



# School Crossings

*A Bridge Between School & Community*

Westport Central School District  
September 2010



“Education is a bridge between the potentiality and the actuality.”

Westport Central School District  
2010-2011  
*Soar With Excellence*

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# Superintendent's Message

Another school year, more excitement, more challenges. This nation and our state are dealing with many serious issues: war, environmental catastrophes, and economic problems. In Westport we all share common concerns for our school, our town, our state and our country. Most importantly, I hope, we all share the common concern for our children, their well-being, their education, their health and their future.

The budget process in preparation for this year was very difficult. The community passed a very tight budget. It is imperative that we have hope for the future and that we translate that hope into the provision of an excellent program of instruction that will prepare our students to be well informed citizens, think critically about the solutions to problems and be well prepared for the next rung on life's ladder. We at the school will closely monitor expenditures to be sure that program is executed in the most efficient manner possible.

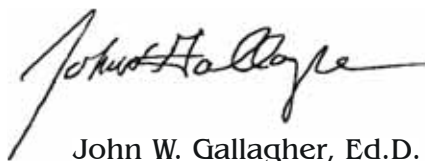
Our students continue to achieve at an excellent level. All of our seniors graduated last June. Many are entering college this fall. Two or three have chosen to delay plans for post-secondary education and others have entered the world of work. Some of these students have earned admission to the most highly competitive colleges in the country. Our school report card will be shared at a Board of Education meeting in the fall semes-

ter, but may be viewed at [www.emsc.nysed.gov/irtsreportcard](http://www.emsc.nysed.gov/irtsreportcard).

We will continue to provide opportunities for secondary students to complete the required seven credits, plus physical education, each year. Elementary teachers will continue the emphasis on reading and continue the Reading First philosophy with 90 minute reading blocks each day. Our science teachers will be assisting teachers in grades 4, 5 and 6 with science instruction. We also will continue to examine ways to increase collaboration among all the teachers in the school. We make extensive use of data and several of our teachers are interested in making sure we continue to do that.

We have been able to use some grant money to complete the upgrade of existing technology equipment and purchase some new equipment. We have upgraded our phone system to allow you to leave "voice mail" for teachers and staff. You will receive complete information on how this system works.

I am excited and pleased to again be a member of the school community for the 2010-2011 school year. As a small rural school we can be proud of the heights to which each of our Eagles soar.



John W. Gallagher, Ed.D.  
Superintendent

## Our Mission

The mission of the Westport Central School community is to nurture our children's natural curiosity and wonder so that the love of learning continues throughout their lives. We will stress academic achievement while encouraging the development of the total person through social, physical and creative experiences.

Our goal is to inspire our students to be caring and contributing members of society.

*You're Invited*

### Welcome Back Students, Parents, Faculty & Staff Evening

Mark your calendars! On Monday, September 13, 2010 the annual Parents, Students, Faculty and Staff "Welcome Back" evening will take place at WCS. This is a very special evening to kick off the 2010-2011 school year. Please see the schedule below:

#### **K-6 Parents & Students:**

- 5:30-6:00: Parent/Student Orientation
- 6:00-6:30: Michigans & Lemonade

#### **7-12 Parents & Students:**

- 5:30-6:00: Michigans & Lemonade
- 6:00-6:30: 7-12 Parent/Student Orientation

All required district paperwork can be turned in this evening. We look forward to seeing you on September 13th!

## From the Board of Education

It is hard to believe that a new school year is about to begin and will once again bring us together for new adventures and excellence in the classroom, as well as in extracurricular activities. We are anxiously looking forward to the return of all the smiling faces and laughter to once again fill the halls and classrooms.

Our challenges seem to be greater each year. Along with the combined efforts of the entire Westport team: our conscientious student body, a superb teaching staff, the helpful and energetic support staff, parents and community members who support quality education we have been afforded generous support in our district. Promoting exceptional opportunities and educational experiences designed to meet the challenges of the future to enhance the lives of our students is not taken lightly in our school. It is with confidence that by maintaining our high standards of excellence we will be continuing with another year of exceptional academic achievements.

The Board of Education would like to extend its best wishes for an enjoyable and productive school year to the student body, administration, faculty and staff. And to the parents and community, we truly believe that every child will succeed knowing that, with your support, we will make it happen. The community can be extremely proud of the support it continues to share and provide in this district making it possible for our small facility to compete with the greatest!

