



School Crossings

A Bridge Between School & Community

Westport Central School District
September 2011



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

Westport Central School District

2011-2012

Soar With Excellence

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Superintendent's Message

On behalf of all of us at Westport Central School, I would like to welcome you back for another outstanding school year! We are looking forward to our faculty and staff's return on September 6th and 7th for Superintendent's Conference Days, and to our students' return on Thursday, September 8th. We have a very special Welcome Back Night planned for our students and their families on Tuesday, September 13th, and hope to see you there!

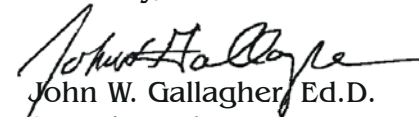
We expect our students to achieve at an excellent level. Our elementary teachers will continue the emphasis on reading instruction and maintain the ninety-minute reading blocks each day. We will provide opportunities for our secondary students to complete the required coursework for graduation as we always have. They will also have opportunities to participate in electives, Career & Technical Education, Advanced Placement courses, and co-curricular and extra-curricular activities. In addition, our high school

teachers will be working closely with our elementary teachers to assist with and collaborate on instruction.

Along with the Board of Education, I would like to extend best wishes to the students, faculty and staff, and community for an enjoyable and productive school year. Most importantly, I hope we will all share the common concern for our children, their well-being, their education, their health and their future.

I am excited and pleased to again be a member of the school community for the 2011-2012 school year. Please feel free to call, email or stop into my office. I look forward to the opportunity to discuss your perspective as we move through this school year. As a small, rural school we can be proud of the heights to which each of our Eagles soar.

Sincerely,


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 Tuesday, September 13, 2011 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 2011-2012 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. Once again it will be bringing us together for new adventures to achieve excellence in the classroom as well as in extra-curricular activities. We are anxiously looking forward to the return of all the smiling faces and excitement to again fill the hallways and classrooms.

Each year seems to bring greater challenges. Along with the combined efforts of the entire Westport team: our hard-working student body, a wonderful teaching staff, the helpful and energetic support staff, and 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 at Westport Central School. It is with confidence that by maintaining our high standards of excellence we will be continuing with another year of outstanding academic achievements.

The Board of Education would like to extend our best wishes for an enjoyable and productive school year to the student body, staff, faculty, and administrative staff. To the parents and community, we truly believe that every child will succeed and know that with your support we will continue to make it happen. The community can be extremely proud of the support they continue 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; Dwayne P. Stevens; Suzanne B. Russell; and Thomas Kohler

Welcome New WCS Faculty & Staff

The Westport Central School District proudly introduces our newest member to the staff:

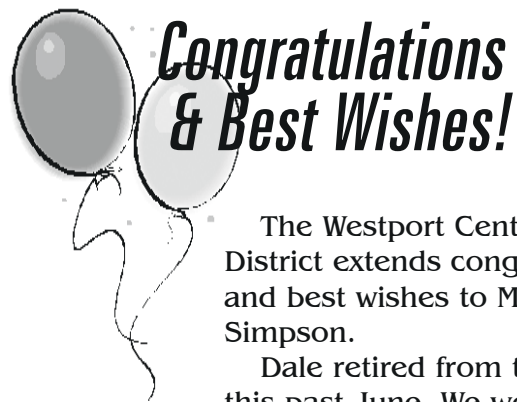
Ms. Maureen Thomas, Food Service Helper.
Welcome to the team!

Westport Web Update

Take a look at 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 Ms. Dale Simpson.

Dale retired from the District this past June. We would like to thank Dale for her dedicated years of service to Westport Central School and to wish her a happy and healthy retirement.

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.

Bits & Pieces

Tax Collector Hours Announced

Public hours are as follows for 2011-12 tax collection:

- **5-7 p.m.**
September 30
October 26
- **9 a.m.-1 p.m.**
September 10, 24
October 15, 29



CV-TEC Schedule

The first day of CV-TEC classes for Westport students will be Thursday, September 8, 2011.

