

REQUIRED NOTIFICATIONS

TITLE IX: NON-DISCRIMINATION

The East Rochester Union Free School District, its Board of Education, board officers, employees, and students, shall not discriminate against any student, employee, or applicant on the basis of race, color, national origin, creed, religion, marital status, gender, age, sexual orientation, or disability. This policy of nondiscrimination includes access by students to education programs, counseling services for students, course offerings, and student activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement, and/or terminations. Jeanne Winkler is the Title IX Coordinator for the East Rochester Union Free School District. She can be reached at 248-6375, jeanne_winkler@er.monroe.edu, or 300 Woodbine Ave. East Rochester, NY 14445 for questions and for the procedure for filing a grievance.

ACCESS TO STUDENT RECORDS

The federal Family Educational Rights and Privacy Act (FERPA) protects the privacy of student-education records, and gives parents and students age 18 or older certain rights with respect to these records. Parents/guardians have the right to inspect and review official educational records directly related to their children. Copies of records may be obtained for a fee. If parents believe that any record is incorrect or misleading, they have the right to an opportunity for a hearing to challenge the contents. For additional information about the policy and regulations, parents can contact Business Administrator David Green at 248-6308 or dave_green@er.monroe.edu.

STUDENT INFORMATION

Also, under FERPA, certain categories of student information have been designated as “directory information.” This information includes a student’s name, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, degrees and awards received, photograph, and class roster. Directory information may be used in the following ways: sports programs, newspapers, other media, college recruiters, college admission offices, college coaches, etc. Parents and eligible students may request, in writing, that the school not disclose directory information. Send the request to the superintendent’s office, 222 Woodbine Ave. East Rochester, NY 14445.

STUDENT PRIVACY

The BoE is committed to protecting the rights and privacy of students and parents/guardians. Below is a summary of privacy rights noted in Policy #7560. Parents/guardians may opt their child out of participation in some of the activities listed below by notifying in writing the appropriate principal.

Surveys: Parents/guardians have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a U.S. Department of Education-funded program. No minor student may, without parental consent, take part in a survey, analysis, or evaluation funded in whole or in part by the U.S. Department of Education. Parents/guardians shall be given notice of any survey that will be administered or distributed to students that may affect student privacy. A parent/guardian who wishes to inspect a student survey shall submit a request in writing to the principal at least 10 days before the administration or distribution of the survey to students.

Instructional materials: Parents/guardians shall have the right to inspect, upon request, any instructional materials used as part of the educational curriculum for students. A parent/guardian who wishes to inspect such instructional materials shall submit a request in writing to the principal.

Information for marketing purposes: The district does not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information or providing it to others for that purpose. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for students or educational institutions such as the following: assessments, post-secondary education recruitment, curriculum materials, student recognition programs.

Non-emergency medical exams/screenings: Parents/guardians shall be given notice before any non-emergency medical examination or screening administered by the school as a required condition of attendance, and not necessary to protect the immediate health and safety of the student or of other students. This does not include a hearing, vision, or scoliosis screening, or any physical exam or screening that is permitted or required by state law.

CODE OF CONDUCT

The Board of Education is committed to providing a safe and orderly school environment where students can receive, and district personnel can deliver, quality educational services without disruption or interference. Responsible behavior by students is essential to achieving this goal. The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. Students may be subject to disciplinary action for the following. The examples are not all-inclusive. More detailed information can be found in the Junior/Senior High School Student Handbook.

Disorderly conduct – running; making unreasonable noise; using obscene, abusive, or vulgar language and/or gestures; obstructing traffic; acts that disrupt normal operations; misusing computer/electronic communications

Insubordinate conduct – failing to comply with the reasonable directions of an adult school employee, demonstrating disrespect for a school employee, truancy, skipping detention

Disruptive conduct – failing to comply with the reasonable directions of teachers, school administrators, responsible adult in charge of a school-sanctioned activity, or other school personnel in charge of students

Violent conduct – committing or participating in an act of violence upon a school employee, student, or any person on school property, possessing a weapon, threatening with a weapon, displaying what appears to be a weapon, damaging personal property while on school district property, damaging district property

Conduct that endangers the safety, morals, health, or welfare of others – lying, stealing, defamation, discrimination, harassment, intimidation, hazing, possessing obscene material, abusive language, tobacco use, any illegal substances, misuse of legal drugs, gambling, indecent exposure, misuse of 911 or any fire warnings

Misconduct on school buses – excessive noise, pushing, shoving, fighting, or any of the above

Academic misconduct – plagiarism, cheating, copying, altering records, or assisting in any of these actions

REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, school counselor, the building principal, or his/her designee. Any student observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee, or the superintendent. The building principal or his/her designee will notify the appropriate local law-enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school.

