

SEAFORD MANOR SCHOOL

First Day of School Packet
2023-2024



Please read through this packet carefully.
Complete and return any necessary documents to your child's teacher.

Happy September!

September 5, 2023

Dear Parents and Guardians,

We hope you had a wonderful summer and that you're excited for a new school year. This packet will provide you with all the information you need to get off to a great start! Please read through these pages carefully and return all tear-off sheets to your classroom teacher by **Wednesday, September 6, 2022**. This packet is also available on our Manor School website in our Virtual Backpack, where all school and P.T.A. flyers will be located throughout the year.

We welcome the following staff members to our Manor School family:

- Rich Schwartz Manor Assistant Principal
- Briana Laderer Manor Third Grade Teacher
- Gabrielle LoCicero Manor Third Grade Teacher
- Kristin Nelson Manor Fourth Grade Teacher
- Olivia Fertmann Special Education Teacher for Kindergarten and First Grade
- Denise Landini Special Education Teacher for Kindergarten and First Grade
- Alexandra Drago Special Education Teacher for Second and Third Grade
- Meghan Sulinski Manor Permanent Substitute Teacher
- Jessica Wilson Manor Permanent Substitute Teacher
- Cindy Schiralli Manor Administrative Intern
- Rosemarie Masucci District Behavior Consultant
- Yvonne Baginski Manor Occupational Therapist

We would also like to welcome back Lindsay Friedman our Manor Psychologist!

We appreciate you taking the time this summer to help your child maintain academic skills by participating in the Manor School Summer Challenge. Please return the completed calendar to your child's new classroom teacher by tomorrow if you haven't already. Participants will be recognized at our assembly this Thursday.

Please return parent and/or student surveys if you haven't done so already. Also, please remember to send in your 4 X 6 family photo, labeled with the names and grades of all family members. You will have the opportunity to see these photos displayed when you join us at our first PTA Meeting on September 14, 2023, in the Manor School All Purpose Room.

We are looking forward to a wonderful and productive school year!

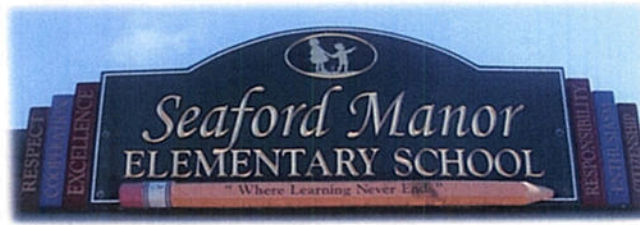
Yours in Manor Pride,

Debra Emmerich

Debra Emmerich
Manor School Principal

Richard Schwartz

Rich Schwartz
Manor School Assistant Principal



2023-2024 School Year

Welcome to the Manor School! The Manor School is one of the most magnificent places you will ever encounter! It is one of two elementary schools in the Seaford School District. We are home to 455 students in grades K - 5. We have 59 spectacular teachers and 57 dedicated aides. This year, there are three to four classes on every grade level in addition to four self-contained special education classes.

When you enter the Manor School, you will feel our warm and nurturing environment where we believe in educating the whole child. Our school theme this year is...

**Where every student matters
Where every moment counts
Together we belong
We're Seaford Manor strong!**

We believe in teaching children to strive to reach their goals and to never give up. We use the Habits of Mind and the RULER program to help encourage a growth mindset for all members of the school community.

Reading, Writing and Go Math workshops occur daily along with Foundations lessons and small group work. Our students also enjoy our FOSS science experiments and Putnam Social Studies lessons. We are extremely proud of our STEAM curriculum where our students transform into engineers and conquer various challenges while demonstrating grit and perseverance.

All students also participate in several Special Area programs including LIFT, Art, Music, and Physical Education. In addition, students enjoy SEL lessons (Social Emotional Learning) which feature Lion's Quest, Habits of Mind, and R.U.L.E.R. Our enrichment for all curriculum includes Project Lead the Way, STEAM, Coding, and Keyboarding. Students in fourth and fifth grade may participate in Band and Chorus if they are interested.

Our doors open at 8:50 a.m. If you walk to school, please see below. If you take a bus, you will enter through our B wing lobby doors (on the right side of school) then directed by one of our friendly staff members to your classroom. School starts at 9:00 a.m. sharp. The school day goes very fast (time flies when you're having fun) so don't be late! Dismissal is at 3:15 p.m., and 3:10 p.m. for Kindergarten students. Parents with multiple students are encouraged to pick-up their youngest child first.

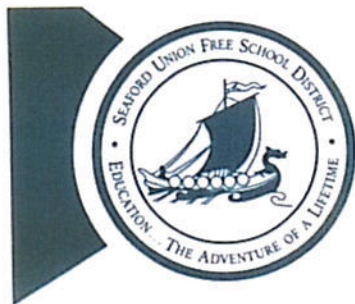
- Grade K-2 - Enter through the Central Administration doors closest to Washington Avenue
- Grade 3- 5 -Enter through the Main Entrance doors to the Main Lobby

The Manor School operates on a five-day schedule. You can find our 5-day calendar on our Manor School website: seaford.k12.ny.us. Our Twitter is @TheManorSchool and our Instagram account is @seafordmanor. Please check out all the wonderful things happening at the Manor School! Our Manor Staff wishes you a wonderful experience here at the Manor School. Please feel free to contact us at (516) 592-4080 if you have any questions.

Yours in Manor Pride,

Mrs. Debra Emmerich
Principal

Mr. Richard Schwartz
Assistant Principal



Dr. Adele V. Pecora • Superintendent of Schools

1600 Washington Avenue, Seaford, NY 11783 • Phone: (516) 592-4010 • Fax: (516) 592-4049

August 24, 2023

Dear Seaford Families,

I hope that you are enjoying your summer with family and friends. Welcome back to another exciting school year!

This summer has been a busy time. As you enter the buildings, there will be several new faces. It has been an unprecedented hiring season in the Human Resources Office. Dr. Sheena Jacob and Ms. Lori Umano are commended for their determination to recruit and hire amazing new faculty and staff. This work could not have been done without parents, teachers and administrators who volunteered to serve on interview committees. I am grateful for the school administrators and clerical teams who have been preparing for the opening of our schools on September 5, 2023. Many of our initiatives for this coming school year are an extension of the outstanding work that we began over the last several years. A new point of focus will be to introduce the *Seaford Scholars Profile* which identifies traits that will make our students successful learners and the leaders of today and tomorrow.

Once again, our custodial/buildings and grounds staff have done a wonderful job preparing the facilities. Additional gratitude is extended to Mr. Costa, our Director of Facilities, for assisting with construction projects that include renovating and building new bathrooms at the Harbor and Manor Schools respectively, creating a new Electrical Shop Classroom at the High School, and repainting classrooms throughout the district. Also noteworthy is the replacement of sidewalks by the new fields at the high school.

The turf complex at the high school is nearly complete and it looks incredible! Our student athletes have already begun to use the new facilities in preparation for fall sports and the fields will be filled with physical education classes in September. This project is an endorsement of Seaford Pride and the commitment of our community to provide our students with a modern and competitive campus that enhances opportunities for all students. You are cordially invited to attend the official ribbon cutting ceremony that will take place on September 21, 2023, at 3:30 pm.

The personnel office has been hopping. Before the school year ended, we appointed new administrators. Ms. Amanda Barney is our new Assistant Superintendent for Curriculum and Assessment. She most recently served as the Coordinator of English K-12 in the Syosset School District. Her prior experience includes being an English Department Coordinator in the Mattituck School District where she also taught for 18 years. A most interesting experience is that she was a Teaching Ambassador Fellow with the United States Department of Education; in this capacity she led a national initiative to improve academic achievement and student engagement using instructional technology.

Also joining the curriculum team is Ms. Debbie Langone, who is the Executive Director for Instructional Technology and STEAM. Throughout the summer Ms. Langone has been working with our Technology Department to ensure a smooth start to the school year. She has also been collaborating with several teachers on curriculum writing projects regarding the LIFT program, Elementary Science and Algebra I. Prior to joining our team, Ms. Langone was the Director of Science & Engineering Technology

K-12 in the West Islip School District. Her philosophy is that: "... Education should foster creative, inquisitive, independent thinkers who can observe, analyze, problem solve..." Rounding out the central office administration is Mr. Richard Cunningham who is serving as the Interim Assistant Superintendent for Business and Operations. Rich has over 20 years' experience as a business official. He retired from the Plainview-Old Bethpage School District as the Assistant Superintendent for Business in 2022. More recently, he served as an interim business official in the Massapequa School District this past spring.

Two familiar faces promoted to new administrative positions are Ms. Jennifer Bisulca, Principal at Seaford Harbor Elementary School and Mr. Alex Mantay, Assistant Principal at Seaford High School. Ms. Bisulca has already met many of the students through meet and greet gatherings on the playgrounds. On August 26, 2023, she will be at the Seaford Chamber of Commerce, End-of-Summer Bash, to welcome students and meet community members. She and Ms. Stringer are eager to welcome students to the start of another wonderful school year. Mr. Mantay has also hit the ground running. He is a dynamic addition to the High School Administrative team having served Seaford students as an inspirational teacher and coach for the last six years.

