

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. SCHOOL NUTRITION

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. 29, 2017.

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 Feb. 7, 2013; the required six-month re-inspection was conducted on July 21, 2017. 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 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@erschools.org. 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 'Related Files' (or go to 'Facilities Use - School Dude' under the 'Parents and Community' menu). For more information contact Tammy Gillette at 248-6370 or tammy.gillette@erschools.org.



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/

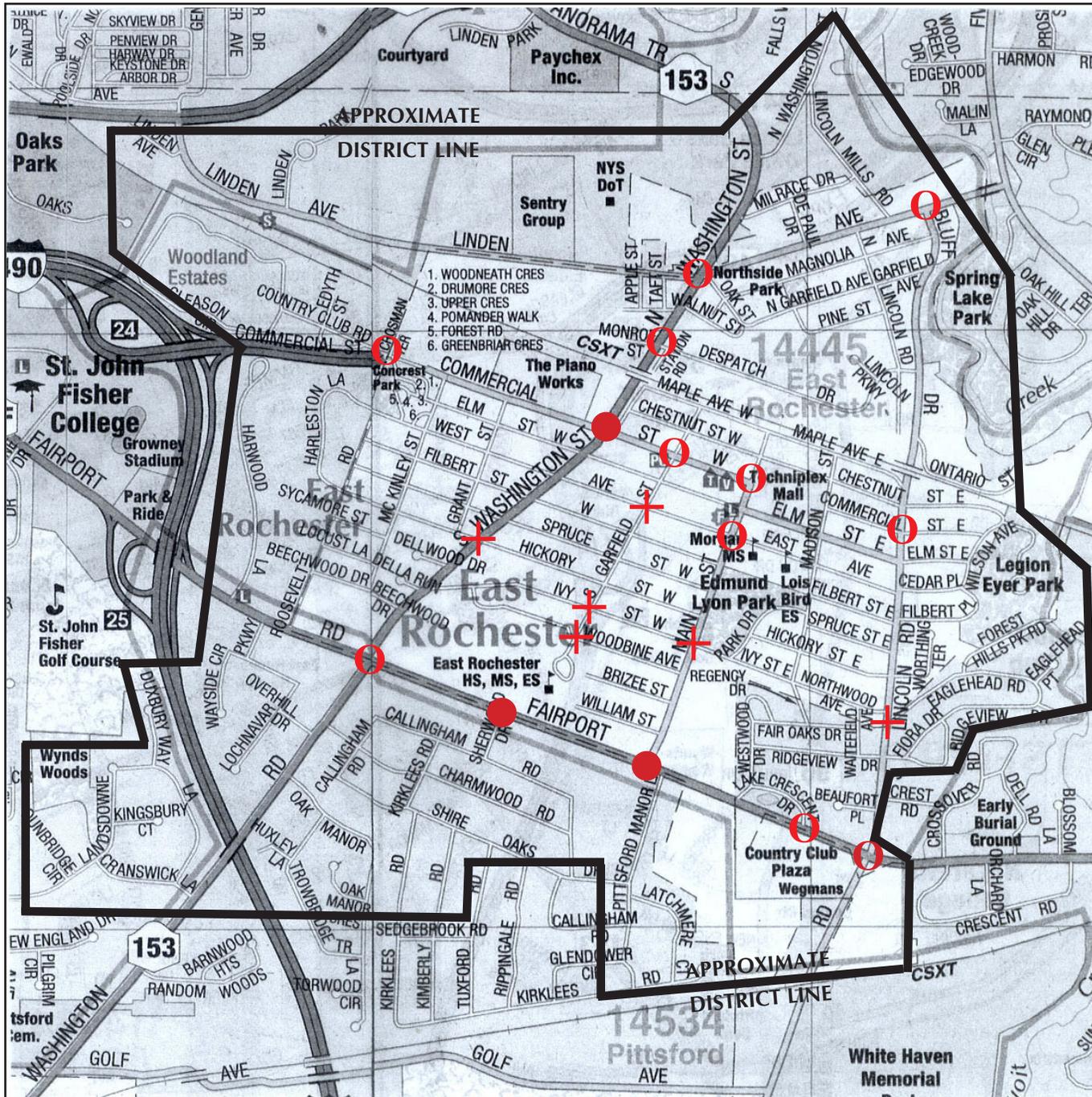
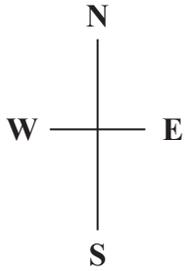
contact our Dignity Act coordinators:

PK-5 - Kathrine Basal, LMSW (248-3119, kathrine.basal@erschools.org) and
Amanda Wigle (248-6315, amanda.wigle@erschools.org)

6-8 - Kevin Cafalone (248-6376, kevin.cafalone@erschools.org) and
Adam M. Laycock (248-6337, adam.laycock@erschools.org)

9-12 - Kerry McMillan (248-6356, kerry.mcmillan@erschools.org) and
Melissa Sewruk, LCSW (248-6335, melissa.sewruk@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

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.

