



Menands Union Free School District

19 Wards Lane, Menands, NY 12204

T (518) 465-4561 F (518)- 434-2840

www.menands.org

Welcome to the Menands School District! Please complete one packet for each child you are registering.

PROOF OF RESIDENCY: When you register by appointment, the parent (s) or person(s) in parental relation to the child will be required to submit (3) forms of documentation establishing residency in the school district, including but not limited to, the following:

- A copy of a residential lease; deed; or mortgage statement
- A statement by a third-party landlord, owner, or tenant from whom the parent(s)/guardian(s) lease from or live with (notarized affidavit)
- Such other statement(s) by a third party establishing the physical presence of the parent(s)/guardian(s) in the school district.
- Pay stub
- Income tax form
- Utility or other bills
- Membership documents based upon residency (e.g. library cards)
- Voter registration document(s)
- Official driver's license, learner's permit, or non-driver ID
- State or other government issued identification
- Documents issued by federal, state, or local agencies
- Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers

The Menands School District will make a residency determination based upon the material provided by the parent(s)/guardian(s).

PROOF OF AGE: In order to determine a student's age, a certified transcript of a birth certificate or record of baptism, (including a certified transcript of a foreign birth certificate or record of baptism) is required. If such documents are not available a passport would be accepted.

HEALTH REQUIREMENTS: NY Public Health Law §2164(7) (a) states no child can be admitted to attend school, in excess of fourteen days, without certification provided as evidence of the child's immunization against polio, mumps, measles, diphtheria, rubella, varicella, hepatitis B, pertussis, tetanus, and where applicable Haemophilus influenza type b (Hib) and pneumococcal disease. If parent is transferring from out- of-state or from another country and can show a good faith effort to get the necessary certifications the 14-day period can be extended to not more than 30 days. Each new entrant is also required by NY Public Health Law to submit proof of a health examination which shall not be more than (12) months prior to the commencement of the school year.

Once you have all the required documentation, you're ready to register your child.
Please contact Liz Mentiplay at (518) 465-4561 Ext. 101 to make an appointment for registration or email: lmentiply@menands.org

When all paperwork has been submitted, reviewed, and determined complete, you will be notified with your child's start date, teacher assignment, and transportation information.

Sincerely,

Liz Mentiplay
Menands UFSD Registrar

MENANDS SCHOOL CONTACT LIST

Department	Contact	Phone Number	Email
Registration and Transportation	Liz Mentiplay	518-465-4561 x 101	lmentiply@menands.org
McKinney Vento Liaison Guidance Counselor	Audrey Franke Cheri VandenBerg	518-465-4561 x 115 518-465-4561 x 156	afranke@menands.org cvandenberg@menands.org
Special Education	Audrey Franke	518-465-4561 x 115	afranke@menands.org
Health Office	Diane Roseberger	518-465-4561 x 109	droseberger@menands.org
Cafeteria	Mike Tehan	518-465-4561 x 120	mtehan@menands.org
After School Child Care	CYC	518-438-9596	info@colonieyouthcenter.org

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ENROLLMENT CHECKLIST

For Parent/Guardian:

- ☐ **Proof of Age:** Student's Birth Certificate, Baptismal Certificate, or Passport
- ☐ **Immunization Records**
- ☐ **Physical exam (within one year)**
- ☐ **Residency Questionnaire**
- ☐ **Proof of Residency: mortgage statement/deed/lease agreement - + 2 additional**

*An Affidavit of Residency must be filled out and notarized **ONLY IF** the parent/guardian resides in dwelling that they do not lease or own.

- ☐ **Photo ID of parent/guardian registering student (driver's license or passport)**
- ☐ **Student Registration Form complete with parent signature**
- ☐ **Foreign Language questionnaire**
- ☐ **School Records Release Form**
- ☐ **IEP (if applicable)**
- ☐ **Custody Paperwork (if applicable)**

For School Use only:

- ☐ **Determine enrollment eligibility OR give 3 days to provide missing information**
—
- ☐ **McKinney-Vento determination –STAC202 Completed**
—
- ☐ **Application complete and accepted**
—
- ☐ **Application incomplete. Information needed: _____**
—

STUDENT AGREEMENT

As a student of the Menands Union Free School District, I acknowledge that I have read the student handbook concerning use of student information, computer use and the school's conduct/disciplinary policy. I agree to follow all the rules set forth in those documents. I also agree to accept the consequences for my actions should I break any of those rules.