RANGE OF DISCIPLINARY CONSEQUENCES

- * Oral and/or written warning
- * Written notification to parent
- * Detention
- * Suspension from transportation
- * Suspension from athletic participation
- * Suspension from social or extracurricular activities
- * Suspension of other privileges
- * In-school suspension
- * Removal from classroom by teacher
- * Short-term (five days or fewer) suspension from school
- * Long-term (more than five days) suspension from school
- * Permanent suspension from school

DISCLOSURE TO THE MILITARY

This is to inform you of a provision of the federal No Child Left Behind Act of 2001 requiring the school district to provide names, addresses, and home phone numbers of students in the junior and senior classes to military recruiters upon request. Please be advised that recruiters may use this information to contact you or your student at home. **THE LAW ALSO STATES THAT SCHOOLS MUST NOTIFY PARENTS OF THEIR RIGHT TO CHOOSE NOT TO RELEASE THE NAMES OF THEIR STUDENTS.** To exercise your legal right to have this information kept private, you must notify the high school's guidance department that you prefer to "opt out" of this procedure. This "opt out" notification must be received by the guidance department, in writing, by Tuesday, Sept. 30, 2014.

ATTENDANCE

Attendance in school is critical for students' academic success. Students must be in school on time when school is in session, and must follow attendance procedures for leaving the building. It's each student's basic responsibility as a member of the school community to be on time and attend all classes. Daily telephone calls will be made to parents/guardians to report unexcused absences.

Based upon NYS Education law and the East Rochester Union Free School District's education and community needs, values, and priorities, the district has determined that absences, tardiness, and early departures will be considered excused or unexcused according to the following standards:

Excused: An absence, tardiness, or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observances, quarantine, required court appearances, attendance at health clinics, approved college visits, obtaining a learner's permit, road test, approved cooperative work programs, military obligations, or other such reasons as may be approved by the Board of Education.

Unexcused: An absence, tardiness, or early departure is considered unexcused if the reason for lack of attendance does not fall into the above categories (eg., family vacation, hunting, babysitting, haircut, oversleeping).

Students absent from school due to illness are not allowed to attend extra-curricular activities on the day/evening of the absence, even as spectators. Students absent from school must assume responsibility for making up work missed with each teacher.

COMPULSORY EDUCATION LAW

The Compulsory Education Law requires the regular school attendance of all children between 6 and 16 years of age. The law requires students to remain in attendance until the last day of the school year in which they become 16 years of age. A parent/guardian is responsible for a student conforming to all attendance regulations and procedures. Repeated violation of attendance rules will be considered insubordinate behavior, and the student will be subject to disciplinary measures. State law requires that students' attendance records be maintained by all public schools.

All absences and tardiness are considered unexcused until the student brings a note to school after the absence(s) or tardy(s). Under the Compulsory Education Law, it's required that, in addition to a phone contact, the parent/guardian must provide written documentation of the absence(s) or tardy(s). The written documentation should include a note with the student's name, date, day(s) of absence, the reason for the absence, and the parent/guardian's signature. All notes must be returned within ten (10) school days of the student's absence or tardiness. After 10 days, notes will not be accepted, and the absence or tardiness will remain unexcused. Parents/guardians who allow children to be excessively absent or tardy without a verifiable explanation can be charged with educational neglect.

HEALTH INSURANCE PORTABILITY and ACCOUNTABILITY ACT (HIPAA) and FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT – BUCKLEY AMENDMENT (FERPA)

The Health Insurance Portability and Accountability Act of 1996 requires standards to be adopted in two areas:

1. Electronic health-care transactions (include standardizing the manner in which health services are claimed by any entity for any person in receipt of such a service), and
 2. Privacy (confidentiality) of all health-related services provided. This involves protection of health information for anyone in receipt of such services.
- Electronic health-care transactions: Since the Central New York Regional Information Center submits all Medicaid claim data to the electronic Medicaid system in NYS (eMedNY) for processing, it is a covered entity under this act. The electronic transmission of Medicaid data is now HIPAA-compliant.

Privacy: The Family Educational Rights and Privacy Act – Buckley Amendment (FERPA, aka Buckley Amendment) is more restrictive than HIPAA with respect to the protection of privacy and security of all health-related services. Since all school districts (and any other educational entities that have access to student data) are obligated to be in compliance with FERPA, they are also HIPAA-compliant.

In order to assure compliance with FERPA (and thus with HIPAA), the following minimum procedures must be in place:

- All student data files and information must be protected (i.e. student files are locked or only accessible by appropriate personnel).
- Any student information/files transmitted to other appropriate recipients must also be protected. Information files must be encrypted and password-protected.
- Student information/files may be faxed to appropriate personnel, but only to secure sites.
- Parental consent is required for the release of any personally identifiable information other than those specifically excluded in the FERPA Fact Sheet.
- See Procedures for Transmission of Student-Specific Information for all communications between school districts and SED/DOH pertaining to student-specific information.

