

# **Registration Packet: K-12**

**Prior to July 1**, parents registering their child for **Kindergarten** should contact their neighborhood school to schedule an appointment. Children must be 5 years old by December 1 in order to register. All other grades must contact Central Registration. <u>If you are unsure of your neighborhood</u> <u>elementary school, click here to access our boundary maps or visit</u> <u>http://www.wappingersschools.org/domain/33</u>

Brinckerhoff Elementary School: 897-6800 ext. 10001 James. S. Evans Elementary School: 298-5240 ext. 11001 Fishkill Elementary School: 897-6780 ext. 12001 Fishkill Plains Elementary School: 227-1770 ext. 13000 Gayhead Elementary School: 227-1756 ext.14005 Myers Corners Elementary School: 298-5260 16003 Oak Grove Elementary School: 298-5280 ext. 17000 Sheafe Road Elementary School: 298-5290 ext. 18000 Vassar Road Elementary School: 463-7860 ext. 19000

**After July 1**, parents/guardians wishing to register their child/children in the Wappingers Central School District should begin the **process by calling the** *Central Registration Office* **at 25 Corporate Park Drive, PO Box 396, Hopewell Junction, NY 12533 (298-5000 x 40132) and scheduling an appointment**. Hours of operation are Mondays – Fridays from 8:00 a.m. – 3:30 p.m.

# In the Event of Inclement Weather:

If there is a school cancelation or delayed opening due to inclement weather, your appointment will automatically be canceled, and you will need to call to reschedule. Information on cancelations or delays will be announced on the following local radio stations beginning at 6:00 a.m.

WBNR – 1260 AM	WRWD – FM 107.3
WCZX – FM 97.7	WSPK – FM 104.7
WHUD – FM 100.7	WPDH – FM 101.5
WRNQ – FM 92.1	WEOK – 1390 AM
WKIP – 1450 AM	WGNY - 1200 AM

You may also get school closing/delay information on our district website: <u>www.wappingersschools.org</u> or by downloading our mobile app by clicking on <u>iTunes Store</u> or <u>Google Play</u>.



# GUIDELINES FOR REGISTERING YOUR CHILD: \*\*PLEASE PRINT SINGLE-SIDED\*\*

# **Proof of Residency**

All new students seeking enrollment in the Wappingers Central School District must provide proper documentation and/or information to establish residency.

Within three (3) business days of your child's initial enrollment, your documentation and/or information will be reviewed to make a final residency decision. If a determination of non-residency is made, you will be notified in writing.

The following is documentation that may be used to establish residency (Note: This is not intended to be an exhaustive list, and the District may consider other documentation and/or information, as appropriate):

- A copy of a residential lease or proof of ownership of a home, such as a deed or a mortgage statement.
- A notarized or signed statement by a third-party landlord, owner or tenant from whom the parent(s), guardian(s) or person(s) in parental relation leases or with whom they share property within the District.
- Other forms of documentation include:
  - o Pay Stubs
  - Federal or NYS Income Tax, W-2 or Earnings Statement
  - Utility Bill
  - Voter Registration Notification Card
  - o Official driver's license, learner's permit or non-driver identification
  - Documents issued by federal, state or local agencies (such as social services agency)
  - Government-issued identification
  - Membership document based on residency

If you are not the natural parent but have legal guardianship of the student(s), please provide us with any available relevant documents or complete custody affidavit (Click here for <u>Parent Affidavit</u>/ <u>Custodial Affidavit</u> Forms or visit <u>https://goo.gl/H4NCmC</u>.)

# **Proof of Age**

In accordance with the NYS Education Law, the District requires documentation verifying your child's age. Acceptable documentation may include a birth certificate or record of baptism, including a certified transcript of a foreign birth certificate or record of baptism. When this information is unavailable, the

District may accept a passport, including a foreign passport, to determine the child's age. If the previously listed documentation is not available, the District may consider the following documents or recorded evidence if in existence two (2) or more years, except an affidavit of age, to determine a child's age:

- State or other government-issued identification
- School photo identification with date of birth
- Consulate identification card
- Hospital or health records
- Official driver's license
- Military dependent identification card
- Documents issued by federal, state or local agencies
- Court orders or other court-issued documents
- Native American tribal document



#### Documentation Relating to Legal Custody and Special Circumstances

If there are any other special circumstances such as custody agreements or orders of protection, please submit those documents to us. They will be copied and filed in the student's records. The schools cannot refuse to release a child to a parent/legal guardian unless there are court documents on file with the District to the contrary.

#### **Proof of Health Examination & Immunizations**

In accordance with the Commissioner's Regulations, students entering public school at any grade are required to have a satisfactory health examination conducted no more than 12 months before the first day of the school year in question. If an acceptable health certificate is not provided within 30 days, the District's physician will conduct the examination. The District does not require a health certificate if they or their parents object claiming a conflict with their genuine and sincere religious beliefs. This exemption request must be in writing and supporting documentation provided.

Immunization records or documentation of exemption are also required for every student entering or attending public schools in accordance with New York State Public Health Law. The Public Health Law allows for a limited period of attendance for 14 days without proof of immunization, upon a showing that the student is making a good faith effort to obtain the necessary immunizations and/or documentation verifying the immunizations. "(Note: when the child is transferring from another state or country, the 14-day period may be extended to not more than 30 days). Please refer to the next page for the schedule of immunizations required of students.

