

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@erschools.org, 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

Assistant Superintendent for Finance and Operations David Green at 248-6308 or dave.green@erschools.org.

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.

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 Friday, Sept. 28, 2018. You may contact the guidance office by calling 248-6354.

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 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 accessible only 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 January 13, 2016; the required six-month re-inspection was conducted on July 13, 2018. The inspection reports are available for review at the District Office.

PESTICIDE NOTIFICATION: As required by state law, the East Rochester School District maintains a list of those who wish to receive 48-hour written notification of certain pesticide applications at the schools. 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. For all necessary information about submitting a Facility Use request please go to 'Buildings and Grounds' under the 'Departments' menu on our homepage, and scroll down to 'Use of Facilities' (or go to 'Facilities Use - School Dude' under the 'Parents and Community' menu).



According to 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!

DIGNITY for ALL STUDENTS ACT



What is the Dignity Act?

The Dignity for All Students Act is a New York state law that went into effect in July 2012, and was created to:

- provide every student with a school environment that's consistently safe, and free of discrimination and harassment
- protect students who experience intimidation or abuse based on, but not limited to, actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex

Bullying....

- is an intentional act of aggression, based on an imbalance of power that's meant to harm a victim either physically or psychologically
- usually occurs repeatedly and over time, but can sometimes be identified as a single event
- includes cyberbullying, harassment, or bullying that occurs through any form of electronic communication (such as, but not limited to, social media and texting)

How are student behaviors defined?

Harassment/bullying:

- is the creation of a hostile environment by conduct or by verbal threats, intimidation, or abuse
- has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities, or benefits, or mental, emotional, or physical well-being
- includes conduct of verbal threats, intimidation, or abuse that reasonably causes (or would be reasonably expected to cause) a student to fear for his/her physical safety

Drama is a social interaction characterized by overreaction, excessive emotionality, the continuation over time, and the involvement of extraneous individuals (others)

Conflict is an oppositional interaction, disagreement, or difference of opinion in which power is not used to exploit or manipulate anyone, and is usually resolved through pro-social means, but can become aggressive

How does the Dignity Act impact East Rochester?

Reporting: All adult members of the school community — teachers, staff, and coaches — are required to orally report any bullying or harassment incidents they become aware of to the school administrator and follow up with a written report. Students and/or family members can also file reports. *(Forms are available in the Elementary and Junior/Senior High offices, and on the District Website (under the 'files and documents' quick link on the home page, click on 'district documents' and then 'district forms').*

Responding: The administrators will promptly investigate all reports, and respond with actions intended to end bullying/harassment and ensure the safety of the student(s) involved.

Prevention: All students receive bullying and harassment prevention programming throughout the school year in class curriculum, class presentations by school staff, and special assemblies and events.

Training: All staff are trained on Dignity Act and related diversity and human relationship topics.

Need more information?

