

BATH COUNTY SCHOOL BOARD

AGENDA ITEM: INFORMATION { X } ACTION { } CLOSED MEETING { }

SUBJECT: ITEMS FOR BOARD MEMBERS

VSBA Academy of Boardmanship 2016 Calendar

<p>October 6, 2016 (Thursday) <i>Webinar</i> <i>“The Bar Has Been Set High: Are Your Athletics Policies and Procedures in Compliance with the Law?”</i></p>	<p><i>11 AM – 12 PM</i> <i>Registered for webinar. Contact Mrs. Fry if you plan to attend.</i></p>
<p>October 18, 2016 (Tuesday) <i>Hot Topic Conference</i> <i>“Leading the Digital Transformation in Schools”</i> <i>Chesterfield Career & Technical Center</i> <i>Midlothian, VA</i></p>	<p><i>Please contact Mrs. Fry by September 15, 2016 if you plan to attend.</i></p>
<p>November 15, 2016 <i>Education Foundation Conference</i></p> <p>November 16, 2016 <i>VSBA Annual Convention</i></p> <p>November 17, 18, 2016 <i>VSBA Annual Convention</i> <i>Williamsburg Lodge</i></p>	<p><i>Annual Convention</i></p> <p><i>Early Bird Sessions</i></p> <ul style="list-style-type: none"> • <i>Strong community Engagement? When Pigs Fly!</i> <li style="text-align: center;"><i>or</i> • <i>Parliamentary Procedures 2.0</i> <p><i>Annual Convention</i></p> <p><i>Please contact Mrs. Fry no later than October 17, 2016 if you plan to attend.</i></p>



Virginia School Boards Association
Leadership · Advocacy · Support

200 Hansen Road, Charlottesville, VA 22911
Tel: 434-295-8722 Fax: 434-295-8785

 GO

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MEETINGS & CONFERENCES

- Schedule
- Annual Convention
- Capital Conference
- Clerks Conference
- Conference on Education
- Hot Topic Conferences
- Legislative Advocacy Conference
- Orientation for New Board Members, Superintendents, Chairmen and Vice-Chairmen
- Regional Spring Network Forums
- School Law Conference
- Superintendent Evaluation Workshop
- Webinars - "Live"
- Webinars - "On Demand"
- Refund Policy

Webinars - "Live"

Not Your Father's Voc Ed: The Value of CTE for All Students August 10, 2016

New high school graduates are enrolling in college in unprecedented numbers and little wonder why: Data consistently shows that, overall, going to college produces better economic and social outcomes for young people compared to their peers who never enter postsecondary institutions. Yet there are non-college goers who fare as well, and in many cases better, than their college-going peers. New research from NSBA's Center for Public Education shows that the right preparation in high school- one that combines high-level academics with modernized CTE- yields benefits in terms of wages and good jobs at age 26 that compete with four-year degree holders. Moreover, the benefits convey to college goers, too. Join CPE director Patte Barth who will discuss the findings and how school divisions can help all students prepare for a better future.

Cost: \$135/connection

Registration: <https://attendee.gotowebinar.com/register/7212591044808667140>

Date and Time: August 10, 2016, 11AM-12PM

For more information please contact Brianna Hundley, coordinator of board development, at brianna@vsba.org.

The Bar Has Been Set High: Are Your Athletics Policies and Procedures in Compliance with the Law? October 6, 2016

This webinar will discuss a number of hot topics in high school sports law, including Title IX, concussion and heat protocols and other safety issues, legal risks from boosters clubs, individual eligibility requirements, accommodating athletes with disabilities and transgender athletes. The presenters are Craig Wood, Legal Counsel to the Virginia High School League, and Brad King, who serves as a VHSL Independent Hearing Officer. Both represent school boards throughout Virginia and are regular speakers on legal issues affecting schools.