Student Name (Print): _____

Student Signature: _____ **Date:** _____

PARENT/GUARDIAN AGREEMENT

As parent/legal guardian of the student signing above, I acknowledge that I also have read and agree to the rules, regulations, and policies set forth in this handbook.

Parent Name (Print): _____

Parent/Guardian Signature: _____ **Date:** _____

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AUTHORIZATION FOR THE RELEASE OF RECORDS/INFORMATION

The Federal Family rights and Privacy Act (FERPA) requires schools to have written consent from a parent or legal guardian before releasing educational records

Date of Request: _____

STUDENT INFORMATION

Student Name: _____

Parent/Guardian Name: _____

Last School Attended: _____

Date of Birth: _____ Grade: _____

Relationship to Student: _____

Prior School Phone: _____

Prior School Fax: _____

USE AND DISCLOSURE INFORMATION

I, the undersigned, do hereby authorize _____

{Name of agency or educational institution maintaining records}

to disclose and deliver the complete education records maintained under the above name including but not limited to the following
(Please check all that apply):

<input type="checkbox"/> Grades and Transcripts	<input type="checkbox"/> Psychological & Educational Testing	<input type="checkbox"/> Other (specify) _____
<input type="checkbox"/> School Health Records	<input type="checkbox"/> Special Education Records/Most Recent IEP	
<input type="checkbox"/> Scores (if applicable)	<input type="checkbox"/> Discipline	

The education records checked above shall be delivered to:

Name: Menands School Registrar Liz Mentipty

School: Menands UFSD

Address: 19 Wards Lane
Menands, NY 12204

Phone: 518-465-4561 ext. 101 **Fax:** (518) 434-2840

Preferred Method of Transmission: Email: lmentiply@menands.org or Fax (above)

I understand that the information obtained by the Menands Union Free School District will be treated in a confidential manner under provisions of the Family Education Rights and Privacy Act (FERPA). FERPA prohibits disclosure of personally identifiable information without consent except in limited circumstances.

I understand that my consent for the release of records is voluntary and I can withdraw my consent at any time in writing. Should I withdraw my consent, it does not apply to information that has already been provided under prior consent for release.

Signature of parent/guardian: _____

Date: _____

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PROOF OF RESIDENCE FORM

Student's Name: _____

DOB: _____

Parent/Guardian Name: _____

Physical Address: _____ City/State/Zip: _____

Own or Rent (Please Circle One)

To enroll you must reside in the Menands Union Free School District. Solely owning property or a home does not constitute residency. Proof of residency is required before a student may be registered. Post office boxes will not be accepted. You must provide at least three (3) proofs from the following list. Your name and address must be indicated on these documents and they must be current.

One From Below:

___Mortgage Statement

___Purchase Contract (must contain both the seller's and the purchaser's name and the address of the property to be Purchased)

___Lease Agreement (must be current, legal, and valid between owner and renter, must contain the landlord's name, signature, address, and phone number.

Two Additional From Below:

___Tax Bill

___Driver's License

___Utility Bill

___Car Registration or Insurance ID

___Telephone Bill

___Credit Card Bill

___Cable/TV Bill

This documentation will be retained in the student's file along with other required documents.
Your child(ren) **will not** be admitted to the district until these forms have been received and verified.

Parent/Guardian Signature

Date

Approved by: Signature

Date

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Residency Questionnaire

Date: _____

Name of Student: _____
Last First Middle

Gender:

☐ Male

☐ Female

Date of Birth: ____/____/____
Month Day Year

Address: _____

Phone: _____

Email: _____

The answer you give below will help the Menands UFSD determine what services you or your child may be able to receive. Under the McKinney-Vento Act, students are entitled to immediate enrollment in school even if they do not have the documents normally required such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services.