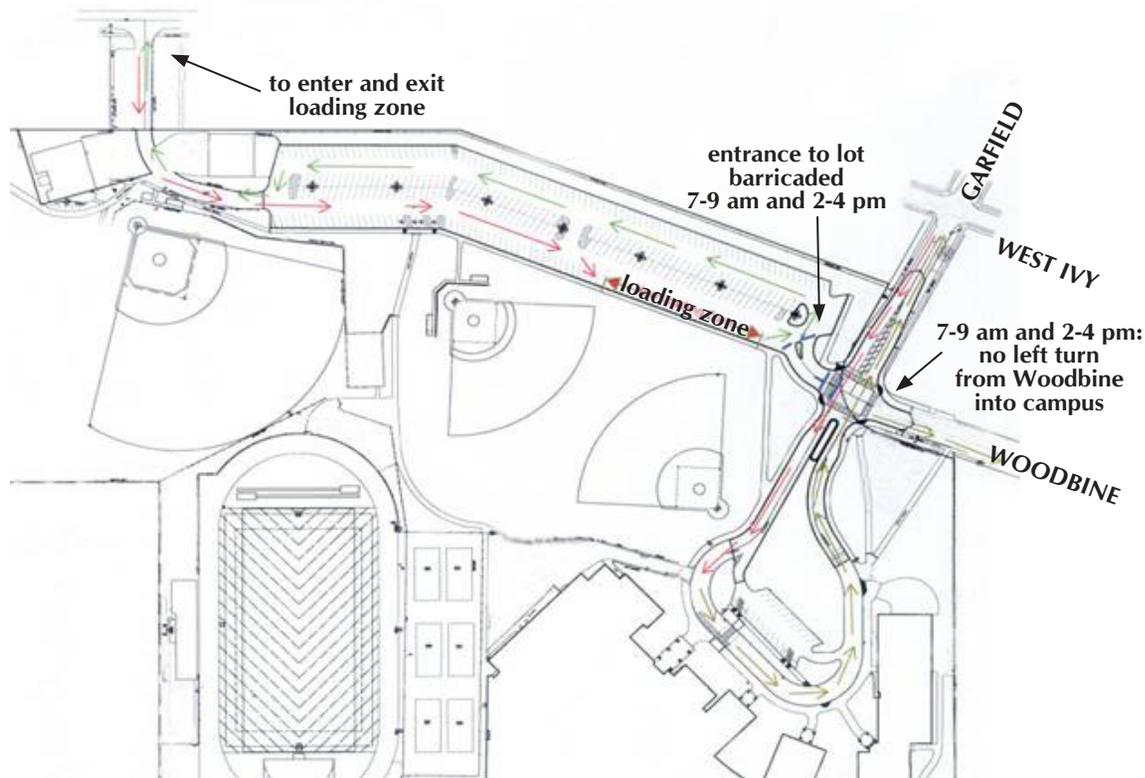
During the morning arrival and afternoon dismissal times, the Garfield/Woodbine entrance to the lower lot is barricaded to enhance the safety of crossing pedestrians and to better manage traffic flow coming through the intersection. During those times, the lower lot can be accessed only via the entrance 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

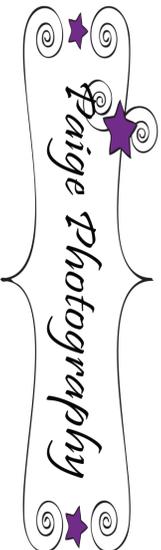
PITTSFORD:

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; Karen House of the town of Pittsford, 764-7465; or Kevin Spacher of the town of Perinton, 223-0770.