Cost: \$135/connection

Registration: [Click here](#)

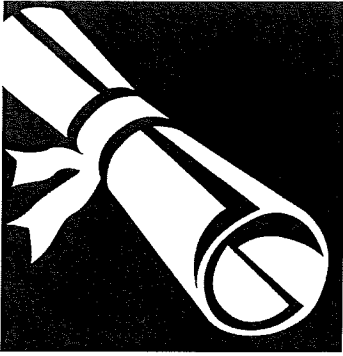
Date and Time: October 6, 2016, 11AM-12PM

For more information please contact Brianna Hundley, coordinator of board development, at brianna@vsba.org

Virginia School Boards Association (VSBA) | [Clerks Homepage](#)

Visit the [NSBA website](#)

569 people like this. Sign Up to see what your friends like.



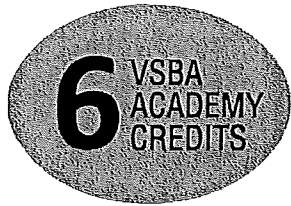
VSBA Hot Topic Conference

Leading the Digital Transformation in Schools

October 18, 2016

**Chesterfield Career and Technical Center
13900 Hull Street
Midlothian, VA 23112**

Board members will explore how the role of mobility is transforming the educational landscape through collaborative coding programs, engaging digital content, and innovative best practices. Discover how school leaders are integrating new ideas into their strategic plans in order to provide graduates with the skills necessary for college and career readiness. Rethink the role school board members play in creating and sustaining visionary initiatives.



Reminder:

Nametags must be visible to be admitted to ALL VSBA meetings and conferences.



Rivanna Ridge Professional Building
200 Hansen Road, Suite 2
Charlottesville, VA 22911

Conference Agenda

Tuesday, October 18, 2016

- 8:15 Registration**

- 9:00 Keynote Address: The Mobility Revolution**
Best Practice in education is always evolving. We respond to Research-based strategies and incorporate new cultural innovations that bring value to the education process. However, the advent of truly mobile computing brings with it the first opportunity for a genuine revolution of the education process— all learning for all-learners, true differentiated instruction, and challenge-based problem solving focused on real world issues. It's time to rewire the classroom...

- 10:00 Breakout Sessions**
 - Coding in the Real World
 - Rewiring Digital Content: From Consumers to Creators
 - Innovation Showcase

- 1:00 Closing Remarks and Next Steps**

- 1:15 Lunch and Adjournment**

Breakout Session Descriptions on page 2

Breakout Sessions Descriptions

Coding in the Real World. Virginia has recently become the first state to integrate computer science into its core academic requirements in elementary, middle, and high school. HB 831 requires VA school boards to plan for a new generation of developers in grades K-12 by developing and implementing computer science and computational thinking, including VA's newest literacy, computer coding. Explore the vast spectrum of coding, from simple block-based programming to designing and coding apps. You'll leave this session with numerous ideas on how to add coding to your division's learning mission.

Rewiring Digital Content: From Consumers to Creators. Gather ideas to support VA school divisions as they transition to using Open Education Resources (OER) from traditional textbook materials. Learn how today's digital content can create unique opportunities for personal learning at every level. Explore low-cost digital learning resources that have the potential to save divisions money and offer opportunities to empower schools with relevant, up-to-date and engaging content. Experience how schools move from consuming information to creating innovative learning experiences for all students.

Innovation Showcase. Come and interact with some of Virginia's most innovative educators and school board members in this showcase session. Discover how today's educational leaders are redefining how to increase students' readiness for the future. Experience first hand how school leaders are implementing innovative practices to transform their divisions.

Fill out the registration form below or register for the conference and optional tour online at: <https://ams.embr.mobi/Events/Registration/Wizard/EventDetails.aspx?C=ifON&EID=GHEG>

Registration for VSBA conferences is open to VSBA members and affiliate members. For more information, contact Brianna Hundley, coordinator of board development, at brianna@vsba.org.