It is also our pleasure to announce that Mr. Joseph Polite is the new Assistant Principal at Seaford Middle School. Most recently, he served as the Math Department Chairperson in the East Rockaway School District where he was also the Principal of the Twilight and Summer School Programs. Mr. Polite will be hosting a Popsicle with the Assistant Principal meet and greet event on August 25, 2023. As you may know, Dr. Kakalos accepted a Principal position in another district, and we wish her the best. Mr. Rich Schwartz is our new Assistant Principal at the Seaford Manor Elementary School. In Levittown Schools, he served as an elementary teacher and the Elementary Enrichment Director. Mr. Schwartz is already acclimating to the Manor culture. He met several students and parents at the Pickleball with the Principals event. If you have a moment, please take a few minutes to welcome these administrators to their new work homes.

Continuing with the Personalized Digital Learning (PDL) program this year, we will be distributing the 2nd generation of laptops to all seventh and eleventh grade students. Ms. Debbie Langone and our technicians have worked diligently to prepare for the start of the school year with over 1,200 devices being reimaged. Digital Literacy is a vital skill as we provide our students with access to innovative instructional technology opportunities.

One of our district goals is to continuously review and enhance our building security. Over the last year, landline phones replaced intercom phones in every classroom facilitating the ability for an individual to immediately dial 911. We have also added additional security guard coverage throughout the district as well as additional security cameras. This fall, teller-styled boxes will be installed in all main lobbies which will allow visitors to provide license identification before entering our schools. Once the teller boxes are installed, 3M Security Film will be installed on all Main Lobby Glass. Consistently, Nassau County Police have stated that locked doors and the wearing of ID badges is critical in securing the perimeters of our schools. Please know that the wearing of identification badges by students and staff will be enforced. Ensuring a safe and secure learning environment continues to be our overarching goal.

We are very excited to start the school year and look forward to seeing our students and families. Enjoy the remaining days of summer and ... **Go Vikings!**

Yours in Seaford Pride,



Adele V. Pecora, Ed.D.
Superintendent of Schools

Manor School Mission Statement

The Manor School is a learning community
where students are provided a caring,
nurturing, and safe environment.

We believe that all children are special and learn
in their own way.

We strive to enhance each child's unique abilities.
An atmosphere of acceptance and tolerance is fostered
where students feel good about themselves
while realizing their true potential.

We actively practice our belief that learning never ends
and is truly a life-long adventure.

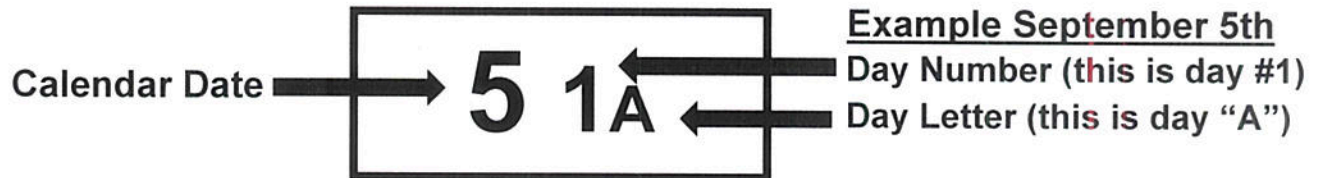
In cooperation with students, parents and
community members,
we seek to empower students
to be life-long independent learners
and contributors in a diverse and ever-changing society.



IMPORTANT

FIVE-DAY SCHEDULE FOR SPECIAL AREA CLASSES

Our elementary school operates on a five-day schedule for Special Area Classes. Please note the number on the top indicates the day of the month and the bottom number is our school's day of our five-day cycle. Each school day will be numbered 1 to 5 as indicated on the calendar following this page (also see example below).



Using this five-day system we will ensure that all students attend an equal number of each special and will avoid missing the same special area class if holidays fall on the same day of the week (and days that school is not in session). You will be informed of the days that your child will have Art, Music, L.I.F.T. and Physical Education.

It is suggested that you post this calendar in a prominent spot so that it can be quickly accessed. It will also be posted on the website for your reference.

Please fill in your child's special area schedule below:

DAY 1	<hr/>
DAY 2	<hr/>
DAY 3	<hr/>
DAY 4	<hr/>
DAY 5	<hr/>

SEAFORD PUBLIC SCHOOLS 2023-2024 CALENDAR

FINAL

AUGUST (2 Conference Days)

Aug.		29	30	31
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Revised 8/10/23

SEPTEMBER (18)						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5 1A	2 2B	3 3A	8 4B	9
10	11 5A	12 1B	13 2A	14 3B	15 4A	16
17	18 5B	19 1A	20 2B	21 3A	22 4B	23
24	25	26 5A	27 1B	28 2A	29 3B	30

FEBRUARY (16)						
Su	Mo	Tu	We	Th	Fr	Sa
				1 5A	2 1B	3
4	5 2A	6 3B	7 4A	8 5B	9 1A	10
11	12 2B	13 3A	14 4B	15 5A	16 1B	17
18	19	20	21	22	23	24
25	26 2A	27 3B	28 4A	29 5B		

OCTOBER (21)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2 4A	3 5B	4 1A	5 2B	6 3A	7
8	9	10 4B	11 5A	12 1B	13 2A	14
15	16 3B	17 4A	18 5B	19 1A	20 2B	21
22	23 3A	24 4B	25 5A	26 1B	27 2A	28
29	30 3B	31 4A				

MARCH (18)						
Su	Mo	Tu	We	Th	Fr	Sa
					1 1A	2
3	4 2B	5 3A	6 4B	7 5A	8 1B	9
10	11 2A	12 3B	13 4A	14 5B	15 1A	16
17	18 2B	19 3A	20 4B	21 5A	22 1B	23
24	25 2A	26 3B	27**4A	28	29	30
31						

NOVEMBER (18 +1 Conference Day)						
Su	Mo	Tu	We	Th	Fr	Sa
			1 5B	2 1A	3 2B	4
5	6 3A	7	8 4B	9 5A	10	11
12	13 1B	14 2A	15 3B	16 4A	17 5B	18
19	20 1A	21 2B	22 3A	23	24	25
26	27 4B	28 5A	29 1B	30 2A		

APRIL (14)						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2 5B	3 1A	4 2B	5 3A	6
7	8 4B	9 5A	10 1B	11 2A	12 3B	13
14	15 4A	16 5B	17 1A	18 2B	19 3A	20
21	22***4B	23	24	25	26	27
28	29	30				

DECEMBER (16)						
Su	Mo	Tu	We	Th	Fr	Sa
					1 3B	2
3	4 4A	5 5B	6 1A	7 2B	8 3A	9
10	11 4B	12 5A	13 1B	14 2A	15 3B	16
17	18 4A	19 5B	20 1A	21 2B	22 3A	23
24	27	26	27	28	29	30
31						

MAY (21)						
Su	Mo	Tu	We	Th	Fr	Sa
			1 5A	2 1B	3 2A	4
5	6 3B	7 4A	8 5B	9 1A	10 2B	11
12	13 3A	14 4B	15 5A	16 1B	17 2A	18
19	20 3B	21 4A	22 5B	23 1A	24* 2B	25
26	27	28 3A	29 4B	30 5A	31 1B	

JANUARY (21)						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2 4B	3 5A	4 1B	5 2A	6
7	8 3B	9 4A	10 5B	11 1A	12 2B	13
14	15	16 3A	17 4B	18 5A	19 1B	20
21	22 2A	23 3B	24 4A	25 5B	26 1A	27
28	29 2B	30 3A	31 4B			

JUNE (17)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3 2A	4 3B	5 4A	6 5B	7 1A	8
9	10 2B	11 3A	12 4B	13 5A	14 1B	15
16	17 2A	18 3B	19	20 4A	21 5B	22
23	24 1A	25 2B	26 3A	27	28	29
30						

SCHOOL CLOSED

Summary: 180 days+3 Conference Days (8/30, 8/31,11/7)



Superintendent's Conference Days
First and Last Days of School

DATES TO REMEMBER

Aug. 30 & 31	Superintendent Conference Days	Dec. 25-Jan. 1	Holiday Recess
Sept. 4	Labor Day	Jan. 15	Martin Luther King Day
Sept. 5	First Day Of School	Feb. 19-23	Winter Recess
Sept. 25	Yom Kippur	March 27**-April 1	March Recess
Oct. 9	Columbus Day	April 22**-April 30	Spring Recess
Nov. 7	Election Day/Supt. Conference Day	May 27	Memorial Day
Nov. 10	Veterans Day	June 19	Juneteenth
Nov. 22 half-day & Nov. 23-24	Thanksgiving Recess	June 26	Last Day of School

The first three snow days do NOT need to be made up.