ASBESTOS INSPECTION: The East Rochester Union Free School District, in compliance with federal law AHERA, has inspected and developed a management plan for its buildings with building materials containing asbestos. The required three-year re-inspection was completed on Feb. 7, 2013; the required six-month re-inspection was conducted on July 21, 2014. The inspection reports are available for review at the district office; contact José C. Correa at 248-6310 for more information.

PESTICIDE NOTIFICATION: As required by state law, the East Rochester Union Free School District maintains a list of those who wish to receive 48-hour written notification of certain pesticide applications at the schools. If you wish to receive notification of pesticide applications scheduled to occur in or around a school building, please call José C. Correa at 248-6310 or e-mail him at jose_correa@er.monroe.edu. If you are on the list, you must notify the district each year if you wish to continue to be notified. Notification is not required if a school remains unoccupied for a continuous 72-hour period after an application. Also, there are several pesticide applications which aren't subject to prior notification. If an emergency application is necessary to protect against an imminent threat to human life, a good-faith effort will be made to provide written notification to those on the 48-hour prior notification list.

USE of FACILITIES: Anyone wishing to use a classroom or field, the auditorium, etc. for an event must receive prior approval. The reservation program and instructions are on the district Website, under 'parents and community,' then 'facilities use – School Dude.' For more information contact Tammy Gillette at 248-6370 or tammy_gillette@er.monroe.edu.



~ PLEASE REMEMBER ~

According to revised NYS law, smoking is not permitted on district grounds, nor within 100 feet of the entrances and exits to, or outdoor areas of, district grounds. This includes the traffic loop, lower parking lot, and athletic fields, and 100 feet around the perimeter of district property (excluding private residences). The full law is available at www.tinyurl.com/bplp5h5. Thank you for your cooperation!

~ HEALTHY CHANGES IN OUR SCHOOL CAFETERIAS ~

Dear East Rochester families –

The ER School District believes one of the most important ways we can help our children perform better in their classrooms is to provide them with the nutrition necessary for the healthy growth of their minds and bodies. Good nutrition is critical to student achievement. A well-nourished student will generally have better attendance, be more attentive, and have more energy to take on the day's activities. The School Nutrition Program provides tasty, nutritious, and reasonably priced breakfasts and lunches to both students and staff.

This fall, our cafeterias are continuing to meet tough new federal nutrition standards for school meals, ensuring that meals are healthy and well-balanced and provide students all the nutrition they need to succeed at school. Now is a great time to encourage your kids to choose school lunch! We're always working to offer ER students healthier and better-tasting options. School meals offer students milk, fruits and vegetables, proteins, and grains, and must meet strict limits on portion size and saturated fat. School lunches also continue to meet several additional standards requiring:

- * age-appropriate calorie limits
- * fat-free or 1% milk (flavored milk must be fat-free)
- * more whole grains and less sodium
- * larger servings of fruits and vegetables (students must take at least one serving of fruit or vegetable as part of their breakfast/lunch tray)
- * a wider variety of vegetables, including dark green and red/orange vegetables and legumes

In addition, school districts across the country are being required by the federal government to raise prices for students who pay full price for lunch. Right now, school nutrition programs in the National School Lunch Program receive \$2.86 for each complete meal served to students eligible for a free lunch. Over the years, the federal reimbursement for free lunches has gone up in small increments. However, most school nutrition programs, like ours, have not raised the price for paid lunches at the same pace – full-price students paid \$2.20 for a lunch this past school year. The federal regulations, which took effect in the 2011-12 school year, require the average paid-lunch cost in a district to rise gradually over the next several years, until the average price equals the free-meal reimbursement. Thus, we are raising our lunch meal prices 10 cents to continue closing this gap. However, school meals remain a great value and a huge convenience for busy families!

The price for a lunch (including a half-pint carton of milk) at both the elementary and junior/senior high schools will be \$2.30. The price for just milk (skim, 1%, or fat-free chocolate) will remain 50 cents. (Lunch is 25 cents for approved reduced-price students and free for those qualifying for the free meal program.)