Sincerely,  
The WCS Board of Education:  
Alice W. LaRock, President  
James R. Carroll, Vice President  
Thomas Kohler  
Dwayne P. Stevens  
Suzanne B. Russell

## Welcome New WCS Faculty & Staff

The Westport Central School District proudly introduces our newest members to the faculty and staff. Please join us in welcoming:

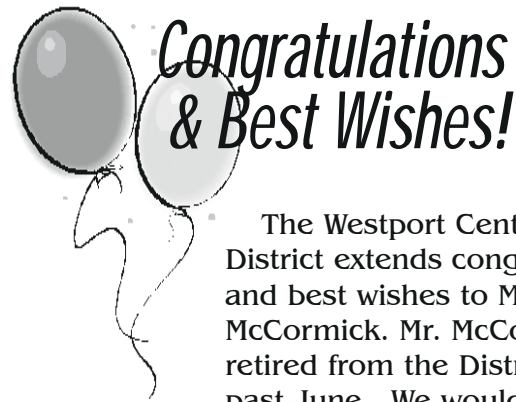
Mrs. Lorraine Hathaway, Reading  
Mrs. Joanne Mazzotte, K-12 Guidance

# Westport Web Update

Take a look at [www.westportcs.org](http://www.westportcs.org)!

The website will provide parents, students, faculty, staff and community with continual updated information. Board of Education information as well as News Notes, School Crossings, Calendars, Menus and faculty & staff webpages are just a few of many components of our website.

We welcome any comments on our new website and encourage you to e-mail us.



The Westport Central School District extends congratulations and best wishes to Mr. Dan McCormick. Mr. McCormick retired from the District this past June. We would like to thank Mr. McCormick for his 29 dedicated years of service to Westport Central School and to wish him a happy and healthy retirement.

We would also like to extend our thanks and best wishes to Mrs. Theresa Lindsay for her dedicated years of service. We wish her the very best in her future endeavors.

## Not getting "School Crossings"?

If you know of a District resident who does not receive the WCSD newsletter as part of our regular mailing but would like to be on our mailing list, please contact Jana Atwell at 962-8244 or [atwellj@westportcs.org](mailto:atwellj@westportcs.org).

# Bits & Pieces

## Tax Collector Hours Announced

Public hours are as follows for 2010-11 tax collection:

- **3:30-6 p.m.**  
September 3, 15, 30  
October 15, 17  
November 2
- **9 a.m.-noon**  
September 25  
October 30

## Coffee with the Superintendent

Please join Superintendent, Dr. John Gallagher, for a cup of coffee, conversation, and discussion. These informal conversations will be centered on our school, community, and new educational initiatives.

The coffee hour will be from 8:15-9:15 in the Superintendent's Office. Please check our website for this year's dates.

## CV-TEC Schedule

The first day of CV-TEC classes for Westport Students will be Thursday, September 9, 2010.

CV-TEC Plattsburgh Students:

- Departure from WCS at 7:50 a.m.

CV-TEC Mineville Students:

- Departure from WCS at 8:15 a.m. (for a.m. students) & 11:30 a.m. (for p.m. students)

## Annual Notice of Asbestos Management Plan

A six-month surveillance inspection of the asbestos containing materials in the school building was conducted during the months of December 2009 and June 2010 and will be conducted again during the months of December 2010 and June 2011. The last EPA Triennial Re-inspection was conducted during the month of June 2010 and will be conducted again during the month of June 2013.

The Asbestos Management Plan is available for review during the regular working hours at the District Office of the school. A copy of the Asbestos Management Plan will be made available upon request for a minimal fee to cover the cost of copying and handling.

For more details regarding the Asbestos Management Plan and the specific abatement decision, please contact the Superintendent's Office.

## Smile! School pictures planned

School pictures will be taken on Monday, September 27, 2010. Prior to this date your child(ren) will be given an order form envelope; please remind your child to bring it home. Choose the photo package that you wish to purchase, then enclose a check for that amount made out to "Lifetouch".

If the photo does not turn out to your satisfaction, you may return the package on Picture Retake Day scheduled for Tuesday, November 9, 2010. If you have any questions, please call the District Office at 962-8244.

