAMILIES OF STUDENTS AT CLCS

AUGUST 2020

First Day of School

CLCS Classes start Wednesday, September 9 for all Chautauqua Lake students in grades Pre-K-12. The school day begins at 7:55 am

BOCES classes, including CTE will begin Thursday, September 10.

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Message From the Superintendent

by Dr. Joshua Liddell

Chautauqua Lake Reopening

Our CLCS Leadership Team, Reopening Committee, teachers and staff members have been working collaboratively and resiliently to get ready for our 2020-2021 opening day, which we have scheduled for **Wednesday, September 9th**. We are proud to state that we have been able to build two instructional options for our students and their families to select from the start of the year.



Parents and students have the choice of a **full in-person instructional model or a live remote learning option**. We are cautiously optimistic that we can maintain both models to start the school year, but fully understand that if circumstances change, we may have to adjust our programming options. Our committee and leadership team believes that a measured, strategic, and flexible approach is our most responsible way forward. We know that New York State will continuously monitor the situation and provide updated guidance, policies, and regulatory changes as this fluid situation requires. To this end, at both the Elementary and Secondary level, we have created plans that allow us to quickly and efficiently transition to a hybrid, fully remote, or a combination of instructional models if needed.

Our staff and leadership team have worked diligently to ensure our reopening procedures align with applicable New York State Education Department (NYSED), New York State (NYS) Department of Health (DOH) and Federal CDC guidelines to produce the safest instructional environment we can with the tools and resources that we have available. The reopening of our district will have many new safety protocols and procedures. To properly health screen our students and staff before getting on the bus and to our school building, our parents will be required to temperature check their students and acknowledge that they have no COVID-19 symptoms. This will be completed via a **real-time app (Frontline)** before we can pick up students or before they are dropped off at school. Although not required, we will have a second round of temperature screenings for all students and staff upon arrival at school. We have invested in **7 thermal temperature scanners (Watchnet WTS-2020)** units that will quickly temperature check all individuals entering our school building.

Continued on page 2

Reopening Committee Members

Operations Committee

- Jim Morrison, Transportation Director,
- Patrick Quinn, K-12 Asst. Principal and Buildings & Grounds Supervisor
- Derek Svenson, Director of Technology
- Kirstin Harris, E2CCB Principal
- Wendy Rosage, Maintenance Dept.
- Jennifer Shearer, Cafeteria Manager
- Jennifer Phillips, Public Relations
- Beth Starks, CLCCC Executive Director
- Kathy Siragusa, CLCCC Program Director

Student Support Committee

- Katrina Cummings, School Psychologist
- Kristine Stroth, CSE Chairperson and Secondary Special Ed. Teacher
- Jessica Cowan, Secondary School Counselor
- Heather Cofer, Parent and Elementary PTC Member
- Michelle Holley, School Nurse
- Jennifer McPherson, District Librarian
- Amy Webb, Parent and Board of Education President

Teaching & Learning Committee

- Megan Lundgren, Elementary Principal
- Bryan Bongiovanni, Elementary Teacher
- Rachel Curtin, Secondary Principal
- Heidi Martin, District Clerk and Secretary to the Superintendent
- Jackson Janicki, Secondary Student
- Hailey Roush, Secondary Student
- Jason Richardson, Secondary School Counselor
- Brian Binkley, Secondary Teacher
- Craig Hindman, Secondary Teacher
- Mike Rohlin, Secondary Teacher
- Kimberly Siebert, Elementary Teacher
- Kimberly Mages, Elementary Teacher
- Stephanie Janicki, Parent and Secondary Teacher
- Lisa Stonefoot, E2CCB Staff Development Specialist

Wellness Committee

- Catherine Rivera, K-12 School Counselor
- Bill Persons, Secondary Teacher
- Kara Smith, Elementary School Counselor
- Dr. Robert Berke, School Physician
- Cole Gleason, Elementary Physical Education Teacher and Coach
- Dennie Stahlsmith, District Registrar
- Terry Smith, School Nurse
- Mary Lee Talbot, Former Board of Ed. Member and Community Member

Continued from page 1

Chautauqua Lake Reopening Cont'd

We have established a host of other preventative measures and actions, some of which are depicted below:

- Working with Clark Patterson Lee (Architecture, Engineering, and Planning Firm) we have created a schematic of each of our classrooms to **ensure 6 feet of social distancing between student desks**.
- In regards to our air filtration system, we have upgraded from MERV-8 filters to MERV-13 filters. The investment in **MERV-13 filters** (653 filter locations throughout the district) was based on the guidance that this will improve our overall building air quality and MERV-13 is recommended in decreasing the spread of viruses and bacteria growth.
- We have purchased **clear, polycarbonate shield partitions (Jamestown Plastics/TrueHero)** to be placed in locations such as our school offices, cafeteria, library, and some classrooms.
- Following NYSED and DOH guidelines, students will have to wear face coverings on the bus and throughout the school day, except when in class or lunch when they are safely socially distanced from fellow classmates and teachers. We have **face coverings available for any of our CL students or staff members who need them**.

Also new for this school year, **all of our students K-12 will be provided their own 1:1 computer device on the first day of school**. We want to make sure our students get comfortable with their devices with teacher support specifically if we are required to transition to a remote or hybrid model.

The CLCS Leadership Team has presented our reopening plan to our Board of Education, our teachers, and our parents. If you have been unable to attend one of our informational meetings and have questions, please feel free to reach out to the school via email or a phone call. We have posted a variety of resources and contact information on our website that may also help answer questions. The leadership team would like to extend our sincerest gratitude to everyone that has been working tirelessly to get our district ready for reopening. It has been a true team effort with student safety at the forefront of all our decisions. We will need to continue to persevere and stay positive as we navigate through this unprecedented time together. Thank you again for all your support!



Chautauqua Lake:
Stronger Together

Annual Building-Level Priorities

Along with the new district goals that were developed, CLCS has also updated the building-level priorities for the 2020-2021 school year.

GOAL 1: SCHOOL CULTURE & CLIMATE

Elementary

- Proactively strengthen home/school community connections to support participation and collaboration
- Model, recognize, and reinforce positive student behavior through PBIS sponsored incentives
- Increase student ownership over daily procedures and building initiatives to strengthen connections within the school community

Secondary

- Provide transition experiences that enrich confidence and understanding
- Develop student voice and leadership through student led activities.
- Establish a culture that reinforces the importance of respect and empowers students to take responsibility.
- Encourage a wider spectrum of the student population to participate in co-curricular activities.
- Develop opportunities for student-led community service and activities that make a positive impact and support those in need.

GOAL 2: STUDENT SAFETY & QUALITY OF LIFE

Elementary

- Provide programs and experiences that align with the behavior matrix and promote positive character traits within the school setting and the community at large.
- Teach, demonstrate, model, and encourage the T-Bird Traits and attitudes that will be reflected in student's positive behavior.
- Incorporate daily, structured opportunities for students to engage in social-emotional wellness activities that include mindfulness and movement.

Secondary

- Continued development of secondary school programs that address healthy choices, positive interactions, social-emotional learning, and character.
- Create a safe school community in which students feel secure and valued.

GOAL 3: STUDENT ACHIEVEMENT & LEADERSHIP

Elementary

- Engage and challenge student learning and academic achievement with differentiated instruction by regularly evaluating, targeting, and responding to individual student performance.
- Ensure opportunities for students to learn in environments containing an abundance of reading and writing materials
- Ongoing analysis and strategic implementation of update NYS Learning Standards
- Students will engage in individual and/or group designed projects using collaboration and various technology.

Secondary

- Ongoing analysis and implementation of the NYS Learning Standards.
- Provide students with the necessary tools, skills, and knowledge to successfully transition from secondary school to higher education or career.
- Increase student achievement outcomes through equitable access to coursework, differentiated instructional strategies, and opportunities for student leadership.
- Enhance our learning support program and student support network to ensure the academic and social proficiency of students with disabilities.

GOAL 4: REAL-WORLD APPLICATIONS & CITIZENSHIP

Elementary

- Increase student exposure to the importance of a strong work ethic and making appropriate choices.
- Foster student awareness and engagement in activities within the community and outside world.
- Incorporate opportunities for students to understand, explore, and participate in real-world problem solving.

Secondary

- Increase student experiences with guest speakers and programs that focus on the value of education, the importance of a strong work ethic and soft skills, and on making appropriate life choices.
- Increase awareness of potential careers and promote enrollment in college credit courses.

- Increase project-based, authentic learning opportunities that integrate components of local industry, businesses, and institutions of higher learning to help students transition post secondary.
- Increase student opportunities in civic engagement activities.

GOAL 5: COLLABORATION & COMMUNICATION

Elementary

- Design activities that teach and promote respectful communication and cooperation
- Staff will foster an environment for students to respect diverse beliefs and opinions

Secondary

- Establish shared practices and a common language for listening and communication.
- Staff will foster an environment for students to respect diverse beliefs.
- Establish clear expectations for effective communication in collaborative groups, group instruction, and as individuals.
- Encourage staff and students to apply listening and communication skills in traditional, blended, and asynchronous learning models.

GOAL 6: INNOVATIVE PROGRAMS & OPPORTUNITIES

Elementary

- District will seek and utilize educational partnerships to enhance instructional programs and initiatives.
- Provide students with opportunities to showcase their learning experiences with parents and the community.

Secondary

- Employ relevant learning experiences that meet the needs of all learners.
- Provide students with opportunities to connect to diverse community resources through field experiences.
- Enhance and expand our educational programming to further our destination district status.



Virtual Open House

Sadly, we will not be able to have our traditional Open House for Elementary and Secondary families this school year due to COVID-19 restrictions. However, teachers create videos and announcements for parents and students to view that will include a look at the classroom and a typical day of school..

In addition, teachers will be contacting parents during a designated time frame on the afternoon or evening of September 8 to connect and answer individual questions. Parents will also be able to reach out to teachers via phone, Class Dojo (for Elementary) or Remind (for Secondary).

Meet The New School Business Executive

We are excited to welcome Mr. Jackson Graham to the Chautauqua Lake family as the new School Business Executive!

Mr. Graham comes to Chautauqua Lake with a background in public accounting and human services, which gives him a good foundation to provide quality business leadership and fiscal oversight.

"I'm thrilled to be joining the team at Chautauqua Lake," said Mr. Graham.

"I've seen the passion, dedication and teamwork that takes place at CLCS, and it is evident that the students are well cared for and have tremendous opportunity."



SchoolMessenger Notification System

Chautauqua Lake Central School District continues to contract with SchoolMessenger to provide notification services, including recorded telephone messages used for emergency broadcasts, parental outreach and student attendance communications. The systems is programmed to call the primary phone numbers of parents for a variety of reasons that impact student safety and academic performance.

Communication options on School Messenger include:

- Notifications via traditional phone calls
- Automated calling for attendance and for low lunch balance
- Receiving notices by email
- Option to opt-in to receive notices by text message
- A custom district IOS or Android app available for free download in the Apple App Store or the Google Play Store

The district only uses the service to provide information that is timely and relevant. In order to participate in the text messaging service, you must indicate your willingness to receive text messages to your phone. The process is simple and only takes a few seconds to complete:

1. Simply text any one of the following words to the number 68453: subscribe, opt-in, yes. You'll know you were successful if you receive the following reply message: "You are registered to receive approx 3 msgs/mo. Text STOP to quit, HELP for help."
2. Repeat the opt-in process for any additional wireless numbers that you wish to include.