**Warning:** Any person or persons, who willfully provide false information regarding residence, may be subject to criminal penalties. A false statement regarding residence or entitlement to a tuition-free education from the Wappingers Central School District may be punishable as a Class A misdemeanor. In addition, if it is determined that a registrant's child resides outside of the Wappingers Central School District, the District may take legal action to collect tuition charges. The tuition of \$9,495.00 (Regular Ed. K-6); \$10,324.00 (Regular Ed. 7-12); \$35,090.00 (Special Ed. K-6); \$35,919.00 (Special Ed. 7-12) per child per year if the student is not legally entitled to receive a tuition-free education from the District. The District reserves the right to investigate any student's residency by any legal means available including, but not limited to public records, site visits, and other lawful methods of investigation.

Signature of Witness (WCSD)

Parent/Guardian Signature & Date

Signature of parent/guardian will confirm that they have read and understand the residency policy of the Wappingers Central School District and the consequences they might incur if false information is wrongfully provided.



## **Registration Data Sheet**

(Shaded areas to be completed by WCSD Personnel)

Student's Last Name F	First Mic	ldle		Student ID #	Yr. Grad	. Building	HR	Entry Date	New OR Repeat
Student's Street Address	Apt. No.	City			State	Zip Code			
House No. (Lot)						-			
Mailing Address (If Differe	nt) Street	Apt. No.			City			State	Zip Code
Gender Proof of Ag	e (Birth Certificate or C	Other)		Home Phone #					
Birth Date C	Country			City		State/Province	Zip		
School Name		Grade	Teacher						
Parent/Guardian Name				Parent/Guardian	n Address – If	different than child	Em	ergency Phone #	
Parent/Guardian Occupation	n	Place Of Em	ployment	1		Work Phone # 1	Cel	l Phone #	
Parent /Guardian Email Ad	dress:								
Additional Parent/Guardian	Name			Additional Paren	nt/Guardian A	ddress – If different than chil	d Em	ergency Phone #	
Additional Parent/Guardian	Occupation	Place Of Em	ployment			Work Phone # 1	Cel	l Phone #	
Additional Parent/Guardian	Email Address:								
Child Living with Biologics	al/Natural Parents	Language SI	ooken at Home			Language of Student			
Custody Clarified	Limited Release		Foster Child Re	rvice Form DSS – 2999Completed; Agency hild Report Completed ion for Homeless Child Form Completed			□ ]	Ethnicity: ☐ Hispanic ☐ Non-Hispanic	
What Are Your Living A	rangements?		Verification of Lo	egal Residency				ce: White Black Asian American Indian/ Native Hawaiian/I	
Schools Previously Attend	led		City, St	ate, Country			Date	s	Grade (s)
Previously Retained □ Yes □ No	If yes, what grade(s	i)? If P	Previously Attende	d School in Wappi	ngers Centra	l School District, What Sch	ool and Wh	en Attended?	
Comments									
ANY MEDICAL CONDI OTHER CHILDREN	FION OF WHICH TH	IE HEALTH (	OFFICE SHOULD	BE AWARE	□ YE	S 🗆 NO			
	Birth Date School		Grade	Name		Birth Date School			Grade
Signatures:									
Administrator			Parent	(Signature indicate	es you are awa	are that a general screening of	of all new stu	udents is required i	n NYS)
Counselor REV.17/18			Studen	t					



## Department of Special Education and Student Services 25 Corporate Park Drive, P.O. 396 Hopewell Junction, NY 12533 (845) 298-5000 ext. 40135 Fax (845) 897-2482

# Temporary Residence REFERRAL (McKinney-Vento Program)

## All parents/guardians must sign the form (bottom of page) to indicate they have read the form.

Students in temporary housing conditions may be eligible for additional school support. Eligibility can be determined by completing the information below. Additional information may be needed.

Currently are you and/or your children in any of the following situations? Yes No Shelter

□ □ Hotel/Motel □ unsheltered, in a car or campsite □ awaiting foster care

Child NOT living with parent or guardian temporarily living with another family or others

Current Address:

Address prior to temporary housing:

Transportation required? Please circle Yes No

Date of housing change:

\_\_\_\_\_Phone number: \_\_\_\_\_

Reason for current living situation:

Previous School and District:

Name of Child and School ID Please include all children in home	Date of Birth	M/F	Grade	School Attending in WCSD

 Parent/Guardian Name
 Signature, if done in person
 Date

 Name of person completing form, if not guardian
 Title
 Date

For approval: Fax to Richard Zipp, 897-2482 attn: Noreen Van Tassell or email to noreen.vantassell@wcsdny.orgContact Laura Brundage at 298-5240 x11020 with questions.APPROVED BY:



# IDENTIFICATION & RECRUITMENT PARENT SURVEY

The Migrant Education Program (MEP) is authorized by Title I, Part C of the Elementary and Secondary Education Act (ESEA). The MEP provides a variety of educational services to families who work in agriculture, **regardless of their nationality or legal status**. This program is **free of charge** to all eligible families and may include tutoring, free school lunch eligibility, educational field trips, summer programs, parent involvement activities, emergency needs and referrals to other services as needed.

#### Please take few minutes to complete this questionnaire.

# Has anyone in your family worked or looked for work at the following occupations during the past 3 years?

- Any agricultural, farm, or fishing work (such as hay, dairy, fruit or vegetable crops, poultry, fishing, nursery/greenhouse, etc.)
- □ Work related to logging, harvesting, or initial processing of trees.
- □ Work at a food processing plant, (such as meat or poultry processing plants, packing fruits or vegetables, etc.)



If you answered YES, please provide your contact information below:

Parent/Guardian Name:			
Home address:			
Telephone number: ()	)	Best time to be reached:	AM/PM
Previous Address:			
Student name:		Age	_Grade
Student name:		Age	_Grade

To submit this referral please fax to 607-436-3606, or by mail to NYS Migrant Education Program-Identification and Recruitment Office: 100 Saratoga Village Blvd, Suite 41, Ballston Spa, NY 12020.