Breakfast will continue to be offered daily. The breakfast price remains unchanged at \$1.25 (25 cents for approved reduced-price students and free for those qualifying for the free meal program). Students receive a choice of entrée (bagel, muffin, assorted cereals, yogurt, and hot items on occasion), a choice of fruit or juice, and a half-pint of milk. (New this year: just like at lunch, a student must have a serving of fruit, vegetable, or juice on his or her breakfast try to receive the value meal pricing.) **Lunch entrées available daily** include yogurt/yogurt parfait, entrée salad, and peanut butter and jelly sandwich; sides available daily include garden salad, fresh fruit, and fresh vegetable crunchers (such as cherry tomatoes, baby carrots, and broccoli and cauliflower bites). The 'Made Fresh for You' station in the 7-12 cafeteria, offering fresh, made-to-order sandwiches/wraps, has been highly successful and will return.

The menu for the first day of school (Wednesday, Sept. 3) is chicken patty on a bun, salami sandwich, diced peaches, and green beans.

Free and reduced-price meals will again be available for those who are eligible. This program applies to both breakfast and lunch. Families can apply for free or reduced-price meals by completing the application form included in this calendar. Additional copies are available from the elementary and junior/senior high school offices, or can be downloaded from the 'menus/school nutrition' quick link on the district's homepage (www.erschools.org). The application can be completed and submitted at any time throughout the school year.

Families are offered the convenience of pre-paying for meal purchases; visit MySchoolBucks.com for information on pre-paid meals. Even if you don't use this service to make pre-payments, you can access your child's account balance – and a 30-day history of student purchases, if you want to see what your child is eating and how he or she is spending money in the cafeteria. You will need your child's student ID number to use this service. If you don't know your child's ID number, give the school office a call and they can look it up for you.

We look forward to welcoming your children to the cafeteria this fall. To find out more about ER's healthy school meals, visit the School Nutrition portion of the district's Website (www.erschools.org) via the 'menus/school nutrition' link on the homepage. Other great school meal information can be found by visiting www.traytalk.org. You can also contact ER's Chef Manager, Bernie Joswick, at 248-6324 or bernard_joswick@er.monroe.edu, or me at 340-5500 ext. 3295 or deborah_beauvais@gateschili.org. Thank you!

– Debbi Beauvais, RD SNS, Shared School Nutrition Director

FREE and REDUCED-PRICE MEAL INFORMATION

August 2014

Dear Parent/Guardian:

Children need healthy meals to learn. The East Rochester UFSD offers healthy meals every school day. Breakfast is available districtwide and costs \$1.25; lunch costs \$2.30. Your children might qualify for free or reduced-price meals. The reduced price is 25 cents for breakfast and 25 cents for lunch. To apply for free or reduced-price meals, you can submit a Direct Certification letter from the NYS Office of Temporary and Disability Assistance OR complete the enclosed application, sign it, and return it as soon as possible to East Rochester Schools, 222 Woodbine Ave., East Rochester, NY 14445. Please refer to the guidelines contained in this letter when completing the application. **We cannot approve an incomplete application, so be sure to fill out all required information.**

1. Do I need to fill out an application for each child? No. Complete only one application for all students in your household to apply for free or reduced-price meals. We cannot approve an application that is not complete, so be sure to fill out all required information.

2. Who can get free meals? All children in households receiving benefits from SNAP (Food Stamps), Temporary Assistance for Needy Families, or the Food Distribution Program on Indian Reservations can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.

3. Can foster children get free meals? Yes, foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.

4. Can homeless, runaway, and migrant children get free meals? Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been notified by the school that your children will get free meals, please call 248-6332 to see if they qualify.

5. Who can get reduced-price meals? Your children can get low-cost meals if your household income is within the reduced-price limits on the Federal Eligibility Income Chart shown on this application.

6. Should I fill out an application if I received a letter this school year saying my children are approved for free meals? Please read the letter you received carefully and follow the instructions. Call the school at 248-6398 if you have questions.

7. My child(ren)'s application was approved last year. Do I need to fill out another one this year? Yes. Your child's application is good only for that school year and for the first month of this school year. You must send in a new application each school year unless you've already received notification from the school that your child is eligible for free or reduced-price meals this school year.

8. I receive WIC. Can my child(ren) get free meals? Children in households participating in WIC **might** be eligible for free or reduced-price meals. Please fill out and submit an application.

9. Will the information I give be checked? Yes, and you might also be asked to send in written proof.

10. If I don't qualify now, can I apply later? Yes. You can apply any time during the school year if your household size goes up or income goes down, you lose your job, or you start getting SNAP, TANF, or other benefits.

11. What if I disagree with the school's decision about my application? You should talk to school officials. You can also ask for a hearing by contacting Business Administrator David Green at ER Schools, 222 Woodbine Ave., East Rochester, NY 14445, 248-6308, or dave_green@er.monroe.edu.