**The McKinney-Vento Assistance Act of 1987 is a federal law that provides money for homeless shelter programs.*

Where is the student currently living? – Please check ONE box.

- ☐ In permanent housing
- ☐ In an emergency or transitional shelter
- ☐ In a motel/hotel
- ☐ With another family or person because of loss of housing or economic hardship
- ☐ In a car, park, bus, train, campsite, or abandoned building
- ☐ Other temporary living situation _____.

Print name of Parent, Guardian, or student

X _____
Signature of Parent, Guardian, or Student

Menands Union Free School District



112 West 10th, Menands, NY 12122

518-537-8300 or 518-537-8300

www.menands.org

AFFIDAVIT OF RESIDENCY – PROPERTY OWNER

(To be filled out in the event that proof of residence cannot be established through other documentation)

I, _____ being duly sworn, depose and say: _____ and his/her
(Property Owner) (Name of Parent/Guardian)

child(ren), _____, reside at my property located at _____.
(Name of child/ren)

My property is the actual and only residence of the parties named, and they reside there on a daily basis, and have so resided there for ____ months.

The sole purpose of this affidavit is to confirm the residence of parties named so that _____
Name of child/ren)

can attend the Menands Union Free School District tuition free.

I understand that the Menands Union Free School District has the right to conduct an Attendance Investigation to verify the residence of the parties named in this affidavit, including a visit to my property.

I also understand that _____ is/are not residing at my property solely for the reason of attending school within this district.

Any false statement made in this affidavit may be a crime subject to appropriate penalty as contained within the Penal Law of the State of New York.

I can be contacted at the number(s) listed below should the Menands Union Free School District require further information.

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Primary Property Owner Signature: _____

Sworn to before me this _____ day of _____, year _____

Notary Public



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.

STUDENT NAME:		
First	Middle	Last
DATE OF BIRTH:		GENDER:
		<input type="checkbox"/> Male
Month	Day	Year
<input type="checkbox"/> Female		
PARENT/PERSON IN PARENTAL RELATION INFO:		
Last Name	First Name	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?	<input type="checkbox"/> English	<input type="checkbox"/> Other	_____
			specify
2. What was the first language your child learned?	<input type="checkbox"/> English	<input type="checkbox"/> Other	_____
			specify
3. What is the Home Language of each parent/guardian?	<input type="checkbox"/> Parent 1	<input type="checkbox"/> Parent 2	_____
	<input type="checkbox"/> Guardian(s)		_____
			specify
4. What language(s) does your child understand?	<input type="checkbox"/> English	<input type="checkbox"/> Other	_____
			specify
5. What language(s) does your child speak?	<input type="checkbox"/> English	<input type="checkbox"/> Other	<input type="checkbox"/> Does not speak
			specify
6. What language(s) does your child read?	<input type="checkbox"/> English	<input type="checkbox"/> Other	<input type="checkbox"/> Does not read
			specify
7. What language(s) does your child write?	<input type="checkbox"/> English	<input type="checkbox"/> Other	<input type="checkbox"/> Does not write
			specify

THIS SECTION TO BE COMPLETED BY DISTRICT IN WHICH STUDENT IS REGISTERED:

SCHOOL DISTRICT INFORMATION:

STUDENT ID NUMBER IN NYS STUDENT
INFORMATION SYSTEM:

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 _____

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.

Yes* No Not sure

☐
☐
☐

*If yes, please explain: _____

How severe do you think these difficulties are? ☐ Minor ☐ Somewhat severe ☐ Very severe

10a. Has your child ever been **referred** for a special education evaluation in the past? ☐ No ☐ Yes* **Please complete 10b below*

10b. **If referred for an evaluation*, has your child ever **received** any special education services in the past?