# **IMMUNIZATIONS**

New York State Law Section 2164 requires these immunizations for admission to school K-12 (Born on or after 1/1/2005)

New York State Law requires immunizations for all students against Diphtheria, Pertussis, Tetanus, Poliomyelitis, Measles, Mumps, Rubella, Hepatitis B, and Varicella. Meningococcal meningitis for grades 7 and 12.

The mandate requires you to comply with the law since schools are bound to refuse admission to your child if the records of immunization are not available.

Immunization	Number of Doses
Polio	3-4 doses and the last dose must be given after age 4 years prior to Kindergarten
Hepatitis B	3 doses at specific intervals*
Diphtheria/Pertussis/Tetanus	4-5 doses and the last dose must be given after age 4 years prior to Kindergarten
Measles/Mumps/Rubella	2 doses received prior Kindergarten
Tdap	Students 11 years or older entering Grades 6 through 12 are required to have one dose of Tdap. Students who are 10 years old in Grade 6 and who have not received a Tdap vaccine may enter but must receive the vaccine when they turn 11 years old.
Varicella	2 doses for incoming Kindergarteners, and Grades 7, 8, 9 and 10.
Meningococcal	1st dose required prior to admission into Grades 7 and 8 and 2nd dose required prior to entrance to Grade 12. 2nd dose not required if 1st dose was given at age 16 or older.

\*Hepatitis B doses must be given with 4 weeks between 1<sup>st</sup> and 2<sup>nd</sup> doses, 8 weeks in between 2<sup>nd</sup> and 3<sup>rd</sup> doses, 16 weeks between 1<sup>st</sup> and 3<sup>rd</sup> dose.

#### PROOF OF IMMUNIZATION SHOULD BE PRESENTED AT REGISTRATION.

Proof of immunization must be any of 1 of the 3 items listed below:

- An immunization certificate signed by your health care provider
- Immunization Registry report (NYSIIS or CIR from NYC) from your health care provider or your county health department
- A blood test (titer) lab report that proves your child is immune to the diseases
- For varicella (chickenpox), a note from your health care provider which says your child had the disease is also acceptable.

#### SCHOOL HEALTH SERVICES WAPPINGERS CENTRAL SCHOOL DISTRICT SCHOOL

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# **REQUEST FOR MEDICAL EXEMPTION TO IMMUNIZATION**

Student Name:	DOB:	Grade:	_ID#:
			-

	To Be Comple	ted By Health Car	e Provider Every School Year				
Immun	ization/s which cannot be ad	ministered:					
	□ DPT/DTaP/Tdap	🗆 Polio	$\square$ MMR				
	🗆 Hepatitis B	□ Varicella	Meningococcal Meningitis				
Reason							
Name o	Name of licensed provider (Please print or use stamp)						
Provide	er signature		Date				
Provide	er phone						

NYSDOH Public Health Law requires adequate dose or doses of immunizing agents against diphtheria, pertussis, tetanus, poliomyelitis, mumps, measles, rubella, hepatitis B, meningococcal meningitis and varicella for school entry.

New York State Law Section 66-1.3 (7) (c)-Requirement for School Admission permits medical exemption to required immunizations if the parent/guardian provides a certificate from a physician, licensed to practice medicine in New York State, that one or more of the required immunizations may be detrimental to the child's health.

The Centers for Disease Control's (CDC) resources on contraindications to vaccination can be found at: <u>http://www.immunize.org/catg.d/p3072a.pdf</u>.

Your certificate should include:

- The specific immunization that is medically contraindicated
- The reason for the medical contraindication

Please return this form to the school Health Office. It will then be sent to the WCSD Medical Director for approval.

This document will be filed with the student's cumulative health record.



STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234 Office of P-12

> Elisa Alvarez, Associate Commissioner Office of Bilingual Education and World Languages

55 Hanson Place, Room 594 Brooklyn, New York 11217 Tel: (718) 722-2445 / Fax: (718) 722-2459 89 Washington Avenue, Room 528EB Albany, New York 12234 (518) 474-8775 / Fax: (518) 474-7948

# Home Language Questionnaire (HLQ)

Dear Parent or Person in Parental Relation:

In order to provide your child with the best possible education, we need to determine how well he or she understands, speaks, reads and writes in English, as well as prior school and personal history. Please complete the sections below entitled Language Background and Educational History. Your assistance in answering these questions is greatly appreciated. Thank you.

STUDENTN	AME:			
First	Middle	Last		
DATEOFBI	RTH:		G ENDE R :	
			Male	
Month	Day	Year	Female	
PARENT/P	ERSONIN PARENTAL	RELATIC	DNINFO:	
Last Name		First Nam	е	Relation to

#### HOME LANGUAGE CODE

Language Background (Please check all that apply.)						
1. What language(s) is(are) spoken in the student's home or residence?	English	Other				
				specify		
2. What was the first language your child learned?	English	Other				
				specify		
3. What is the Home Language of each parent/guardian?	Parent 1		Parent 2			
		specify		specify		
	Guardian(s)					
			specify			
4. What language(s) does your child understand?	🗅 English	Other				
				specify		
5. What language(s) does your child speak?	🖵 English	Other		Does notspeak		
			specify			
6. What language(s) does your child read?	English	Other		Does not read		
			specify			
7. What language(s) does your child write?	English	Other		Does not write		
	5		specify			

This section to be completed by district in which student is registered.					
SCHOOLDISTRICTINFORMATION:	STUDENTIDNUMBERINNYSSTUDENT InformationSystem:				
District Name(Number) & School: Address:					