Emergency School Closing Days:

*Snowflake Day-May 24 is a school day if there is a 4th school day closing due to inclement weather or emergency conditions and March 27/April 22 are school days if there is a 5th/6th school closing due to inclement weather or emergency conditions

Manor and Harbor School Half Days: November 22, June 24, 25, 26

FUN EVENTS AT THE MANOR SCHOOL 2023-2024

- | | |
|--------------------|---------------------------------------|
| • Sept 14 | -PTA Meeting 7:00 |
| • Sept 19 | -Back to School Night @6:00pm |
| • Sept 29 | -Family Picnic 5:00 – 6:30pm |
| • October 12 | -Autumn Classic (Raindate October 13) |
| • October 31 | -Halloween Parade |
| • December 6 | -Holiday Concert |
| • December 12 & 13 | -Snowflake Village |
| • January 8 | -International Week |
| • February 28 | -Manor Literacy Celebration |
| • March 1 | -March Madness |
| • April 5 | -Manor Math Celebration |
| • April 19 | -Earth Day planting |
| • May 10 | -Special Seniors/Special Person's Day |
| • May 14 | -Spring Concert |
| • May 21 | -STEAM Fair |
| • June 7 | -Student Recognition Day |
| • June 25 | -Career Day (tentative) |

Character Counts T-Shirt Days:

10/6, 11/3, 12/1, 1/5, 2/2, 3/1, 4/5, 5/3, 6/7
(Generally, the first Friday of each month)

Please see the Seaford Manor PTA Welcome Kit for more events

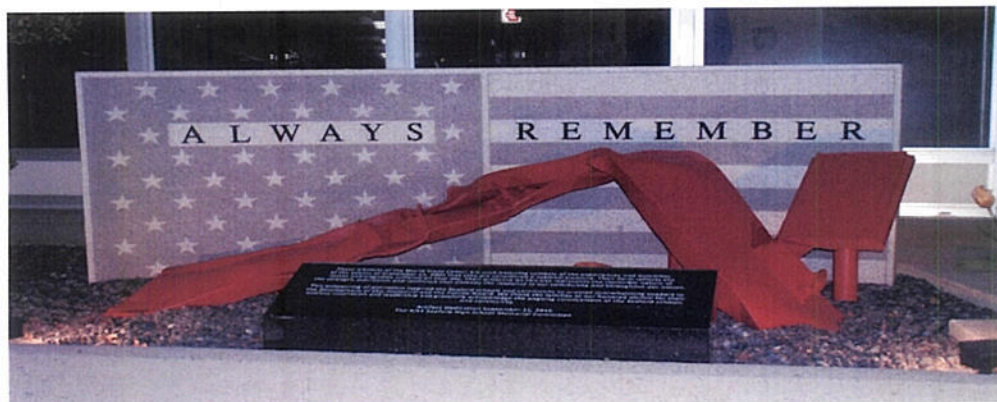


Please join the Seaford community in honoring our
five Seaford H.S. alumni
and ALL those who tragically lost their lives on
September 11, 2001.

9/11 MEMORIAL CANDLE LIGHTING CEREMONY
will be held at
Seaford High School
MONDAY, September 11th at 6:45 P.M. (arrive early please)

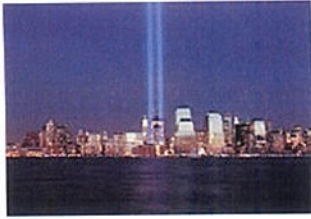
Rain or Shine - Keily Drive entrance open; parking in HS parking lot available.

Service Commitment Pledges will be acknowledged.
RSVP & Questions - Contact Lynda at LSchachner@seaford911.org



www.seaford911.org

*"The distribution of this flyer by the Seaford School District is a courtesy to the activities of this organization.
In no way does the Seaford School District sponsor or accept any responsibility for these activities."*



SEPTEMBER 11th COMMITMENT TO SERVICE PLEDGE

SEPTEMBER 11th is now annually recognized as a NATIONAL DAY of SERVICE and REMEMBRANCE (Pub. Law § 111-13). The 9/11 SHS Memorial Committee invites you to serve our community and country and make a difference. We encourage you to voluntarily **perform at least one service activity this year**. Your service pledge will be recognized on Patriot Day, September 11th at our annual candle lighting ceremony.

We seek to further inspire everyone to carry forward every day in their lives, through their actions towards others, the remarkable spirit of unity, understanding, and service that brought America and the world together in the aftermath of the September 11th attacks.

Service pledges may include individual, community or school service projects. Please complete the pledge below and return to:

9/11 SHS Memorial Fund, Inc.

P.O. Box 2425

Seaford, NY 11783

Or email directly to Cindy at readred12@aol.com. All pledges will be recognized at our annual September 11th candle lighting ceremony held at Seaford High School.

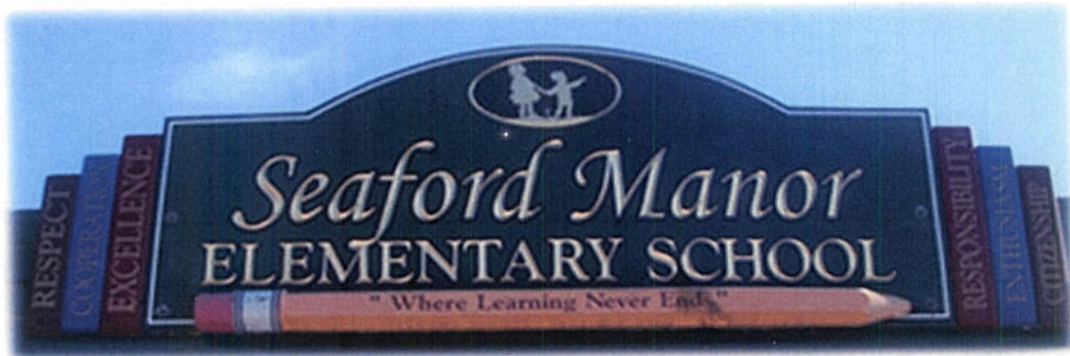
Service pledges will also be presented to Congressional representatives.

Name : Date:

Service Pledge:

Service Pledges may include community or school service activities. Attach additional information as necessary. Any questions, please contact Cindy at readred12@aol.com.

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BACK TO SCHOOL NIGHT

Tuesday, September 19, 2023



Please note the times below for each grade level:

6:00-6:30 PM

RTI/AIS Presentation by Reading and Math Staff

6:30-7:00 PM

Principal's Welcome

Meet our Special Area Teachers & Support Staff

7:00-7:30 PM

Kindergarten to Grade 2

7:30-8:00 PM

Grade 3 to Grade 5

SEAFORD MANOR SCHOOL

Back-to-School Night

Tuesday, September 19, 2023

6:00-8:00 p.m.

Program

6:00-6:30 PM	RTI/AIS Presentation by Reading and Math Staff
6:30-7:00 PM	Principal's Welcome & Meet our Special Area Teachers & Support Staff
7:00-7:30 PM	Kindergarten, Grade 1 and Grade 2
7:30-8:00 PM	Grade 3, Grade 4 and Grade 5

Our Faculty

Debra Emmerich, Principal
Rich Schwartz, Assistant Principal

Anne Oldfield, Secretary
Veronica Davis, Secretary

K-1	Jamie Flannery	10A	Music	Richard Adams (HS)	1A
K-2	Cortney Hannan	8A	Art	Marissa Kunz (HS/MS)	2A
K-3	Katie Haug	9A	LIFT	Jennifer Rosenberg (Harbor)	22B
K-4	Dawn Plotnick/Chelsea Bianco	7A	LIFT	Dan Maricondo (Harbor)	22B
			LIFT	Leah Kukla (Harbor)	22B
1-1	Lisa Doris/Missy Zamroz	13B	PE	Mike Corcoran (HS)	Gym
1-2	Angelina Lee	18B	PE	Dianne Dunn (HS)	Gym
1-3	Tara Page	17B	Band	Daniel Krueger (MS)	12A
1-4	Denise Stevens	14B			
			Math	Candice Kaplan	43M1
2-1	Jean Marie Aplustille	16B	Reading	Suzanne Elefante	21B
2-2	John Berry/Missy Zamroz	23C	Reading	Cailin Healey	21B
2-3	Cortney Campo	15B	Reading	Karen Slovin-Schweitzer	21B
2-4	Ann-Marie Motisi	35C	Elementary Instructional Support	Amanda Turturro (Harbor)	43M2
3-1	Maura Coghlan	25C	STEAM/Science Support	Chris Feiler (Harbor)	43M2
3-2	Briana Laderer/Lori Sourgoutsis	24C	ENL	Samantha Fischetto (MS)	38C
3-3	Gabrielle LoCicero	34C			
			ICT K	Chelsea Bianco	11B
4-1	Elyse Cruz	27C	ICT 1 and 2	Missy Zamroz	11B
4-2	Sarah Gerweck	32C	ICT 3 and 4	Lori Sourgoutsis	11B
4-3	Amy Hechler	33C	ICT 5	Jackie Hoffman	11B
4-4	Kristin Nelson/Lori Sourgoutsis	26C	Coverages	Lisa Holmes	11B
5-1	Jennifer Adelstein	31C	Social Worker	Jennifer DeMieri	11A
5-2	Jillian Copius/Jackie Hoffman	29C	Psychologist	Lindsay Friedman	42M
5-3	Meghan Hunt/Jackie Hoffman	30C	Psychologist	Meghan Harrington (MS)	1AAA
5-4	Lisa Perrone	28C	Beh. Consult.	Rosemarie Masucci Tsigos(District)	1AA
SSC K/1 - 8	Olivia Fertmann	20B	Nurse	Laura Chiarelli	H.O.
SSC K/1 -12	Denise Landini	12B	Floating Nurse	TBA	H.O.
SSC 2/3	Alexandra Drago	19B			
SSC 3/4/5	Kristin Whitman	36C	Speech	Jean Marie Bondi	40C
			Speech	Lisa Gagliano	39C
Perm Sub	Meghan Sulinki	13AA	Speech	Kimberly Kent	43M
Perm Sub	Jessica Wilson	13AA	Speech	Erin Mitchell	43M
			OT	Maria Colonna	43M
Admin. Intern	Cindy Schiralli		OT	Yvonne Baginski	43M
			PT	Lisa Standwill	43M
Cafeteria	Georgiana Marshall		PT	Erika Weisz	43M
	Debbie Manfredi				



Dr. Adele V. Pecora • Superintendent of Schools

1600 Washington Avenue, Seaford, NY 11783 • Phone: (516) 592-4010 • Fax: (516) 592-4049

MEMORANDUM

TO: All Staff Members

FROM: Adele V. Pecora, Superintendent of Schools

DATE: August 2023

RE: Inclement Weather & Delayed Openings

Winter storms on Long Island can be unpredictable, thereby complicating decisions regarding the closing of schools. In order to assist the district officials in making these difficult decisions, the district may continue to utilize a ***delayed school opening plan***. Below are guidelines regarding inclement weather and delayed opening procedures.