Visit the NYS Dignity Act site at www.p12.nysed.gov/dignityact/

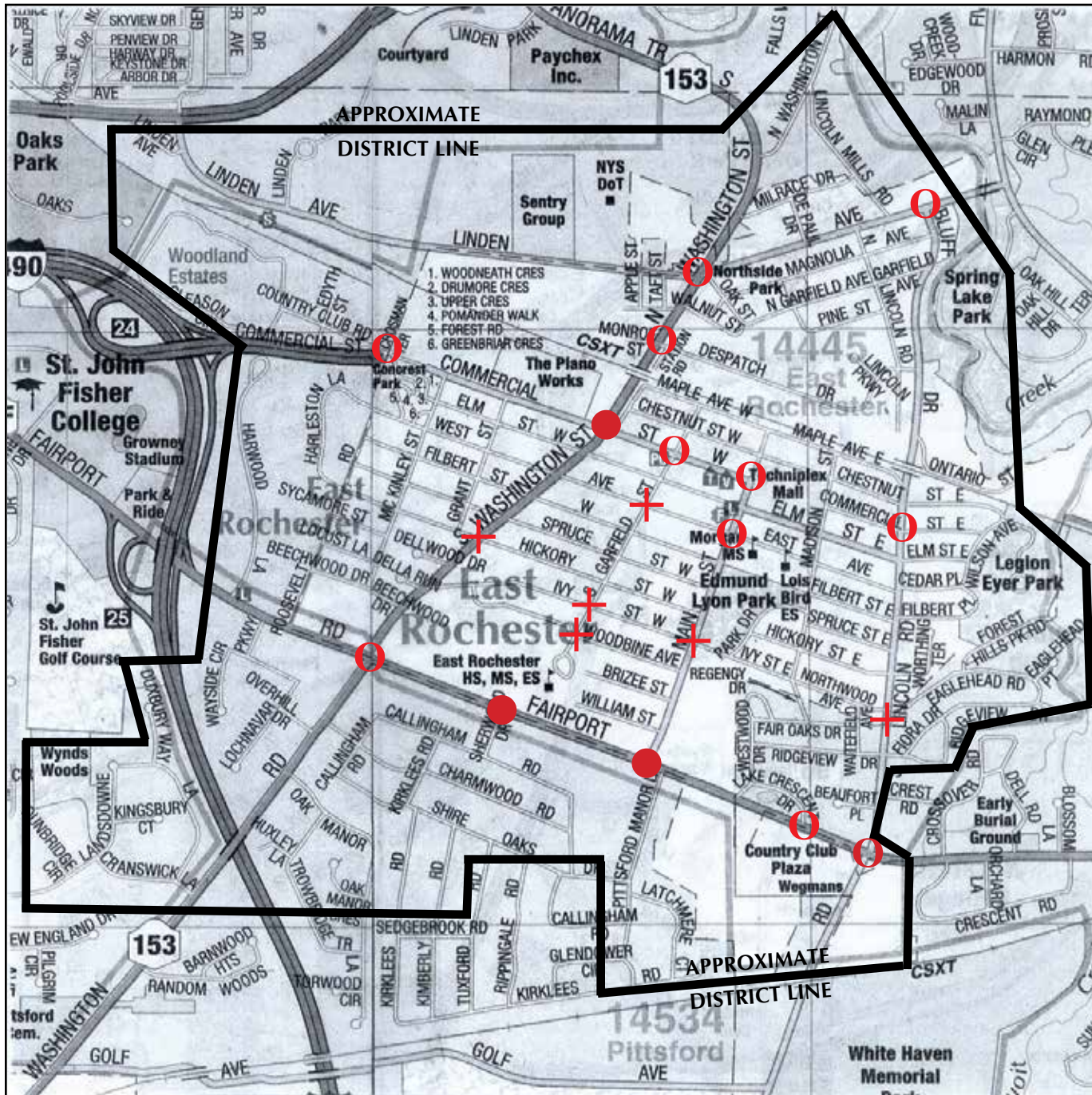
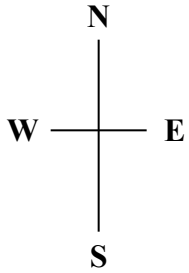
Contact our Dignity Act coordinators:

PK-5 Marisa Philp, Elementary Principal, marisa.philp@erschools.org

6-8 Casey van Harssel, Jr./Sr. High School Principal, casey.vanharssel@erschools.org

9-12 Casey van Harssel, Jr./Sr. High School Principal, casey.vanharssel@erschools.org

In East Rochester, "No student shall be subjected to harassment by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on, but not limited to, a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), or sex by school employees or students on school property or at a school function."



LEGEND

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

Map courtesy of Map Works Inc.