In addition to the opt-in process above, please ensure that the district has your current wireless number(s) and email address(es) in the student information database. If you haven't already provided that information to your school office, please contact them to add or update this information.

Information is also available at the SchoolMessenger link on the left side of the home page at www.clake.org. CLCS selected SchoolMessenger because it offers a real value to the district and is proven to measurably impact student safety, parental involvement, staff communications and student attendance. It is used to complement the district's emergency preparedness procedures and to inform parents of upcoming school events.

This system will not replace other modes of communication. Principals are still accessible for live visits, and paper based communications will still be sent home with students or by mail. The SchoolMessenger system is intended to reinforce the district's commitment to remain connected to parents by offering additional and timely communications.

Ringback Tones May Interfere with SchoolMessenger Notices

If you have ringback tones programmed on your cell phone, those can cause issues with receiving SchoolMessenger notices.



When the ringback tone picks up the call, the SchoolMessenger system records that tone as an "answer" and begins to play the recorded message. By the time you pick up the call or if it goes to voicemail, the message might be finished playing, unless it is set to repeat. If you are able, please disable the ringback tone, at least for the main SchoolMessenger Caller I.D. number, (716) 753-5807. **Note this Caller I.D. number!** Thank you.

Please Complete & Return Important Forms

In order for school staff to communicate easily and effectively with parents/guardians, it is important for the school to have accurate information. Please be sure each of these forms is **filled out completely and legibly and returned as soon as possible**:

- A **Student Emergency Health Record** form must be completed annually for each student.
- A **Student Computerized Devices Acceptable Use Form** should be completed for each student and turned in as soon as possible - preferably before school starts. The technology department cannot give a student account access until a signed form is on file in the child's school office.
- Parents will receive **Student Information Sheets** in the mail. This is the most important paper that you can return to school. Please make corrections or changes to address, phone numbers, contact information, etc. These sheets should be returned to the Elementary and Secondary Office as soon as possible, and no later than **Friday, Sept. 11**.

For some forms, a single signature page enables elementary parents to sign once for multiple forms.

Additional forms which need to be signed by a parent and/or student are:

- An updated Cafeteria Permission Form is required for each student, detailing permission for the student to purchase breakfast, lunch, snacks and/or extra items either from the student's prepaid meal account.
- Every family is encouraged to complete an application for **Free / Reduced-Price Meals** (bound into the center of this bulletin) by **Fri., Sept. 18**. Many children from families that meet federal income guidelines for either free meals or reduced-price meals - and whose participating would bring additional funding to the district - do not participate simply because the application has not been submitted.
- Parents must complete a single Field Trip Permission Slip for each child.

Health forms are on the Health & Safety section of the district website, www.clake.org, under the Departments heading. Other forms are available from each school office or from the Registrar.

Morning Arrival

Students at all grade levels who arrive after the start of the school day must have their health screening submitted, and will go through the second temperature check at the school offices.

Doors will open at **7:45 am**. Anyone arriving prior to 7:45 AM will need to stay in their vehicles until the doors open. The school day will officially start at **7:55 AM**. Students who arrive at their first class after 7:55 AM are tardy. Secondary students who do not arrive at their first class by 8:20 AM will be marked absent for that class.

To help reduce morning traffic all Elementary students will be dropped off at the back of the building. Secondary students will continue to be dropped off at the designated area in the front of the building. If you are dropping off at both schools, please stop at the Secondary school first, and then drive down to the Elementary location. Mailings were distributed to each Elementary household containing a map and further instructions.

District staff will be stationed at drop-off locations to assist students. An additional breakfast cart and temperature scanner will be located there as well.

The **Annual Title I Remedial Reading meeting** will be held during the month of September, in conjunction with the first meeting of the Elementary Parent Teacher Council (PTC).

Due to social gathering constraints related to COVID-19, the meeting will occur virtually. We encourage all parents to attend.

Handbooks Contain Essential Information

Parents are reminded that their child's Student/Parent Handbook contains much essential information. Parents and students are required to review the Handbook for information on such topics as:

- Absences and attendance requirements
- Academic requirements
- Bell schedule (secondary school)
- Code of Conduct and Student Discipline
- Dress Code
- Homework Guidelines
- Eligibility for extracurricular activities, including athletics
- Graduation rules and regulations
- Important forms to be completed and returned promptly
- Release of Directory Information and Photographs, including students' names and photos on the internet

Updated handbooks are distributed annually to each household and are available on the district's website, www.clake.org. **The 2020-2021 handbooks will also include additional information regarding student expectations and updated procedures during the COVID-19 pandemic.** We encourage all parents and guardians to review it carefully.



CLCS Mission Statement

Chautauqua Lake Central School, in partnership with family and community, will provide educational opportunities for all students to achieve their highest potential in a safe, caring environment that prepares them to live, adjust, and enjoy life in a changing world.

Monthly Posters Promote Character Education



The district-wide Character Education initiative offers a series of posters to be displayed throughout the community. The monthly themes were developed by the Elementary and Secondary School Building Teams and approved by the Board of Education.

We thank families and the larger community for reinforcing these themes:

September	Respectful
October	Responsible
November	Grateful
December	Compassionate
January	Ambitious
February	Disciplined
March	Service
April	Honest
May	Courageous
June	Dedicated
July	Honorable
August	Enthusiastic

Throughout the school year, students of all ages will learn the importance of these positive character traits. Think about ways your family or organization can help communicate these values to young people.

To help families, organizations and local businesses reinforce the themes, posters suitable for printing are available on the Chautauqua Lake website: www.clake.org. Locate the Character Education link under the Community heading.

Message From the Chautauqua Lake Child Care Center

by Beth Starks, Executive Director

Quality Child Care Offered in CLCS Building



The Chautauqua Lake Child Care Center is a non-profit organization leasing classroom space at CLCS. The center is located in the school and opened in September 2006. Working under the direction of Beth Starks, the Center is open year-round and provides full-day care and education for infants, toddlers and preschoolers; as well as before- and after-school care for school-aged children. CLCCC also provides full-day care for school age children during in-service days, spring break, and in the summer. In addition, CLCCC offers UPK programming, wrap around care for children enrolled in the Chautauqua Lake Central School's half-day Pre-Kindergarten program, as well as other Preschool options.

CLCCC provides high quality care and education, providing consistency and learning opportunities daily. CLCCC has a highly qualified staff trained to meet the needs of the specific age group in which they work. Head Teachers have a minimum of a Bachelor's Degree in Education and Assistant Teachers have at least an Associate's Degree in Education.

CLCCC working in coordination with the county Department of Social Services to provide child care assistance for families meeting specific income guidelines (e.g. a family of four whose gross income is less than \$48,500 per year). This allows some families to pay as little as \$1.00 per week for childcare. Also, CLCCC provides a scholarship for families who are not eligible for outside assistance, making care affordable for all.

The Chautauqua Lake Child Care Center operates Monday through Friday from 7 AM to 6 PM. The Center can accommodate over 100 children from age 6 weeks through 12 years. During the pandemic, CLCCC has remained open the entire time. Child care programs have been deemed essential businesses as child care keeps families working and provides safe and reliable care, especially during the COVID-19 crisis. In addition to the daily cleaning schedule, the staff have increased their sanitation efforts in conjunction with the CLCS maintenance department. Temperatures are being taken upon arrival. Daily wellness check-ins are also required before entering the building. These check-ins can be done electronically. CLCCC is following the guidance and recommendations of the Center for Disease Control, the Chautauqua County Health Department and the Office of Child and Family Services as well as working in coordination with CLCS to adhere to all applicable requirements of the State Education Department. The application form is under the Community heading on the CLCS website: www.clake.org. Call CLCCC (753-5851) or email childcare@clake.org to ask any questions or to arrange a tour.

CLCCC is a separate, non-profit business which leases space from the school district. The building was designated with extra classrooms to lease to such educational entities as BOCES or CLCCC, providing rental income to the district and a broad range of educational services to the community.

Please use the Elementary entrance to the building to access the Child Care Center.

Substitutes Needed

Are you interested in being a substitute for the 2020-2021 school year? The District needs substitutes in all areas:

- Certified Substitute Teacher: \$110/day.
- Non-Certified Substitute Teacher: \$95/day
- Substitute Nurse: \$110/day
- Substitute Bus Driver: \$16.85/hour
- Clerical Substitute: \$13.30/hour
- Substitute Teacher Aide, Cleaner or Food Service Helper: \$12.50/hour

Applications for all substitute positions are in the District Office and on the District website, www.clake.org, under the District Heading. Questions? Please contact Heidi Martin, (716) 753-5808.

Attention, Parents and Guardians:

This notice is to inform you of your rights regarding the referral and evaluation of your child for the purposes of **Special Education services or programs**. To access this information, please go to the Departments section on the District website, www.clake.org, and select Student Services. There you will find the **Parent Guide to Special Education** with detailed information from the New York State Education Department.

If you would like a printed copy of *A Parent's Guide to Special Education*, please contact Kathy Freeman in the Student Services Office, (716) 753-5877.

If you have specific questions about Special Education or the referral and evaluation process, please contact any of these individuals at (716) 753-5877:

- Megan Lundgren, Director of Special Education
- Co-chairs, Committee on Special Education:
 - Megan Lundgren or Kim Siebert, elementary grades
 - Kristine Stroth, secondary grades
 - Katrina Cummings, school psychologist

Annual Professional Performance Review Parental Request

New York State Education Law allows parents and legal guardians of a student to request the composite effectiveness scores and final ratings of teachers and principals to who the student is assigned for the current school year.

This information may be released only to parents or legal guardians, and the district must verify the identity of the requester. Additionally, the information is to be provided only to the requesting parent(s) or legal guardian(s). It is not to be shared with any other person.

Requests for this information must be made in writing using the APPR Composite Score Request Form, available in each school office or on the district website: www.clake.org; select the Departments heading, then Curriculum & Assessment and Annual Professional Performance Review (APPR). All requests must be submitted by mail or in person to the Superintendent's Office, Chautauqua Lake Central School, 100 N Erie Street, Mayville, NY 14757. Reports will be provided in person only. For details, see the APPR Composite Score Request Form.

Parents' Right To Know

All parents/guardians of students in Title I programs at Chautauqua Lake Central School are hereby informed that they may request information regarding the professional qualifications of their child's teacher(s) and professional staff. As a parent/guardian, you are entitled to the following information:

- Whether the teacher has met NYS requirements for the grade levels and subject areas in his/her current assignment;
- Whether the teacher is working under some form of temporary status;
- The graduate degree(s) and major area(s) of study;
- Whether your child receives services provided by a paraprofessional, and, if so, his/her qualifications.

Written requests may be made to **Dr. Joshua Liddell**, Superintendent, Chautauqua Lake Central School, 100 N. Erie Street, Mayville, NY 14757. A written response will be mailed to you in a timely manner. Any other questions about Title I may be directed to **Jackson Graham**, Title I Coordinator, (716) 753-5874.