12. Can I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced-price meals.

13. Who should I include as members of my household? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.

14. What if my income is not always the same? List the amount you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and made only \$900, put down \$1000 per month. If you normally get overtime, include it, but do not include it if you get it only occasionally. If your income consistently varies each pay period, put down your monthly or annual amount. If you have lost a job or had your hours or wages reduced, use your current income.

15. We are in the military. Do we include our housing allowance as income? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.

16. My spouse is deployed to a combat zone. Is his/her combat pay counted as income? No. If it is received in addition to their basic pay because of their deployment and it wasn't received before they were deployed, combat pay is not counted as income. Contact the school for more information.

17. My family needs more help. Are there other programs we can apply for? To find out how to apply for SNAP or other assistance benefits, contact your local assistance office or call 1-800-342-3009.

How to apply: To get free or reduced-price meals for your children you may **submit a Direct Certification letter from the NYS Office of Temporary and Disability Assistance OR carefully complete one application** for your household and return it to the ERSD. *NOTE: You can apply online only once per school year; paper applications must be used if you wish to re-apply for benefits later in the school year.* If you now receive SNAP (Food Stamps) or TANF for any children, or participate in the FDPIR, the application must include the children's names, the household SNAP, TANF, or FDPIR case number, and the signature of an adult household member. All children should be listed on the same application. If you do not list a SNAP, TANF, or FDPIR case number for all children for whom you are applying, the application must include the names of everyone in the household, the amount of income for each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult's Social Security number, or check the box if the adult does not have a Social Security number. An application that is not complete cannot be approved. Contact your local Department of Social Services for your SNAP or TANF case number, or complete the income portion of the application.

Reporting changes: The benefits you are approved for at the time of application are effective for the entire school year. **You no longer need to report an increase in income or decrease in household size, or if you no longer receive SNAP.**

Income exclusions: The value of any childcare provided or arranged, or any amount received as payment for such childcare or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund, should not be considered as income for this program. In addition, military combat pay and deployment extension incentive pay can be excluded as income for this program.

Nondiscrimination statement: This explains what to do if you believe you've been treated unfairly. In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender, age, or disability. *To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Ave., SW, Washington, D.C. 20250-9410 or call 800-795-3272 (or 202-720-6382 TTY).* USDA is an equal opportunity provider and employer.

Meal service to children with disabilities: Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of federal regulations as one who has a physical or mental impairment which substantially limits one or more major life activities. Major life activities are defined to include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. You must request the special meals from the school and provide the school with medical certification from a medical doctor. If you believe your child needs substitutions because of a disability, please contact us for further information, as there is specific information the medical certification must contain.

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

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian. **You will be notified in writing by mail when your application is processed and either approved or denied.**

Sincerely,

Richard Stutzman, Jr., Interim Superintendent of Schools

	household size	annual	monthly	twice-monthly	every two weeks	weekly
REDUCED PRICE	1	\$21,590	\$1,800	\$900	\$831	\$416
ELIGIBILITY	2	29,101	2,426	1,213	1,120	560
INCOME CHART	3	36,612	3,051	1,526	1,409	705
(effective July 1, 2014-	4	44,123	3,677	1,839	1,698	849
June 30, 2015)	5	51,634	4,303	2,152	1,986	993
	6	59,145	4,929	2,465	2,275	1,138
	7	66,656	5,555	2,778	2,564	1,282
	8	74,167	6,181	3,091	2,853	1,427
For each additional family member add		7,511	626	313	289	145

FREE AND REDUCED-PRICE MEAL APPLICATION INSTRUCTIONS

To apply for free or reduced-price meals, submit a Free Meals Eligibility Letter from the NYS Education Department, OR complete one application for your household. Complete all relevant sections, sign the application, and return it to ER Schools, 222 Woodbine Ave., East Rochester, NY 14445. If you have a foster child in your household, you may include them on your application. A separate application is no longer needed. Call Bobbie Bilinski at 248-6398 if you need help. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approving your application.

PART 1 – ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE APPLICATION FOR YOUR HOUSEHOLD.

- (1) Print the names of the children, including foster children, for whom you are applying on one application.
- (2) List their school and grade.
- (3) Check the box to indicate a foster child living in your household, and check the box for each child with no income.

PART 2 – HOUSEHOLDS GETTING SNAP, TANF, OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 5.

- (1) List a current SNAP, TANF, or FDPIR case number of anyone living in your household. Do not use the 16-digit number on your benefit card. The case number is provided on your benefit letter.
- (2) An adult household member must sign the application in PART 5. SKIP PART 4. Do not list names of household members or income if you list a SNAP, TANF, or FDPIR case number.

PART 3 – Before completing an application for a child who may be homeless, a migrant education student, or a runaway, please call your school’s homeless liaison and migrant education coordinator, Mary Gullace, at 248-6332.

PARTS 4 and 5 – ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 5.

