

# SCHOOL UNION 76

BROOKLIN – DEER ISLE-STONINGTON CSD – SEDGWICK

251 N. DEER ISLE ROAD, UNIT 1, DEER ISLE, ME 04627

Office of the Superintendent

Telephone (207) 348-9100

Fax (207) 348-9103

*“It takes a whole community to educate a child.”*

## Superintendent’s Memo

To: CSD Administrators, Food Service Supervisor, Office Staff

From: Christian M. Elkington

Re: New procedures to better support confidentiality with Free & Reduced Forms

Date: 9-7-17

Per the training our staff has received at the state level we must increase the level of confidentiality we are expected to follow with the Free & Reduced Lunch Form Process. We are between a rock and a hard place with this and so starting tomorrow we will begin doing the following:

- Teachers are no longer to read the forms that are turned in by students, but to immediately turn them over to Office Staff.

- Only Amy Billings and Calla Jordan are to read and record the information on the Free & Reduced Forms.

- After information is collected all forms are to then be turned over to Shelia Nevells, Food Service Supervisor.

- Shelia will send them to Rhonda to check if the form is filled-out correctly, if not Rhonda will send the form back to the parent/guardian that their request was denied because the form is not completed.

- A 3rd form and 2<sup>nd</sup> request letter will be sent out by mail on Monday September 18 by each office to those families that have not turned in forms.

- Shelia Nevells will work with Amy Billings and Calla Jordan to put confidential information into the system.

- Calla Jordan and Shelia Nevells will immediately find some training to learn how to put information into the system.

- Office staff at both schools will keep a the “I don’t want to be included in the Free & Reduced Lunch Program” list at their school, as shared in my letter, by recording the following call info from parents:

- Call your son/daughter’s school and ask the secretary to add you to the “We don’t want to be included Free & Reduced List.”
- Make sure you email this info to Shelia at the end of each day.

Thanks, in advance for your attention to the above!