When weather conditions are inclement, and schools are open, it is expected that all staff will arrive to work on time. We certainly recognize that staff members are traveling to work from varying distances and, depending on the distance, some staff members may encounter delays and difficulties and may not be able to arrive on time. This is understandable and late arrivals, for these individuals, may be excused.

When a ***delayed school opening*** is announced, the delay is being implemented **strictly** for the purpose of providing additional time for transporting students to school. In this instance, the opening of school will be delayed by one or two hours. All buses will arrive at their appointed pick-up locations one (1) hour or two (2) hours later than usual. Please remember that on these days all staff members are expected to arrive to work as close to ***their regularly scheduled time while traveling safely***. This is especially important considering the fact that a delayed opening does not preclude the likelihood that some students will be arriving early, and staff members need to be present and available for this eventuality. The schools will, on the days of a delayed opening, still close at the usual time.

Announcements of a delayed school opening will be made on the following radio and television stations: Kjoy.com, 1031Maxfm.com, 943theshark.com, WHLI.com, Walkradio.com, Channel 12 News, Verizon FiOS Channel 1 and on the District Web site, www.seaford.k12.ny.us and by using our Shoutpoint communication system.

Please know that we are fully aware that closing the schools and/or delaying their opening impacts upon the routines of all staff members and, as such, we will make every effort to put the notification process into effect as early as is reasonably possible.

Thank you for your support and continued cooperation.

AVP:ts



Dr. Adele V. Pecora • Superintendent of Schools

1600 Washington Avenue, Seaford, NY 11783 • Phone: (516) 592-4010 • Fax: (516) 592-4049

August 2023

Dear Parents,

The following regulations are the basis for the operation of the School Health Program. They have been formed in order to control the spread of communicable disease, ensure rapid recovery and guard against complications. It is advisable to keep a child home from school, and if necessary, consult your family physician, when the child has any symptoms of illness including:

Elevated temperature or chills	Sore throat	Dizziness
Reddened or discharge from eyes	Coughing	Skin eruption
Nausea or vomiting	Earache	Diarrhea
Runny nose	Headache	Enlarged glands

If a child attends school when he/she is ill, the nurse will request that the child be returned to the home.

It is the parent's responsibility to arrange transportation for ill or injured children.

A child returning to school after recovery from a communicable disease may be asked to report to the nurse before being admitted to class. The school reserves the right to request that a child be returned to the home if there is evidence of continued illness.

First aid and care for illness or injury that occurs in school or on school grounds is provided in school. This first aid care is an immediate treatment only. Further care must be provided by a parent or family physician.

Please do not send your child to the nurse for an opinion if he/she is ill or injured at home. The members of the School Health Staff are not permitted to offer a diagnosis, change dressings, or treat injuries other than to administer first aid. These acts are the responsibility of the parent and the family physician.

Children may only take medication in school if the following procedure is followed:

1. The medication must be ordered by a physician.
2. The medication must be in the original pharmacy labeled container.
3. The medication must be delivered to the nurse by the parent (or other designated adult).
4. Any inhalers prescribed by a physician for need to be brought to the attention of the nurse and appropriate documentation kept on file.

Medication regulations apply to nonprescription as well as prescription medication. These regulations are made to protect the health and safety of all our school children.

Adele V. Pecora, Ed.D.
Superintendent of Schools

Lauren Timoney, R.N.
Coordinator of Health Services



Dr. Adele V. Pecora • Superintendent of Schools

1600 Washington Avenue, Seaford, NY 11783 • Phone: (516) 592-4010 • Fax: (516) 592-4049

August 2023

Dear Parents and/or Guardians:

In recent years, children have been diagnosed with severe allergies to common products such as peanuts, tree nuts, berries, gluten and dairy products. New York State has required school districts to develop policies and procedures for ensuring the safety of allergic children, as well as for the proper use of Epinephrine Auto Injectors (epi-pens). Our Student Health Services Policy (#5420) spells out with greater specificity the protocols necessary for keeping students safe. The policy can be found on the District's website in the Board of Education Policy #5420.

- Elementary classroom parties will not include food products of any kind.
- Allergen safe elementary classrooms will have strict protocols related to any snacks brought into school each day.
- All parents and students are encouraged to choose safe foods and snacks for the classroom and cafeteria to the greatest extent possible. A list of safe snacks can be found at the following website: <http://snacksafely.com/safe-snack-guide/>
- The "no eating" policy on all of the District's buses will be strictly enforced.
- The school staff will be trained on the use of epi-pens as well as the signs associated with anaphylaxis in children.

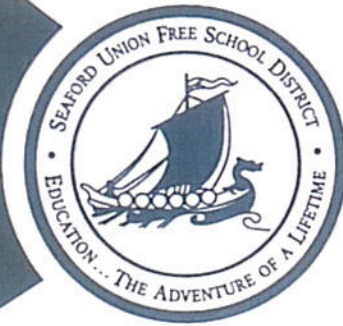
For more information concerning food allergies please log onto these websites: www.foodallergy.org or www.cdc.gov/healthyschools/foodallergies/index.htm.

We thank you for your attention to this matter and look forward to a healthy school year for all of Seaford's children.

Very truly yours,

Adele V. Pecora, Ed.D.
Superintendent of Schools

AVP:ts



Dr. Adele V. Pecora • Superintendent of Schools

1600 Washington Avenue, Seaford, NY 11783 • Phone: (516) 592-4010 • Fax: (516) 592-4049

August 2023

Dear Parents and/or Guardians,

As part of a required school health examination, a student is weighed and his/her height is measured. These numbers are used to figure out the student's body mass index or "BMI". The BMI helps the doctor or nurse know if the student's weight is in a healthy range or is too high or too low. Recent changes to the New York State Education Law require that BMI and weight status group be included as part of the student's school health examination. New York State Department of Health surveys a sample of school districts. If our school is selected to be part of the survey, we will be reporting to New York State Department of Health information about our students' weight status groups. Only summary information is sent. No names and no information about individual students are sent. However, you may choose to have your child's information excluded from this survey report.

The information sent to the New York State Department of Health will help health officials develop programs that make it easier for children to be healthier.

If you do not wish to have your child's weight status information included as part of the Health Department's survey this year, please print and sign your name below and return this form to the Nurse's Office at your child's school.

Very truly yours,

Adele V. Pecora, Ed.D.
Superintendent of Schools

XX

Please do not include my child's weight status information in the 2023-2024 School Survey.

Print Child's Name

School/Grade/Class

Date

Print Parent/Guardian Name

Parent/Guardian Signature

SEAFORD SCHOOL DISTRICT

Head Lice Alert for Parents/Guardians

This is a reminder that head lice infestation typically is a community problem brought into the schools unintentionally by unsuspecting children. The peak time that children become infested with head lice is in the summer, because of sleep overs at camps, slumber parties, and vacationing, but lice are present in all communities year round. Because head lice are so small, the symptoms of itching may not develop for weeks or even months after infestation. Parents and children alike often do not even know there is a problem unless the parent inspects a child's head closely and often. Information on signs, symptoms, and things to do are provided on the back of this letter.

We encourage you to make "head checks" part of your weekly routine. If you see any lice or nits, please discuss the matter with your private health care provider.

Head lice are a nuisance, but they are treatable and are not life threatening.

Looking for signs and symptoms at home and notifying the school nurse is the best way to prevent and treat a head lice issue.

For additional information, please contact:

- | | | |
|----------------------------|-----------------------|----------------|
| • Manor Elementary School | Laura Chiarelli, R.N. | (516) 592-4073 |
| • Harbor Elementary School | Debra Rosen, R.N. | (516) 592-4173 |
| • Seaford Middle School | Lauren Timoney, R.N. | (516) 592-4273 |
| • Seaford High School | Maryna Krumholz, R.N. | (516) 592-4373 |



Parasites

Head Lice Information for Schools

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that "no-nit" policies should be discontinued. "No-nit" policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as 'casings'.
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.

More on: [Head Lice Treatment](#)

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Page last reviewed: September 2, 2015



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SEAFORD UNION FREE SCHOOL DISTRICT

DEBRA EMMERICH
PRINCIPAL

RICH SCHWARTZ
ASSISTANT PRINCIPAL

DR. ADELE V. PECORA
SUPERINTENDENT

September 5, 2023

Dear Parents,

Attached please find the Code of Conduct for the Seaford Schools. This code meets the requirements of the Project SAVE legislation, Dignity for All Students Act (DASA) and the New York State Education Department. A committee of teachers, parents and administrators compiled the code, which has been approved by the Seaford Board of Education.


Our Code of Conduct is based upon a strong commitment to character education and a set of responsible rules and appropriate consequences. Both elementary schools plan to devote time and activities to Growth Mindset, Lion's Quest and Habits of Mind during the coming school year. This year your children will be participating in Social Emotional Learning lessons with our social worker and psychologist. Our character education programs feature developmentally social-emotional skills such as empathy and problem solving. These building wide activities will promote and support behaviors in alignment with our Code of Conduct.