☐
☐

No Yes – Type of services received: _____

Age at which services received *(Please check all that apply):*

☐

Birth to 3 years (Early Intervention)

☐

3 to 5 years (Special Education)

☐

6 years or older (Special Education)

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: ☐ Parent ☐ Other: _____

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:

ORAL INTERVIEW NECESSARY: ☐ No ☐ Yes

**DATE OF INDIVIDUAL
INTERVIEW:

MO

DAY

YR.

OUTCOME OF
INDIVIDUAL
INTERVIEW:

☐ ADMINISTER NYSITELL

☐ ENGLISH PROFICIENT

☐ REFER TO LANGUAGE PROFICIENCY TEAM

NAME/POSITION OF QUALIFIED PERSONNEL ADMINISTERING NYSITELL

NAME:

POSITION:

DATE OF NYSITELL
ADMINISTRATION:

MO.

DAY

YR.

PROFICIENCY LEVEL
ACHIEVED ON
NYSITELL:

☐ ENTERING

☐ EMERGING

☐ TRANSITIONING

☐ EXPANDING

☐ COMMANDING

FOR STUDENTS WITH DISABILITIES, LIST ACCOMMODATIONS, IF ANY, ADMINISTERED IN ACCORDANCE WITH IEP PURSUANT TO CSE RECOMMENDATION:



New Student Registration Form

Menands Union Free School District

19 Wards Lane

Menands, NY 12204

Phone: 518-465-4561

Fax: 518-434-2840

Student Information

Last Name: _____ First Name: _____ MI: _____

Grade: _____ Gender: _____ Date of Birth: _____ Home Phone: _____

Resident Address:

Street Address Apt/Room # City State Zip

Is this student a foster child? ☐ Yes If yes, what is the home district: _____
☐ No If yes, a DSS 2999 Form is required

Check box if for Transportation Only: ☐ School Registering for: _____

Previous Enrollment Information

Former Address (House #, Street, City, State, Zip, Apt #)

Has this student ever been ☐ Yes
enrolled in Menands ☐ No

Former School:

Name: _____

Address: _____

Phone: _____ Fax: _____

Has the child ever been expelled from school? ☐ Yes ☐ No

If yes, give reason: _____

Special Education Needs

Does the child receive special education services? ☐ Yes ☐ No

If so, please place a checkmark next to each service your child is receiving.

- | | | | |
|-----------------------------------|--|---|--|
| <input type="checkbox"/> 1:1 Aide | <input type="checkbox"/> Occupational Therapy | <input type="checkbox"/> Consultant Teacher | <input type="checkbox"/> Extended Test Taking Time |
| <input type="checkbox"/> BOCES | <input type="checkbox"/> Physical Therapy | <input type="checkbox"/> Self-Contained Classroom | <input type="checkbox"/> Classroom Aide |
| <input type="checkbox"/> 504 Plan | <input type="checkbox"/> Speech/Language Therapy | <input type="checkbox"/> Resource Room | <input type="checkbox"/> Declassified |

Health Information

Family Doctor: _____ Hospital: _____

Health Care Facility: _____ Dentist: _____

Please list any treatments, illnesses, accidents, or allergies: _____

Student Race and Ethnicity

Please answer questions (1) and (2). Please read them before you respond

[For question (1) Select the box that best describes your child.] Select only ONE box.

1. Is the student Hispanic, Latino, or of Spanish origin? Hispanic, Latino, or Spanish origin means a person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race: ☐ Yes, Hispanic ☐ No, not Hispanic

2. Select ONE or MORE races from the following racial groups.

[For question (2) you may select all groups that apply to your child. Select at least ONE box.]

- ☐ American Indian or Alaskan Native: A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. E.g. Cherokee, Mohawk, Inuit.
Asian:
- ☐ Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ Native Hawaiian/Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ Black: A person having origins in any of the black racial groups of Africa.
- ☐ White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Immigration Information

For Immigrants Only: (Must answer all 4)

Years in U.S. schools: _____

Country of origin: _____

City where born: _____

Home language: _____

Emergency Contacts

List 2 relatives and a neighbor who will be responsible for your child in case of illness/accident and you cannot be reached

- Imperative in the event of an emergency – cannot be Parents

Contact 1: _____ Home Phone: _____

Contact 1 Relationship: _____ Cell Phone: _____

Contact 2: _____ Home Phone: _____

Contact 2 Relationship: _____ Cell Phone: _____

Contact 3: _____ Home Phone: _____

Contact 3 Relationship: _____ Cell Phone: _____

Automated Telephone Notification

Please list 2 each: phone numbers, email addresses and cell phones for text messages

Please Note: This system cannot dial extensions. Therefore, please use numbers that will reach you directly.