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

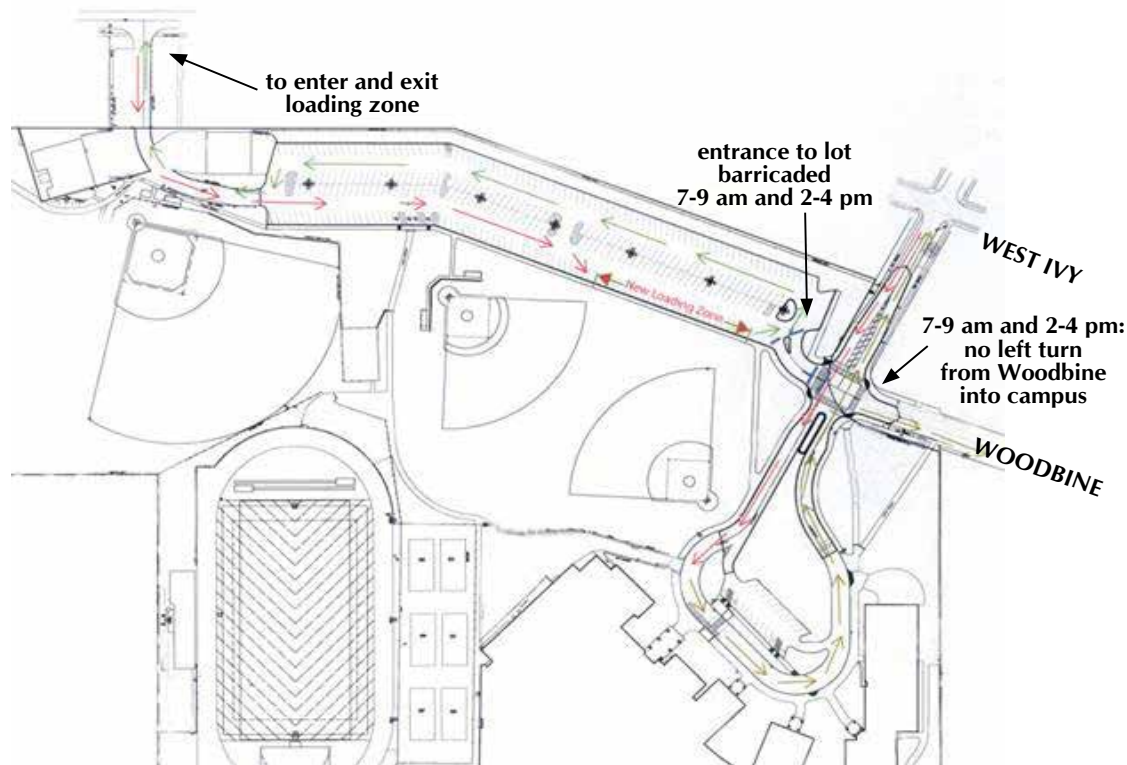
visitor parking spaces at the curb (west of the loading zone), or park in any open unreserved parking spots in the lot.

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 Assistant Superintendent for Finance and Operations David Green at 248-6308.

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 April Thiel of the East Rochester Police Department, 586-4399; Douglas Driscoll of the town of Pittsford, 727-1636; or Barb Clay of the town of Perinton, 223-0770.

SCHOOL NUTRITION

Debbi Beauvais, RD SNS
Shared School Nutrition Director
News for 2018 - 2019 School Year:



*Debbi Beauvais, RD
SNS Shared School
Nutrition Director*

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 will continue 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 breakfast and lunch! We're always working to offer ER students healthier and better-tasting options.

School meals offer students milk, fruits and vegetables, proteins, and whole grains, and must meet strict limits on portion size and saturated fat. Continuing this year, school lunches will meet several additional standards requiring:

- age-appropriate calorie limits
- fat-free or 1% milk (flavored milk must be fat-free)
- all grain offered will be 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 and lunch tray)
- a wider variety of vegetables, including dark green and red/orange vegetables and legumes

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 \$2.50 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. This year, we increased the lunch by \$.05 to \$2.55 and breakfast remains at \$1.25. School meals continue to be 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 \$2.55. 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 and juice, and a half-pint of milk. Lunch entrées available daily include yogurt/yogurt parfait, chef 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 JR/SR HS cafeteria, offering fresh, made-to-order sandwiches, continues to be very popular with students and staff alike.

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. Additional copies are available from the elementary and junior/senior high school offices, or can be downloaded from the 'menus' 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 MySchoolsBucks.com for information on pre-paid meals. There is even an app for this, look for *MySchoolsBucks* for both apple and android applications. Even if you don't use this FREE 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. You can also contact ER's Chef Manager, Bernie Joswick, at 248-6324 or bernard.joswick@erschools.org, or me at 340-5500 ext. 31403 or deborah_beauvais@gateschili.org.