Please read and discuss the code with your child so as to reinforce the home/school partnership that is so vital to the children's success in school.

Kindly sign the tear-off below and have your child return it to his/her teacher. Thank you for your cooperation and support.

Sincerely,


Debra Emmerich
Principal


Rich Schwartz
Assistant Principal

We have read and discussed the Code of Conduct for the Seaford Elementary Schools.

Parent's Signature

Student's Signature

Date

Please return by Wednesday, September 6, 2023

SEAFORD SCHOOL DISTRICT

CODE OF CONDUCT

Rights and Responsibilities

Student Rights:

The School District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and supportive school environment, all School District students have the right to:

1. Participate in all School District activities on an equal basis regardless of their actual or perceived race, weight, color, national origin, ethnic group, religion, religious practice, gender, sex, sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.

Student Responsibilities:

All School District students have the responsibility to:

1. Promote a safe, supportive and orderly school environment that is conducive to learning.
2. Respect others, respect the property of others, and respect school property.
3. Maintain behavior free from all forms of harassment, bullying and/or discrimination.
4. Be familiar with and abide by all School District policies, rules and regulations dealing with student conduct.
5. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
6. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
7. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
8. Work to develop mechanisms to control their anger.
9. Ask questions when they do not understand.
10. Seek help in solving problems that might lead to discipline.
11. Dress appropriately for school and school functions.
12. Accept responsibility for their actions.
13. Conduct themselves as representatives of the School District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Prohibited Student Conduct:

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, School District personnel; and other members of the school community, and for the care of school facilities and equipment. In addition to its right to impose discipline, the Board of Education reserves the right to pursue the cost of repair to damages caused by a student's misconduct in accordance with its rights under the law.

August 9, 2023

Dear Manor Families and Staff,

The Seaford Manor School and the Seaford Manor PTA have been named a **2022-2024 National PTA School of Excellence!** National PTA's School of Excellence program supports and celebrates partnerships between PTAs and schools that work to improve the educational experience and school environment for every child. Seaford Manor School and Seaford Manor PTA are one of only 368 PTAs and schools nationwide to be designated a 2022-2024 School of Excellence.

This is the first time the Seaford Manor School and Seaford Manor PTA have earned this recognition. Becoming a National PTA School of Excellence began with the joint commitment of our PTA and our phenomenal administrative team to work together to welcome all families, communicate effectively, support student success, speak up for every child, share power and collaborate with the community. Our goal was to increase family engagement and support student success through more effective communication and strengthened partnership.

The School of Excellence program provided guidance to assist our school in engaging families in school decision-making and help our school build more inclusive policies. With feedback from our school community, we identified and implemented an action plan to ensure that families, students, and educators are all valued partners in the student learning experience at home and at school. These initiatives aligned with both the *National Standards for Family-School Partnership*, as well as the *Four 'I's for Transformative Family Engagement*.

Our work and commitment to family engagement and the family-school partnership will continue to impact the Seaford Manor School community far into the future. When parents, students, and educators feel valued and respected, they are motivated to contribute, collaborate, and strengthen the student learning experience. The result is a thriving community that feels appreciated, is more heavily involved, shares feedback through open, honest dialogue, and works together to provide the best experience for our children.

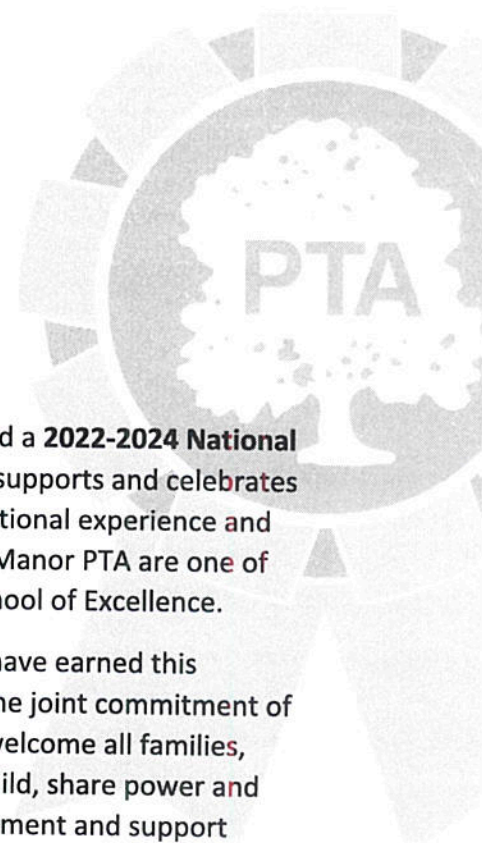
We are extremely proud of the work that we have done to enrich the educational experience and overall well-being of all students. To celebrate our achievements, National PTA will be presenting Seaford Manor and Seaford Manor PTA with a certificate and a National PTA School of Excellence banner to hang in our school.

Thank you for your commitment to our school community. Thank you for helping us reach this noteworthy milestone for our school and community.

Sincerely,

Stefanie Brooks

President, Seaford Manor PTA





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SEAFORD UNION FREE SCHOOL DISTRICT

DEBRA EMMERICH
PRINCIPAL

RICH SCHWARTZ
ASSISTANT PRINCIPAL

DR. ADELE V. PECORA
SUPERINTENDENT

September 2023

Dear Parents,

In an effort to have any child feel excluded, we ask that party invitations be distributed outside the school environment. This practice, when necessary, would require providing your address and/or phone number to the classmates in your child's room.

To facilitate this practice, we ask that you complete and return this form to your child's teacher by Friday, September 8, 2023

Sincerely,

Debra Emmerich

Debra Emmerich
Principal

Rich Schwartz

Rich Schwartz
Assistant Principal

Sharing Address & Phone Number

Parent Name _____

Teacher _____

Child's Name _____

Class _____

_____ I agree to make my address & phone number public only to my child's classmates.

_____ I do not agree to have my address & phone number made public to my child's classmates.

















****RETURN TO SCHOOL BY SEPTEMBER 8, 2023****

HABITS OF MIND

(After Arthur L. Costa and Bena Kallick, *Habits of Mind: A Developmental Series*, Copyright @ 2000)

The Habits of Mind are an identified set of 16 problem solving, life related skills, necessary to effectively operate in society and promote strategic reasoning, insightfulness, perseverance, creativity and craftsmanship. The understanding and application of these 16 Habits of Mind serve to provide the individual with skills to work through real life situations that equip that person to respond using awareness (cues)/ thought, and intentional strategy in order to gain a positive outcome.

1. **Persisting:** Sticking to task at hand; Follow through to completion; Can and do remain focused.
2. **Managing Impulsivity:** Take time to consider options; Think before speaking or acting; Remain calm when stressed or challenged; Thoughtful and considerate of others; Proceed carefully.
3. **Listening with Understanding and Empathy:** Pay attention to and do not dismiss another person's thoughts, feeling and ideas; Seek to put myself in the other person's shoes; Tell others when I can relate to what they are expressing; Hold thoughts at a distance in order to respect another person's point of view and feelings.
4. **Thinking Flexibly:** Able to change perspective; Consider the input of others; Generate alternatives; Weigh options.
5. **Thinking about Thinking (Metacognition):** Being aware of own thoughts, feelings, intentions and actions; Knowing what I do and say affects others; Willing to consider the impact of choices on myself and others,.
6. **Striving for Accuracy:** Check for errors; Measure at least twice; Nurture a desire for exactness, fidelity & craftsmanship.
7. **Questioning and Posing Problems:** Ask myself, "How do I know?"; develop a questioning attitude; Consider what information is needed, choose strategies to get that information; Consider the obstacles needed to resolve
8. **Applying Past Knowledge to New Situations:** Use what is learned; Consider prior knowledge and experience; Apply knowledge beyond the situation in which it was learned.
9. **Thinking and Communicating with Clarity and Precision:** Strive to be clear when speaking and writing; Strive be accurate to when speaking and writing; Avoid generalizations, distortions, minimizations and deletions when speaking, and writing,
10. **Gathering Data through All Senses:** Stop to observe what I see; Listen to what I hear; Take note of what I smell; Taste what I am eating; Feel what I am touching.
11. **Creating, Imagining, Innovating:** Think about how something might be done differently from the "norm"; Propose new ideas; Strive for originality; Consider novel suggestions others might make.
12. **Responding with Wonderment and Awe:** Intrigued by the world's beauty, nature's power and vastness for the universe; Have regard for what is awe-inspiring and can touch my heart; Open to the little and big surprises in life I see others and myself.
13. **Taking Responsible Risks:** Willing to try something new and different; Consider doing things that are safe and sane even though new to me; Face fear of making mistakes or of coming up short and don't let this stop me.
14. **Finding Humor:** Willing to laugh appropriately; Look for the whimsical, absurd, ironic and unexpected in life; Laugh at myself when I can.
15. **Thinking Interdependently:** Willing to work with others and welcome their input and perspective; Abide by decisions the work group makes even if I disagree somewhat; Willing to learn from others in reciprocal situations.
16. **Remaining Open to Continuous Learning:** Open to new experiences to learn from; Proud and humble enough to admit when don't know; Welcome new information on all subjects.