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
- (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions, and other income. If the current income was more or less than usual, write that person’s usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), two times per month, or monthly. If no income, check the box.** The value of any childcare provided or arranged, or any amount received as payment for such childcare or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF, and At Risk Child Care programs should **not** be considered as income for this program.
- (3) The application must include the last four digits only of the Social Security number of the adult who signs PART 5 if Part 4 is completed. If the adult does not have a Social Security number, check the box. If you listed a SNAP, TANF, or FDPIR number, a Social Security number is not needed.

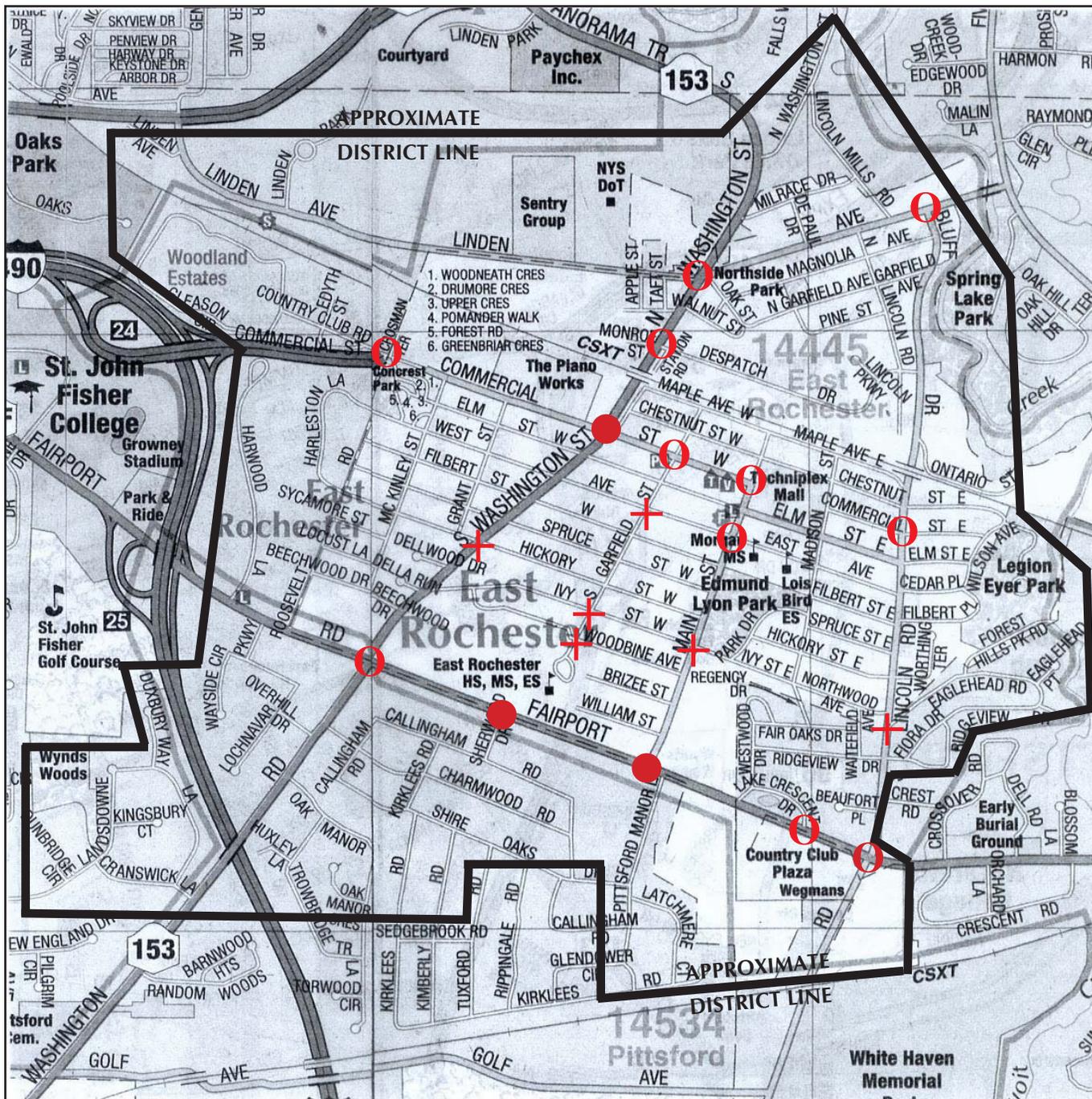
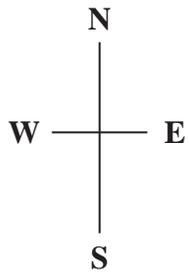
OTHER BENEFITS: Your child may be eligible for benefits such as Medicaid or the Children’s Health Insurance Program. To determine if your child is eligible, program officials need information from your free and reduced-price meal application. Your written consent is required before any information can be released. Please refer to the Parent Disclosure Letter and Consent Statement for information about other benefits.