## Westport offers Equal Opportunity

The Westport Central School Board of Education, its officers, and employees shall not discriminate against any employee or applicant for employment on the basis of race, color, national origin, creed or religion, marital status, sex, age, or disability. This policy of nondiscrimination includes recruitment and appointment of employees and employment pay and benefits.

Ref: 42 USC & 2000e-2000e-17; 29 USC & 206; Executive Order 11296; NYS Constitution article I & II; Executive Law 296

Readopted: July 11, 2006

## School Bus Safety

Our students are expected to follow the three bus safety rules when riding our WCS buses: Sit, Buckle, Stay in Your Seat. Please take a moment to review the School Bus Safety expectations with your child. It is our intent to see that every school bus ride is a safe school bus ride.

# 2010-11 Calendar Dates

Monday, September 6, 2010  
Tues. & Wed., September 7 & 8, 2010  
Thursday, September 9, 2010

**Monday, September 27, 2010**

**Friday, October 8, 2010**

**Monday, October 11, 2010**

**Tuesday, October 12, 2010**

Friday, October 15, 2010

Friday, October 29, 2010

**Tuesday, November 9, 2010**

**Thursday, November 11, 2010**

**Friday, November 12, 2010**

Friday, November 19, 2010

Wed.-Fri., Nov. 24-26, 2010

Friday, December 17, 2010

**Wednesday, December 22, 2010**

**Thurs.-Fri., Dec. 23 - Dec. 31, 2010**

**Monday, January 3, 2011**

Thursday, January 13, 2011

Monday, January 17, 2011

Tues.-Fri., Jan. 25-28, 2011

**Friday, January 28, 2011**

**Thursday, February 3, 2011**

**Friday, February 4, 2011**

Mon.-Fri., Feb. 21-25, 2011

Friday, March 11, 2011

Thursday, March 17, 2011

**Friday, March 18, 2011**

**Friday, April 8, 2011**

**Friday, April 15, 2011**

Mon.-Fri., April 18-22, 2011

Wednesday, May 11, 2011

Mon. & Tues., May 16 & 17, 2011

**Tuesday, May 17, 2011**

**Thursday, May 26, 2011**

**Friday, May 27, 2011**

Monday, May 30, 2011

Thursday, June 2, 2011

Friday, June 3, 2011

**Wed.-Fri., June 15-24, 2011**

**Friday, June 24, 2011**

**Saturday, June 25, 2011**

Labor Day, No School

Superintendent Conference Day, No School

First Day of Classes

**School Pictures**

**End of Five Weeks Marking Period**

**Columbus Day, No School**

**Superintendent Conference Day, No School**

Five Week Report Distribution

Halloween Program

**School Picture Retakes**

**Veteran's Day (Observed), No School**

**End of First Quarter**

Report Card Distribution

Thanksgiving Recess

End of Five Weeks Marking Period

**Five Week Report Distribution**

**Holiday Break**

**Classes Resume**

Early Dismissal

Martin Luther King Jr. Day, No School

NYS Regents Exams

**End of Second Quarter**

**Early Dismissal**

**Report Card Distribution**

Winter Break

End of Five Weeks Marking Period

Early Dismissal & 5 Week Report Distribution

**Superintendent Conference Day, No School**

**End of Third Quarter**

**Report Card Distribution**

Spring Break

Kindergarten Screening

Art Show/Science & Technology Fair

**John F. Geyer Instrumental Concert**

**Early Dismissal**

**End of Five Weeks Marking Period**

Memorial Day, No School

Academic Awards Evening

Five Week Report Distribution

**NYS Regents Exams (tentative)**

**Last Day of School**

**Class of 2011 Graduation**

# Student Absence/Tardy Info

A reminder to all parents/guardians to send in a note or call the school as soon as possible if your child(ren) will be tardy or absent from school for the day, as each student absence must be accounted for. If a written note or telephone call explaining the student's absence/tardiness is not received from a parent/guardian, the student will be marked as "absent unexcused" or "tardy unexcused" for that day.

To ensure our students' safety, when no call is received by the Attendance Officer the parent/guardian of each student not in attendance will be contacted to verify that the student is absent or late with their knowledge and approval.

The following reasons are recognized as valid excused absences: sickness or death in the family, impassable roads, religious observance, sickness requiring attendance at a medical clinic, quarantine, and required court appearances. Any other absence is considered illegal.

Students absent as a result of a college visit or educational testing should speak with the Guidance Counselor for prior approval. A phone call should still be made to the school advising of the student's absence for the day.