Navigator is a publication of the Chautauqua Lake

Central School District

www.clake.org

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Message From the Elementary Principal

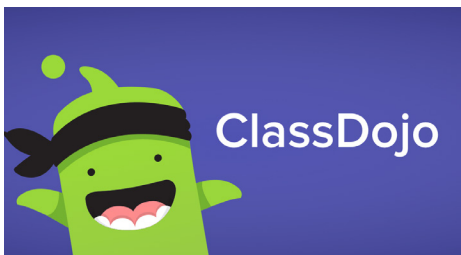
by Megan Lundgren

Reinforce Everyday Health Practices

Parents of young children, please take time to reinforce these everyday health practices with your children:

- Teach children to wash their hands often. The ideal is washing with soap and warm water for at least 20 seconds (about as long as it takes to sing “Happy Birthday” twice)
- Teach children the proper use of hand sanitizer. If soap and water are not available, gels, rubs and hand wipes work well, as long as they contain at least 60% alcohol. Hand wipes must be disposed of properly. Read and follow label instructions for hand sanitizer.
- Teach children to keep hands away from their face and avoid touching their mouth, nose or eyes.
- Teach children to cover coughs and sneezes with tissues or by coughing into the inside of your sleeve, not your hands!
- Help your children to learn these healthy habits by setting a good example yourself.

Class Dojo Communications



Teachers will be sending out Parent Invitations to Class Dojo, our school-wide message platform. This free app will help you stay connected with your child’s teachers, as well as important Elementary news and information. Last year we had 98% of parents connected. Let’s try for 100% this year! If you have questions about how to connect, please call the Elementary Office at (716) 753-5841.

Trust and Communication for the Year Ahead

As I reflect on this past school year and prepare for the one ahead, I can’t help but feel extremely blessed to be part of such an amazing school community. Chautauqua Lake is a special place, filled with caring and dedicated individuals who are committed to their community. I wouldn’t want to be anywhere else, and I sincerely thank all of our parents, students, and staff for their hard work and optimism.

It’s safe to assume that this year will continue to present challenges and times of uncertainty. However, throughout all of the decision making that has and will take place, the safety and well-being of our students is at the forefront of the conversation. As a parent myself, I know the trust you place in us, particularly during times like these. Please know that we do not take that responsibility lightly. Our top priority is to ensure your children are safe, cared for, and getting the highest quality education possible.

Continuing to be partners in education is more important now than ever before. The Elementary School will continue to utilize Class Dojo and SchoolMessenger to keep families informed and updated. Please be sure our office has updated contact information for your family. I have so appreciated the number of parents who have called or emailed me with concerns and questions. We are always here to listen and help! You can reach me at (716) 753-5841 or via email at mlundgren@clake.org.

Wishing you all a safe and healthy start to the school year.



Student Arrival & Dismissal Procedures

While the start and end times for the school day will remain the same, the Elementary School will have some **important changes to the procedures for student drop-off and pick-up**. In order to help reduce morning traffic, all parents will be required to drop students off at the back of the building. Mailings were distributed to each household containing a detailed map and further instructions. Doors will open at 7:45 AM. District staff will be stationed at that entrance to assist students. An additional breakfast cart and temperature scanner will be located there as well. Parents must complete the health pre-screening prior to drop off in order for students to gain entry into the building.

Parents picking up in the afternoon will no longer be able to wait for their child in the Elementary lobby. Afternoon pick up will remain in the front of the building in the side Elementary lot. Parents will remain in their vehicle and staff monitors will call students out by family as vehicles pull up. There will be signage and staff to direct traffic. Vehicles will be identified by a CL sticker containing a number that corresponds to the student(s). Again, detailed directions regarding this process were mailed to each household. If you have any questions, please do not hesitate to call the Elementary Office at (716) 753-5841.

Healthy Celebrations

This year, we would like to remind parents of our health and wellness policies and initiatives aimed at promoting healthy habits within our school. **This year parents will not be permitted to send food items to share for classroom celebrations.** Due to growing concerns about food allergies, eating habits, and safety during the COVID-19 pandemic, we are asking that all parents find other ways to celebrate birthdays and holidays. Please review these healthy celebration options:

- Make a sign, sash, button, or badge for the birthday boy or girl
- Pre-purchase a healthy treat from the CLCS cafeteria to be delivered to your child's class **More information will be shared from the cafeteria*

Teachers are happy to assist you in coming up with other non-food related options.



Understanding Dress Code in Elementary

The District Code of Conduct spells out the general dress code, with specifics listed in the Elementary and Secondary School Handbooks. The Elementary School Handbook states:

1. Foot gear must be worn. No footwear without back straps and no flip flops.
2. Hats, or any form of head covering such as bandanas or sweatbands, are not to be worn in any area of the school during school hours. Exceptions may be made for medical or religious purposes.
3. Bare midriffs, spaghetti straps and excessively tight-fitting clothing are not acceptable attire. Shorts and skirts are not to be any shorter than mid-thigh.
4. Parents and students should take particular care to ensure that clothing is clean.
5. Any clothing that interferes with the educational process or poses a safety risk is prohibited.



Keep Saving Proofs of Purchase to Benefit Our School...

*General Mills Box Tops for Education
— be sure to check expiration dates!*

ClassCraft

Many parents have heard their Elementary-aged child talk about the PBIS cart and “T-Bird tickets.” Prior to COVID-19, our school-based PBIS (Positive Behavioral Interventions and Supports) team recognized the need to revamp this system to keep students engaged and motivated.

This coming school year, we will be **piloting ClassCraft with grades 2 through 6** in order to enhance our PBIS system. ClassCraft is a game-based approach to teaching and learning designed to encourage participation in class, improve teamwork, promote good behavior, build communication and collaboration skills, and increase motivation in any learning environment, including remote settings. In addition to its game appeal, ClassCraft works directly with Google Classroom to enhance classroom lessons and provide meaningful data regarding student behavior.

Parents can also join in with the parent app to stay connected with their child's progress and extend the experience at home. For our younger students in grades Pre-K through 1, we will use Class Dojo to promote positive behavior and track progress in the classroom.

Elementary Parent Teacher Council (PTC)

The Elementary PTC is a group of parents, community members and teachers who sponsor fun and enriching activities for children and their families throughout the year. PTC co-sponsors character education assemblies in the elementary grades and raises funds for classroom programs.

The Elementary PTC welcomes your feedback and ideas! Please contact elementaryptc@clake.org or leave a message with the Elementary Office at (716) 753-5841.

PTC meetings are usually held on Tuesdays, however, all PTC meetings are TBD due to COVID-19.



Supply Lists

Supply lists for grades 7-12 are available on the district website, www.clake.org under the Schools heading on the Secondary School pages.

Remind Communications



Student success depends on the support networks including parents, teachers, coaches, counselors, and support staff in our school. To strengthen these partnerships, we are using Remind to bring learning and school information home to you, instantly. Remind is a free, safe messaging app that keeps families up to date with what's happening in the classroom and the greater school program. We will use Remind to send text messages to an entire class, smaller groups, or individuals. These quick, simple messages can help you and your student stay informed about:

- Homework assignments
- Classroom updates
- Personalized support or feedback
- Practices, rehearsals, and more

You can send us messages back. We look forward to better communication with this service. Be on the lookout for our sign up instructions and more details in our first days of school information packets.

Message From the Secondary Principal

by Rachel Curtin

Gratitude & Getting Ready for the Year Ahead

My first feelings and thoughts as your new principal are of gratitude and appreciation for you, and for everyone who is pitching in to help our school community, especially our students, to succeed. Everyone is working hard to ensure that we have everything ready to go in the Fall.

Parents and caregivers, our goal for you is to make sure you have the reopening information, including information on apps we will use this Fall, and essential forms all set for the start of the year. Two essential forms and information that we need right aware if you haven't completed them already are:

- **Transportation:** If you haven't completed the transportation survey or need to make changes, please call the transportation office ASAP at (716) 753-5901.
- **Learning Model Survey:** If we haven't received your learning model information, we can't send you a schedule. The learning model survey can be found at forms.gle/pRw5hHhTjnosGAAA

You can also call our Secondary office for help with this, or if you do not have internet access at home, we can complete it for you over the phone. If you select remote learning, you will need to sign and return the parent/student remote learning acknowledgment form to the Secondary Office by **Monday, August 31**.

Students, our goal on the first day of school is to help you navigate the school safety. You will receive a schedule, directions, and information on what to expect your first days of school by Friday, Sept. 4. Yes, there will be lots of details, but with these details will come patience and help. Here are some basics:

- Please plan to listen and follow directions, practice good hand hygiene, and wear a face-covering at various times during the school day.
- Everyone will walk in a single file line in the hall, with a mask on, and we will go right to classrooms without going to lockers.
- You will be allowed to carry your backpacks, large purses, messenger bags, etc. to help reduce the need to go to your locker. We will also schedule times for you to go to your locker.
- Please bring your own reusable water bottle.
- Plan to wear comfortable clothes and shoes on days that you have Physical Education class. We won't be using gym locker rooms.
- Plan for adults and signs in the hall to help you find your way. We are all here to help you.

For students who are **self-select remote learning:** We will give you information through our website about when to come and get your learning materials for the start of school. We will also mail you a schedule once we have received your signed acknowledgment form. We will provide information on your Google account setup, including Google Classroom, Zoom, PowerSchool, and Remind in a separate mailing. We do all of this because your safety and sense of confidence in knowing what to do is our primary concern.

From speaking with teachers and Dr. Liddell, I know that you want to be leaders, both in the classroom and in the future. Everyone here at school is working hard to prepare these opportunities. We do all of this because we believe in your potential - I call it, "The Power of Yet." Thunderbirds, the Power of Yet is your willingness to jump in, go for it, and work hard because what waits for you in the future depends on what you do now. This power fuels your pride, your gratitude, and your success. Could you please send me a quick message about what you are grateful for and/or proud of in our school or at home? My email is rcurtin@clake.org. As we look to the next year, your pride and gratitude will be in our thoughts. I hope that the last days of summer bring you continued health, time for relaxation, and opportunities to make memories. As you make memories, remember your gratitude and pride. Be Safe, Be Responsible, Be Respectful. See you soon!

CLCS PowerSchool Parent Portal Information

Wanting to check your student’s grades and attendance any time during the school year? The PowerSchool Parent Portal was designed to provide parents and guardians that type of information via a website or now within the app.

Q: What Can I View on the PowerSchool Parent Portal?

A: Teachers in grades Pre-K through 12 use PowerSchool for daily and meeting attendance tracking. Teachers in grades 3 through 12 use PowerSchool to track assignments and final grades for the various marking periods.

If you are interested in getting access to the Parent Portal, you can **self-register on the portal website and create an account for yourself**. To add your children to the portal, you will need to get an access letter from the school office with the unique username and password for each child in your household. This access ID and password allow you to add multiple students to a single parent account (single sign-on). This letter can be created in PowerSchool by office staff and emailed to you. Please contact your school office for more information.

What you will need for portal access:

- The CLCS PowerSchool Parent Portal website - Locate the “Parents” link at the top of the home page at www.clake.org or access the portal directly at clake.powerschool.com/public/
- Using the self-register feature, create an account for yourself on the site
- Contact the school office to get your student/child access ID and password so you can add them to your Parent Portal account and view attendance and grades

Directions for the PowerSchool Parent Portal are also on www.clake.org under Parents. If you have any questions about accessing the Parent Portal, please call your student’s school or counseling office.