Register Online
www.vsba.org



Registration Form

Name _____

Division _____

School Board Member

Superintendent

Other _____

Costs:

Registration: \$155

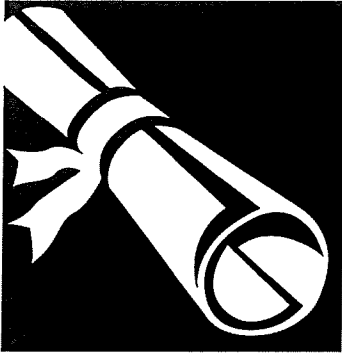
Late Registration: \$205 (after October 4, 2016)

VSBA MIDLOTHIAN HOT TOPIC CONFERENCE

Registration fees received after October 4, 2016 will be \$155 per person. Purchase orders and registration via telephone do not constitute payment of registration fees and will result in a \$50 late fee if paid after the deadline date. No refunds will be made after October 4, 2016 except in the case of personal illness. All requests for refunds must be made to the VSBA president in writing signed by the board chair certifying a personal illness.

Please return this form with your payment to:

VSBA
200 Hansen Road, Suite 2
Charlottesville, VA 22911



VSBA Education Foundation Conference November 15, 2016



**The Williamsburg Lodge
Alleghany A,B
310 S England Street
Williamsburg, Virginia 23185**

The Virginia School Boards Association would like to invite you to a workshop for education foundation professionals, volunteers and those interested in starting an education foundation in your school division. The workshop, held in conjunction with the VSBA Annual Convention, will feature education foundation representatives from Virginia discussing strategic communications, goal setting and planning for your Foundation's success. There will also be a chance to share best practices from your education foundation and pick up some great tools that you can use as soon as you return to your foundation.

We look forward to seeing you in Williamsburg!



Rivanna Ridge Professional Building
200 Hansen Road, Suite 2
Charlottesville, VA 22911

www.vsba.org | 434-295-8722 | 800-446-8722

Workshop Agenda

- 10:00 a.m. **Welcome and Introductions**
Moderator: Carlos Clanton, Norfolk Education Foundation Executive Director
- 10:10 a.m. **National School Foundation Association's Certified Education Foundation Leader Program**
Presenter: NSFA
- 11:10 a.m. **Planning for your Education Foundation's Success**
Presenter: NSFA
- 12:10 p.m. **Networking Lunch**
- 12:40 p.m. **Strategic Communications for Foundations**
Presenters: Carlos Clanton, Norfolk Education Foundation Executive Director and Karen Tanner, Communication & Public Relations Coordinator, Norfolk Public Schools
- 1:40 p.m. **Break**
- 2:00 p.m. **Putting it all together– Fundraising Goal Setting**
Presenter: Carlos Clanton, Norfolk Education Foundation Executive Director
- 3:00 p.m. **Q&A/ Closing Remarks**
- 3:30 p.m. **Adjournment**

Reminder:

Nametags must be visible to be admitted to ALL VSBA meetings and conferences.

Fill out the registration form or register online: <https://ams.embr.mobi/Events/Registration/Wizard/EventDetails.aspx?C=ifON&EID=GHDM>

Register Online



Registration Form

Name _____

Education Foundation _____

School Division _____

Email Address _____

Phone Number _____

Costs:

Registration: \$180

Late Registration: \$230 (after November 4)

2016 VSBA EDUCATION FOUNDATION WORKSHOP

Registration fees received after November 4 will be \$230 per person. Purchase orders and registration via telephone do not constitute payment of registration fees and will result in a \$50 late fee if paid after the deadline date. No refunds will be made after November 4 except in the case of personal illness. All requests for refunds must be made to the VSBA president in writing signed by the board chair certifying a personal illness.

Registration includes all workshop materials, lunch, and refreshment breaks.