Chronic tardiness and truancy are disruptive to both faculty and fellow students and therefore will not be tolerated. All students are expected to be present and in their scheduled classes at 8:05 a.m. daily. Students arriving after 8:05 a.m. will be marked tardy. Students are required to be in class on time and prepared to learn as stated in the WCS Code of Conduct. Students with unexcused absences and/or tardiness will face consequences according to the provision set forth in the District's Code of Conduct.

# Student Drop Off & Pick Up

To ensure a safe environment for all, we are asking for your cooperation and compliance with the following procedures:

1. All students K-12 must enter the building through the Main Office lobby doors.
2. With the exception of the Main Office lobby doors, all school doors will be locked during regular school business hours.
3. During the school year, the building will be open daily for students beginning at 7:40 a.m.
4. All students should arrive between 7:40-8:00 a.m.
5. Breakfast will be served in the cafeteria from 7:40-8:00 a.m.
6. Attendance will be taken promptly at 8:05 a.m.
7. All students will be dismissed at 3:00 p.m.
8. The main office will need to be notified in advance by a parent/guardian should there be a need to change the regular arrival/dismissal routine of a student (i.e.: change in bus route, parent pick up instead of bus ride, early release, etc.).
9. Documentation will be required for any absence, late arrival and/or early departure.
10. All visitors must sign in at the Main Office where they will receive a visitor pass which must be visible at all times. Visitors will be asked to state the reason for the visit and may be required to show ID.

# A.C.A.P. After-School Program

The ACAP After-School Program will be operating again this year at Westport Central School and will begin the first day of school, September 9, 2010. The program is open after school Monday through Friday, when school is in session from 3:00 pm – 6:00 pm. The program is not open on school half days, and the program will also be closed on Sept. 10th for our ACAP Annual Conference Day.

Participants (students in grades K-6) will again be able to experience a variety of activities that support physical, academic, social and emotional

well being. Some of the activities that the students will be able to participate in will be arts and crafts, games, free play, indoor and outdoor activities, and educational games on the computers. Students are also provided with homework assistance and activities that promote Character Education and Team Building.

Applications are available through the Westport Central School Office or by calling ACAP directly at 873-3207 ext 234 or 249. Students must be pre-registered prior to attending the program.

Character Counts at  
Westport Central School!

**BE SAFE**

**BE RESPECTFUL**

**BE RESPONSIBLE**

Go Eagles!



## Parent/Family Luncheons

Parent Luncheons will be held throughout the school year on the first Friday of the month. On Parent/Family Luncheon Day, we encourage you to eat lunch with your child in the Westport Central School Cafeteria. We love having parents and family members join us!

We strongly encourage parents/family members to buy a school lunch or bring in nutritious meals from home. If you are buying the cafeteria lunch, please call the office and let us know.

### 2010-2011

#### Lunch dates

October 1	March 4
November 5	April 1
December 3	May 6
January 7	June 3
February 4	

## Arrival/Dismissal Times Early Release Reminders

During the school year, the building will be open daily for students beginning at 7:40 a.m.

- All students should arrive between 7:40-8:00 a.m.
- Breakfast will be served in the cafeteria from 7:40-8:00 a.m.
- Attendance will be taken promptly at 8:05 a.m.
- All students will be dismissed at 3:00 p.m.
- The main office will need to be notified in advance by a parent/guardian should there be a need to change the regular arrival/dismissal routine of a student (i.e.: change in bus route, parent pick up instead of bus ride, early release, etc.).
- Documentation will be required for any absence, late arrival and/or early departure.

## Enhanced Messaging Service

Westport Central School will again participate with Champlain Valley Educational Services in providing reliable outbound calling and message broadcasting to faculty, staff, parents and guardians. Through the Enhanced Messaging Services, WCS will be able to provide immediate notification for school closings, power outages, and any other emergencies or events where notification is deemed necessary.

An Enhanced Messaging Service Information sheet will need to be submitted to the main office and should be updated regularly should your contact information change.

## Signing Students In and Out

Student daily attendance will continue to be a focus for the 2010-2011 school year. Each school in New York State is held accountable to maintain a 90% or better attendance rate, period to period attendance and documented evidence of legal excuses.

Students will continue to sign-in and sign-out on the clipboard located in the Main Office. At that time the information will be entered into the computer. Parents, who are notified that their student is ill and will need to go home, will also sign their student out in the Main Office.