Welcome, New Students from Ripley!

We look forward to showing you around and helping you feel at home at Chautauqua Lake! Welcome to the T-bird family!

ACT & SAT Tests 2020-21

Registration Deadline	Test & Date
Fri. 8/28	ACT: Sat. 9/12
Wed. 8/26	SAT: Sat. 9/26
Fri. 9/4	SAT: Sat. 10/3
Thurs. 9/17	ACT: Sat 10/24
Wed. 10/7	SAT: Sat. 11/7
Thurs. 11/5	SAT: Sat. 12/5
Fri. 11/6	ACT: Sat. 12/12
Fri. 1/8	ACT: Sat. 2/6
Fri. 2/12	SAT: Sat. 3/13
Fri. 3/12	ACT: Sat. 4/17
Thurs. 4/8	SAT: Sat. 5/8
Thurs. 5/6	SAT: Sat. 6/5
Fri. 5/7	ACT: Sat. 6/12
Fri. 6/18	ACT: Sat. 7/17

For details on ACT & SAT tests, please check with the Secondary School Guidance Office, (716) 753-5887



Follow CLCS

Chautauqua Lake is online and on social media! Follow CLCS for important updates throughout the year.



www.facebook.com/
ChautauquaLakeCSD

www.clake.org

District Website Features Information for Parents

Explore the Parents section on the district website, www.clake.org, for the following information:

- Attendance
- Code of Conduct
- COVID-19 & Reopening
- Data Privacy & Security
- Dignity for All Students
- Office of Children and Family Services
- Foster Care Point of Contact
- Parents' Right to Know
- PowerSchool / Parent Portal
- SchoolMessenger
- Sex Offender Registry
- Virtual Backpack

Event Video Streaming

Live and/or recorded streaming video of selected school events may be viewed at www.clake.org. Select the Event Video Streaming link under the Community heading. New videos are added at intervals throughout the year.



1:1 Chromebook Project Evolves

Chautauqua Lake Central School District has accelerated our 1:1 rollout plan due to the COVID-19 school closure in March of 2020. For the new 2020-2021 school year, Chromebook laptops have been purchased / assigned to all students in grades K-12 for use at school or at home. The original project for 1:1 chromebooks goes back to 2016 when the district committee met and decided to allocate funds for a 1:1 rollout project. These purchases are possible due to funds allocated through the Smart Schools Bond Act passed by NYS voters in 2014.

Students in grades 7-12 are provided a device with an “always on” bag to help protect against damage to the laptops from travel to and from school. Chromebooks assigned to grade 7 students stay with that student as they move through the Secondary school. Students in grades K-6 utilize Chromebooks stored in classroom charging carts, but can be removed and sent home if needed. Those devices stay with the cart and in the classrooms each year, they do not move with the students.

In order for all these Chromebooks to function correctly, students need an account on our school Google domain. Currently, every student in grades K-12, and every member of the faculty and staff at CLCS have

a G-Suite for Education account. G-Suite for Education is an integrated communication and collaboration solution, hosted by Google and managed by CLCS’s Information Technology Department. G-Suite presents the ability for CLCS students, faculty, and staff to communicate, store files, and collaborate on documents, spreadsheets, and presentations in real time from school or home.

A strong feature included in the system is Google Classroom, which is the core application for Google’s Learning Management System (LMS) and allows teachers to create classes, enroll students in those classes, and assign classroom work in a digital environment. There is also a parent communication module that allows parents or guardians to be involved in the Classroom. Chromebooks provide fluid integration of Google productions such as Google Classroom. Depending on the age of a student, certain applications will be disabled to protect the security and privacy of our student population.

If you have any questions regarding the District’s 1:1 Chromebook program or the Google for Education system, please contact the Main District Office at (716) 753-5800.

Website Lists Youth Services, Resources

The Positive Choices Coalition of Chautauqua Tapestry has compiled a guide to youth services for youth, parents, guardians and community service professionals who work with youth. Its purpose is to provide up-to-date information about resources and services in Chautauqua County.

Locate the guide to youth services at www.clake.org. Select the Non-Academic heading, then Health & Safety. The Youth Services link is near the top of the page. The same link is also available under the For Parents heading.

- Emergency Contacts
- AIDS Services
- Alcohol/Drug/Gambling Services
- Children & Youth Services
- Clothing
- Counseling & Mental Health
- Day Care
- Disabled Services
- Domestic Violence/Rape Crisis
- Education Services & Area Colleges
- Employment
- Food Pantry & Services
- Health Insurance
- Housing & Homeless Services
- Legal Services
- Medical Services
- Parenting Resources
- Pregnancy Support Services
- Public Schools
- Sexual Health Services
- Spanish Services
- Youth/Teen Recreation

School Bus Safety Expectations

Be Respectful

- Listen to and cooperate with the bus driver.
- Sit in assigned seat, if given one.
- Use appropriate language and inside voices.
- Stay in your "own space."

Be Responsible

- Wear a mask and social distance.
- Observe daily school rules. *See Handbook.*
- Do not mess with or damage school bus property.
- Remain seated and keep hands to yourself while the bus is in motion.

Be Safe

- Eating or drinking on daily bus run is banned.
- Keep hands, head and feet inside the bus at all times.
- May not possess or use tobacco products or e-cigarettes.
- No flammable materials (lighters, etc).
- No glass objects are allowed on the bus.

New York State traffic laws prohibit vehicles from passing school buses with their red lights flashing.

School Bus Routes

Bus routes for 2020-2021 will be different during COVID-19. Students who attend the Alternative Education program in Cassadaga will have a dedicated bus run. Students in grades Pre-K-12 will ride the same bus to and from school each morning and afternoon.

To ensure that we do not miss your children, for the first week of school please have them ready and at their stop ten minutes early.

Please be patient with us. Drivers are trying to put faces with names and stops and also teaching proper bus safety rules and instructing children how to cross safely. All these things take a little extra time. Please remind your child to follow the bus safety rules.

• **Masks and social distancing are required on buses during the COVID-19 pandemic.**

- Our buses continue to be "Bully-Free Zones." Teasing, put-downs, bullying and harassment will not be tolerated on any school bus.
- Each child should have a backpack to carry papers and books. Please pay attention to safety warnings regarding backpacks or jackets with loose drawstrings or straps.
- Children must be able to hold their backpacks or gym bags on their laps. Anything larger is prohibited on school buses. This also includes

large musical instruments, such as tubas, French horns, drums, etc.

- If an emergency change arises, parents must make arrangements to pick the child up at school. All arrangements must be made in advance, in writing, for anyone other than a parent to pick up a child.
- **It is imperative that an adult be present at the bus stop location in order for any Pre-K, Kindergarten and/or first grade students to be dropped off. The bus driver must be able to see the adult.**

Our goal is to provide the safest possible transportation for our children. Your cooperation is greatly appreciated.

Questions? Families from both the Ripley and Chautauqua Lake Central School Districts, please call the Chautauqua Lake Transportation Department, (716) 753-5901.

Late Bus

There will be no late bus until further notice. Please call the CLCS Transportation Department, (716) 753-5901 with any questions.



Bus Evacuation Drills

Children in morning Pre-K and in grades K-2 will participate in bus safety training on **Thurs., Sept. 10.**

The Transportation Department will hold its NYS School Bus Evacuation Drill for all ages on the morning of **Mon., Sept. 14**, weather permitting. In case of rain, the drill will be held on the morning of **Tues., Sept. 15.** This is the first of three required bus drills this school year. Additional drills are scheduled on the mornings of **Mon., Nov. 2** and **Mon., Apr. 5** (rain dates **Tues., Nov. 3** and **Tues., Apr. 6**)

Because these drills will take place in the morning, they will not impact the time students are delivered home after school.

Questions? Please call the Transportation Office, (716) 753-5901.

For more bus safety tips, please visit the Transportation section (under the Departments heading) of the district website at www.clake.org There you will find links for Safety Rules, a Safe Crossing Diagram and School Bus Safety Statistics.

Questions about transportation? Families from both Ripley and Chautauqua Lake Districts, please call (716) 753-5901.

Cafeteria Manager

If you have any questions or concerns, or need assistance completing a meal application, please contact our Cafeteria Manager, Jennifer Shearer at (716) 753-5824 or jshearer@clake.org

Thank You

The Cafeteria Staff, Board of Education, and Leadership Team are always thankful for the donations we receive throughout the year to help students with their meal accounts. We would like to thank **Lighthouse Grocery, Ron and Cindy McDonald, and Mayville Food Pantry** for their continued support.

Recently, **TrueHero Face Shields by Jamestown Plastics** made a generous donation and paid off all outstanding meal accounts for our students.



Grab 'N Go Breakfast

Breakfast carts are available each morning as kids enter school. We offer a variety of healthy and delicious choices like: hot breakfast sandwiches, burritos, juice, milk, cereal, breakfast bars and yogurt.

Breakfast can be purchased using the student's prepaid meal account and is FREE for student's who qualify for the free lunch program.

Late Day Cafe

At this time, we will not be open for after school snacks.

We Are So Excited to Return to School!

We have been working diligently to plan a safe and healthy meal experience. Students will grab'n go with their breakfast to their classroom and most students will eat lunch in the cafeteria or one of two other designated areas. We feel it is important for students to be able to relax, eat, and socialize with each other during lunch. We are able to distance our tables and use clear, plastic barriers on the tables to allow students to sit together, and talk safely. The health and safety of our students is a big concern and strict cleaning and sanitizing protocols are in place. Check out our Reopening Plan on the district website, www.clake.org, for more details.



Cafeteria Prices 2020-2021

LUNCH	\$2.20 for Pre-K through Grade 8
	\$2.45 for Grades 9-12
	\$0.00 for students who qualify for free or reduced-price meals
BREAKFAST	\$1.75 for students of all ages
	\$0.00 for students who qualify for free or reduced-price meals

Free & Reduced Meal Application

An application for free & reduced meals is included in this bulletin. *Every family is encouraged to fill out the application*, because other funding available to our school district is based on the number of students eligible for free & reduced-price meals.

- Once your application is received and processed, you will be notified by mail of your child's eligibility status.
- Your child will be charged full price for meals until your application is processed, so families are encouraged to return a completed application prior to the start of school each year.
- If you qualify for free or reduced-price meals after your child has already received meals at school, **you are responsible for the full payment of the meals already received.**

Breakfast & Lunch Menus

Please review menus daily with younger children, so they know what is available. Some students will have meals delivered to their classrooms and will need to order their lunch with their teacher in the morning.

Menus are sent home monthly with Elementary students and can also be found in each school office or on the Cafeteria section of the school's website, www.clake.org, under the Departments heading.