# Home Language Questionnaire (HLQ)—Page Two

Educational History
8. Indicate the total number of years that your child has been enrolled in school
<ul> <li>9. Do you think your child may have any difficulties or conditions that affect his or her ability to understand, speak, read or write in English or any other language? If yes, please describe them.</li> <li>Yes* No Not sure</li> <li>Image: No No</li></ul>
How severe do you think these difficulties are?  Hinor Somewhat severe Very severe
<b>10a.</b> Has your child ever been referred for a special education evaluation in the past? INO Yes* *Please complete 10b below
10b. * <u>If referred for an evaluation</u> , has your child ever <u>received</u> any special education services in the past? □ No □ Yes – Type of services received:
Age at which services received (Please check all that apply): <ul> <li>Birth to 3 years (Early Intervention)</li> <li>3 to 5 years (Special Education)</li> <li>6 years or older (Special Education)</li> </ul>
10c. Does your child have an Individualized Education Program (IEP)? 🛛 🗅 No 🗳 Yes
11. Is there anything else you think is important for the school to know about your child? (e.g., special talents, health concerns, etc.)
12. In what language(s) would you like to receive information from the school?
Month: Day: Year:
Signature of Parent or of Person in Parental Relation Date
Relationship to student: Deparent Department Provide Parent Department Provide Parent Department Provide Parent Department Provide Parent Provide Parent Provide Parent Department Provide Parent Provide Par
OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ
NAME: POSITION:
IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS:
NAME/POSITION OF QUALIFIED PERSONNEL REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW
NAME: POSITION:
**Date of Individual Interview: Mo Day YR. OUTCOME of INDividual INTERVIEW: MO Day YR. OUTCOME of INDividual INTERVIEW: Administer NYSITELL DengLish Proficient INTERVIEW: Refer to Language Proficiency Team
NAME/POSITION OF QUALIFIED PERSONNEL ADMINISTERING NYSITELL
NAME: POSITION:
Date of NYSITELL       Proficiency Level         Administration:       Achieved on NYSITELL:         Mo.       Day YR.
FOR STUDENTS WITH DISABILITIES, LIST ACCOMMODATIONS, IF ANY, ADMINISTERED IN ACCORDANCE WITH IEP PURSUANT TO CSE RECOMMENDATION:



# SOCIAL - HOME SURVEY: KINDERGARTEN ONLY

Please complete this survey and return to your child's kindergarten teacher. It will be placed in your child's permanent record folder and limited to use by the school staff. This survey will be removed from your child's folder at the end of the primary grades. Parents who wish the removal of the form prior to this should contact the building principal.

Date:	Signa	ature:			
Child's Name:					
What name does	s your child prefer to b	ecalled?			
With whom doe □ Parent	s your child live? (Che □ Additional Paren	1 1	5 /	□ Other _	
Where does you	r child fall in the famil	y order?			
First Child	□ Middle Child	□ Last child	□ Only child	□ Other _	
Has your child a	attended nursery schoo	ol or daycare?		□ Yes	□ No
Name			Phone Number	ſ	
May we call for	information?			□ Yes	□ No
CHILD DEVEL	OPMENT				
Can your child o	dress him/herself?			□ Yes	□ No
Can your child t	ake care of his/her bat	hroom needs?		□ Yes	□ No
Can your child f	ollow directions?			□ Yes	□ No
Can your child a	attend to a story or acti	vity for 15 – 20	) minutes?	□ Yes	□ No
Has your child o	hosen which hand he/	she prefers to 1	use?	□ Yes	□ No
If yes, which ha	nd?			□ Left	□ Right
Can you and/or	others understand you	ır child's speec	h?	□ Yes	□ No



Do you think your child will require special assistance in any of the areas listed below?

1. Speech	□ Yes	□ No	
2. Behavior	□ Yes	□ No	
3. Rate of Learning	□ Yes	□ No	
4. Health	□ Yes	□ No	
5. Coordination	□ Yes	□ No	
How often do you read to yourchild?			

Are there any hobbies or interests that you or your family would be willing to share with your child's kindergarten class?

Please share any other information about your child that you feel would be helpful for his/her teacher to know. Some examples are: special interests, unusual experiences, and fears, family history – which may include custody and/or health issues – such as food allergies, problems with eating or sleeping. If you prefer, you may share specific information by speaking directly to your child's teacher.

Academic Strengths/Needs:

**Behavioral Strengths/Needs:** 

Social/Emotional Strengths/Needs:

Work/Organizational Skills Strengths/Needs:

Additional Comments, Information and Suggestions:

**Academic Records:** Examples: copy of most recent report card, marks given up to last date of attendance in former preschool/nursery, and any special education records you can provide.



# STUDENT INFORMATION PROFILE: GRADES 1 – 12 ONLY

Welcome to the Wappingers Central School District. We would like to take every opportunity to know you and your child better and extend the opportunity for you to provide any information you think is important.

Student's Name:\_\_\_\_\_Grade Level: \_\_\_\_\_

Parents' Signature: \_\_\_\_\_

Academic Strengths/Needs:

**Behavioral Strengths/Needs:** 

Social/Emotional Strengths/Needs:

Work/Organizational Skills Strengths/Needs:

Additional Comments, Information and Suggestions:

#### Academic Records

Examples: copy of most recent report card, marks given up to last date of attendance in former school, and any special education records you can provide.

For Office Use Only: Please Return Form to Main Office Student Cumulative Folder



# **RELEASE OF STUDENT INFORMATION**

Date: \_\_\_\_\_

Dear Educator,

The following student has enrolled in the Wappingers Central School District. Please forward copies of records, including report cards, health, and any other pertinent information to the address indicated below.

Thank you for your attention to this request.

Student Name:	Date of Birth:	
Home Address:		
WCSD School:	Grade:	

I hereby authorize the release of the above mentioned records and any other pertinent information concerning my child.