Please return this form with your payment to:

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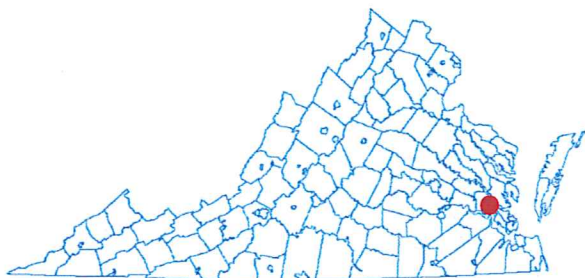
2016 ANNUAL CONVENTION

NOVEMBER 16 – 18, 2016 | Williamsburg, VA



The VSBA Annual Convention is the largest and most anticipated VSBA meeting of the year. This event brings together over one thousand school board members, superintendents, and school division staff from across Virginia. Attend general sessions, choose from over fifty hot topic seminars pertinent to public education issues, have the opportunity to meet with businesses dedicated to serving schools, and much more. This is the convention you do not want to miss. **See you in Williamsburg!**

Williamsburg Lodge & Conference Center



310 South England Street
Williamsburg, VA 23185

Convention Overview



**The VSBA Annual Convention
SCHED app will soon be
available!**

SCHEd – Convention App

- View session information
- Search sessions for specific topics
- Save your schedule
- Personalize your Annual Convention experience!

**Thursday is School Spirit Day! Wear
your division colors and/or something
with a school or division logo!**



Wednesday, November 16

- 8:30am – 5:30pm Registration
- 9:30am – 12:00pm Early Bird Sessions
Pre-registration Required
- 11:30am – 1:45pm Student Achievement Fair
- 12:00pm Award of Distinction Luncheon *(invited attendees)*
Sponsored by VMDO
Exhibit Hall Opens
- 2:00pm – 4:00pm General Session
Sponsored by Sodexo
Student Video Contest Winners Announced!
- 4:00pm – 4:30pm Break
- 4:30pm – 5:00pm Regional Meetings
- 5:00pm – 6:00pm President's Reception
Sponsored by VACORP
- 8:00pm – 10:30pm Education Celebration Reception/Dance
Music by Charles "CC" Carter
Sponsored by RRMM

Thursday, November 17

- 7:00am 13th Annual VSBA 5K Walk/Run
*Sponsored by BCWH, with support from
Draper Aden Associates and V/S America*
- 8:00am – 9:15am Continental Breakfast
- 8:45am – 10:00am General Session
Sponsored by Source4Teachers
- 10:15am – 12:30pm Breakout Sessions
- 10:15am – 2:00pm Student Board Representative Workshop
- 9:45am – 4:00pm School Board Clerks Workshop
Sponsored by Produce Source Partners
- 12:30pm – 2:15pm Complimentary Boxed Lunch
Lunch & Learns Sessions
- 2:30pm – 4:45pm Breakout Sessions
- 2:30pm – 4:30pm VASS Workshop
- 2:15pm – 4:30pm VSBA Delegate Assembly
- 5:00pm – 6:00pm Reception
Sponsored by SB Ballard Construction Company
- 7:30pm – 12:00am Moseley Architects' Cheers Night

Friday, November 18

- 8:30am General Session
Sponsored by Comcast
Sit-Down Breakfast
Sponsored by Virginia Lottery
- 11:00am Adjourn

General Session Speakers



Wednesday
November 16, 2016
2:00 pm

Mark Brown

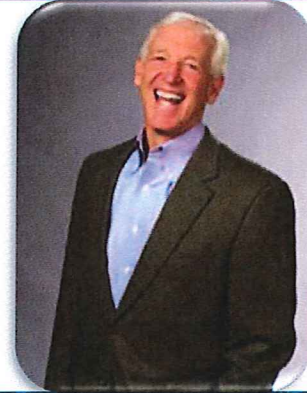
Mark Brown is a dynamic speaker whose unique blend of insight and humor leaves his audiences entertained, uplifted and inspired. Originally from Kingston, Jamaica, he incorporates "everyday things of life" into his powerful presentations. His unique style has delighted audiences from Bahrain to Boston as he helps people overcome their fears and reach their maximum potential.