Important Information About Free and Reduced Price Meals
Chautauqua Lake Central School District
100 North Erie Street • Mayville, NY 14757

Dear Parent/Guardian:

Children need healthy meals to learn. Chautauqua Lake Central School offers healthy meals every school day. Breakfast costs **\$1.75**; lunch costs **\$2.20** for students in Pre-K to grade 8, **\$2.45** for students in grades 9-12. Your children may qualify for free meals or reduced-priced 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-priced 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: Jennifer Shearer, Cafeteria Manager, Chautauqua Lake Central School, 100 N Erie Street, Mayville, NY 14757.
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. If non-foster children in a foster family are not eligible for free or reduced-price meal benefits, an eligible foster child will still receive free benefits.
4. **Can homeless, runaway, and migrant children get free meals?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or email school psychologist Katrina Cummings, Homeless Coordinator, 753-5849 or kcummings@clake.org, to see if they qualify.
5. **Who can get reduced-price meals?** You children may be approved as reduced price eligible if your household income is within the Federal Eligibility Income Chart.
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 (716) 753-5824 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: Jackson Graham, Hearing Official, (716) 753-5874 or jgraham@clake.org
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 \$1,000 each month, but you missed some work last month and only made \$900, put down that you made \$1,000 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 his/her combat pay counted as income?** No, if the combat pay is received in addition to basic pay because of his/her deployment and it wasn't received before being 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**.

**2020-2021 INCOME ELIGIBILITY GUIDELINES
FOR FREE AND REDUCED-PRICE MEALS OR FREE MILK**

REDUCED-PRICE ELIGIBILITY INCOME CHART

Total Family Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$23,606	\$1,968	\$984	\$908	\$454
2	\$31,894	\$2,658	\$1,329	\$1,227	\$614
3	\$40,182	\$3,349	\$1,675	\$1,546	\$773
4	\$48,470	\$4,040	\$2,020	\$1,865	\$933
5	\$56,758	\$4,730	\$2,365	\$2,183	\$1,092
6	\$65,046	\$5,421	\$2,711	\$2,502	\$1,251
7	\$73,334	\$6,112	\$3,056	\$2,821	\$1,411
8	\$81,622	\$6,802	\$3,401	\$3,140	\$1,570
*Each add'l person, add	\$8,288	\$691	\$346	\$319	\$160

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 of 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 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 the 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 has a physical or mental impairment which substantially limits one or more major life activities of such individual, a record of such impairment 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, walking, seeing, hearing, eating, sleeping, 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 a 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 student 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 programs, 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 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.

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,

Jennifer Shearer, (716) 753-5824
Reviewing Official/Cafeteria Manager

Michelle Holley, (716) 753-5819
Verification Official/School Nurse

Jackson Graham, (716) 753-5874
Hearing Official/School Business Executive

Date Withdrew _____

F _____ R _____ D _____

2020-2021 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 (716) 753-5824 if you need help. Additional names may be listed on a separate paper.

Return Completed Applications to: **Chautauqua Lake Central School Cafeteria**
100 N. Erie St.
Mayville, NY 14757

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

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

2. SNAP/TANF/FDPIR Benefits:

If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here. **Skip 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 Amount / How Often	Child Support, Alimony Amount / How Often	Pensions, Retirement Payments Amount / How Often	Other Income, Social Security Amount / How Often	No Income
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

Total Household Members (Children and Adults)

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

I do not have a SS#

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

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

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

Signature: _____

Date: _____

Email Address: _____

Home Phone: _____ Work Phone: _____

Home Address: _____

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

Ethnicity: Hispanic or Latino

Not Hispanic or Latino

Race: 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: _____

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 Cafeteria Manager Jennifer Shearer.

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 at (716) 753-5824. 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 HOUSEHOLD 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 in 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 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, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

MySchoolBucks.com

Chautauqua Lake uses MySchoolBucks.com, an online service, to allow parents to manage their child's meal account.

- One parent account manages all of the students in your family
- You can check balances
- See what purchases were made
- Make payments, including setting up an automatic payment plan

**Please note there is a \$2.49 transaction fee from MySchoolBucks.com when payments are made, but all other features are free to use. Online payments are not accepted during July and August.*

To set up an account, you will need your child's student ID number. This is the same number used to access the PowerSchool Parent Portal, which is available by calling the student's school office. For help with the website, please call MySchoolBucks.com Parent Support toll-free at 855-832-5226.

All information exchanged on MySchoolBucks.com is protected by the highest level of internet security, and all content is 100% compliant with COPPA (Child Online Privacy Protection Act) rules and regulations.

Student Meal Accounts

CASH WILL NOT BE ACCEPTED BY CASHIERS DURING MEAL SERVICE

- Please make sure your child has money on their account before the start of school.
- Money can be put on your child's meal account by mailing a check, made out to "CLCS School Lunch" or online using a credit card at MySchoolBucks.com.
- If a student brings cash in to school for meals, it will need to be in a sealed envelope with the student's name, and student ID number written on it. Envelopes should be given to their teacher or Home Base Advisor in the morning to be delivered to the cafeteria.
- Please remember that meal accounts are for PRE-PAYING meals, NOT charging meals.
- Parents will be notified via SchoolMessenger or by mail when their child's account has a low or negative balance.
- Please monitor your child's balance online and replenish when necessary.

Meal Availability

Meals will be available to all students whether they are attending school in person or remotely. More detailed information will be available on the district website, www.clake.org and Facebook page as circumstances change.

Snapshots Around The Cafeteria



Food Modifications

If your child needs a food modification for breakfast or lunch because of a health issue, please send us a written medical statement from your licensed healthcare professional. The statement must include:

- Information about the issue that is sufficient enough to understand how it restricts the child's diet.
- An explanation of what can be done to accommodate the child's issue.
- The food or foods to be omitted and recommended alternatives, in case of a modified meal.

Office of Children and Family Services and Child Abuse Hotline

NYS Office of Children and Family Services:
<http://ocfs.ny.gov/main/>

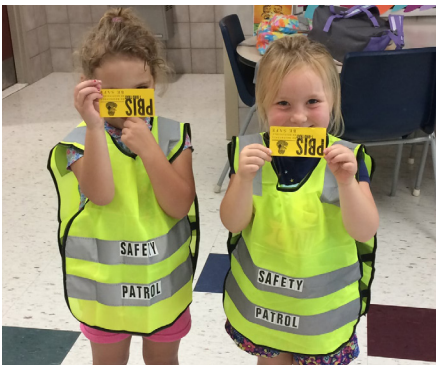
Child Abuse Hotline Number:
1-800-342-3720

Oficina de Servicios para Niños y Familias y Línea de Emergencia de Abuso Infantil

Oficina de Servicios para Niños y Familias del Estado de Nueva York:
http://ocfs.ny.gov/main/cps/faqs_spanish.asp

Numero de la Línea de Emergencia de Abuso Infantil:
1-800-342-3720

Llamenos al 518-402-3130 si necesita ayuda gratis en su idioma.



Positive Behavioral Interventions & Supports

Positive Behavioral Interventions and Supports (PBIS) is a systematic, evidence-based approach to encourage a safe and welcoming learning environment through explicit teaching, role modeling and proactive practices.

The multi-disciplinary PBIS team continues to review data, to develop and revise a system of rewards for expected behaviors, and to create interactive activities to promote positive role models at all grade levels throughout the school.

The Chautauqua Lake PBIS team developed a school-wide "behavior matrix," consistent expectations that apply at all grade levels and throughout the school and school-related locations such as the buses, cafeterias and playground.

They are: **Be Respectful, Be Responsible, Be Safe**



Be Responsible
Be Respectful
Be Safe



School Safety Tip Line

To increase information sharing and enhance school safety, Chautauqua Lake Central School has established a School Safety Tip Line. This line is available for the sole purpose of leaving recorded messages for school staff about concerns regarding school safety. The tip line number, (716) 753-5803, is listed on the back cover of the District Calendar and each issue of the Navigator. Windstream customers may call toll-free: (716) 789-4195, ext. 5803.

The tip line uses voicemail technology to record a message of up to two (2) minutes in length. Messages are checked daily. For security reasons, the tip line may identify the telephone number from which the call is placed.

Students, staff, and community members are invited to call with tips that might assist in promoting school safety. To share information of an urgent nature, please call directly to a school office and/or the local authorities.

Integrated Pest Management Program

Chautauqua Lake Central School District regularly uses Integrated Pest Management (IPM) program as an effective and environmentally sensitive approach to pest management. IPM uses common sense practices to control pests by taking advantage of various pests management options including the judicious use of pesticides. As part of its Integrated Pest Management program the district may periodically use pesticide products requiring notification under State Education Law Section 409-h.

This law requires the district to maintain a list of staff and persons in parental relations who wish to receive written notification 48 hours prior to pesticide application in CLCS district buildings and on CLCS district grounds where they regularly work or have children regularly attending classes.

If you wish to receive such notices during the 2020-2021 school year, please fill out the enrollment form below, and return it to the address below. *Even if you do not request 48-hour advance notice, we will notify you at regular intervals of pesticides used.*

For more information about the district's Integrated Pest Management program, please contact the District at (716) 753-5825.

Only if you wish to be notified 48 hours prior to pesticide use, please complete this form and return to:

District Office • Chautauqua Lake Central School
100 N. Erie St. • Mayville, NY • 14757-9798

Yes, please notify me in writing 48 hours before pesticide use in/on relevant buildings or grounds, during the 2020-2021 school year, in accordance with State Education Law 409-h.

Please Print

Today's Date: _____ Phone Number: _____

Your Name: _____

Check One:

Faculty/Staff Person in Parental Relation to Student*

*List Names & Grades: _____

Mailing Address: _____

City: _____ Zip Code: _____

Asbestos Notice

In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA), Public-Law 99-519, the District developed an Asbestos Management Plan that can be found on www.clake.org. Because our buildings were constructed after October 12, 1988, there was no asbestos used, however, regular re-inspections are completed in accordance with federal guidelines. For questions pertaining to asbestos in our school buildings, please contact the Maintenance Office at (716) 753-5825.

Access to State Sex Offender Registries

Access to the Sex Offender Registry is available through the district website, www.clake.org under the Parents heading.

A link is provided to parents for Megan's Law. This site allows users to search each state's registry and also provides resources for helping children stay safe, including prevention tips and answers to commonly asked questions.

From the menu on the left side of the Parent's for Megan's Law home page, select Sex Offender Search. For New York State, users must first read the disclaimer and agree to terms of use. Similar terms are required by the Commonwealth of Pennsylvania.

Parents for Megan's Law provides links to a choice of registries. The CLCS website also offers a link to the Chautauqua County Sheriff's website; select their Site Tools tab.

Search results yield Level 2 and 3 sex offenders; in most cases Level 1 offenders are not listed. Some offenders in zip code 14757 reside in the Chautauqua County Jail.

Both Parents for Megan's Law and the individual state sex offender registries offer *FREE* email alerts if desired.



Emergency Cancellations

School closings/cancellations (e.g. due to severe weather) will be announced by these media:

Radio Stations:

- WBEN, 930 AM
- WDOE, 1410 AM
- WJTN, 1240 AM
- WКСN, 1340 AM
- WWSE, 93.3 FM
- WXKC (Classy 100), 99.9 FM
- WRKT (Rocket 101), 100.9 FM
- KISS (WKZA), 106.9 FM

TV Stations:

- WGRZ-TV, Channel 2
- WIVB-TV, Channel 4
- WKBW-TV, Channel 7
- WICU-TV, Channel 12
- WJET-TV, Channel 24
- Spectrum Cable News
- WRKT (Rocket 101), 100.9 FM
- KISS (WKZA), 106.9 FM

Reminder to Parents:

Please provide updated contact information

Be sure to let your child's school office know if your telephone number, email or mailing address changes. This information is maintained in PowerSchool, the student data management system.