Phone 1: _____ Phone 2: _____

Email 1: _____ Email 2: _____

Cell phone 1 for text message: _____

Cell phone 2 for text message: _____

Siblings in Same Household

Name:	Date of Birth	Gender	Grade
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____

☐ M ☐ F
☐ M ☐ F

Other Information

Has family moved within past 3 years to obtain migratory employment? ☐ Yes ☐ No

- If yes, complete migrant worker form.
- Did your Child Receive Free and/or Reduced lunch in your prior school? ☐ Yes ☐ No

Internet Permission

My child has permission to use the internet at school: ☐ Yes ☐ No

Custody

Is there a custody issue? ☐ Yes ☐ No

If Yes, who has custody? _____

(A copy of the custody papers must be given to the school district at the time of registration and any updates in the future must also be kept on file at the school)

Is there an order of protection? ☐ Yes ☐ No

Important: The District shall presume that either parent of the student has the authority to obtain the child's release from school unless provided with legal documentation stating otherwise.

Adults Authorized to Pick up Children (Other than Parents)

The following individuals have my permission to pick up my children from school

(*Please list all individuals including emergency contacts if you so choose. **YOUR CHILD CANNOT BE RELEASED TO OTHER THAN THOSE LISTED.**)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Parent/Guardian Information

Parent 1

Name Prefix: ☐ Dr. ☐ Mr. ☐ Mrs. ☐ Ms. Other

Name: _____

Relationship to Student: ☐ Father ☐ Mother ☐ Step-Father ☐ Step-Mother ☐ Relative ☐ Non-Relative

Legal Guardian ☐ Yes ☐ No

Active Military ☐ Yes ☐ No

Has Custody ☐ Yes ☐ No

Can this person:	Yes	No
Receive mail about this student	<input type="checkbox"/>	<input type="checkbox"/>
Pick up this student from school	<input type="checkbox"/>	<input type="checkbox"/>
Is Active Military	<input type="checkbox"/>	<input type="checkbox"/>
Has custody	<input type="checkbox"/>	<input type="checkbox"/>

Address: _____
(If Different from Student) City State Zip

Occupation: _____ Employer: _____

Phone Numbers:

Work: _____ Cell: _____

Home: _____

Spoken Language: _____ Written Language: _____

Personal Email: _____ Work Email: _____

Parent/Guardian Information

Parent 2

Name Prefix: ☐ Dr. ☐ Mr. ☐ Mrs. ☐ Ms. Other

Name: _____

Relationship to Student: ☐ Father ☐ Mother ☐ Step-Father ☐ Step-Mother ☐ Relative ☐ Non-Relative

Legal Guardian ☐ Yes ☐ No

Active Military ☐ Yes ☐ No

Has Custody ☐ Yes ☐ No

Can this person:	Yes	No
Receive mail about this student	<input type="checkbox"/>	<input type="checkbox"/>
Pick up this student from school	<input type="checkbox"/>	<input type="checkbox"/>
Is Active Military	<input type="checkbox"/>	<input type="checkbox"/>
Has custody	<input type="checkbox"/>	<input type="checkbox"/>

Address: _____
(If Different from Student) City State Zip

Occupation: _____ Employer: _____

Phone Numbers:

Work: _____ Cell: _____

Home: _____

Spoken Language: _____ Written Language: _____

Personal Email: _____ Work Email: _____

Parent/Guardian Information

Parent 3

Name Prefix: ☐ Dr. ☐ Mr. ☐ Mrs. ☐ Ms. Other

Name: _____

Relationship to Student: ☐ Father ☐ Mother ☐ Step-Father ☐ Step-Mother ☐ Relative ☐ Non-Relative