SIGNATURE OF PARENT/GUARDIAN	DATE
Wappingers Central School District	□ Birth Certificate
Please fax records to 845-896-1459	□ Immunizations
If you need to call the Central Registrar, please dial 845-298-5000 x 40132.	□ <i>IEP/504</i> *
	□ ENL/NYSESLAT/NYSITELL
	Record*
Previous school information:	□ Transcript
Name of School:	——□ Discipline Record*
Address:	
Please Return Requested Records to: Susan Aboshanab, Central Records Associate: susan.aboshana OR Martha Bulding-Puig	
Bilingual Services Associate/Asociada de Servicios Bilingue: <b>martha</b> Wappingers CSD Central Registration	.puig@wcsdny.org
PO Box 396 Hopewell Junction, NY 12533	



# **School Health Services**

SCHOOL

# HEALTH DATA SHEET

Student	Date of Birth	Gender	
arent NameAdditional Parent Name			
Parent Phone # Home	WorkCell		
Additional Parent Phone # Home	Work	Cell	
Parent Address			
Additional Parent Address			
With whom does this child live?			
$\square$ Both Parents $\square$ Parent $\square$ Additiona	l Parent □Guardian Other		
Student's Physician	Phone #		
Emergency Contact if parent/guardia	an cannot be reached:		
Name	Relationship to Student		
Phone #			
<b>PRENATAL</b> A Did the mother have any unusual pro breech, forceps or Cesarean delivery?	5 I 0	y or the birth such as	
Was this infant born: □ Full term □ Premature □ Post mature What was this infant's birth weight?lboz. Did this infant have any sickness or problems while in the hospital, such as jaundice, apnea spells or convulsions? □ Yes □ No If yes, please explainbriefly:			
Please give an approximate age at wl said single wordssaid sent Please briefly describe this child's ov	tenceswas toilet traine	ed	



# School Health Services: HEALTH CONDITIONS

Please check any that are a chronic problem. □ Seizures

□ Epilepsy □ Heart Problems

*If your child has any of the above, please contact the school nurse.* 

D H	igh Fevers	□ Eye Problems	□ Poor Vision	□ Poor Hearing □	Crossed Eyes
Π Tι	ubes in Ears	□ Bed wetting	□ Bowel Problems	s □ Toothaches	Dental Infections

□ Frequent Headaches □ Frequent Nosebleeds □ Frequent Ear Infections

 Other □ Frequent Sore Throats

# MEDICAL INFORMATION

Does this child have any allergies?  $\Box$  Yes  $\Box$  No

If yes, to what? \_\_\_\_\_

□ Diabetes

What are the child's triggers to this/these allergies?

What are the child's reactions to this/these allergies?\_\_\_\_\_

What treatment or medication does this child require for this/these allergies?

Does this child have asthma that has been diagnosed by a physician? □ Yes □ No If yes, what treatment and/or medication has been prescribed?

Does this child have any medical condition other than listed above? □ Yes □ No If yes, please explain.\_\_\_\_\_

# **INJURIES, ILLNESSES, AND SURGERIES**

Please list any severe injuries, illnesses and/or surgeries:



## ADDITIONAL INFORMATION

Is this child on daily medication? □ Yes □ No If yes, please list.\_\_\_\_\_

Is this	child on m	edication on	a regular ba	sis, but not	daily? □ Yes ¤	⊐ No
If yes,	please list.	_				

Do any family members have any long-term illness, such as diabetes, cancer, high blood pressure, etc.? 

Yes 
No If yes, please list the illness and the relationship of the person to this child.

Do you have any other comments or concerns about this child's health, development, behavior, family or home life that you would like the school to be aware of? □ Yes □ No

If yes, please explain.	

Completed by:	Date:
1 5	

Relationship to child:\_\_\_\_\_

Would you like a conference with the school nurse?  $\Box$  Yes  $\Box$  No



# **School Health Services**

New York State Law, as well as local regulations, strictly outlines the rules that schools must follow concerning medication administered in school.

The overall guideline is that such dispensing of medication must be kept to a minimum; therefore, it is administered only with specific written physician's order and only when deemed necessary to be given during school hours.

Nurses are required to follow these regulations:

- 1. The nurse should administer medication only as necessary.
- 2. Instructions for administering medication must be in writing from the physician and include:
  - a. The name of the student
  - b. Medical condition of the student
  - c. The name of the medication
  - d. The medication dosage and time the medication is to be given
  - e. A list of possible side effects
- 3. A Parent Permission form must be filled out by the parent/guardian.
- 4. Medication MUST be brought to the school by the parent/guardian. It may NOT be sent to the school with the student. All medication MUST be in a properly labeled original container.
- 5. New prescriptions and physician's orders are required at the beginning of each school year.
- 6. All unused medication must be picked up by the parent/guardian within 7 days after it is no longer needed or it will be disposed of.
- 7. All prescribed medications will be kept in a locked cabinet and dispensed only by authorized personnel.
- 8. If, at any time, the physician wishes to change the dosage, he/she must submit this requestin writing.
  - a. A verbal or telephone request/order from the physician or parent is not acceptable.
- 9. Special guidelines apply to field trips. Contact the school nurse for specific information.
- 10. The term "medications" is a broad one referring to both prescription and non-prescription (over-the-counter) drugs and treatments.



# **School Health Services**

\_SCHOOL

# PARENT PERMISSION FOR IN-SCHOOL MEDICATION

Student\_\_\_\_\_Grade\_\_\_Room\_\_ID#\_\_\_\_

Date: \_\_\_\_\_

I give permission to the school nurse or designated school personnel to administer \_\_\_\_\_\_\_\_ as prescribed by the physician.