PRIVACY ACT STATEMENT: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the Social Security number of the adult household member who signs the application. The last four digits of the Social Security number are not required when you apply on behalf of a foster child, if you list a SNAP, TANF, or FDPIR case number or other FDPIR identifier for your child, or when you indicate the adult household member signing the application does not have a Social Security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

DISCRIMINATION COMPLAINTS/NON-DISCRIMINATION STATEMENT: This explains what to do if you believe you have been treated unfairly.

“In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.” To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Ave., SW, Washington, D.C. 20250-9410 or call toll free 866-632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339, or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.”



LEGEND

-  Crossing guard
-  Traffic signal
-  Crossing guard and traffic signal

PARKING and TRAFFIC LOOP REMINDERS

Please be advised that once you enter the traffic loop, you must either stay with your car curbside, or exit the loop. We have an area in the large, lower parking lot, along the game field, to allow people to enter the campus from West Ivy Street (near the police and ambulance departments) to drop off or pick up passengers, and then drive around the lot and exit by the police and ambulance building. (For more information, see the next page.) You may always park in the main lower lot and walk up to the building to drop off or pick up children.

The loop is, and always will be, busy during drop-off and pick-up times, and the district would like everyone's cooperation to ensure student drop-off and pick-up is safe and orderly. The village of East Rochester will continue to provide a traffic-control officer to manage the intersection of Woodbine Avenue and Garfield Street. The officer and other traffic-control personnel, all of whom are clearly identified, are there to help motorists during arrival and dismissal times. The safety of our students is our primary concern. We ask that all users of the loop follow these procedures:

1. Please **drive slowly and carefully** when approaching the school. And please note **there are speed humps in the loop**, so please drive slowly while in the loop.
2. Please remember to drop off and pick up passengers **only** by pulling up to the curb on the right side of the loop. Drop-off and pick-up areas are clearly marked. **Please do not drive through the visitors' parking lot** to drop off and pick up students.
3. Please **do not park anywhere in the loop**. Standing areas are clearly marked. **Cars in standing zones must be occupied by the driver**. Parents or other child caretakers who'd like to walk a student to the door **must park in the lower lot** and walk on the sidewalk to the school.
4. The visitors' parking lot is closed during drop-off and pick-up times.
5. Please let children cross the street **only where there are crosswalks**.
6. Please remember **the traffic loop is a fire lane** and must be accessible to emergency vehicles.
7. Remember that according to NYS law, **all vehicles must stop when a school bus has its blinking red lights on**, whether it's in the loop or in the road.
8. Please remember to **respect the property of the residents in the school neighborhood**. Do not park in driveways, block driveways at the curb, park on lawns, etc. Please obey Town/Village parking regulations at all times.
9. Please **carpool whenever possible** to decrease the number of cars in the loop area.

Your cooperation is sincerely appreciated!

CROSSING GUARD LOCATIONS:

EAST ROCHESTER:

South Washington Street and West Commercial Street
South Washington Street and West Hickory Street
Main Street and East Ivy Street/West Ivy Street
Garfield Street and West Avenue
Garfield Street and West Ivy Street
Garfield Street and Woodbine Avenue

PITTSFORD:

Fairport Road and Main Street
Fairport Road and Sherwood Drive

PERINTON:

South Lincoln Road and Eaglehead Road

NOTE: Crossing guards are provided by the towns that make up the school district. All questions about crossing guards should be directed to Barbara Montcrieff of the East Rochester Police Department, 586-4399; Karen House of the town of Pittsford, 764-7465; or Kevin Spacher of the town of Perinton, 223-0770.

Please note these important traffic patterns and regulations:

There's a second passenger drop-off and pick-up area, in the southeast corner (that is, the corner closest to the loop) of the large lower lot. During the morning arrival time (7-9 am), drivers using this zone must enter the lot from West Ivy Street (by the police/ambulance building), proceed to the drop-off area, pull alongside the curb to drop off students, and then follow the traffic pattern back out to West Ivy to exit the campus. During the afternoon dismissal time (2-4 pm), drivers must enter the lower lot from West Ivy, proceed to the drop-off/pick-up area, and pull alongside the curb to wait for their students. If the loading zone is full, drivers can go back around and use the additional visitor parking spaces at the curb (west of the loading zone), or park in any open unreserved parking spots in the lot.

During the morning arrival and afternoon dismissal times, the Garfield/Woodbine entrance to the lower lot is barricaded to enhance the safety of crossing pedestrians and to better manage traffic flow coming through the intersection. During those times, the lower lot can be accessed only via the entrance by the police/ambulance building (off West Ivy Street).