 <p>1. Persisting <i>Stick to it!</i> Persevering in task through to completion; remaining focused. Looking for ways to reach your goal when stuck. Not giving up.</p>	 <p>2. Managing Impulsivity <i>Take your time!</i> Thinking before acting; remaining calm, thoughtful and deliberative.</p>	 <p>3. Listening with understanding and empathy <i>Understand others!</i> Devoting mental energy to another person's thoughts and ideas; Making an effort to perceive another's point of view and emotions.</p>	 <p>4. Thinking flexibly <i>Look at it another way!</i> Being able to change perspectives, generating alternatives, considering options.</p>
 <p>5. Thinking about your thinking (Metacognition) <i>Know your knowing!</i> Being aware of your own thoughts, strategies, feelings and actions and their effects on others.</p>	 <p>6. Striving for accuracy <i>Check it again!</i> Always doing your best. Setting high standards. Checking and finding ways to improve constantly.</p>	 <p>7. Questioning and problem posing <i>How do you know?</i> Having a questioning attitude; knowing what data are needed & developing questioning strategies to produce those data. Finding problems to solve.</p>	 <p>8. Applying past knowledge to new situations <i>Use what you learn!</i> Accessing prior knowledge; transferring knowledge beyond the situation in which it was learned.</p>
 <p>9. Thinking & communicating with clarity and precision <i>Be clear!</i> Striving for accurate communication in both written and oral form; avoiding over-generalizations, distortions, deletions and exaggerations.</p>	 <p>10. Gather data through all senses <i>Use your natural pathways!</i> Paying attention to the world around you. Gathering data through all the senses: taste, touch, smell, hearing and sight.</p>	 <p>11. Creating, imagining, and innovating <i>Try a different way!</i> Generating new and novel ideas, fluency, originality</p>	 <p>12. Responding with wonderment and awe <i>Have fun figuring it out!</i> Finding the world awesome, mysterious and being intrigued with phenomena and beauty.</p>
 <p>13. Taking responsible risks <i>Venture out!</i> Being adventuresome; living on the edge of one's competence. Try new things constantly.</p>	 <p>14. Finding humor <i>Laugh a little!</i> Finding the whimsical, incongruous and unexpected. Being able to laugh at one's self.</p>	 <p>15. Thinking interdependently <i>Work together!</i> Being able to work in and learn from others in reciprocal situations. Team work.</p>	 <p>16. Remaining open to continuous learning <i>Learn from experiences!</i> Having humility and pride when admitting we don't know; resisting complacency.</p>

RULER Skills Overview for Families

RULER is an acronym for the five key skills of emotional intelligence.

R

Recognizing emotions

Identifying emotions in oneself and others by reading facial expressions, body language, tone of voice, and paying attention signals in our bodies

U

Understanding emotions

Knowing the causes of emotions and how emotions influence our thoughts, actions and decisions

L

Labeling emotions

Connecting an emotional experience to specific feeling words to describe it

E

Expressing emotions

Knowing how and when to display or show our emotions, depending on who we are with, where we are and what we are doing

R

Regulating emotions

Knowing and using effective strategies to manage our emotions

RULER Tools Overview for Families

RULER uses four tools to teach and practice the skills of emotional intelligence.



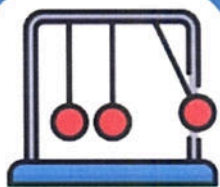
The Charter

- The Charter is an agreement we make to act in ways that help us to feel the way we want to feel in our school or class.
- Everyone has a voice in creating a Charter and everyone has a responsibility to uphold it.



The Mood Meter

- The Mood Meter helps build awareness of emotions in ourselves and others, expands our emotion vocabulary, and helps us manage our emotions.
- It shows how emotions have two dimensions, the degree of pleasantness of our thoughts and the energy in our bodies.



The Meta-Moment

- The Meta-Moment teaches us how to extend the time between feeling emotionally triggered and our reaction.
- Instead of being reactive, the Meta-Moment helps us pause, think of our *best selves*, and choose helpful ways to respond.



The Blueprint

- The Blueprint provides a series of questions as a guide for reflecting on our thoughts and emotions during conflict.
- By practicing perspective-taking and empathy, we can have a compassionate conversation and work to restore the relationship.

Seaford Union Free School District

Acceptable Use Policy

Access

Access to the Seaford School District Network is a privilege offered each academic year to all students and educators.

Code of Conduct

The Seaford School District Network user is held responsible for his/her actions and activity within his/her user account. Unacceptable uses of the network will result in the suspension or revoking of these privileges.

1. Using the network for any unauthorized access including but not limited to hacking and/or illegal activity and violation of copyright or other contracts.
2. Using the network for financial or commercial gain.
3. Degrading or disrupting equipment or system performance.
4. Vandalizing the data of another user.
5. Wastefully using finite resources.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user.
9. Posting personal communications without the author's consent.
10. Posting anonymous messages.
11. Using the Network to access material which is obscene, pornographic and/or harmful to minors.
12. Transmitting personal information about any student by that student or others, including pictures, addresses, phone numbers, pager numbers and email addresses.

Internet Controlled Filtering

In accordance with the provisions of the Children's Internet Protection Act ("CIPA"), the District requires that all District computers with Internet access be equipped with filtering or blocking technology which will, at a minimum, block or filter Internet access for both minors and adults, to visual depictions that are obscene; child pornography; and for computers used by minors with Internet access, harmful to minors.

No filtering technology can guarantee that students will be prevented from accessing all inappropriate locations. However, the District shall institute measures to monitor the online activities of minors and assist students in the appropriate use of the Internet.

Under certain supervised circumstances, authorized personnel may override the filtering/blocking technology for a limited, prescribed period of time, to assist staff members engaged in legitimate research or other lawful purposes. The District will develop regulations to implement this element of the policy.

The District shall provide employee training for proper use of the Network, including training to foster the safety and security of minors when using electronic mail, chatrooms, and other forums of direct electronic communications; as well as training to prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors. All users of the Seaford School District Network, including students and staff, must abide by the District's restrictions on Network use.

Further, the user and, where applicable, his/her parent(s) or guardian(s) are warned that The Seaford School District does not have control of the information on the Internet. Even though the Seaford School District Network uses Internet filtering equipment, it is possible that the requester might access unacceptable sites. These sites may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Therefore, users shall discharge and hold harmless the Seaford School District, its board of education trustees and employees from any and all claims, liabilities, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to his/her own or his/her child's use of or access to the Seaford School District Network or other independent networks. While the Seaford School District's intent is to make Internet access available to further its educational goals and objectives, users may access other materials as well.

The Seaford School District believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow.

The Seaford School District would like to emphasize that the independent networks, accessed through the Seaford School District Network, are open systems. This means that another individual within or outside the Seaford School District community might access a Seaford School District's user's files without the user's prior knowledge or consent. Therefore, the Seaford School District's advice to all users is "Don't put anything in writing that you wouldn't want other people to read." As it is impossible to guarantee complete security, the Seaford School District accepts no responsibility for any consequences of unauthorized entry, even if such entry could have been prevented by procedures known to the Seaford School District but not adopted. Seaford School District Network will make reasonable efforts to protect the electronic files of every user.

The user and, where applicable, his/her parent(s) or guardian(s) must understand the specific conditions and services being offered will change from time to time. In addition, a user uses Seaford School District Network at his/her own risk. The Seaford School District makes no warranties with respect to Seaford School District's service, including but not limited to the following:

1. The content of any advice or information received by a user from a source outside Seaford School District Network or any costs or charges incurred as a result of seeing or accepting such advice.
2. Any costs, liability or damages caused by the way the user chooses to use his/her Seaford School District Network access.
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Seaford School District.
4. While the Seaford School District supports the privacy of electronic mail, account users must assume that this cannot be guaranteed.
5. Network users have **NO EXPECTATION OF PRIVACY** with respect to any data stored or transmitted via the District's Network or used in conjunction with the District's Network. School officials shall monitor the use of the District's Network and can and will search, at any time, the account, e-mail, disks, files, or other data stored on the District's Network.

Users must recognize that the Seaford School District's Code of Conduct applies to the use of the Seaford School District Network and other independent networks, and that any usage of these networks in violation of this code or the Seaford School District's policy and procedures regarding usage of the networks, and/or any of the Seaford School District's policies and procedures, will be subject to appropriate disciplinary action, including but not limited to loss of Seaford School District Network privileges.

Seaford Union Free School District Acceptable Use Policy

As the parent or guardian of _____ in Class _____

I have read the policy covering the "Terms and Conditions For Use Of Internet And Computer Network" for the Seaford Schools. I understand the educational services that are available, the precautions that the district has taken, the behavioral expectations and the district consequences that are in place.

I have reviewed these guidelines with my child, and give the district permission to allow my child to use the Internet and network under these conditions.

Parent/Guardian _____

Signature _____

Date _____



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SEAFORD UNION FREE SCHOOL DISTRICT

DEBRA EMMERICH
PRINCIPAL
RICH SCHWARTZ
ASSISTANT PRINCIPAL

DR. ADELE V. PECORA
SUPERINTENDENT

August 2023

Dear Manor School Families,

Please be advised that each elementary teacher, including all the teachers listed on the following page, offers a 30-minute extra help session each week. These sessions are scheduled either before or after school (8:20 a.m. – 8:50 a.m. or 3:20 p.m. – 3:50 p.m.). Attached is the Extra Help schedule for all teachers. This schedule is also posted on our Manor School website.