Legal Guardian ☐ Yes ☐ No

Active Military ☐ Yes ☐ No

Has Custody ☐ Yes ☐ No

Can this person:	Yes	No
Receive mail about this student	<input type="checkbox"/>	<input type="checkbox"/>
Pick up this student from school	<input type="checkbox"/>	<input type="checkbox"/>
Is Active Military	<input type="checkbox"/>	<input type="checkbox"/>
Has custody	<input type="checkbox"/>	<input type="checkbox"/>

Address: _____
(If Different from Student) City State Zip

Occupation: _____ Employer: _____

Phone Numbers:

Work: _____ Cell: _____

Home: _____

Spoken Language: _____ Written Language: _____

Personal Email: _____ Work Email: _____

Instructional Technology Form

The District would like to offer your child access to computers, electronic learning devices and various information networks. Your child will have access to numerous software applications, hundreds of databases, libraries and information from all over the world through computer/electronic device access via the Internet.

With this educational opportunity also comes responsibility. It is important that you and your child read the District policy, regulation and agreement form and discuss these requirements together. In the school setting, students will be supervised in accordance with the District's policies and regulations while using the internet. Inappropriate use of computers, electronic devices or networks will result in the loss of these privileges.

In spite of our efforts to establish regulations for the District's computer network, please be aware that there may be material or communications on the Internet or other networks that District staff, parents, and students would find objectionable.

Please return this Use of District Technology Agreement indicating your permission or denial of permission for your student to participate in the use of the District's technology resources.

Sincerely,

Mrs. Cannavo

Please review Policy 4526.4, Technology Use Policy for Students on www.menands.org. Once you have done so, please sign below to acknowledge you agree to the terms and conditions outlined in the policy. Students who have not reviewed and agreed to the terms and conditions in the policy will have their computer accounts disabled. Please contact Mrs. Cannavo with any questions or concerns.

By signing your name below you are agreeing to the terms and conditions outlined in Policy 4526.4, Technology Use Policy for Students.

☐ I agree ☐ I disagree

Student Name (*Required) _____

Parent Signature (*Required) _____

Menands School Student Code of Conduct

We are dedicated to maintaining a positive learning environment for all students. To assist in meeting this goal, we utilize a Code of Conduct that complies with the Dignity for All Students Act and sets forth students' rights and responsibilities while at school and school-related activities. It is important that everyone in the school community, including parents/guardians and students, be familiar with the Student Code of Conduct. Please take the time to review the Code of Conduct with your child, which can be accessed via the school web page: www.menands.org. Then sign and complete this form indicating that you have read it. If you do not have computer access and require a print copy, please contact the Main Office at 518-465-4561 ext. 119.

Student Name: _____

Parent/guardian Name: _____

Grade: _____

Date: _____

My child and I have read and discussed the information pertaining to school violations and consequences. I am aware that I can read the entire code of Conduct by visiting the school website www.menands.org or by requesting a print copy from the school office.

Parent or Guardian Signature

Student Signature

MENANDS SCHOOL CAFETERIA 2022-2023

Student's Name _____ Grade _____

_____ I do ☐ I do not ☐ give permission for my child to
purchase snacks using his or her cafeteria account.

Allergies to Foods

Please list below any food allergies your child has

- ☐ None
- ☐ Peanut or Nut Allergy
- ☐ Other _____

Special Food Considerations

Please check all boxes that apply to your child's dietary needs

- ☐ None
- ☐ Gluten Free
- ☐ No Pork Allowed
- ☐ Vegan
- ☐ Vegetarian
- ☐ Other: _____

Parent's Signature

Parent's Printed Name

Date

MENANDS SCHOOL DISMISSAL PROCEDURES

GRADES K-8

Student's Name: _____ Teacher's Name: _____ Grade: _____

Student safety is our number one concern each day. In order to ensure the safety of each student at the end of the day, we will follow the dismissal procedures listed below.