(Physician prescription attached.)

This medication is to be administered as ordered during the current school year. Any changes to the medication order from the physician will need to be given, in writing, to the school nurse.

I hereby give permission to the school nurse or designated school personnel for appropriate communication with the ordering prescriber-related to the above medication.

I have furnished the medication in a properly labeled original container from the pharmacy. I have provided the medication in the dosage ordered.

I hereby release the school nurse or designated school personnel and the Board of Education of any liability relative to the administration and/or reaction of the medication on the above named student.

Parent/Guardian Signature

Home Phone:\_\_\_\_\_\_Work Phone:\_\_\_\_\_

Cell Phone: \_\_\_\_\_

Please indicate times and dosage of any and all medications taken at home in the space below.



# **Dental Health Certificate**

Dear Parent/Guardian:

As per NYS Law 8 CRR-NY 136.3, It shall be the duty of the trustees and boards of education to request that each student, within 30 days of entrance into school and within 30 days after entrance into the 1st, 3rd, 5th, 7th and 9th grades submit a Dental Health Certificate to the School's Health Office.

The Dental Health Certificate must contain a report of a comprehensive dental examination and shall be signed by a duly licensed dentist or a registered dental hygienist who is authorized to practice in New York State. The dentist shall describe the dental health condition of the student when the examination was made. The Dental Health Certificate shall not be more than twelve months before the commencement of the school year in which the examination is requested.

Please bring this form to your dentist and return the completed form to the Health Office of your child's school within 30 days of enrollment. Or you can submit this completed form with your registration packet.

Student Name: \_\_\_\_\_

Date of Comprehensive Dental Examination:

□ No Treatment Required □ Treatment in Progress □ Treatment Completed

Student is in fit condition of dental health to permit school attendance:  $\Box$  Yes  $\Box$  No

Print Name of Dentist:

Signature of Dentist: \_\_\_\_\_

Address of Dentist:

Telephone Number of Dentist:\_\_\_\_\_



## Student Records/Directory Information (FERPA Rights) Annual Notification

The Board of Education recognizes the legal requirement to maintain the confidentiality of student records. The procedures for ensuring the confidentiality of student records shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The Superintendent of Schools shall be responsible for ensuring that all requirements under federal statutes and Commissioner's Regulations be carried out by the district.

# **Annual Notification**

At the beginning of each school year, the district will publish a notification that informs parents, guardians and eligible students currently in attendance of their rights under FERPA and the procedures for exercising those rights. This notice may be published in a newspaper, handbook or other school bulletin or publication. This notice will also be provided to parents, guardians, and eligible students who enroll during the school year.

The notice will include a statement that the parent or eligible student has a right to:

- 1. inspect and review the student's education records;
- 2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- 3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
- 4. file a complaint with the U.S. Department of Education alleging failure of the district to comply with FERPA and its regulations; and

In addition, the annual notice will inform parents/guardians and eligible students:

 that it is the district's policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests. For purposes of this policy, a school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law



enforcement unit personnel; a member of the Board of Education; a person or company with whom the district has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks). A school official has a legitimate educational interest if the official needs to review a student record in order to fulfill his/her professional responsibilities.

- 2 that, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 3. of the procedure for exercising the right to inspect, review and request amendment of student records.

The district shall arrange to provide translations of this notice to non-English speaking parent(s) or guardian(s) or eligible student(s) in their native language or dominant mode of communication.



# WCSD Bus Transportation To/From Private Child Care or Registered Day Care Providers 2025-26 School Year

WCSD Students in grades K-8 are eligible for bus transportation to and/or from a private child care or registered day care provider if the student's legal residence <u>and</u> the child care provider's location are <u>both</u> located within the boundaries of the WCSD.

Transportation requests must be completed every year, even if there is no change to your student's day care/ child care provider. All day care requests must be for five (5) days per week, to and/or from school. If a request is made for less than five (5) days per week, a note will need to be given to the school daily and the pick-up and drop-off location will be assigned to an existing stop on an existing route.

**Day Care Providers** that <u>are registered</u> under Section 390 of the NYS Department of Social Services are entitled to transportation to and/or from locations within the boundaries of Wappingers Central School District. A "CHILDCARE TRANSPORTATION REQUEST" form must be received before the 4/1/25 deadline. All requests received after 4/1/25 will be considered late and may not be approved.

**Private Child Care** locations that **are not licensed or registered** under Section 390 of the NYS Department of Social Services are restricted to transportation only within the **attendance zone** of the school your child attends. Transportation, to and/or from, must be within the boundaries of the school the child is attending. If you are late, please be sure to plan accordingly as there may not be a bus available to and/or from your chosen private child care provider.

WCSD bus routing is complete by the end of August. This is to ensure the safety of your child, the bus driver, their teacher, the school and Transportation Department, as all need to be aware of all assigned buses and bus stops.

Child Care Transportation Request Forms are available on our website at **www.wappingersschools.org** and also in the main office of all K-8 schools. Please fill out one form per student. Return the form to your child's home school for the Principal's approval. Please allow five (5) days for processing once Transportation receives the form.

If you are new to the District, please make an appointment with the WCSD Central Registrar to register your child for transportation at **845-298-5000 ext. 40132**. For families who become district residents after **4/1/25**, a transportation request must be submitted within thirty (30) days of establishing district residency. If you have any questions regarding Transportation, please call 845-298-5225.