Thursday
November 17, 2016
8:45 am

Steve Pemberton

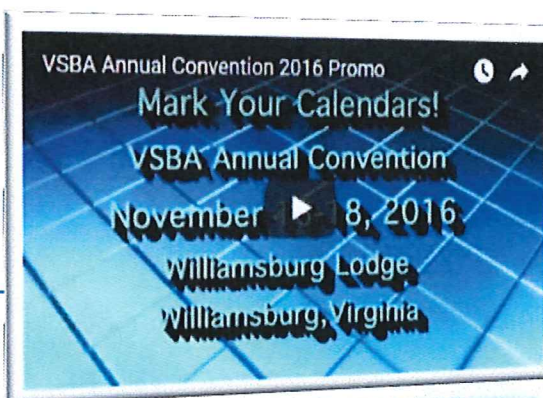
Steve Pemberton is Vice-President, Diversity and Inclusion and Global Chief Diversity Officer for Walgreens Boots Alliance. Prior to that he served as Chief Diversity Officer for Walgreens. He is widely considered a subject matter expert on matters of diversity and inclusion and its importance to the sustainability of organizations and the communities they serve.



Friday
November 18, 2016
8:30 am

Murray Banks

Murray Banks is an honored educator and world champion athlete. As an educator, Murray's imaginative and innovative teaching techniques earned him the Vermont Teacher-Of-The-Year for Physical Education and the Outstanding Educator Awards from AAHPERD. As a coach, he turned long time losing programs into perennial State Champions. As an athlete, he has twice been one of the top finishers in the Ironman Triathlon World Championship in Hawaii and is a 3-time World Champion in skiing.



<https://youtu.be/umyeRVTM6C8>

Don't
Miss
Out!

Pre-Convention Events

Tuesday, November 15, 2016

Golf Tournament

The 2016 VSBA Golf Tournament will be hosted by Moseley Architects. [Click here to download a registration form.](#)

VSBA Education Foundation Conference

The VSBA is holding a conference for education foundation professionals on Tuesday, November 15th from 10:00 – 3:30 pm focused on Strategic Plans. The session will review aligning your vision and mission statements to your Plan, how to goal set once your plan is in place, and strategic communications. [Click here for the conference brochure.](#)

Early Bird Sessions

Wednesday, November 16

9:30 am – Noon

Strong Community Engagement? When Pigs Fly!

Brad Hughes, director, member support, Kentucky School Boards Association

Participants will learn a series of practical, proven ways to increase community awareness of division success stories and ways to become involved in supporting schools' efforts. By the end of the class, the group will have created a sample engagement/marketing/branding plan workable for school systems regardless of size or trained communications staff support.

Parliamentary Procedures 2.0

Carlos Clanton, certified professional parliamentarian

Can one ever have too much training on parliamentary procedure? Never, you say? Here is a three-hour hands-on session that will help you become more efficient and your board more efficient. Training will include unique hands-on projects and role playing. This session always fills up, so sign up early!

For information on any of the programs in this brochure, visit the VSBA Annual Convention page on the VSBA web site.

http://www.vsba.org/meetings_conferences/vsba_annual_convention/

Thank you to the VSBA Annual Convention Event-Level Sponsors

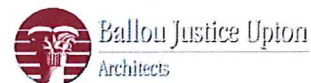
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July 2016

Activity Fund Raiser Request Approvals

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
				CHS Football Fundraiser @ Valley Supermarket—Donation Jar Local Business Sponsorship		
3	4	5	6	7	8	9
BCHS Football Fundraiser @ Valley Supermarket—Donation Jar and Local Business Sponsorship						
10	11	12	13	14	15	16
BCHS Football Fundraiser @ Valley Supermarket—Donation Jar and Local Business Sponsorship						
17	18	19	20	21	22	23
BCHS Football Fundraiser @ Valley Supermarket—Donation Jar—July 1—July 27, 2016						
24	25	26	27	28	29	30
BCHS Football Fundraiser @ Valley Supermarket—Donation Jar—July 1—July 27, 2016						
31						

August 2016

Activity / Fund Raiser Approvals

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
	BCHS—FBLA Homecoming Carnation Sale BCHS—Cheerleaders—Homecoming Messages					