The contact information from Power School is used by the SchoolMessenger notification system to send recorded messages, emails or texts when school is closed or when after-school and evening activities are canceled due to severe weather conditions, when emergency situations arise and when information needs to be relayed to parents, guardians or other caretakers.

Even if first class mailings from your child's school office are forwarded from your old address, you may not receive newsletters or other publications sent at bulk mail rates unless we have your current mailing address.

If you have any questions or concerns about which of your contact numbers are used, or to update your contact information, please speak with your child's school office:

- Pre-K-Grade 6 (716) 753-5841
- Grades 7-12 (716) 753-5881

Cancellations Due To Weather

The weather of Western New York can be very enjoyable. The challenges from fall to winter to spring bring a rich set of experiences and opportunities for recreation. However, as we all know, winter also presents special challenges. Predicting the weather even a day in advance can be troublesome and



erroneous at times.

We are all familiar and have learned to cope with the safety issues

presented by wind, ice and snow. From time to time it becomes necessary to cancel a day of school. Determining when this happens is never easy and involves a great deal of communication and deliberation. Below are some key aspects of the process used:

- Prior to the start of school, district officials monitor the weather forecast and the potential for adverse weather.
- At approximately 5:15 AM we begin to evaluate and discuss road conditions. Local highway authorities and law enforcement agencies are consulted to assist in determining safety concerns.
- Typically, neighboring school district superintendents and transportation supervisors are contacted to share their plans and local conditions, which may vary due to local geography.
- No later than 6:15 AM a decision is made as to whether to offer district transportation and keep schools open. If the decision is to cancel school for the day, local radio and television stations are immediately contacted and use of the automated SchoolMessenger system is initiated. The School Messenger system is an extra attempt to notify parents, but it should not be considered the primary or sole means of notification. **We ask all parents/guardians and staff to rely on the media first.**

A similar process is used for

canceling after-school and evening activities. Generally, a decision for this type of cancellation takes place by 2 PM and applies to all after-school and evening activities.

If the school day is not canceled, we have the utmost confidence in our fine transportation staff and their ability to transport our students. Once children are at school, we do not dismiss early. It is the opinion of the district that early dismissal places children in greater danger as many parents and caregivers are not home to receive students in this situation.

If a parent or guardian feels that weather conditions in their immediate area of the school district warrant keeping small children at home, this is their decision. The decision concerning whether schools will be open or closed must be based on general district-wide conditions.

Keep in mind that in all instances we are dealing with natural occurrences. In spite of weather predictions, we have seen many situations where what is expected and what takes place are different. It is not uncommon to see days where the following types of scenarios take place:

- Lightly snowing at 5 AM and a blizzard at 6:30 AM
- Snowing like a blizzard at 6:15 AM and sunny at 8 AM, or
- Snowing with white out conditions in one location of the 102 square mile district and clear in another

All these types of situations could lead to criticism and second-guessing. Please trust that at all times district officials are concerned about making the most appropriate decision for our students. In all instances, we thank our parents for their support and understanding, our transportation staff for working to deliver our most precious cargo to school safely on a daily basis and our students for acting in a safe and responsible manner when being transported to school.

Feel free to call your child's school office or the District Office, (716) 753-5808, with questions or concerns.

Message from the Safety Committee

Important Reminders for Student Safety

The CLCS Safety Committee meets regularly to address concerns about the safety and well-being of all students, faculty and staff during school hours and after school.

Pedestrian safety is of primary importance, whether students ride the school bus, drive to and from school or are driven in a family vehicle, ride their bikes, or walk. Parents, please help children learn and remember these tips:*

- Always walk on the sidewalk. If there is no sidewalk, and you have to walk in the road, always walk **facing traffic**, so you can see cars, and they can see you.
- Dress to be seen. Brightly colored clothing makes it easier for drivers to see you during the daytime. At night, wear special reflective material on your shoes, cap or jacket.
- Cross only at corners or marked crosswalks.
- Never dart out into the road.
- Stop at the curb or the edge of the road and look left, then right, then left again, then over your shoulder for turning traffic, before you step into the street. If you see a car, wait until it goes by. Then look left, right and left again until no cars are coming.
- If a vehicle is parked where you are crossing, make sure there is no driver in the car. If there is a vehicle with a driver, be sure you make eye contact with the driver and that they signal to you that it is OK to cross. Then go to the edge of the car and look left-right-left until no cars are coming. Keep looking for cars while you are crossing, and remember: walk. Don't run.

**Adapted from the National Highway Transportation Safety Administration.*

Drawstring and hanging straps on clothing and backpacks can cause hazards, especially as students board and leave the school bus.

Many clothing manufacturers have redesigned jackets and other garments to eliminate these hazards. However, straps often dangle from backpacks, especially the wheeled type. Across the country these hanging straps have caused serious accidents - especially when caught in the bus door as the student exits. Accidents like these could have been avoided.

Backpacks are designed to distribute weight among some of the body's strongest muscles. When used correctly, backpacks can be a good way to carry the necessities of the school day. If backpacks are too heavy (more than 20% of a child's body weight) or worn incorrectly, they can injure muscles and joints, potentially leading to severe back, neck and shoulder pain, as well as posture problems.

To help your family **use backpacks safely and prevent injury**, encourage children to always use both shoulder straps and tighten the straps so that the pack is close to the body. When choosing a backpack, look for some of the following features:

- Two wide, padded shoulder straps
- Padded back
- Waist strap
- Lightweight backpack

Parents should remind children to pack light, remove unnecessary items and always lift the backpack properly. Parents and teachers should encourage students to only carry the necessary items home to complete their homework.

Students who ride bicycles to school do so at their own risk and must be aware of these safety rules:

The school cannot assume responsibilities for damage or theft of bicycles. A lock is strongly recommended. Bike helmets must be worn in accordance with New York State law.

Except for travel to and from school, bikes are not to be used on

school property during school hours or during school activities. When riding to school, ride bikes on sidewalks and walk directly to the bike racks. When riding bikes or walking to school, always practice social distancing.

The following areas are **not** to be used for bike riding **at any time**:

- Bus loop (drop-off circle)
- Parking lots
- Any athletic field, track, playground or other groomed surface.

Motorist, Pedestrian Safety Reminders!

Private vehicles may **not be in the bus loop** in front of the school. The parent unloading area for children driven to school is clearly marked. Parents may use this area only to drop children off or pick them up; **do not park in the unloading zone**. Parents who wish to walk their children into the building must park in a designated parking space.

Parents who drive their children to and from school must follow traffic laws on school grounds, as well as public roadways. **New York State traffic laws prohibit vehicles from passing school buses with their red lights flashing.**

Students are cautioned to enter roadways carefully and only after looking in both directions. Parents are urged to remind students frequently to be aware of safety rules while awaiting buses at designated stops and when leaving their buses to return home.

Health Screenings & Medications

Medications Require Signed Orders

New York State law prohibits school nurses or any other school personnel from administering any medication (prescription or over-the-counter) to a student unless the proper form is filled out and signed by a doctor and parent. Medication to be given at school must be brought in by an adult in the container in which it is dispensed. Examples of over-the-counter medications that your child will not be allowed to take/use without orders from the doctor are cough medicine, cough drops, aspirin, Tylenol, Ibuprofen, allergy medication and Neosporin. Sunscreen requires a parent's note only.

Sunscreen

Students are allowed to carry and use FDA-approved sunscreen for the purpose of avoiding overexposure to the sun, with written permission from the parent/guardian of the student. A record of such permission will be maintained by the school. A student who is unable to physically apply sunscreen may be assisted by school personnel when directed to do so by the student, if permitted by the parent/guardian and authorized by the school.

Alcohol-Based Hand Sanitizer

Although careful hand washing with soap and water is the recommended method to keep hands clean and free of bacteria, alcohol-based hand sanitizer is available in various locations throughout the school building. Alcohol-based hand sanitizer is considered an over-the-counter medication in New York State. However, the district has standing orders from the School Physician to use this product. If you do not want your child to use alcohol-based hand sanitizer, you must notify the Health Office in writing. A form for this request is available on the district website, www.clake.org.

Meet The Health Office Staff



Terry Smith, R.N.
Michelle Holley, R.N.

Health Office Phone:
(716) 753-5819

Confidential Fax:
(716) 753-2085

When To Keep A Child Home With Illness

Sometimes it can be difficult for a parent to decide whether to send a child to school when he/she wakes up with early symptoms of an illness. In general, unless your child is significantly ill, the best place for him/her to be is in school.

To help maintain a healthy school environment, remind and show your child to:

- Discard used tissues after use
- Not to share personal items
- Cover their mouth when coughing or sneezing
- Keep their hands away from their face
- Wash their hands often

Here are some situations where your child has to stay home and you should contact your healthcare provider:

- Fever greater than 100.0 by mouth
- Cough, shortness of breath
- Nausea, vomiting, diarrhea
- Body aches
- Sore throat
- Eye discharge
- Loss of taste or smell
- Exposure to someone that has tested positive for COVID-19
- Honey-crusted sore around their nose or mouth
- Unexplained rash or blisters and a fever



Children that are home from school due to a fever of 100.0 or higher may not return until evaluated by a health care provider and the fever is below 100.0 without the use of Tylenol/Acetaminophen or Advil/Ibuprofen for 72 hours.

If your child frequently asks to stay home from school, or complains of feeling ill, and is falling behind in their school work, please contact their teacher to discuss your concerns. Contacting the school nurse and/or your healthcare provider is also encouraged.

Remember to call your child's grade level office in advance of the start of the school day and leave a message that your child will be absent. Please leave your child's name and the best number to reach you. The Elementary Office number is (716) 753-5841 and the Secondary Office number is (716) 753-5881. The Health Office number is (716) 753-5819.

Mental Health Services at CLCS

The Chautauqua County Mental Health (CCMH) satellite office again continues to provide mental health services for all district residents - including parents and guardians. The office at CLCS will be staffed this year, with flexible hours, by **Karen Naeser**, a Licensed Clinical Social Worker (LCSW).

Services provided by the CCMH office include individual and family therapy, parent education and training, and referral for psychiatric services if necessary. CCMH has child/adolescent psychiatrists, as well as adult psychiatrists, physician's assistants, and psychiatric nurses to assist in any medication evaluation and prescribing. Psychiatric services are based out of the Dunkirk clinic (319 Central Ave.) and the Jamestown City Hall clinic (200 E. Third St.).

As these services are provided by a community agency, **there is a financial component**. Families with insurance may provide their insurance information and pay only the copay associated with services. Families without insurance are assessed a sliding-scale fee, determined by family income and number of dependents. To learn more about mental health

services at CLCS, please call Karen Naeser at (716) 753-5815.

Another service offered to CLCS families is the Wraparound process, funded through the Chautauqua Tapestry grant, with support from school psychologist **Katrina Cummings**, (716) 753-5849.

Through a team-based planning and implementation process, wraparound aims to deliver the problem-solving skills, coping skills and self-efficacy of young people and family members. Wraparound's philosophy of care begins from the principle of "voice and choice," which stipulates that the perspectives of the family - including the child or youth - must be given primary importance during all phases and activities of wraparound.