Your continued support and cooperation is greatly appreciated.

## Preschool Census

In an attempt to update our records of preschool children, we would appreciate your assistance. If you have a child in the Westport Central School District age birth to age 4, we would appreciate you letting us know. Please complete the form below and return this information to Mrs. Atwell in the District Office by Friday, September 17, 2010.

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Telephone # \_\_\_\_\_

Parent's Name \_\_\_\_\_

Address \_\_\_\_\_

Please return by  
September 17, 2010

# Breakfast and Lunch at Westport

Children need healthy meals to learn. Westport Central School offers healthy meals every school day. Breakfast costs \$1.25, lunch costs \$1.75 for K-6 students and \$2.00 for 7-12 students. Children from households that meet federal income guidelines (outlined below) are eligible for free meals or reduced price meals. Reduced price meals cost each eligible student \$.25 for lunch and \$.25 for breakfast. To apply for free or reduced price meals, submit a Direct Certification letter from the NYS Office of Temporary and Disability Assistance OR complete the enclosed application, sign it, and return it to Kathi Desjardins, Guidance Secretary @ 25 Sisco Street, Westport, New York 12993 as soon as possible. Please refer to the guidelines contained in this letter when completing the application. We cannot approve 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 the application to apply for free or reduced price meals. Do not fill out more than one application for your household.
- 2. Who can get free meals?** Children in households getting Food Stamps or TANF and most foster children can get free meals regardless of your income. Also, your children can get free meals if your household income is within the free limits on the Federal Income Guidelines. Each foster child must be listed on a separate application, with Part 2 completed and include an adult signature.
- 3. Can homeless, runaway and migrant children get free meals?** Please call Westport Central School to see if your child(ren) qualify, if you have not been informed that they will get free meals.
- 4. Who can get reduced price meals?** Your children can get low cost meals if your household in-

come is within the reduced price limits on the Federal Income Chart, shown on this application.

- 5. Should I fill out an application if I received a letter this school year saying my children are approved for free or reduced price meals?** Please read the letter you received carefully and follow the instructions. Call the school at 518/962-8244 if you have questions.
- 6. 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 few 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 year.
- 7. 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 an application.
- 8. Will the information I give be checked?** The school may ask you at any time during the school year to verify your eligibility. You will be notified, in writing, if you have been selected for Verification. School officials may ask you to send papers showing that your child should receive free or reduce price meals at the time you applied.
- 9. If I don't qualify now, may I apply later?** Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, TANF or other benefits. If you lose your job, your children may be able to get free or reduced price meals.
- 10. 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: Kathi Desjardins, Guidance

Secretary @ 25 Sisco Street,  
Westport, New York 12993.

- 11. 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 a U.S. citizen to qualify for free or reduced price meals.
- 12. 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). You must include yourself and all children who live with you.
- 13. What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.
- 14. 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.
- 15. 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.
- 16. My family needs more help. Are there other programs we might apply for?** To find out how to apply for State SNAP or other assistance benefits, contact your local assistance office or call 800/342-3009.

**Income Chart:** The following chart lists income levels according to household size and income levels received yearly, monthly or weekly. If your total household income is the same or less than the amounts on the Income Chart below, your children may be eligible to receive free or reduced price meals.

# Reduced Price Eligibility Income Chart

*Effective from July 1, 2010 to June 30, 2011*

Household Size	Annual	Month	Twice/Month	Every 2 Weeks	Weekly
1	20,036	1,670	835	771	386
2	26,955	2,247	1,124	1,037	519
3	33,874	2,823	1,412	1,303	652
4	40,793	3,400	1,700	1,569	785
5	47,712	3,976	1,988	1,836	918
6	54,631	4,553	2,277	2,102	1,051
7	61,550	5,130	2,565	2,368	1,184
8	68,469	5,706	2,853	2,634	1,317
For each additional family member add:	6,919	577	289	267	134

**How to Apply:** To get free or reduced price meals for your children you may submit a Direct Certification letter received from the NYS Office of Temporary and Disability Assistance, OR carefully complete one application for your household and return it to the designated office. If you now receive food stamps, 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 food stamp, 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 food stamp, TANF or FDPIR case number for all the children for whom you are applying, 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 that adult's social security number, or the word "none" if the adult does not have a social security number. An application that is not complete cannot be approved. Contact your lo-

cal Department of Social Services for your food stamp or TANF case number or complete the income portion of the application.