The purpose of Extra Help is to provide an opportunity for a student to receive additional support for a particular skill/strategy/concept in a subject area. Extra Help is not meant for homework completion. If a parent/guardian would like their child to receive Extra Help, please complete the Extra Help Pass (attached below) and send it to the teacher prior to the session. The Elementary Extra Help Pass also serves as a permission slip so it should be utilized rather than emailing the teacher or sending a message on the Remind App.

District transportation is not available for the Extra Help sessions. Parents/Guardians are responsible for dropping off and picking up their children. We appreciate your cooperation in making sure that your child(ren) is picked up promptly at the end of the Extra Help session.

As always, we appreciate your support.

Sincerely,

Debra Emmerich
Mrs. Debra Emmerich
Principal

Rich Schwartz
Mr. Rich Schwartz
Assistant Principal

SEAFORD MANOR ELEMENTARY SCHOOL - EXTRA HELP PASS 2023-2024 SCHOOL YEAR

Date of Extra Help:		Time of Extra Help:	
Student's Name:		Class:	
Teacher for Extra Help:			
Parent/Guardian request:			
My child needs help in (Subject): _____ with (Strategy): _____			
Please list the specific area of concern.			
My child will be picked up today by: _____ Phone # _____			
Alternate phone number where we can call you during the extra help session in case of emergency:			
Person: _____ Phone # _____			
Parent/Guardian Signature: _____ Today's date: _____			
Dismissal is promptly at 3:50 p.m. at regular dismissal doors (students may not be dismissed during the Extra Help session). If your child attends SCOPE, please call them to let them know your child will be attending Extra Help.			

Seaford Manor School

Extra Help Schedule

(The most recent schedule will be posted on the website and are updated each trimester)

UPDATED 9/5/2023

Teacher	Day	Time
Adams	Tuesday	3:20
Adelstein	Monday	3:20
Aplustille	Tuesday	8:20
Berry	Wednesday	3:20
Bianco	Tuesday	3:30
Bondi	Monday	3:20
Campo	Tuesday	3:20
Coghlan	Wednesday	3:20
Colonna	Tuesday	8:20
Copius	Wednesday	3:20
Corcoran	Monday	3:20
Cruz	Monday	3:20
DeMieri	Tuesday	8:20
Doris	Monday	3:20
Drago	Wednesday	3:20
Dunn	Tuesday	3:10
Elefante	Monday	3:20
Feiler		
Fertmann	Tuesday	3:20
Fischetto	Wednesday	3:20
Flannery	Monday	3:20
Friedman	Tuesday	8:20
Gagliano	Monday	3:20
Gerweck	Monday	3:20
Hannan	Wednesday	3:20
Harrington	Monday	3:20
Haug	Monday	3:20
Healey	Monday	3:20

Teacher	Day	Time
Hechler	Monday	3:20
Hoffman	Monday	3:20
Holmes	Wednesday	3:20
Hunt	Wednesday	3:20
Kaplan	Wednesday	8:20
Krueger	Tuesday	8:20
Kukla	Thursday	3:20
Kunz	Monday	3:20
Laderer	Wednesday	3:20
Landini	Wednesday	3:20
Lee	Monday	3:20
L.I.F.T Teacher	Thursday	3:20
LoCicero	Wednesday	3:20
Maricondo	Thursday	3:20
Motisi	Tuesday	3:20
Nelson	Wednesday	3:20
Page	Tuesday	3:20
Perrone	Monday	3:20
Plotnick	Tuesday	3:20
Rosenberg		
Schweitzer	Monday	3:20
Sourgoutsis	Monday	3:20
Standwill	Monday	2:10
Stevens	Tuesday	3:20
Turturro		
Whitman	Tuesday	3:20
Zamroz	Monday	3:20

NOTE:

Trimester 1 – September 5, to November 29, 2023

Trimester 2 – November 30, to March 15, 2024

Trimester 3 – March 18, to June 26, 2024

SEAFORD UNION FREE SCHOOL DISTRICT

1600 Washington Avenue – Seaford, NY 11783

www.seaford.k12.ny.us

REGISTRAR – (516) 592-4011

2023-2024

REGISTRATION NOTICE TO PARENTS & GUARDIANS

Student Name: _____

Address: _____

City: _____ State: _____ Zip: _____

“Today’s family unit is occasionally structured by the Courts or through an agreement between the parents of the children. If you are assigned custody of a child by the Courts or through an Agreement, **we must have a copy of the entire court ordered custody agreement and/or custodial agreement between the parents, establishing the fact.** This document is necessary to determine who the child may be released to. Should other legal circumstances exist regarding your child (e.g. restraining order), it is imperative that you contact the building principal as soon as possible.”

Please check one:

- ☐ This form is not applicable.
- ☐ I have been awarded custody of my child through the Courts. A copy of the custody award has been supplied.
- ☐ I have been awarded residential custody of my child through an agreement with the child’s other parent. A copy of the custody agreement has been supplied.
- ☐ I am NOT the natural parent of the child, but I have been awarded legal guardianship of the child by the Courts, and such documentation has been supplied.
- ☐ I am NOT the natural parent of the child, but I have been designated the legal guardian by the parents of the child and such documentation has been supplied.

Parent / Guardian Name

Date

Parent / Guardian Signature

Date



Keeping the focus on the child.



Seaford SEPTA Membership Form 2023/2024



Name: _____

Email address: _____

(**Must include e-mail to receive all future mailings)

Phone: (____) _____ School _____

Please check: Parent _____ Faculty _____

Please note each membership application must be accompanied by a check in the amount of **\$10.00** representing the 2023/2024 annual dues. SEPTA membership is open to all parents, teachers, and staff members. **Please return this form and payment, in person at one of our meetings, or submit through SEPTA's mailbox in the main office of your child's building.**
You can also use the QR code to join our membership.

Please indicate below which of the committees you would be interested in working on, or perhaps chairing:

Membership _____	Website _____	Public Relations _____
Hospitality _____	Newsletter _____	Legislation _____
Fundraising _____	Guest Speakers _____	Family Fun _____

In order to develop informative presentations, workshops, & a parent network, please indicate any areas or topics of interest. ***Auditory Processing, Autism, ADD/ADHD, Behavioral Interventions/Strategies, Dyslexia, Family Support, Part 200 Regulations, Reading/Math Challenges, Sensory Issues, Social Difficulties, Understanding My Child's IEP, Transition, 504 Plan, Guardianship/Special Needs Trusts, Recreational/Social Opportunities, OTHER _____***

Would you be interested in serving as a **Parent Member** at CPSE/CSE meetings? If so, please contact Seaford Special Education Office at 592-4360 for more information.

Please visit our website at **www.seaford.k12.ny.us** or email us at **seafordSEPTA@gmail.com** for up-to-date information.

SEPTA USE ONLY:

Date Received _____ Amount Received _____ CK# _____ CASH _____

"The distribution of this flyer by the Seaford School District is a courtesy extended to the activities of this organization. In no way does the Seaford School District sponsor or accept any responsibility for these activities."

SEAFORD MANOR SCHOOL REUNIFICATION PLAN

Reunifying children with their parents or guardians after an emergency event is a top priority. Family reunification is used to reunite children with verified and authorized family members after a critical and often highly stressful incident (e.g., fire, natural disaster, a situation involving weapons or violence at school, a school bus accident, etc.) that prevents a normal school dismissal. If the incident is large enough to impact the whole community, reunification may require the efficient and coordinated use of resources and efforts across local, state, regional, and sometimes national levels.

According to the Seaford Manor Reunification Plan, we are requesting each family to complete the following **Reunification Form** in the event that we must reconnect families and children. Thank you for your cooperation with this important safety endeavor.

KEEP THIS SECTION AT HOME:

(To be completed and presented to school personnel in the event of a real reunification)

Child's Name: _____ Child's Teacher: _____ Grade: _____

Name of parent/guardian authorized to pick up child for reunification:

1. _____	cell: _____
2. _____	cell: _____
3. _____	cell: _____

For school personnel:

Photo identification matches name of person picking up child: _____

Parent Signature: _____

-----Cut here and return only this bottom section to school-----

COMPLETE AND RETURN THIS SECTION TO SCHOOL:

Child's Name: _____ Child's Teacher: _____ Grade: _____

Name of parent/guardian authorized to pick up child for reunification:

1. _____	cell: _____
2. _____	cell: _____
3. _____	cell: _____

Parent Signature: _____

For school personnel (leave blank):

Photo identification matches name of person picking up child: _____

Reunification complete: _____ (staff initials)

Pre Registration
Begins
March 1st
Open Registration
Begins
May 1st



SCOPE Education Services

Seaford School District

2023-2024

Register
Early!
Space is
Limited

Before and After School Program

Program Hours: AM: 7:00 AM until start of school / PM: Dismissal until 6:30 PM

Programs are licensed by the OCFS and meets/exceeds all regulations

- | | |
|--------------------------------|--|
| *Safe, fun, caring environment | *Arts and Crafts |
| *Dedicated Homework Time | *Enrichment Opportunities |
| *Character Development | *Age-appropriate educational and recreational activities |
| *STEAM Activities | *Fitness Activities and Healthy Snacks |
| *Literacy Activities | *1:10 Staff to Student Ratio |
| *Special Events | |

Locations:

Seaford Harbor AM & PM (Grade K-5)

Seaford Manor AM & PM (Grade K-5)

6th grade students are escorted to Manor in the PM

Monthly Tuition:

PICK YOUR DAYS (Part time) Child attends a minimum of 5 days monthly

All days must be preselected online by the 15th of the month prior.