The process should increase the "natural support" available to a family by strengthening interpersonal relationships and utilizing other resources that are available in the family's network of social and community relationships. Finally, the wraparound process should be "strengths-based," including activities that purposefully help the child and family to recognize, utilize and build talents, assets and positive capacities.

Substance Abuse Warning

from Prevention Works and the National Institute on Drug Abuse

There is no greater influence on a young person's decisions about drug use than his or her own parents or guardians. To successfully keep kids drug-free, parents/guardians must provide active support and positive role-modeling.

Parents are key in preventing drug use. Be a parent, not a friend. Establish boundaries that take a clear stand against drug and alcohol use.

According to the NIH in 2017, "An estimated 18 million people (more than 6 percent of those aged 12 and older) have misused prescription medications at least once in the past year." In the past year the survey stated, "Among youth age 12-17, 4.9% reported past-year non-medical use of prescription medications." NIH also reported in 2019 there is "a continued dramatic increase in vaping." The survey included 8th, 10th, and 12th graders. In particular, 12th graders reported they "vape because they are hooked" due to the flavorings added. "Vaping appears to exceed any other kind of substance abuse including alcohol and marijuana, for all three grades; and in each grade past year vaping is used second to alcohol." The percentage of NYS high school students who reported using heroin between 2013-2017 has varied between 3.8% in 2013, 4.8% in 2015, and 3.9% in 2017.

You should know:

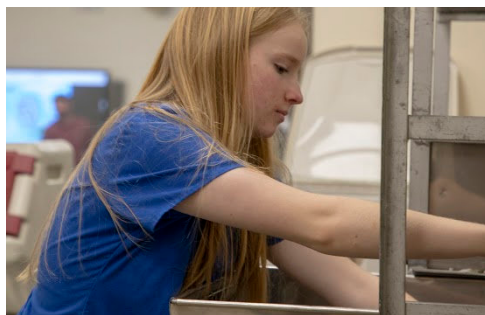
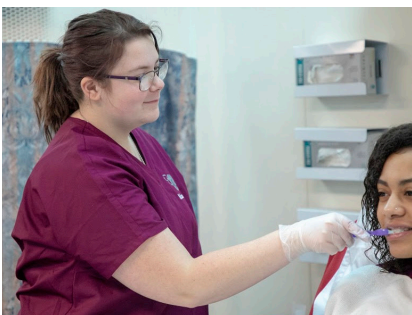
- The majority of both teens and young adults obtain prescription drugs they abuse from friends and relatives, sometimes without their knowledge.
- Despite what many teens think, abusing prescription drugs is not safer than misusing illicit drugs.
- Prescription drugs can be addictive and lethal/deadly when misused.
- Prescription painkillers can lead to heroin use.
- Combining prescription drugs/over the-counter medications and alcohol can cause respiratory failure and death.

For more information regarding addiction and treatment options visit CombatAddictionCHQ.com.

Counseling Directory

Pre-K- Grade 6:
Pre-K - Grade 12
Grades 7, 9 & 11:
Grades 8, 10 & 12:

Kara Smith	(716) 753-5846
Catherine Rivera	(716) 753-5847
Jessica Cowan	(716) 753-5887
Jason Richardson	(716) 753-5887



Health Care Available At Little or No Cost

You and your family have many low cost, quality health insurance options available through the New York State Health Exchange. Due to COVID-19, the marketplace currently has open enrollment. You can quickly compare health plan options and apply for assistance that could lower the cost of your health coverage.

Individuals and families may apply at any time (no limited enrollment period) for three no/low-cost plans:

- **Medicaid**
- **Child Health Plus**, the NYS health plan for children under age 19 who have limited or no health insurance and are not eligible for Medicaid
- **Essential Plan** (low-cost or *FREE* if you qualify, with *no deductible*) for 19- to 64-year-olds

Applicants are also accepted through the NYS Health Exchange. Please call Penny Gullo at (716) 200-3058 for any of the following:

- If your employment status has changed
- If you have experienced a qualifying event that resulted in a loss of insurance
- If you would like to apply or check your eligibility status

Child Health Plus will answer your questions, find the right doctor for your child(ren), and support you in keeping your child(ren) healthy. You pay no fees for a wide array of services and they offer *FREE* health education programs on a wide variety of topics. They also offer help 24 hours a day with the Response Line, a toll-free number where you can get fast answers to your health questions.

To learn more about these plans, visit www.nystateofhealth.gov; contact **Penny Gullo**, (716) 200-3058, of Molina Health Plan, a local facilitated enroller on the health exchange marketplace who can enroll children, families, and individuals in any available plan; or call the school Health Office at 753-5819.

Questions or concerns about a student's health or medical needs should be directed to the school nurse. The nurses are on duty from **7:30 AM to 3:15 PM** each school day. Call the Health Office at (716) 753-5819 or confidential fax (716) 753-2085.

Important Information on Immunizations

Immunization requirements for school attendance vary by grade level. To see the grade level specific requirements, please visit the Health & Safety section of the district website at www.clake.org. Immunization requirements in order to attend school include:

- Meningococcal vaccine for all students entering grades 7 and 12.
- Tdap vaccine for students entering grade 6
- Grade-level specific vaccinations
 - MMR
 - Varicella
 - Polio
 - Tdap
 - Hepatitis B

Medical exemptions to immunizations must be reissued annually; and must specify the immunization exempted, sufficient information to identify the medical contraindication to the specific immunization, and the length of time the immunization is medically contraindicated. A sample medical exemption form is available at www.health.ny.gov/forms/doh-5077.pdf.

The best way to assure your child is in compliance with the immunization, and the length of time immunization requirements is to contact your child's health care provider prior to the start of school in September.

Important: Parents, please ask your health care provider to fax your child's immunization record to the Health Office confidential fax at (716) 753-2085. School nurses may not request these records from the doctor's office; the parent must initiate the request.

The health office will send notification letters to parents of children needing vaccinations to be in compliance with school requirements

Mandated Health Screenings

The NYS School Health Examination Form can be downloaded from the Health & Safety section, under the Department heading at www.clake.org.

The following are the mandated years for health exams:

- **Pre-K, K, 1, 3, 5, 7, 9 and 11**

Please ask your health care provider to fax proof of a current health exam to (716) 753-2085. At this time we are unable to guarantee a time to complete health exams at the school due to the current pandemic. Please contact your healthcare provider to set up an appointment for your child's grade level health exam as noted above.

Health Screening Waiver Section 136.3(e) of the Commissioner's regulations is amended to provide that hearing, vision, and scoliosis screenings required to be provided by public schools are waived for the 2020-2021 school year due to the COVID-19 crisis, unless the screening is otherwise deemed necessary.

Please contact the Health Office with any questions at (716) 753-5819.

Concussion Management Policy, Procedures

The Board of Education recognizes that concussions and head injuries are the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. The physical and mental well-being of our students is a primary concern. Therefore, the Chautauqua Lake Central School District has adopted a policy to support the proper evaluation and management of concussion injuries.

A concussion is a mild traumatic brain injury (MTBI). A concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head or body that causes the head and brain to move rapidly back and forth. Recovery from concussion and its symptoms will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management. Concussions can impact a student's everyday life, as well as academics and athletic pursuits.

For any student participating in interscholastic sports, information on concussions is included with the permission or consent form required from a parent/guardian.

In addition, links to information on concussions and concussion management are on the district website, www.clake.org. Select Health & Safety under the Departments heading, and locate the Concussions link near the top of the page. The same information is also linked from the Athletics, which is also located under the Departments heading.

Each school coach, physical education teacher, school nurse and certified athletic trainer who works with and/or provides instruction to students in school-sponsored athletic activities (including physical education class and recess) must complete a course of instruction every two years, relating to recognizing the symptoms of concussion or MTBIs and monitoring and seeking proper medical treatment for students who suffer from a concussion or MTBI. Included in their training are guidelines for the return to school and school activities for a student who has suffered

an MTBI, even if the injury occurred outside of school.

The District requires the immediate removal from all athletic activities of any student who has sustained, a mild traumatic brain injury (MTBI) or concussion. Any student demonstrating signs, symptoms or behaviors consistent with a concussion while participating in class, extracurricular activity, or interscholastic athletic activity shall be removed from the class, game or activity and must be evaluated as soon as possible by an appropriate health care professional. Such removal is based on display of symptoms, regardless of whether such injury occurred inside or outside of school. If there is any doubt as to whether the student has sustained a concussion, it is presumed that the student has been injured until proven otherwise. The District will notify the student's parents/guardians and recommended appropriate evaluation and monitoring.

The fax number for the Health Office is (716) 753-2085.

Please notify your child's doctor's office.

Thank you.

Once a student diagnosed with a concussion has been symptom free for at least 24 hours, a private medical provider may choose to clear the student to begin graduated return to play progression. The District Medical Director has the final authority to clear students to participate in or return to extra-curricular athletic activities in accordance with Commissioner's Regulations.

A Concussion Management Team oversees and implements the concussion policy and regulations. Questions? Call the Health Office at (716) 753-5819.

Required Health Record

At the start of the school year, every student will receive a Student Emergency Health Record form. To be able to serve your child in case of sudden illness, accident or emergency, it is necessary that parents furnish the information requested on the form. On the reverse side of the **Student Emergency Health Record** form is an Authorization Request for the Health Office staff to obtain required medical documents from your child's health care provider.

The completed form is kept on file in the health office and is taken from the building during every evacuation drill. The form is also used to contact parents or other designated care providers in the event your child needs to be sent home. **Please notify the Health Office as soon as possible of changes to emergency contact information.**

For the safety of all our students, **parents must complete each child's form and return it in the confidential envelope.** We must have this essential information for every student enrolled in the school.

Health & Safety Information on District Website

Visit the Health & Safety section under the Departments heading on the district website, www.clake.org, for a wealth of information on the Health & Safety pages, including:

- Concussion management
- Nutrition information
- Health Forms & Documents
- Indoor Air Quality (IAQ)
- For Teens & Tweens
- Warnings & Recalls
- Alcohol, Drug & Substance Abuse

Thunderbird Athletic Club

The Thunderbird Athletic Club (TAC) operates the concession stands at various sporting competitions, sponsors fundraising events, provides food at several annual tournaments and sells apparel. All proceeds are used to solely benefit CLCS student-athletes and the athletic programs.

This fundraising occurs only when help is available. We ask that parent and student volunteers wanting to assist with the concession stands contact **Doris Godfrey** at (716) 450-2537 or dgodfrey@clake.org. This is a great way to earn student community service hours! Join us for a meeting & receive a free car decal!



Athletics Calendar On District Website

Thunderbird fans may use the online calendar system on the district website, www.clake.org, to check the sports schedule. ArbiterLive is being used for all school athletic events in Chautauqua County.

Email alerts are available to remind you of upcoming athletic events or to advise you of **changes to the athletics schedule**. See the online athletics calendar for details.

If you do not have internet access, you may request a sports schedule at any school office.

Message From the Athletic Director

by Rachel Curtin

Athletic Seasons Delayed

The Officers of the New York State Public High School Athletic Association (NYSPHSAA), voted to delay the official start date of the Fall 2020 sports season until Monday, September 21st and prepare to implement a condensed season schedule in January 2021 if high school sports remain prohibited throughout 2020 due to COVID-19.