- Parents/guardians need to identify their child's regular dismissal procedure on the form below. This form needs to be returned to your child's homeroom teachers.
- Students attending the CYC program will be dismissed from classrooms at 3:00 and they will report to the cafeteria.
- Students who are picked up will be escorted by staff members to the parking spot assigned to their family. Parents/guardians will park in an assigned parking space and wait in their car.
- Students in grades K-2, who ride the bus must have a parent meet them at the bus stop.
- Students in grades 5-8 may walk or bike home with parent/guardian permission. If your child is in grades 5-8, please fill out the walk/bike portion of this form.
 - *Please note, there is no supervision for students who can walk/bike to school. We recommend that students do not do so alone.*
 - *Students riding bicycles on school property must obey the bicycle helmet law which requires all students under the age of 14 to wear a helmet that meets the standards of the American National Standards Institute.*

"Blue Notes" - Grades K-4 Only

- On any day that your child's dismissal procedure differs from their regular dismissal procedure listed below, parents/guardians need to send a "blue note" to the homeroom teacher. On any day that the homeroom teacher has NOT received a "blue note" identifying a change in the child's dismissal plan, the homeroom teacher will have the child follow his or her regular dismissal routine.
- The "blue slip" must be used for all dismissal changes except emergencies.
- *We will not be able to accept phone calls, emails or faxes with dismissal changes unless it is an emergency.*
- On any day that a student stays after school for a club, the parent must send the homeroom teacher a "blue note" identifying the change in the regular dismissal procedure.
- Several "blue notes" have been included in this mailing for your convenience. You can find additional copies of this form on the school website.

Please check the child's regular dismissal procedure – what the child is expected to do on most days at the end of the regular school day:

Ride Bus _____ Parent Pick-Up _____ Attend CYC program _____

For grades 5-8 only, please check those that apply:

My child **CAN** walk/bike to school _____

My child **CAN NOT** walk/bike to school _____

Parent/Guardian Name (printed)

Parent/Guardian Signature

Menands Union Free School District
19 Wards Lane, Menands, N.Y. 12204
Ph: 518-465-4561 x. 109 Fax: 518-465-4572

School Nurse: Diane Roseberger R.N.

Dear Parents/Guardians:

The Menands School would like to take this opportunity to explain the role of the School Health Office, and to ask your help in our work with your child.

Special Health Needs: So that we may provide the best care for your child, please inform us of the following:

1. Food Allergy
2. Bee Sting Allergy
3. Allergy to any other medication
4. Difficulty with vision, hearing, or speech
5. Need for medication during the school day
6. Any medical diagnosis for which your child may take medication at home
7. Any head injury or concussion that occurs.

Medication in School:

In order to have medication administered to your child while in school you **MUST** have the following:

1. A physician's order completed by their doctor
2. Parent permission completed on the physician's order form.
3. An adult **MUST** bring the medication into school
4. Medications must be in the original container

*The above refers to ALL medications including over the counter medications that are used on an "as needed basis."

Emergency Contact Information:

It is important for your emergency contact information to be up-to date. It is imperative to be able to reach an adult in the event of an emergency or early school closure. If you have any changes to your contact information please contact the school.

Accidents and Injuries in School:

If an accident occurs in school, the parent/ guardian will be notified as deemed appropriate by the school nurse. If necessary, the student will be treated with appropriate first aid measures.

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Immunizations:

All student must be in compliance with NYS immunization standards in order to attend school. A child will not be allowed to attend school without proper verification of the immunizations.

School Physician:

The New York Education Law requires a physical exam for all new students upon entrance to school and routinely in grades K, 2, 4, and 7. We encourage this to be done by your child's physician, as he /she can offer a more complete examination through his/her knowledge of your family. If a physical is done by our school physician you will be notified of any abnormal findings.

Dental Certificates:

Dental Health is important to your child's overall health. Please have your child's dentist fill out the Dental Health Form at your next visit. If you need assistance obtaining Dental care please contact the Health Office

Attendance:

Per Menands School Attendance Policy: An excuse written by a parent or guardian must be sent to school with the student on the next day they return to school. It is very important that parents and school staff cooperate in an effort to make sure all students are safe and accounted for each day of school. Without a written note your child will be marked "unexcused" If your child is absent due to a medical/dental appointment you may send in a note from their doctor to excuse their absence.