Students in Grades K-8 are eligible for childcare transportation. A new childcare form must be submitted every year preceding the next school year, even if there is no change, and must be received by the April 1<sup>st</sup> deadline. Registered daycare providers are entitled to transportation to and/or from locations within the boundaries of WCSD. Private childcare locations that are not licensed or registered are restricted to transportation only within the attendance zone of the school your child attends. An existing stop on an existing bus route within the child's individual school attendance zone will be offered for requests received after April 1<sup>st</sup>. Please visit our Transportation page on our district website for more information. www.wappingersschools.org

CURRENT SCHOOL YEAR		CHILDCARE TRANSPOI	RTATION REQUEST	NEXT SCHOOL YEAR	
	Date	School:		Grade:	Gender: 🗌 M 🗌 F
ent	Student's Firs	t Name:	s	Student's Last Name:	
Student	Home Addres	s (no POBox):			
S	Home Phone:		Cell:	w	/ork:
	Childcare Pro	vider'sName:			
Childcare	Childcare Pro	vider's Address:			
ildc	Childcare Pro	vider's Phone:			
ch			AM Pick-up (Same location PM Drop-off (Same location		Home Childcare Provider Home Childcare Provider
I certify t	hat all informati:	on contained on	this form is accurate and that t	the student is under the car	e of the specified childcare provider.
Print Na	me of Parent/	LegalGuardian:			
Parent/	Guardian Signa	ature:		Date	2:
Parent/	Guardian emai	l:			
Verificat	tion: Principal/	Representative	e Signature:	D	ate:
		•••	per student - Return to t ust be submitted each tin	-	
SCHOOL OFFICE STAFF: PLEASE SCAN THIS FORM TO TRANSPORTATION UPON COMPLETION PLEASE ALLOW FIVE DAYS FOR PROCESSING					

Childcare transportation requests for families who become district residents after the April 1<sup>st</sup> deadline must be submitted within thirty (30) days of establishing district residency or transportation may not be available.



Art Schouten • Director of Instructional Technology, Data, Assessment and TechnologyEducation 25 Corporate Park Drive • P.O. Box 396 • Hopewell Junction, NY 12533 • (845) 298-5000 x40180 • Fax (845) 896-1973

# **Computer Use Background Information**

The Wappingers Central School District is committed to providing quality educational services to our staff, students, and school community. As part of these services, the District may provide staff and students with access to district computer-based devices and related services. The access to or use of district devices is intended for the purposes of education, school business, school operations, teaching, learning, and duties. This includes, but is not limited to: the Internet, including online services and electronic communications; hardware, such as computers; software; networks; information systems; electronic/digital files; and store of data/information.

The Board of Education's policies and procedures regarding the acceptable use of district computer systems place an obligation on both the district and the students and staff that use its technology. (The Board's computer use policies are in part 4526 of the district's Policy Manual. The entire manual is on the BoardDocs part of the district's website [http://www.boarddocs.com/ny/wcsd/Board.nsf]. Once there, click "Enter Public Site" and then the "Policies" link at the top of the next page.)

The district makes no warranties of any kind, either expressed or implied, for the district devices or the access provided. Furthermore, the District assumes no responsibility for the quality, availability, accuracy, nature, or reliability of the material or information provided on district devices.

Acceptable use of district devices is for the purpose relating to a user's status with the District. This guideline does not attempt to articulate all acceptable uses of district devices and related services. In addition, it is not the intention of this guideline to define all inappropriate usage. All users shall adhere to this guideline and the laws, policies and rules governing computers and computer networks, electronic communications, the Internet, and Technology.

#### Acceptable Use:

In accordance with the responsible use of district devices and related services:

- The district offers equal access to computers.
- The district will respect privacy rights while prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding students and staff.
- The district will provide a safe venue for computer use through the use of Internet filters and staff supervision. It is recognized that the district cannot control everything that appears on a computer screen.
- Use of the district's systems is a privilege, rather than a right, subject to revocation by the district.

## Prohibited Use.

The following uses, though not intended to be all-inclusive, are among those considered unacceptable and are expressly prohibited. If a student has a question regarding whether a particular activity or use is acceptable, he or she should seek guidance from their teacher or principal or the District's Office of Technology, Testing, and Assessment. Staff should direct their questions to the Office of Technology, Testing, and Assessment.

Prohibited activities include, but are not limited to:

- Use of district devices and related services that violates Federal law, State law, local law, regulations of the Commissioner of Education, New York State Education Law, or school board policies as labeled above.
- Use of district devices and related services for the reproduction or dissemination of information that violates privacy rights, copyright laws, licensing agreements, and policies and regulations of the District.
- Use of district devices and related services for commercial activity including advertising that is not related to work at the District.
- Unauthorized installation of software and hardware. Software from outside sources, such ashome or from the Internet, is not authorized to be used on district devices unless expressed written authorization has been obtained from District administration.
- Intentionally causing harm or damaging district devices, including unauthorized modification of electronic information of others or the District. This includes hacking and other activities that may knowingly harm or disrupt district devices or electronic information of others or the District. Use of district devices or other services for malicious, fraudulent, or misrepresentative purposes is not acceptable.
- Creating, viewing, downloading, reproducing, or disseminating any material considered harmfulto minors or any illegal material.
- Creating, viewing, downloading, reproducing, or disseminating any material that is obscene, offensive, abusive, racist, sexist, containing sexually explicit material, or is considered harassing, intimidating, or bullying.
- Making, using, or installing illegal copies of copyrighted software or files and storing them on district systems or sending them to other networks.
- Using district servers to store personal files, such as music or personal photographs, without a system administrator's permission.

#### Website and Web Content

The Internet and World Wide Web provide valuable connectivity and access to information. In terms of employees creating web pages, this should be done in collaboration with your school's Principal, supervisor, or designee. Employees are encouraged to use the many tools now available to create helpful and relevant web pages as part of their school or District's website. Every employee should

proof read all content for appropriateness, spelling, and grammar. Adherence to the FERPA and Copyright regulations are required. Sound practices relating to teacher, classroom, team, department, school or District websites and web content are to be followed.