AM- \$87.00/month (5 day minimum) \$17.40 each additional day

PM- \$108.00/month (5 day minimum) \$21.60 each additional day

CONSISTENT SCHEDULE (Full time) Child attends every day

AM- \$284.00/month (every day)

PM- \$358.00/month (every day)

AM/PM Multi Rate: \$622.74/month

There is an annual non-refundable registration fee of \$40 (\$60 per family) payable upon enrollment.

September tuition will be charged July 15, 2023

Notes: There is a 20% sibling discount for 2nd child; 40% for 3rd child

Subsidies are available to income eligible families

Fees are subject to change

Tuition is non-refundable after August 10th

Registration: Registration is on-line only. Go to: scopeonline.ce.eleyo.com

A new contract must be submitted each school year and placement is confirmed in the order in which contracts are received. Placement and start dates are dependent upon space and staffing restrictions. A wait list will be established when the program has reached capacity.

New SCOPE parents must create an online account before registering a contract.

PRE-REGISTRATION –MARCH 1 for current SCOPE child care students and a limited number of Kindergarten students along with those who have been waitlisted **prior to June 30** for 22/23 school year.

OPEN REGISTRATION - MAY 1 until enrollment reaches capacity. **If you register after August 1 and there is still availability, your start date is not guaranteed for the beginning of school.**

For additional information, please call Angela @ 631-360-0800 x 123 or click below

<https://www.scopeonline.us/wp-content/uploads/2023/01/Student-Services-2023-2024-PRE-REG-FLYER-and-FAQs-FINAL-1.pdf>



education . . . the adventure of a lifetime

SEAFORD UNION FREE SCHOOL DISTRICT

CENTRAL ADMINISTRATION • 1600 WASHINGTON AVENUE • SEAFORD • NEW YORK • 11783 • (516) 592-4030

RICHARD CUNNINGHAM
INTERIM ASSISTANT
SUPERINTENDENT FOR
BUSINESS AND OPERATIONS

FAX (516) 592-4049

DR. ADELE V. PECORA
SUPERINTENDENT OF SCHOOLS

August 2023

Dear Parent/Guardian:

Children need healthy meals to learn. Seaford Schools offers healthy meals every school day. Lunch costs \$2.75 in the Elementary Schools and \$3.00 in the Middle School and High School. Breakfast at all schools is \$2.00. Your children may qualify for free meals or for reduced-price meals. Students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge. Below are common questions and answers to help you with the application process.

- DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Complete one Application for Free and Reduced Price School Meals/Milk to apply for free or reduced price meals for all students in your household attending this School Food Authority. We cannot approve an application that is not complete, so be sure to fill out all required information as indicated on the application and application instructions. **Return the completed application to the attention of one of your children's building Principals:**

Seaford High School:

Nicole Schnabel, Principal
1575 Seamans Neck Road
Seaford, NY 11783

Tel: 516-592-4380

Seaford Middle School:

Daniel Smith, Principal
3940 Sunset Avenue
Seaford, NY 11783

Tel: 516-592-4280

Manor Elementary School:

Debra Emmerich, Principal
1590 Washington Avenue
Seaford, NY 11783

Tel: 516-592-4080

Harbor Elementary School:

Jennifer Bisulca, Principal
3500 Bayview Street
Seaford, NY 11783

Tel: 516-592-4180

2. WHO CAN GET FREE MEALS?

- All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance to Needy Families (TANF), are eligible for free meals. Categorical eligibility for free meal benefits is extended to all children in a household when the application lists an Assistance Program's case number for any household member.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start Program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals. Households with children who meet the definition of homeless, runaway or migrant should contact the SFA for assistance in receiving benefits.
- Children may receive free meals if your household's gross income is within the free or reduced-price limits on the Federal Income Eligibility Guidelines. Students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge.
- Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart:

2023-2024 REDUCED PRICE INCOME ELIGIBILITY GUIDELINES

Total Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 26,973	\$ 2,248	\$ 1,124	\$ 1,038	\$ 519
2	\$ 36,482	\$ 3,041	\$ 1,521	\$ 1,404	\$ 702
3	\$ 45,991	\$ 3,833	\$ 1,917	\$ 1,769	\$ 885
4	\$ 55,500	\$ 4,625	\$ 2,313	\$ 2,135	\$ 1,068
5	\$ 65,009	\$ 5,418	\$ 2,709	\$ 2,501	\$ 1,251
6	\$ 74,518	\$ 6,210	\$ 3,105	\$ 2,867	\$ 1,434
7	\$ 84,027	\$ 7,003	\$ 3,502	\$ 3,232	\$ 1,616
8	\$ 93,536	\$ 7,795	\$ 3,898	\$ 3,598	\$ 1,799
*Each add'l person, add	\$ 9,509	\$ 793	\$ 397	\$ 366	\$ 183

3. **CAN FOSTER CHILDREN GET FREE MEALS?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Foster children may also be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.
4. **CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail [school, homeless liaison or migrant coordinator information] to see if they qualify.
5. **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 Carmen Ouellette at 516-592-4003 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 carried over for the first 30 operating days of this school year (or until a new eligibility determination is made, whichever comes first). You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. **I GET WOMEN, INFANTS AND CHILDREN (WIC) BENEFITS. 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 for Free and Reduced Price School Meals/Milk.
8. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.
9. **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 or who experiences financial hardship mid-year may become eligible for free and reduced price meals if the household income drops below the income limit.
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 Amanda Barney, Assistant Superintendent for Curriculum and Assessment, Seaford UFSD, 1600 Washington Avenue, Seaford, NY 11783. Phone: 516-592-4007.
11. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You, your child(ren), or other household members do not have to be U.S. citizens 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) 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.
13. **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.
14. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for SNAP or other assistance benefits, contact your local assistance office or call 1-800-342-3009.

How to Apply: To get free or reduced-price meals for your children, carefully complete one Application for Free and Reduced Price School Meals/Milk, following the instructions on the form, for your household and return it to the designated office listed on the application. All household members and children should be listed on one application.

- If you receive SNAP or TANF benefits or participate in the FDIPIR, the application must include the children's names, the household SNAP, TANF or FDIPIR case number and the signature of an adult household member.
 - Contact your local Department of Social Services for your SNAP or TANF case number, if necessary.
 - No application is necessary if the household was notified by the School Food Authority that their children have been directly certified based on Assistance Program participation. If the household is not sure if their children have been directly certified, the household should contact the school.
- If you do not list a SNAP, TANF or FDIPIR case number for any household member, the application must include the names of everyone in the household, the amount of income for each household member, 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 for free and reduced price benefits cannot be approved unless complete eligibility information is submitted, as indicated on the application and in the instructions. We will let you know when your application is approved or denied.

Reporting Changes: The benefits that you are approved for at the time of application are effective for the entire school year and up to 30 operating days into the new school year (or until a new eligibility determination is made, whichever comes first). You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive SNAP.

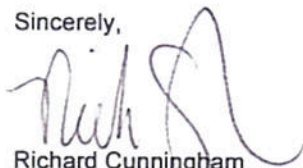
Meal Service to Children with Disabilities: Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities of such individual, a record of such an impairment or being regarded as having such an impairment. Major life activities include but are not limited to: functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. You must request meal modifications from the school and provide the school with medical statement from a State licensed healthcare professional. 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 statement 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.

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

If you have other questions or need help, call Carmen Ouellette at 516-592-4003.

Sincerely,



Richard Cunningham
Interim Assistant Superintendent for Business & Operations

RC/cto

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

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
program.intake@usda.gov

This institution is an equal opportunity provider.

Date Withdrew _____

F _____ R _____ D _____

2023-2024 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.** Additional names may be listed on a separate paper.
Call: _____ if you need help.

Return Completed Applications to: Building Name/Address/Building Principal : _____

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 completed 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 Phone: _____ Work Phone: _____ Home Address: _____

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

Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race (Check one or more): ☐ 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: _____

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 _____. If you have a foster child in your household, you may include them on your application. A separate application is not 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, 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 FDIPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.

- (1) List a current SNAP, TANF or FDIPIR (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 FDIPIR 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 FDIPIR 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 (FDPIR) case number or other FDIPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.

We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

DISCRIMINATION COMPLAINTS

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

FREE AND REDUCED PRICE MEAL APPLICATION FACT SHEET

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

SNAP/TANF/FDPIR case number: This must be the complete valid case number supplied to you by the agency including all numbers and letters, for example, E123456, or whatever combination is used in your county. Refer to a letter you received from your local Department of Social Services for your case number or contact them for your number.

Foster Child: A child who is living with a family but who is under the legal care of the welfare agency or court may be listed on your family application. List the child's "personal use" income. This includes only those funds provided by the agency which are identified for the personal use of the child, such as personal spending allowances, money received by his/her family, or from a job. Funds provided for housing, food and care, medical, and therapeutic needs are not considered income to the foster child. Write "0" if the child has no personal use income.

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

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

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

Current Gross Income: Money earned or received at the present time by each member of your household before deductions. Examples of deductions are federal tax, State tax, and Social Security deductions. If you have more than one job, you must list the income from all jobs. If you receive income from more than one source (wage, alimony, child support, etc.), you must list the income from all sources. Only farmers, self-employed workers, migrant workers, and other seasonal employees may use their income for the past 12 months reported from their 1040 Tax Forms.

Examples of gross income are:

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

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.

If you have any questions or need help in filling out the application form, please contact:

Name: _____ Title: _____

Telephone Number: _____