“As the state considers reopening, it is unrealistic to believe athletic seasons can start on August 24th as originally scheduled,” said Paul Harrica, NYSPHSAA President. “The priority will continue to be on the educational process and a return to learning in the safest way possible.” If the Fall sports seasons are interrupted or impacted by the COVID-19 crisis (i.e., state official guidance, school closings, cancelations of high-risk sports, etc.), then a condensed three-season plan will be implemented at the discretion of the NYSPHSAA Officers and authorization from state officials.

Chautauqua Lake is working hard to create the safest and most equitable environment for our athletes to come together and to grow as a unified team. Students who are attending school under the school district’s self-selected remote learning option are eligible for athletic teams. All plans will require flexibility, and are subject to change, as this is a fluid situation. We will share information with you as we receive it.



INSTRUCTIONAL CALENDAR 2020-2021

AUGUST							
SU	MO	TU	WE	TH	FR	SA	
						1	
T 0	2	3	4	5	6	7	8
S 0	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

DECEMBER							
SU	MO	TU	WE	TH	FR	SA	
		1	2	3	4	5	
T 16	6	7	8	9	10	11	12
S 16	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

APRIL							
SU	MO	TU	WE	TH	FR	SA	
			1	2	3		
T 15	4	5	6	7	8	9	10
S 15	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

SEPTEMBER							
SU	MO	TU	WE	TH	FR	SA	
		1	2	3	4	5	
T 20	6	7	8	9	10	11	12
S 16	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

JANUARY							
SU	MO	TU	WE	TH	FR	SA	
					1	2	
T 19	3	4	5	6	7	8	9
S 19	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

MAY							
SU	MO	TU	WE	TH	FR	SA	
						1	
T 20	2	3	4	5	6	7	8
S 20	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

OCTOBER							
SU	MO	TU	WE	TH	FR	SA	
				1	2	3	
T 21	4	5	6	7	8	9	10
S 21	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

FEBRUARY							
SU	MO	TU	WE	TH	FR	SA	
	1	2	3	4	5	6	
T 19	7	8	9	10	11	12	13
S 19	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28						

JUNE							
SU	MO	TU	WE	TH	FR	SA	
		1	2	3	4	5	
T 19	6	7	8	9	10	11	12
S 19	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

NOVEMBER							
SU	MO	TU	WE	TH	FR	SA	
T 17	1	2	3	4	5	6	7
S 17	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

MARCH							
SU	MO	TU	WE	TH	FR	SA	
T 20		1	2	3	4	5	6
S 20	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			

- Regents Exams
- ELA & Math Testing
- Holidays
- Vacations
- Staff Development
- 1/2 day Staff Development
- Emergency Go Home Drill
- Rating Day

September 7	Labor Day
September 9	First Day of Students
October 2	Emergency Go Home Drill
October 12	Columbus Day
November 11	Veterans' Day
November 26-27	Thanksgiving Recess
Dec. 24 - Jan. 1	Winter Recess
January 18	Martin Luther King, Jr. Day
February 15	Presidents' Day
March 29 - 31	Spring Recess
April 1 - 9	Spring Recess - Continued
April 2	Good Friday
May 31	Memorial Day
June 24	Last Day of Students

September 1	Staff Development
September 2	Staff Development
September 3	Staff Development
September 8	Staff Development
January 29	1/2 Staff Development
February 1	1/2 Staff Development

Staff Development Days subject to change

Note dates to be added back to instructional calendar if needed in this order: April 9, 8, 7, 6, 5

STUDENT DAYS	
September	16
October	21
November	17
December	16
January	19
February	19
March	20
April	15
May	20
June	19
TOTAL	182

Staff Days 186

CLCS COMMUNICATIONS DIRECTORY

To help parents and community members understand the best way to communicate with the school, we have provided the guidelines below. Please contact the individuals listed in the order suggested for the most efficient attention to your questions or concerns.

If your question is about...	1st Contact	2nd Contact	3rd Contact	4th Contact
Academics	Teacher	Counselor	Building Principal	Superintendent
Athletics	Coach	Secondary School Principal	Superintendent	
Attendance	Office Secretary	Counselor	Building Principal	Superintendent
Behavior in School	Teacher	Building Principal	Superintendent	
Behavior on the School Bus	Bus Driver	Head Bus Driver	Dean of Students c/o each school office	Building Principal then Superintendent
Board Policies	District Clerk	Superintendent		
Budget Process	School Business Executive	Superintendent		
Buildings & Grounds	K-12 Assistant Principal	Building Maintenance Mechanic	Superintendent	
Classroom Procedures	Teacher	Building Principal	Superintendent	
Curriculum	Teacher	Counselor	Building Principal	Superintendent
Extracurricular	Advisor	Building Principal	Superintendent	
Food Services	Cafeteria Manager	School Business Executive		
Health Office	School Nurse	Building Principal	Superintendent	
Scheduling	Counseling Office Secretary	Counselor	Building Principal	Superintendent
Learning Support (formerly Special Ed.)	Teacher	Student Services Office (Secretary)	Chair, Committee on Special Education	Director of Special Education; then Superintendent
Transportation (Bus Stops or Runs, etc.)	Head Bus Driver	School Business Executive	Superintendent	

REPORTING ABSENCES

Step 1: Call The Office

To report a child's absence, parents are asked to call their student's school office before **7:50 AM** to ensure the safety and well-being of their child.

The SchoolMessenger system will call all parents of absent children, even if you have called in.

Call to Report Absences

Elementary	753-5841
Secondary	753-5881

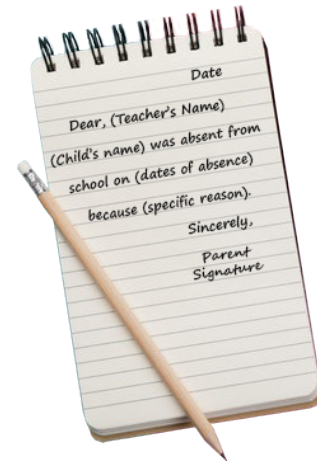
Windstream customers may call at any hour, toll free, 789-4195, and enter the last four digits of the appropriate number shown above.

Step 2: Write A Note

Schools are required by law to obtain a **written** excuse from a parent or guardian for each case of absence or tardiness for their children.

Even though you have called in, you must send a note when your child returns to school.

This excuse must be delivered to the school **on the day the student returns**. If your student does not bring a legal written note, it is considered an **unexcused absence**.



Not all absences are excused. See the Student/Parent Handbook for examples of unexcused absences, tardiness or early departure. These include family vacations or out of town, hunting, babysitting, personal enhancement appointment, oversleeping, needed at home, and more.

CLCS TELEPHONE DIRECTORY

Except as indicated, **all numbers are in area code 716**. The District Office is open 8 AM to 4:30 PM year-round. Most other offices are open 7:45 AM to 3:45 PM during the school year, and 8 AM to 3:30 PM during the summer.

Instructional	
Attendance Elementary School Pre-K-Gr. 6	753-5841
Attendance Secondary School Grades 7-12	753-5881
Elementary School Office Pre-K-Grade 6	753-5841
Secondary School Office Grades 7-12	753-5881
Title I Coordinator	753-5841
Elementary Guidance Office K-Grade 6	753-5846
Secondary Guidance Office Grades 7-12	753-5887
District Registrar	753-5910
School Psychologist	753-5849
Student Services Includes Learning Support (formerly Special Education)	753-5877

Fax Numbers	
District/Business Office Fax Includes District Registrar	753-5813
Health Office Fax Confidential for Nurses only	753-2085
Elementary School Fax Pre-K-Grade 6	753-5850
Secondary School Fax Grades 7-12, Includes Guidance Office	753-5886
Student Services Fax Includes Learning Support (formerly Special Education)	753-5850
Transportation Office Fax	753-5901

Non-Academic	
School Safety Tip Line	753-5803
Underage Drinking Tip Line	800-851-1932
District Office / Superintendent	753-5808
School Business Executive	753-5874
Community Relations Office	753-5802
Athletic Supervisor Secondary School Principal	753-5881
Cafeteria Office	753-5824
Health Office 7:30 am to 3:15 pm daily	753-5819 <i>Fax: 753-2085</i>
Maintenance	753-5825
Swimming Pool Hotline for recorded swimming pool information	753-5919
Transportation for Ripley and Chautauqua Lake 6:30 AM to 4:30 PM daily	753-5091

Other Numbers at CLCS	
BOCES Office at CLCS Board of Cooperative Education Services	753-5843
Chaut. Co. Mental Health Satellite office at CLCS Karen Naesar, LCSW	753-5815
Chaut. Lake Child Care Center An independent non-profit organization	753-5851

Windstream customers may call at any hour, toll-free, **789-4195**, to be transferred to any office. Extensions are the last 4 digits of the phone numbers shown above.

The main telephone number at Chautauqua Lake Central School is 753-5800. Calls to this number go to an auto-attendant, from which the caller may select from a menu of choices or may enter the 4-digit extension (the last 4 digits of each telephone number shown above).

To minimize disruptions during class, calls placed to teachers from outside the school building are routed directly to the school office, and from there to voicemail. Please leave a message, and the teacher will return your call at the next opportunity.

Chautauqua Lake Central School
 100 N. Erie Street
 Mayville, New York 14757-9798

Non-Profit Organization
 U.S. Postage
 PAID
 Permit No. 336
 Jamestown, NY

<i>Area Code 716</i>	
School Safety Tip Line	753-5803
Superintendent's Office	753-5808
Elementary School Office, Pre-K-6	753-5841
Secondary School Office, 7-12	753-5881
Counselor, Pre-K-6	753-5846
Guidance Office, 7-12	753-5887
Health Office	753-5819
District Registrar	753-5910
Student Services Office	753-5877
Transportation Department	753-5901
Cafeteria Office	753-5824
Business Office	753-5874
<i>www.clake.org</i>	

ECRWSS
POSTAL CUSTOMER

SEPTEMBER 2020

SUN	MON	TUE	WED	THU	FRI	SAT
<i>September is Library Card Sign-Up Month and School Success Mont</i>		1 NO CLASSES Staff Development Day	2 NO CLASSES Staff Development Day	3 NO CLASSES Staff Development Day	4 HS Registration Deadline for 10/3 SAT test	5
		6 <i>Grandparents' Day National Arts in Education Week Hispanic Heritage Month runs through 10/15</i>	7 SCHOOL CLOSED <i>Labor Day</i>	8 NO CLASSES Staff Development Day <i>Int'l Literacy Day</i>	9 A Day First Day of School for CLCS 7 PM Board of Education (workshop meeting)	10 B Day First Day of School for BOCES
13	14 B Day	15 A Day	16 B Day	17 A Day <i>Constitution Day</i>	18 B Day Registration Deadline for 10/24 ACT test	19
20	21 A Day 6 PM Financial Aid Night at Westfield ACS <i>Int'l Day of Peace Start with Hello Week</i>	22 B Day	23 A Day 7 PM Board of Education (business meeting)	24 B Day	25 A Day	26 SAT Test <i>Family Health & Fitness Day</i>
27 <i>Yom Kippur</i>	28 B Day <i>National Good Neighbor Day</i>	29 A Day	30 B Day	<i>Hispanic Heritage Month Sept. 15 - Oct. 15</i>		

All dates are subject to change. For updated throughout the school year, visit the district website: www.clake.org.