CV-TEC Plattsburgh Students:

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

CV-TEC Mineville Students:

- Departure from WCC at 8:15 a.m. (for a.m. students) and 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 2010 and June 2011 and will be conducted again during the months of December 2011 and June 2012. 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 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 Tuesday, September 27, 2011. 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 Friday, November 4, 2011. 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.

2011-12 Calendar Dates

Monday, September 5, 2011
Tues. & Wed., September 6 & 7, 2011
Thursday, September 8, 2011

Tuesday, September 27, 2011
Wednesday, October 5, 2011
Friday, October 7, 2011

Monday, October 10, 2011
Tuesday, October 11, 2011
Wednesday, October 12, 2011

Friday, October 14, 2011
Tuesday, October 18, 2011
Monday, October 31, 2011

Thursday, November 3, 2011
Friday, November 4, 2011
Thursday, November 10, 2011

Friday, November 11, 2011
Tuesday, November 15, 2011
Friday, November 18, 2011

Wed.-Fri., Nov. 23-25, 2011
Wednesday, December 14, 2011
Thursday, December 15, 2011

Friday, December 16, 2011
Monday, December 19, 2011
Thursday, December 22, 2011

Fri.-Fri., Dec. 23, 2011 – Jan. 2, 2012
Tuesday, January 3, 2012
Monday, January 16, 2012

Tues.-Fri., Jan. 24-27, 2012
Friday, January 27, 2012
Friday, February 3, 2012

Wednesday, February 15, 2012
Thursday, February 16, 2012
Mon.-Fri., Feb. 20-24, 2012

Friday, March 9, 2012
Thursday, March 15, 2012
Friday, March 16, 2012 5

Thursday, March 29, 2012
Friday, April 6, 2012
Mon.-Fri., April 9-13, 2012 S

Friday, April 13, 2012
Friday, April 20, 2012
Friday, May 4, 2012

Mon. & Tues., May 14 & 15, 2012
Tuesday, May 15, 2012
Wednesday, May 16, 2012

Thursday, May 24, 2012
Friday, May 25, 2012
Monday, May 28, 2012

Wednesday, May 30, 2012
Friday, June 1, 2012
Tuesday, June 5, 2012

Wed.-Fri., June 13-22, 2012
Friday, June 22, 2012
Saturday, June 23, 2012

Labor Day, No School
Superintendent Conference Day, No School
First Day of Classes

School Pictures
College Night @ Clinton Community College
End of Five Weeks Marking Period

Columbus Day, No School
Superintendent Conference Day, No School
PSAT (11th Grade)

ASVAB (10th Grade) & Five Week Report Distribution
Early Dismissal
Halloween Program

MS All County Music Festival
School Picture Retakes & weather date music festival
End of First Quarter

Veteran's Day (Observed), No School
Elementary Career Fair (grades TBD)
Report Card Distribution & All State Music Festival

Thanksgiving Recess
Early Dismissal
Winter Instrumental Concert

End of Five Weeks Marking Period
College Panel Presentation (12th Grade) 5:30-7 PM
Five Week Report Distribution

Holiday Break
Classes Resume
Martin Luther King Jr. Day, No School

NYS Regents Exams
End of Second Quarter
Report Card Distribution

HS All County Music Festival
Weather Date All County
Winter Break

End of Five Weeks Marking Period
Early Dismissal
Week Report Distribution & Supt. Conference Day

Eaglet Band Recital
Good Friday Holiday, No School
Spring Break

End of Third Quarter
Report Card Distribution
NYSSMA Solo Festival

Art Show/Science & Technology Fair
John F. Geyer Instrumental Concert
Kindergarten Screening

Early Dismissal
End of Five Weeks Marking Period
Memorial Day, No School

6th Grade Band Recital & Showcase
Five Week Report Distribution
Academic Awards Evening

NYS Regents Exams
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. 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 be disciplined according to the provision set forth in the District's Code of Conduct.