Turning at Garfield and Woodbine during arrival and dismissal times is restricted as follows: Vehicles approaching the intersection from Woodbine Avenue can turn right only, those approaching from Garfield can turn left onto Woodbine or continue straight into the loop, those exiting the loop can turn right onto Woodbine or continue straight down Garfield, and those exiting the lower lot must exit via West Ivy. The elimination of vehicle access to the lower lot from Garfield and Woodbine during arrival and dismissal times allows for pedestrians on the west side of Garfield (the side closer to the lot) to cross the intersection without having to wait for the crossing guard to wave them through.

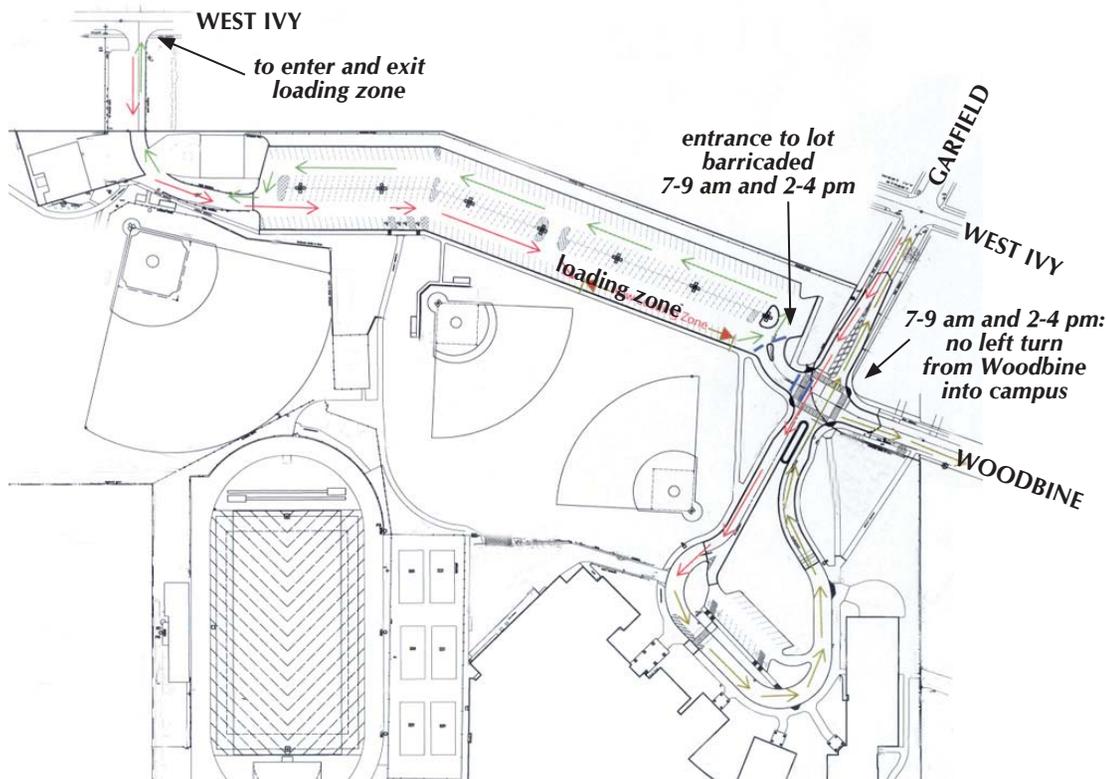
For safety reasons, the crossing guard at Garfield and Woodbine manages traffic flow into the loop. It's strongly recommended that drivers use the

drop-off/pick-up area in the lower lot to avoid traffic congestion, both in the loop and at Garfield and Woodbine. Please remember, the only way to enter the loop is from Garfield Street.

In addition, please remember that drivers are asked to refrain from dropping off or picking up passengers at the west ends of Brizee and William streets.

Your understanding of, and full cooperation with, these regulations is sincerely appreciated!

If you have any questions or concerns, please contact Business Administrator David Green at 248-6308.





**e-connect
with us!**

erNews is here!

The District is now offering an additional method of getting your school news and information in a fast, efficient, customizable way! By signing up for **erNews you'll receive the school-related news you want, how you want it.**

To register, just go to www.erschools.org and click on 'erNews Sign Up,' under 'quick links.' Enter your information and email address, choose the topics you'd like to receive updates about, and click on 'sign me up.' It's that easy!

Questions or problems? Please contact Dave Rovitelli at 248-6382 or david_rovitelli@er.monroe.edu.

Looking for other ways to get information about school events? Visit our Website or 'like' our Facebook page!