**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 food stamps.

**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.

**Nondiscrimination Statement:** This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410

*Continued on Page 11*

or call (202) 720-5964. USDA is an equal opportunity provider and employer.

**Meal Service to Children With Disabilities:**

Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities. Major life activities are defined to include functions such as caring for 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 student's 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 51 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.

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.

*See Application on Page 13*

## *Cafeteria Update*

**Cafeteria Payments/Charges:**

- As a reminder parents are encouraged to prepay their child's meals. Students must maintain a positive balance in their NutriKids account or payment, in full, will be required at the time of purchase.
- If you are sending in a check, please make it payable to Westport Central School Cafeteria. This payment should be sent in an envelope addressed to Mr. Deso, Cook Manager.
- ALL pre-payments must include the following information:
  - Name of Student(s)
  - Amount to be applied per student
  - Restrictions regarding pre-payment (meals only, no snacks, etc.)
- If a student's cafeteria account acquires a negative balance, parents will receive written notification of the amount owed to the school. Students will not be allowed to make any purchases in the cafeteria until such time

as their account is paid in full.

- Parents are encouraged to regularly check their children's cafeteria account balances by calling the main office.
- Confidential free and reduced meal applications are included in this newsletter and can also be obtained at our website or in the main office.

**2010-2011 PRICING:**

MEAL	K-6	7 - 12	Adult
Complete Breakfast	\$1.25	\$1.25	\$2.00
Breakfast Single Entrée	\$1.00	\$1.00	\$1.50
Complete Lunch	\$1.75	\$2.00	\$3.50
Lunch Single Entrée	\$1.60	\$1.85	\$2.00
Single Milk	\$0.40	\$0.40	\$0.40



Date Withdrew \_\_\_\_\_

\_\_\_\_ F \_\_\_\_ R \_\_\_\_ D

Temp Free/Date Expires\* \_\_\_\_\_

**2010-2011 FAMILY 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 per household, sign your name and return it to Kathi Desjardins . Call 962-8244 if you need help. For additional names, list on a sheet of paper.


**1. CHILDREN IN SCHOOL:** (Complete only one application for your family. Foster children must have separate applications.)

Children's Names (Last, First, MI)	Grade/Teacher	School

**2. FOSTER CHILD:** If the above named child is the legal responsibility of a welfare agency or court, check this box.   
List the child's personal use income: \_\_\_\_\_ (Write "0" if the child has no personal use income.) Skip to Part 5.

**3. HOUSEHOLDS GETTING FOOD STAMPS OR TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF):** Complete this section and sign the application in Part 5 **OR** submit a Direct Certification letter from the Office of Temporary and Disability Assistance or Food Distribution Program on Indian Reservations (FDPIR). Include all children living in your household regardless of whether or not they receive benefits. Write your case number as provided on your benefit letter. Benefit card or Medicaid numbers will not be accepted.  
Food Stamp Case #: \_\_\_\_\_ TANF/FDPIR Case #: \_\_\_\_\_

**4. HOUSEHOLD MEMBERS & TOTAL HOUSEHOLD INCOME:** If you did not give a food stamp or TANF case number, or submit a Direct Certification letter, complete this part and all of part 5.

Show how often each amount is received. See Examples 	<b>CURRENT INCOME/PAY PERIOD</b>			
	Examples: \$100/weekly, \$100/bi-weekly(every two weeks), \$100/2x per month, \$100/monthly If pay period is not noted, the reviewing official will process the reported income amount as received WEEKLY.			
List the names of everyone in your household	Earnings From Work Before deductions	Child Support, Alimony, Etc.	Payments from Pension or Retirement	Other Income
	Amount / How Often	Amount / How Often	Amount / How Often	Amount / How Often
1. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
2. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
3. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
4. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
5. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
6. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
7. _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____

**5. SIGNATURE:** An adult household member **MUST** sign the application before it can be approved.  
I certify that all of the information is true and that all income is reported. I understand that the information is being given for the school to receive federal funds; that school officials may verify the information and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and federal laws, and my children may lose meal benefits.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_ Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** If Part 4 is completed, the adult who signs the application **must** provide his/her Social Security number.  
See additional information for completing Part 5 in the Application Instructions provided.