358 Eaglehead Rd,
 East Rochester, NY 14445
 Phone: 585-703-5250
 Email: 4paigephototo@gmail.com

East Rochester Elementary School

September 19th : Pre-K, 1st and 4th September 20th: Kindergarten, 2nd, 3rd and 5th
Make up date: October 25th, 2017

Package A	Package B	Package C	Package D	Package E
1 - 5 x 7 1 - 4 x 5 2 - Wallets Class Picture	1 - 5x7 2 - 4x5 8 - Wallets Class Picture	2 - 5 x 7's 2 - 4 x 5's 12- Wallets Class Picture	1 - 8 x 10 2 - 5 x 7's 4 - 4 x 5's 8 - Wallets Class Picture	2 - 8 x 10 4 - 5 x 7's 4 - 4 x 5's 16- Wallets Class Pic & free E-File
\$21	\$25	\$35	\$42	\$48

Multi-Child Family Plan Offer:

If you have 3 or more children, the first 2 will pay full package price and each child from the same immediate family may receive the same (or lesser) value package at 1/2 price. Please fill out the information below for each:

Full price package for child:

#1 _____ Pkg # _____ Grade _____

#2 _____ Pkg # _____ Grade _____

#3 _____ Pkg # _____ Grade _____

#4 _____ Pkg # _____ Grade _____

#5 _____ Pkg # _____ Grade _____

Half price package for child:

- Pre-Order your photos online at**
www.paigephotony.com
- Click Menu button (upper right corner) and select "School Portraits"
 - Select your child's school from the "Job/Event" drop down menu
 - Click "Open"
 - Provide child's information and contact/mailling information.
 - **START ORDERING!**

Each student must use a separate order envelope.

Please allow four weeks for delivery. Paige Photography offers a 100% satisfaction guarantee!

New this year...photos will be mailed directly to your home!

Fill out ALL information COMPLETELY

If you do not pick a background color, the default is gray.

PKG	Background Color (on front cover)	Price	QTY	TOTAL
A		\$21.00	X	=
B		\$25.00	X	=
C		\$35.00	X	=
D		\$42.00	X	=
E		\$48.00	X	=
ADD-ON ITEMS Background choice _____				
H	1 - 8X10	\$18.00	X	=
I	1 - 5x7	\$18.00	X	=
J	4 - 4x5	\$18.00	X	=
K	8 - Wallets	\$18.00	X	=
L	1 - Digital E-File Emailed	\$35.00	X	=
M	4-2 x 3 Magnets	\$15.00	X	=
N	1 - Dog Tag	\$15.00	X	=
O	1 - Keychain Tag	\$13.00	X	=
P	1 - Class Photo	\$15.00	X	=
Q	Blemish Retouching	\$8.00	X	=
R	Name on Wallets only	\$5.00	X	=
TOTAL AMOUNT ENCLOSED				\$

Student Name: _____

Grade: _____ **HR:** _____

Teacher _____

Address: _____

City: _____

State: _____ **Zip:** _____

Phone: _____

Email for E-File _____

CIRCLE PAYMENT TYPE. THEN FILL IN ALL INFORMATION

CASH CHECK VISA MC

Card Number _____

Exp. Date: _____ / _____ 3 digit security code _____

Cardholder: _____ Zip Code: _____

Email receipt to: _____

Checks payable to Paige Photography

\$30 Returned Check Fee

SCHOOL NUTRITION

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 \$2.30 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 are able to hold over last year's meal prices so there will be NO PRICE INCREASE. Breakfast remains at \$1.25 and Lunch remains at \$2.50. School meals continue to be great value and a huge convenience for busy families!



*Debbi Beauvais, RD
SNS Shared School
Nutrition Director*

The price for a lunch (including a half-pint carton of milk) at both the elementary and junior/senior high schools will be \$2.50. 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@er.schools.org, or me at 340-5500 ext. 31403 or deborah_beauvais@gateschili.org.

Thank you!

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 **Lori Petrilli, District Office 585-248-6398**.

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 585-248-6398. 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 will use your information to determine if you may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

DISCRIMINATION COMPLAINTS

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

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

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

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

This institution is an equal opportunity provider.

Date Withdrew _____

F ____ R ____ D ____

2017-2018 Application for Free and Reduced Price School Meals/Milk

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:

**Mrs. Lori Petrilli, 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 <i>Amount / How Often</i>	Child Support, Alimony <i>Amount / How Often</i>	Pensions, Retirement Payments <i>Amount / How Often</i>	Other Income, Social Security <i>Amount / How Often</i>	No Income
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>

Total Household Members (Children and Adults)

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

I do not have a SS#

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

4. Signature: An adult household member must sign this application before it can be approved. I certify (promise) that all the information on this application is true and that all income is reported. I understand that the information is being given so the school will get federal funds; the school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and federal laws, and my children may lose meal benefits.

Signature: _____ Date: _____

Email Address: _____ Home Address: _____

Home Phone: _____ Work Phone: _____

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

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

DO NOT WRITE BELOW THIS LINE - FOR SCHOOL USE ONLY

Annual Income Conversion (Only convert when multiple income frequencies are reported on application)

Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12

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

FOLD LINE

First-class
postage
required

CONFIDENTIAL

Lori Petrilli
East Rochester School District
222 Woodbine Ave.
East Rochester, N.Y. 14445

FOLD LINE