Thank you!

– Debbi Beauvais, RDN SNS, Shared School Nutrition Director

Free and Reduced Price Meal Fact Sheets

FREE AND REDUCED PRICE MEAL APPLICATION FACT SHEET

When filling out the application form, please pay careful attention to these helpful hints.

SNAP (Food Stamps) /TANF/FDPIR CASE NUMBER:

This must be the complete valid case number supplied to you by the agency including all numbers and letters, for example, E123456, or whatever combination is used in your county. Do NOT use your benefit card number. Refer to a letter you received from your local Department of Social Services for your case number or contact them for your number. All children with the same case number may be listed on the same application. If anyone in your household receives SNAP, all children living in your household are eligible to receive free meals at school.

FOSTER CHILD:

A child who is living with a family but who is under the legal care of the welfare agency or court may be listed on your family application. List the child's "personal use" income. This includes only those funds provided by the agency which are identified for the personal use of the child, such as personal spending allowances, money received by his/her family, or from a job. Funds provided for housing, food and care, medical, and therapeutic needs are not considered income to the foster child. Write "0" if the child has no personal use income. The foster child's free eligibility does not extend to any other students in the household; they may receive free status only if: they are directly certified by NYS, a household member has a SNAP or TANF case number, or the household' income falls below the limit for free meals.

HOUSEHOLD:

A group of related or non-related people who are living in one house and share income and expenses.

ADULT FAMILY MEMBERS:

All related and non-related people who are 21 years of age and older living in your house.

FINANCIALLY INDEPENDENT:

A person is financially independent and a separate economic unit/household when his or her earnings and expenses are not shared by the family/household. Separate economic units in the same residence are characterized by prorating expenses and by economic independence from one another.

CURRENT INCOME:

Money earned or received at the present time by each member of your household before deductions. Only farmers, self-employed workers, migrant workers, and other seasonal employees may use their income for the past 12 months reported from their 1040 Tax Forms. **Be sure to note if anyone is a 10-month employee as that will make a difference in total income.**

GROSS INCOME:

Money earned or received by each member of your household before deductions. Examples of deductions are federal tax, State tax, and Social Security deductions.

Examples of gross income are:

- Wages, salaries, tips, commissions, or income from self-employment
- Net farm income – gross sales minus expenses only – not losses
- Pensions, annuities, or other retirement income including Social Security retirement benefits
- Unemployment compensation
- Welfare payments (does not include value of SNAP)
- Public Assistance payments
- Adoption assistance
- Supplemental Security Income (SSI) or Social Security Survivor's Benefits
- Alimony or child support payments
- Disability benefits, including workman's compensation
- Veteran's subsistence benefits
- Interest or dividend income
- Cash withdrawn from savings, investments, trusts, and other resources which would be available to pay for a child's meals
- Other cash income

If you have more than one job, you must list the income from all jobs. If you receive income from more than one source (wage, alimony, child support, etc.), you must list the income from all sources. Be sure to indicate the income frequency (weekly, every two weeks/biweekly, twice a month, monthly) –**if none is specified, it will be calculated as weekly.**

INCOME EXCLUSIONS: The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

OTHER:

Use ONLY the current school year's application; forms from previous years cannot be accepted. Your application can be mailed to Nutrition Services at the address on the top of the form, dropped off at any Gates Chili school office or cafeteria, or sent in with your child (be sure to tell them to take it to the cafeteria and not to give it to their teacher). An adult member must sign the form; the last four digits of the signer's Social Security number are required if the income section is filled in. If you do not have a Social Security number, you must check the box indicating this. **It is very important to read the parent letter carefully; if the application is filled out improperly, it cannot be processed and will be denied and returned to you.**

If you have any questions or need help filling out the application form, please contact the District Office Monday-Friday, 8 am – 4 pm, at (585) 248-6307.