**DO NOT WRITE BELOW THIS LINE - FOR SCHOOL USE ONLY**

**ANNUAL INCOME CONVERSION (ONLY CONVERT WHEN MULTIPLE FREQUENCIES ARE REPORTED ON APPLICATIONS):**  
WEEKLY X 52; EVERY 2 WEEKS X 26; TWICE A MONTH X 24; MONTHLY X 12

- FOOD STAMP, TANF, FOSTER CHILD
  - INCOME HOUSEHOLD: Total Household Income/Frequency: \_\_\_\_\_ / \_\_\_\_\_ Household Size: \_\_\_\_\_
- Application APPROVED for:  Free Meals  Reduced Price Meals  
 \* Temporary Free (expires in 45 days)\* \_\_\_/\_\_\_/\_\_\_  Application DENIED

Date Notice Sent: \_\_\_\_\_ Signature of Reviewing Official: \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, submit a Direct Certification letter received from the Office of Temporary and Disability Assistance OR complete only one application for your household using the instructions. Sign the application and return it to Kathi Desjardins

Please complete a separate application for **each** foster child. Call the school if you need help: 962-8244. 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.

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### **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 for whom you are applying on one application. (For Foster Children, see Part 2)
- (2) List their grade and school.

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### **PART 2 HOUSEHOLDS WITH A FOSTER CHILD SHOULD COMPLETE THIS PART AND SIGN PART 5. A foster child is the legal responsibility of a welfare agency or court. A separate application must be completed for each foster child.**

- (1) List the foster child's monthly "personal use" income. ("Personal Use" income is money given by the welfare office identified by category for the child's personal use, such as an allowance, and all other money the child gets, such as money from his/her family or money from the child's employment.) Write "0" if the foster child does not get "personal use" income. **SKIP PART 4.** Do not list any other children, household members or income, or a social security number.
- (2) A foster parent or other official representing the child must sign the application in PART 5.

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### **PART 3 HOUSEHOLDS GETTING FOOD STAMPS, TANF OR FDPIR SHOULD COMPLETE PART 3 AND SIGN PART 5. LIST ALL CHILDREN LIVING IN YOUR HOUSEHOLD EVEN IF THEY DO NOT RECEIVE BENEFITS.**

- (1) List a current Food Stamp case number, TANF or FDPIR (Food Distribution Program on Indian Reservations) number. Do not use the number on your benefit card. The case number is provided on your benefit letter.
- (2) An adult household member must sign the application in PART 5. **SKIP PART 4.** Do not list names of household members or income if you list a food stamp case number, TANF or FDPIR number.

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### **PARTS 4 & 5 ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 5.**

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
- (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, bi-weekly(every two weeks), monthly, 2 x per month.** Changes in income during the school year no longer need to be reported.
- (3) 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.
- (4) The application must include the social security number of the adult who signs **PART 5** if Part 4 is completed. If the adult does not have a social security number, write "none". If you listed a food stamp, TANF or FDPIR number, or if you are applying for a foster child, a social security number is not needed.

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**OTHER BENEFITS:** Your child may be eligible for benefits such as Medicaid or Children's Health Insurance Program (CHIP). In order 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.

#### **PRIVACY ACT STATEMENT**

Section 9 of the National School Lunch Act requires that unless your children's food stamp, TANF or FDPIR case number is provided, you must include the social security number of the adult household member signing the application, or indicate that the household member does not have a social security number. If a social security number is not given or an indication is not made that the signer does not have such a number, the application cannot be approved. The social security number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the application. These verification efforts may be carried out through program reviews, audits and investigations and may include contacting employers to determine income, contacting a food stamp or welfare office to determine current certification for receipt of food stamps or other benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by household members to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal actions if incorrect information is reported.

#### **DISCRIMINATION COMPLAINTS**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, gender, or disability. To file a complaint, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call 202-720-5964(voice and TDD). USDA is an equal opportunity provider and employer.



# Upcoming Events

## September

- 9 – First Day of Classes for K-12 students
- 13 – Welcome Back Night
- 27 – School Pictures

## October

- 11 – Columbus Day, No School
- 12 – Superintendent Conference Day, No School
- 15 – 5-Week Reports Distributed
- 29 – Halloween Program



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"School Crossings"  
is a publication of the  
Westport Central School District

Designed and printed at  
CVES, Plattsburgh

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