September 2016 Activity/Fund Raiser Approvals

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	BCHS Hat Day—FBLA—(every other Friday)			1	2	3
				BCHS—FBLA Homecoming Carnation Sale BCHS—Cheerleaders—Homecoming Messages		
4	5	6	7	8	9	10
	BCHS—FBLA Homecoming Carnation Sale BCHS - Cheerleaders—Homecoming Messages				MES CFE/Movie Night Cafeteria 6 to 9 PM	BCHS—Junior Class Krispy Kreme Donut Sale
11	12	13	14	15	16	17
BCHS—Junior Class Krispy Kreme Donut Sale						BCHS Homecoming Dance 8 PM to 12 AM
	BCHS—FCCLA—Spirit Cookies—Homecoming Week					
18	19	20	21	22	23	24
	BCHS—Junior Class Krispy Kreme Donut Sale					
25	26	27	28	29	30	

October 2016 Activity Fund Raiser Request

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
	BCHS Hat Day—FBLA—(every other Friday)					
2	3	4	5	6	7	8
	MES CFE—Little Caesar’s Pizza Fundraiser					
9	10	11	12	13	14	15
	MES CFE—Little Caesar’s Pizza Fundraiser					
						Class of 2020 Coffee/Cookie Dough/Fudge Sale
16	17	18	19	20	21	22
	MES CFE—Little Caesar’s Pizza Fundraiser					
	BCHS—Class of 2020—Coffee/Cookie Dough/Fudge Sale					
23	24	25	26	27	28	29
	BCHS—Class of 2020—Coffee/Cookie Dough/Fudge Sale					
30	31					
Class of 2020 Coffee/Cookie Dough/Fudge Sale						

November 2016

Activity Fund Raiser Request Approvals

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 MES CFE Little Caesar Pizza Delivery	3	4	5
BCHS Hat Day—FBLA—(every other Friday)						
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

Activity/Fund Raiser Request Approvals

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
BCHS Hat Day—FBLA—(every other Friday)						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

BATH COUNTY HIGH SCHOOL

GUIDANCE NEWS



WELCOME BACK!

Welcome Back to the Best Small High School in Virginia! We in the Career and Counseling Office are excited about our plans for the upcoming school year. We hope to continue successful programs augmented by some new programs we hope will better serve the Bath County community.

August 16, 2016

Volume 1, Issue 1

STAFF

Stephanie Hiner

Grades 10-12 Counselor
Lead Contact for the Career/
Counseling Office

Anne Clarry

Grades 8-9 Counselor

Lucy McCune

Secretary

Karen Robertson

TRIO Talent Search Counselor

Marsha Keyser

Career Counselor

Jami Fussell

GRASP/SOAR Counselor

COFFEE WITH COUNSELORS

This year we will continue our Coffee with the Counselors. We plan on meeting the 2nd Thursday of every month with our first meeting being on Thursday September 8th from 3:30-5:30 in the Career/Counseling Office. This is your opportunity to come meet with all of the counselors and discuss any issues that you might be encountering or just in general get some ideas on how to help your son or daughter be successful in High School.



InstaGuidance

This year we will be highlighting various careers and colleges on our bulletin board. Each week a new career or college will be featured. The careers we have chosen are ones that students have expressed an interest in and the colleges we select will be primarily Virginia colleges.



If you would be interested in receiving updates as to what is happening in our office, please send your e-mail address to:

lucym@bath.k12.va.us.

We will add you to our mailing list. Please don't hesitate to call us at 839-5775. We look forward to a successful year!

CAREER FAIR

We will once again have our Career Fair on Thursday, September 29th in the New Gym at BCHS. We will be inviting local area businesses and schools to attend. We hope to prepare our students to fully take part in this wonderful opportunity.

COLLEGE FINANCIAL AID

The Financial Aid process (FAFSA) has changed this year and we will be offering the Financial Aid workshop led by Karen Robertson and Jami Fussell on October 11th at 5pm in the BCHS Library.

SMALL GROUPS

Ms. Clarry will expand her small group counseling groups to include the following areas:

High School Success;

Self-Esteem;

Anger Management

Test Anxiety.

If you feel your son or daughter may benefit from such a group, please give Ms. Clarry a call.

SCHEDULING FAIR

In January we hope to have our Scheduling Fair, which will kick off the class selection process for the following year.