#### **Additional Topics:**

- The district retains control, custody, and supervision of all computers, software, networks, and Internet services owned or leased by the district.
- Students and staff have no expectation of privacy in their use of district computers including, but not limited to, personal email, private files, and stored files.
- The district reserves the right to monitor all computer and Internet activity by users and to review on-line activities.
- Students and staff should avoid disclosing personal information through the Internet without the specific permission of a parent or adult supervising computer use.

#### **Penalties for Improper Use:**

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including but not limited to, suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

#### **Disclaimer:**

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses damages, costs, or other obligations arising from the use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees. I have read, understand, and agree to abide by the provisions of the Acceptable Use Policy of the Wappingers Central School District.



# **Student Technology Use Permission Form**

Please sign this form and return to your child's school. You should keep the **Computer Use Background Information** form for your own records.

- I desire to be given access to the district's computers, networks, software and Internet connection.
- I have read the District's *Computer Use Background Information* form.
- I understand that I will use computers and the Internet for educational purposes and not for noneducational, unlawful, or harmful purposes.
- I understand that I will follow the directions of the adult supervising an area with computers.
- I understand that I will follow generally accepted rules of network etiquette, interpersonal relations, and regard for property.
- I understand that violations of these guidelines will be dealt with in a manner consistent with district codes of conduct.

Note: According to Board of Education Policy, if the account holder is a student under the age of 18, such student's parent or guardian must complete the following:

As parent/guardian or **person(s) in parental relation** to this student, I have read the Wappingers School District's Computer Use Background Information form. I understand that computer and Internet access is for educational purposes and that both the District and its staff and students are responsible for appropriate use of computer systems. I also recognize and understand that while the District maintains filtering systems and other network safeguards, it is impossible for the District to restrict access to all controversial materials on the Internet and I will not hold them responsible for materials that my child may acquire on the Internet.

I hereby give permission for the school district to provide my child with access to district computers, networks, and the Internet.

Student's Full Name:	
Student's School:	
Please Print Parent/Guardian Full Name:	
Signature:	Date:



## BLACKBOARD MASS NOTIFICATION SYSTEM DIRECTIONS

Dear Parents and Guardians,

Welcome to Wappingers Central School District! Our District is committed to providing timely communication to all of our families and staff. Blackboard Connect allows our District to share information with parents and staff members on matters such as attendance, general interest activities, as well as building and District emergencies. In addition to allowing the District to communicate with traditional email, telephone and text messages, Blackboard Connect has a mobile app customized for our District.

Parents registering their child for Kindergarten will receive an email over the summer from Blackboard with the Parent ID and a temporary password to log into your mass notification account. Simply follow the steps below to login to your account through the secure Blackboard Connect web site or by downloading the mobile app.

We invite all families to download the FREE District Blackboard app through the <u>iTunes store</u> or <u>Google</u> <u>Play</u>. Blackboard Connect allows you to control how the District contacts you.

#### Steps for updating your account from a computer:

Enter the following URL into your web browser: https://wappingersschools.parentlink.net/main/login

1. Enter the Parent ID and temporary password provided by the District in a separate email. The system does provide the possibility of logging into your account with your Facebook or Google account, if you choose. The first time you login, the system will prompt you to change your password. Passwords must be a minimum of six characters. Once you type in your new password, retype it to confirm, click on save.

[Note: Blackboard Connect has a strict privacy policy and does not sell or distribute your contact information to any 3<sup>rd</sup> party.]

2. Once you've logged into your account, you're ready to customize your contact preferences. Locate the **Account** tab located on the right-hand sign of the screen (in the black bar and click to open. The first tab (**Account Info**) allows you to update your first and last name, gender and select the language you would prefer to receive your emails. Under "Delivery addresses" you can add, remove or update email addresses or phone numbers by selecting Add. A dropdown box appears to select if you want to add a phone number, Text/SMS, email address, and mailing address. Make sure that you click **SAVE** when you are done making changes to customize how the District communicates to you, click on the **Delivery Preferences. Once opened you will see** 



**Emergency**, Attendance, Balance, Survey and Other. For each type of contact you have entered (phone number, Text/SMS, email address, and mailing address) you can uncheck a box by clicking on the green icons to the right. If you place your mouse over each icon, the type of notification will appear. The contact choices in the order they appear are **push notification** (this would be to a mobile device), **text/SMS**, **phone** and **email address**). Once you select a notification type, any contact information you have added will appear. If you do not want a number called or email address used, simply uncheck the box. You must have at least one contact selected for eachcategory.

#### Download the FREE mobile app in three easysteps.

- 1. On your smartphone go to the
  - a. iTunes App Store (Click or go to: <u>https://itunes.apple.com/us/app/wappingers-</u> <u>csd/id1227452354?mt=8</u> or
  - b. Google Play (Click or go to:\_ <u>https://play.google.com/store/apps/details?id=com.blackboard.community.wappingerssch</u> <u>ools&hl=en</u>).
- 2. Search for Wappingers CSD
- 3. Then select our Wappingers app for free download
- 4. Once download, login using the parent ID and temporary password (unless you have already updated your password) sent via email from the District.
- 5. From an iPhone device, go to Settings and choose Follow Schools to customize which the notifications you want to receive. You can have notifications sent to your mobile device from the specific schools you choose and the District.
- 6. From an Android device, go to Settings and choose

School news in the palm of your hand, your new WCSD mobile app is just a few taps away. Download it today!

Thank you for staying connected to our District. We hope you enjoy Blackboard Connect!