EAST ROCHESTER UNION FREE SCHOOL DISTRICT

Dear Parent/Guardian:

August 1, 2018

Children need healthy meals to learn. East Rochester offers healthy meals every school day. Breakfast costs **\$1.25** at all schools; lunch costs **\$2.55** at all schools. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$0.25** for breakfast and **\$0.25** for lunch. To apply for free or reduced-price meals, you may **apply online** at www.erschools.org or by completing the enclosed application, sign it, and return it to the ER School Nutrition, 222 Woodbine Ave, East Rochester, NY 14445. Please refer to the guidelines contained in this letter when completing the application. **We cannot process an application that is not complete, 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. Return the completed application to: **ER School Nutrition, 222 Woodbine Ave, East Rochester, NY 14445.**
2. **Who can get free meals?** All children in households receiving benefits from **SNAP, the Food Distribution Program on Indian Reservations or TANF**, can get free meals regardless of your income. Categorical eligibility for free meal benefits is extended to all children in a household when the application lists an Assistance Program's case number for any household member. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines. Households with children who are categorically eligible through an Other Source Categorically Eligible designation, as defined by law, may be eligible for free benefits and should contact the SFA for assistance in receiving benefits.
3. **Can foster children get free meals?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Foster children may also be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.
4. **Can homeless, runaway, and migrant children get free meals?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call at **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 got carefully and follow the instructions. Call the school at **248-6307** if you have questions.
7. **My child's application was approved last year. Do I need to fill out another one?** Yes. Your child's application is only good for that school year and for the first 30 operating days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
8. **I get WIC. Can my child(ren) get free meals?** Children in households participating in WIC **may** be eligible for free or reduced price meals. Please fill out a FREE/REDUCED PRICE MEAL application.
9. **Will the information I give be checked?** Yes and we may also ask you to send written proof.
10. **If I don't qualify now, may I apply later?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
11. **What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: Assistant Superintendent for Finance and Operations David Green at ER Schools, 222 Woodbine Ave., East Rochester, NY 14445, 248-6308, or dave.green@erschools.org. 12.

12. **May I apply if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
13. **Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are
14. economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
15. **What if my income is not always the same?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
16. **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.
17. **My spouse is deployed to a combat zone. Is her combat pay counted as income?** No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
18. **My family needs more help. Are there other programs we might apply for?** To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-800-342-3009**.

2018-2019 INCOME ELIGIBILITY GUIDELINES FOR FREE AND REDUCED PRICE MEALS

REDUCED PRICE ELIGIBILITY INCOME CHART

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 22,459	\$ 1,872	\$ 936	\$ 864	\$ 432
2	\$ 30,451	\$ 2,538	\$ 1,269	\$ 1,172	\$ 586
3	\$ 38,443	\$ 3,204	\$ 1,602	\$ 1,479	\$ 740
4	\$ 46,435	\$ 3,870	\$ 1,935	\$ 1,786	\$ 893
5	\$ 54,427	\$ 4,536	\$ 2,268	\$ 2,094	\$ 1,047
6	\$ 62,419	\$ 5,202	\$ 2,601	\$ 2,401	\$ 1,201
7	\$ 70,411	\$ 5,868	\$ 2,934	\$ 2,709	\$ 1,355
8	\$ 78,403	\$ 6,534	\$ 3,267	\$ 3,016	\$ 1,508
*Each Add'l person add	\$ 7,992	\$ 666	\$ 333	\$ 308	\$ 154

How to Apply: To get free or reduced price meals for your children carefully complete one application following the instructions for your household and return it to the designated office listed on the application. If you now receive SNAP, Temporary Assistance to Needy Families (TANF) for any children, or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household SNAP, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a SNAP, TANF or FDPIR case number for any household member, the application must include the names of everyone in the household, the amount of income 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. No application is necessary if the household was notified by the SFA their children have been directly certified. If the household is not sure if their children have been directly certified, the household should contact the school.

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

Income Exclusions: The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(3) email: program.intake@usda.gov.

(2) fax: (202) 690-7442; or

This institution is an equal opportunity provider.

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 one's self, 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 get in touch with us for further information, as there is specific information that the medical certification must contain.