Screening Procedures:

Students in all grades are screened by the Health Office nurse for visual acuity and hearing. Students from ages 8-16 are also screened for scoliosis according to NYS law.

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School Nurse: Diane Roseberger R.N.**STUDENT HEALTH HISTORY**

Name:	DOB: Age:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Parent/Guardian:	Home Phone:	Date:
	Cell Phone:	

Check all that applies:	YES	NO	If Yes, please explain and include date:
Ongoing medical condition	<input type="checkbox"/>	<input type="checkbox"/>	
Followed by medical specialist	<input type="checkbox"/>	<input type="checkbox"/>	
Allergies:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> food <input type="checkbox"/> environmental <input type="checkbox"/> insect <input type="checkbox"/> medication <input type="checkbox"/> other (Explain)
Hospitalization	<input type="checkbox"/>	<input type="checkbox"/>	
Surgery	<input type="checkbox"/>	<input type="checkbox"/>	
Injury that required an Emergency Room visit	<input type="checkbox"/>	<input type="checkbox"/>	
Missed 5 days of school in a row due to illness/injury	<input type="checkbox"/>	<input type="checkbox"/>	
Bone/muscle injury	<input type="checkbox"/>	<input type="checkbox"/>	
Loss of consciousness, concussion or serious head injury. Please indicate approximate date.	<input type="checkbox"/>	<input type="checkbox"/>	
Convulsion/seizure	<input type="checkbox"/>	<input type="checkbox"/>	
Vision impairment or condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> glasses <input type="checkbox"/> contacts <input type="checkbox"/> Prosthesis
Hearing impairment or condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> hearing aid <input type="checkbox"/> cochlear implant
Dental bridge, braces or mouthpiece	<input type="checkbox"/>	<input type="checkbox"/>	
Have any family members under the age of 50 ever:	YES	NO	If Yes, please specify:
Had a heart attack	<input type="checkbox"/>	<input type="checkbox"/>	
Had other serious health problems	<input type="checkbox"/>	<input type="checkbox"/>	

CHECK ALL THAT APPLY TO YOUR CHILD:

- | | | |
|---|---|---|
| <input type="checkbox"/> ADHD | <input type="checkbox"/> GI Conditions (ulcer, reflux, IBS) | <input type="checkbox"/> Scoliosis |
| <input type="checkbox"/> Asthma/trouble breathing | <input type="checkbox"/> Headaches/migraines | <input type="checkbox"/> Single Organ (<input type="checkbox"/> kidney, <input type="checkbox"/> testicle) |
| <input type="checkbox"/> Autism/Asperger | <input type="checkbox"/> Heart Conditions | <input type="checkbox"/> Skin Condition |
| <input type="checkbox"/> Dental Injuries | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Speech Condition |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Mental Health Condition | <input type="checkbox"/> Urinary Condition |
| <input type="checkbox"/> Ear Infections | (Depression, ODD, OCD, anxiety, ect.) | |

CURRENT MEDICATIONS	YES	NO	Please list name, dose, time(s)
Given at school	<input type="checkbox"/>	<input type="checkbox"/>	
Taken at home	<input type="checkbox"/>	<input type="checkbox"/>	
ASSISTIVE EQUIPMENT	YES	NO	Please check all that apply
During or outside of school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> crutches <input type="checkbox"/> walker <input type="checkbox"/> wheelchair <input type="checkbox"/> other:
TREATMENTS	YES	NO	
During or outside of school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> insulin/blood glucose monitoring <input type="checkbox"/> inhaler/nebulizer/peak flow monitoring <input type="checkbox"/> special diet

Is there any condition that would prevent your child from participating in physical education or sports?

☐ No ☐ Yes: _____

Please list any additional concerns: (use back of sheet if necessary) _____

Parent/Guardian Signature: _____ Date: _____