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

ACAP After School Program will be operating again this year at Westport Central School and will begin the first day of school, September 8, 2011. 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. 23rd for our ACAP Annual Conference Day.

Participants (students K-6th grade) 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

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.

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.

Vera Martin
ACAP After School Program
Westport Site Supervisor

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 (with a few exceptions due to vacations). On Parent Luncheon Day, we encourage you to eat lunch with your K-12 child in the Westport Central School Cafeteria. We love having parents join us!

We strongly encourage parents 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. Please call for lunch times.

2011-2012 Lunch dates

October 7	March 2
November 4	April 20
December 2	May 4
January 6	June 1
February 3	

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 2011-2012 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 16, 2011.

Child's Name _____

Date of Birth _____

Telephone # _____

Parent's Name _____

Address _____

Please return by
September 16, 2011

Breakfast and Lunch at Westport

Children need healthy meals to learn. Westport Central School offers healthy meals every school day. Breakfast costs \$1.25; For students in grades K-6 lunch costs \$1.80, while students in grades 7-12 will pay \$2.05. 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 \$0.25 for breakfast and \$0.25 for lunch. 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 the main office as soon as possible. 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. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Kathi Desjardins, 25 Sisco Street, Westport, NY 12993.
- 2. Who can get free meals?** All children in households receiving benefits from food stamps, the Food Distribution Program on Indian Reservations or TANF, can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
- 3. Can foster children get free meals?** Yes, foster children 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.

- 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 or e-mail Westport Central School, 962-8244 or desjardinsk@westportcs.org 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 962-8244 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 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 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: John Gallagher, Ed. D., 25 Sisco Street, Westport, NY 12993 -962-8244
- 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 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.
- 14. 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.
- 15. We are in the military. Do we include our housing allowance as income?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatiza-

tion Initiative, do not include your housing allowance as income.

16. 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.

17. My family needs more help. Are there other programs we might apply for? To find out how to apply for food stamps or

other assistance benefits, contact your local assistance office or call 1-800-342-3009.

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, 2011 to June 30, 2012

Household Size	Annual	Month	Twice/Month	Every 2 Weeks	Weekly
1	\$20,147	\$1,679	\$840	\$775	\$388
2	\$27,214	\$2,268	\$1,134	\$1,047	\$524
3	\$34,281	\$2,857	\$1,429	\$1,319	\$660
4	\$41,348	\$3,446	\$1,723	\$1,591	\$796
5	\$48,415	\$4,035	\$2,018	\$1,863	\$932
6	\$55,482	\$4,624	\$2,312	\$2,134	\$1,067
7	\$62,549	\$5,213	\$2,607	\$2,406	\$1,203
8	\$69,616	\$5,802	\$2,901	\$2,678	\$1,339
For each additional family member add:	\$7,067	\$589	\$295	\$272	\$136

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 house-

hold, 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 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.

Continued on Page 11

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 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 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.

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/Charge:

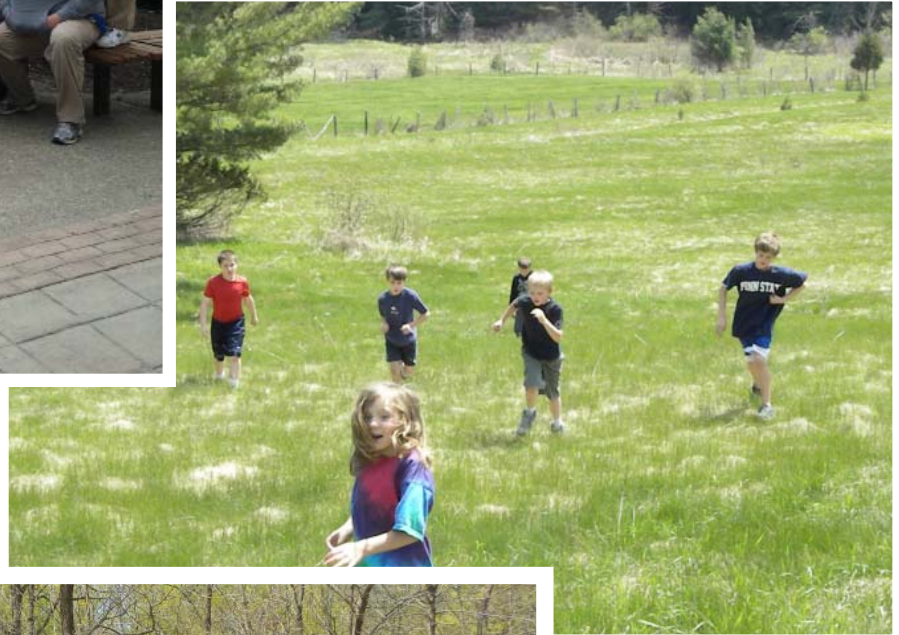
- As a reminder parents are encouraged to pre-pay their child's meals. Students must maintain a positive balance in their NutriKids account or payment, in full, will be required at the time of purchase.
- If you are sending in a check, please make it payable to Westport Central School Cafeteria. This 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.

2011-2012 PRICING:

MEAL	K-6	7 - 12	Adult
Complete Breakfast	\$1.25	\$1.25	\$2.00
Breakfast Single Entrée	\$1.00	\$1.00	\$1.25
Complete Lunch	\$1.80	\$2.05	\$3.55
Lunch Single Entrée	\$1.60	\$1.85	\$2.00
Single Milk	\$0.40	\$0.40	\$0.40



2011-2012 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 (name/school) . Call (phone number) ,if you need help. Additional names may be listed on a separate paper.

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

Student Name	School	Grade/Teacher	Foster Child <input checked="" type="checkbox"/>	No Income <input checked="" 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"/>	<input type="checkbox"/>

2. Food Stamp or TANF Benefits:

If anyone in your household receives either food stamp, TANF or FDPIR benefits, list their name and CASE # here. Skip to Part 5, and sign the application.

Name: _____ CASE # _____

3. If any child you are applying for is homeless, migrant or a runaway, please call this number: _____

Homeless Migrant Runaway (Homeless Liaison/Migrant Education Coordinator)

4. Household Gross Income: List all people living in your household, how much and how often they are paid (weekly, every other week, twice per month, monthly). If you have listed a foster child above, you must report their personal income.

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 checked="" 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"/>

5. Signature: An adult household member must sign this application and provide the last four digits of their Social Security Number (SS#), or mark the "I do not have a SS# box" before it can be approved.

I certify (promise) that all of 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: _____ Last Four Digits of Social Security Number: ***-**-____

I do not have a SS#

Home Phone _____ Work Phone _____ Home Address _____

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

- Food Stamp/TANF/Foster
- Income Household: Total Household Income/How Often: _____ / _____ Household Size: _____
- Free Meals Reduced Price Meals Denied/Paid Temporary Free 45 Days Expires ___/___/___

Date Notice Sent: _____ Signature of Reviewing Official _____

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

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

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

PART 2 HOUSEHOLDS GETTING FOOD STAMPS, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 5.

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

PART 3 Before completing an application for a child who may be homeless, a migrant education student, or a runaway, please call your school's homeless liaison or migrant education coordinator at this number:

(Homeless Liaison/Migrant Education Coordinator name and Phone Number)

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, every other week (bi-weekly), 2 x per month, monthly.** 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) The application must include the last four digits only of the social security number of the adult who signs **PART 5** if Part 4 is completed. If the adult does not have a social security number, check the box. If you listed a food stamp, TANF or FDPIR number, a social security number is not needed.

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

Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you apply on behalf of a foster child or you list a Food Stamp, Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR 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

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."



Upcoming Events

September

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

October

- 10 – Columbus Day, No School
- 11 – Superintendent Conference Day, No School
- 14 – 5-Week Reports Distributed
- 31 – Halloween Program



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