Confidentiality: The United States 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 (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the 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 (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

Reapplication: You may apply for benefits any time during the school year. Also, if you are not eligible now, but during the school year become unemployed, have a decrease in household income, or an increase in family size you may request and complete an application at that time.

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian. **We will let you know when your application is approved or denied.**

Sincerely,

Dr. Mark Linton, Superintendent of Schools

APPLICATION INSTRUCTIONS

To apply for free and reduced price meals complete only one application for your household using the instructions below. Sign the application and return the application to **Michelle M. Griffith, District Office 585-248-6307**.

If you have a foster child in your household, you may include them on your application. A separate application is no longer needed. Please call the school if you need help at 585-248-6307. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approving your application.

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

- (1) Print the names of the children, including foster children, for whom you are applying on one application.
- (2) List their grade and school.
- (3) Check the box to indicate a foster child living in your household, or if you believe any child meets the description for homeless, migrant, runaway (a school staff will confirm this eligibility).

PART 2 HOUSEHOLDS GETTING SNAP, TANF OR FDPPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.

- (1) List a current SNAP, TANF or FDPPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. The case number is provided on your benefit letter.
- (2) An adult household member must sign the application in PART 4. SKIP PART 3. Do not list names of household members or income if you list a SNAP case number. TANF or FDPPIR number.

PART 3 ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 4.

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

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

USE OF INFORMATION STATEMENT

Use of Information Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPPIR) case number or other FDPPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

DISCRIMINATION COMPLAINTS

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: https://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.mtmake@usda.gov.

This institution is an equal opportunity provider.

**EAST ROCHESTER UNION FREE SCHOOL DISTRICT
2018-2019 APPLICATION FOR FREE & REDUCED-PRICE SCHOOL MEALS**

F ___ R ___ D ___

To apply for free and reduced price meals for your children, read the instructions on the back, complete **only one** form for your household, sign your name and **return it to the address listed below**. Call (phone number), if you need help. Additional names may be listed on a separate paper.

Return Completed Applications to:

**Michèle M. Griffith District Office
East Rochester Union Free School District
222 Woodbine Avenue
East Rochester, NY 14445**

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

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

2. SNAP/TANF/FDPIR Benefits:

If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here. **Skip to Part 4, and sign the application.**

Name: _____ CASE #: _____

3. Report all income for ALL Household Members (Skip this step if you answered 'yes' to step 2)

All Household Members (including yourself and all children that have income).

List all Household members not listed in Step 1 (including yourself) **even if they do not receive income**. For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any other source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of household member	Earnings from work before deductions Amount / How Often	Child Support, Alimony Amount / How Often	Pensions, Retirement Payments Amount / How Often	Other Income, Social Security Amount / How Often	No Income
	\$ ___ / ___	\$ ___ / ___	\$ ___ / ___	\$ ___ / ___	<input type="checkbox"/>
	\$ ___ / ___	\$ ___ / ___	\$ ___ / ___	\$ ___ / ___	<input type="checkbox"/>
	\$ ___ / ___	\$ ___ / ___	\$ ___ / ___	\$ ___ / ___	<input type="checkbox"/>
	\$ ___ / ___	\$ ___ / ___	\$ ___ / ___	\$ ___ / ___	<input type="checkbox"/>
	\$ ___ / ___	\$ ___ / ___	\$ ___ / ___	\$ ___ / ___	<input type="checkbox"/>

Total Household Members (Children and Adults) ***Last Four Digits of Social Security Number: XXX-XX-__-__** I do not have a SS#

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

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

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

Signature: _____ Date: _____

Email Address: _____ Work Phone: _____ Home Address: _____

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

Ethnicity: Hispanic or Latino Not Hispanic or Latino
Race: American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Island White

DO NOT WRITE BELOW THIS LINE - FOR SCHOOL USE ONLY

Annual Income Conversion (Only convert when multiple income frequencies are reported on application)
Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12

SNAP/TANF/Foster
 Income Household: Total Household Income/How Often: _____ / _____ Household Size: _____
 Free Meals Reduced Price Meals Denied/Paid _____ Date Notice Sent: _____
Signature of Reviewing Official _____