COLLEGE DAY

In April we will have our College Day. Everyone will wear attire from their favorite college and we will have guest speakers. It will be a fun filled day!



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P.O. BOX 2120
RICHMOND, VA 23218-2120



August 19, 2016

TO: Mrs. Sue F. Hirsh
Superintendent
Bath County Public Schools

FROM: Lynne A. Fellin, SNS
Associate Director
School Nutrition Programs

SUBJECT: Approval of 2016-2017 Annual Agreement to Participate in the School Nutrition Programs

The 2016-2017 Annual Agreement to participate in the School Nutrition Programs has been approved by the Department of Education (DOE). A signed copy of this agreement has been sent to the division's school nutrition program director/supervisor or contact person. The completed online School Food Authority (SFA) Agreement, site applications, and supporting documents are part of this agreement. Changes to the agreement and/or any of the supporting documents must be submitted to DOE for review and approval before implementation.

The signed agreement packet must be maintained in the school nutrition program's central office for the current year and three years beyond the year to which it applies. School divisions may also choose to send a copy of the agreement packet to each school nutrition manager and/or school principal. The agreement provides a reference for the federal and state regulations each participating school has agreed to follow.

School nutrition program claims for reimbursement must be entered into the SNPWeb system and submitted to DOE by the 15th of the month following the claim month. Federal regulations require original claims to be submitted no later than 60 days after the last day of the claim month. Claims not submitted within 60 days may not be paid (7 CFR 210.8b (1)). The school division may request a waiver to this requirement by submitting a letter providing justification of why the 60 day deadline was missed and the corrective action taken to prevent a future occurrence. Once DOE grants the waiver, the claim may be paid. No more than one waiver may be granted in a 36-month period.

Meal count adjustments identified by the division after the original claim has been processed by DOE must be submitted as a claim revision. Upward claim revisions (increases in the number of meal claimed for reimbursement) must be submitted in SNPWeb within 60 days of the last day of the original claim month; there is no time limit on downward claim

Mrs. Sue F. Hirsh

Page 2

August 19, 2016

adjustments, as these must be submitted whenever they are identified. Changes to free and reduced eligibility data, attendance, or membership discovered after the original claim has been processed must also be submitted by the division as a claim revision. These changes must be submitted to DOE via SNPWeb whenever they are identified by the division; there is no time limit for submission of changes to these statistical data.

Data reported via SNPWeb for membership, attendance, and the number of students eligible for free and reduced price meals must be supported by appropriate documentation on file in the school division. Please note, membership and attendance for some programs, such as pre-school and at risk 4-year-old programs, may not be included in the *Principal's Monthly Report of Attendance*. The membership and attendance data for these programs must be included in the figures reported in SNPWeb if these students participate in the reimbursable USDA school nutrition programs.

Students' eligibility for free or reduced price meals is confidential. The release of this information is governed by federal regulations. Specific guidelines regarding the sharing of this confidential information are outlined in Regulatory Superintendent's Memorandum Number 3, dated June 1, 2001. This memo describes the requirements for protecting the confidentiality of a student's eligibility for free or reduced price meals, specific authorizations for the limited disclosure of this information to certain programs without parental consent and to certain other programs with written parental consent, and the legal penalties for unauthorized release of this information. Information may also be found in the *USDA Eligibility Manual for School Meals*.

The federal statute and the department's policy do not intend that programs or individuals have unlimited access to eligibility information. Programs, activities, individuals, or agencies may not have access to a student's eligibility without the written permission of parents or guardians unless authorized by federal regulation. Students' eligibility for free or reduced price meals may not be stored or used in any computerized file or database unless the information and/or data field is protected and requires the use of a controlled password. This protected file may only be accessed by the determination officials, persons who issue benefits, and those authorized by federal regulation.

If there are questions or assistance is required, please contact the school nutrition program specialist assigned to the division or me at (804) 225-2717.

LAF/idl

c: Lumina Shifflett, Food Service Supervisor
Karen Howard, SNP Specialist