

Asbestos plan notification

In accordance with the EPA Asbestos Hazard Emergency Response Act of 1987 (40 CFR Part 763), the City School District of Albany put in place a management plan to identify and manage asbestos building materials.

Periodic surveillances are done every six months. In addition, abatement projects have been conducted in conjunction with district's facilities project. Specific notifications are posted in the buildings where projects are done prior

to the start of the abatement work.

The Triennial Reinspection was completed in June 2007, reviewing and updating the management plan for all district buildings.

The Asbestos Management Plan for the district is kept on file at the District Office. These records are available for review. For more information, contact Director of Buildings and Grounds Anthony Catalfamo at (518) 462-7323.

Notice of pesticide use

The City School District of Albany practices Integrated Pest Management (IPM), which is a process for managing, preventing and suppressing pests with minimal impact on human health and the environment. The district hires outside contractors for pest control who are required to follow IPM procedures.

IPM is most successful when teachers, students, employees and the contractor work together. The district has not had to use pesticides, however, a situation may arise that requires the use of pesticides.

Pesticides are only used as a last resort. Schools are required to maintain a list of parents, guardians and staff who want to receive advance notice from the district if pesticides are used.

If you would like to have your name added to this list, please contact the Buildings and Grounds Office at 462-7323 to request a form, or download the form online at www.albanyschools.org/district/atoz/Pesticide.html.

Wednesday, Sept. 5 is the first day of school!



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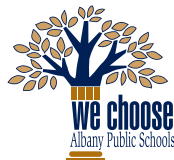
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CAPITAL education

Wednesday, Sept. 5 is the first day of school!

A message from the superintendent



Eva C. Joseph, Ed. D.,
superintendent

It is my pleasure to welcome you back for a new year with the City School District of Albany!

I hope you've had an enjoyable summer and, like all of us, are looking forward to an

exciting, successful year in 2007-08. We have been busy since June working to ensure continued opportunities for all of our students to achieve great things in the classroom and beyond.

Of particular note, we have lengthened the school day for all elementary and middle school students. Future plans also include increasing the length of the school day for high school students, however, the daily start and end times for the high schools will not change this year.

Middle school students will receive an additional 30 minutes of instruction each day this year and elementary students will receive an additional 15 minutes. Please note carefully the new times for the school day in my recent letter to you and in the district's 2007-08 calendar.

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About school bus transportation

Q: How does my child get to school?

The City School District of Albany will transport all eligible children in grades K-6, as well as those who attend Philip Livingston Magnet Academy and Myers Middle School, on traditional yellow buses operated by Durham School Services. The Capital District Transportation Authority (CDTA) will transport students in grades 7-12.

Q: Who is eligible to ride the yellow bus?

Special education students who live closer than 1.5 miles to their school may still be eligible to receive transportation if their Individualized Education Plan specifically requires it.

Students may be transported to and from a location other than their legal residence (i.e., a child care provider) if the student's legal residence and/or the provider's location are 1.5 miles or more from the school the student attends. Parents must request such transportation in writing. Applications are available at your child's school or Central Registration, Sunshine Building, Lincoln Park, 462-7207. Sorry, requests can not be taken over the phone.

Students in grades K-6 in the district's

open enrollment and magnet programs will be transported on yellow buses if the school is more than 1.5 miles from their home.

Eligible private, parochial and charter school students will be provided transportation in the same manner as public school students only if the private, parochial or charter school they attend is within the district's boundaries. Parents were required to make such requests in writing by April 1, 2007, for the 2007-08 school year. The district will make every attempt to honor late transportation requests, provided there is room on that particular bus, under the open seat regulations required by the State Education Department.

Q: How does CDTA transport middle and high school students?

A Swiper Card system is used for eligible middle and high school students riding CDTA buses. The Swiper Card is valid school days only, Monday through Friday, from 6 a.m. to 6 p.m. Students who stay after school for special activities or sports will be provided with an activities pass for after-hours transportation. Parents must apply for a new 2007-08 Swiper Card at their school's main office during the first

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About bus transportation . . .

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week of school, if an application hasn't already been completed. Swiper Cards are available for eligible students at this time.

More information regarding CDTA's bus routes may be obtained from CDTA's official Web site, www.cdta.org, or by calling 482-8822.

Q: How do I find out my child's bus number?

In late August, parents are sent a letter from the City School District of Albany Transportation Department that contains their child's name, address, bus number and school bus pickup and drop-off site (see page 4). If any information in the letter about your child is incorrect, please inform Central Registration or your child's school.

Q: Where is my child's bus stop?

School bus pickup and drop-off sites are at designated neighborhood sites. Students will not have to walk more than one-half (0.5) mile between their home and their pickup or drop-off site. Parents are responsible for their child's safety until the child boards the bus and once the child steps off the bus.

Kindergarten and special education students will not be dropped off unless a parent, guardian or other responsible

adult is waiting for the student, or if the student is seen entering the building. If it is determined that no one is waiting for a child, that child will be brought to Giffen Elementary School, 274 South Pearl St., where all attempts to notify a parent/guardian will be made. If these efforts are unsuccessful, Pupil Personnel Services will be notified.



Q: What if I need to make a change?

If your child needs to be picked up or dropped off somewhere other than your home (i.e., relative's home, child care location), parents must complete a "change of pickup and drop-off" form at least three school days in advance. These forms are available at your child's school. The new pickup/drop-off site must meet eligibility requirements.

Q: What if my child misbehaves on the bus?

Students' safety is a priority in the district. We expect all students to conduct themselves properly on the bus. Pupils who are disorderly will receive a written warning and may have their bus privileges suspended. Students who frequently misbehave may have their bus privileges permanently taken away. If this occurs, parents/guardians are responsible for getting their children to and from school.

Q: What do I do if I move?

If you and your child move to another address during the school year you must change your address with the office of Central Registration, Sunshine Building, Lincoln Park. Be prepared to show proof of residency from your new address. Guardians must have at least

Transportation Requests

What you need to know

The district's goal is to provide students with safe, reliable and efficient transportation. But, we can't do it alone; we need your help.

All bus routes and pickup times are planned using the information provided in the student transportation request applications. If your child was provided transportation last year, you should have received and resubmitted a transportation request form in June. If you did not receive or submit an application at that time, or if your residence has since changed, please pick up an application at the Central Registration Building in Lincoln Park.

IT SHOULD BE SUBMITTED TO CENTRAL REGISTRATION AS SOON AS POSSIBLE. Your child will not be assigned to a bus route until a completed application is received. Busing for requests submitted after August 17 will begin according to the schedule below.

We appreciate your cooperation and encourage you to contact the Transportation Department at 462-7320 if you have questions.

Timeline for Transportation Requests

If your request is received by:	Your child's bussing will begin:
Aug. 20 - 31	Sept. 10
Sept. 3 - 7	Sept. 17
Sept. 10 - 14	Sept. 24
Sept. 17 - 28	Oct. 3

two proofs of residency to complete a change of address form. Items of proof include, but are not limited to, a telephone bill, utility bill or a cable television installation receipt. These items must show the new address. For more information or to inquire what other items are accepted as proof, please call Central Registration at 462-7207.



Capital Education is published by the City School District of Albany.

Please direct comments about the newsletter, story ideas and questions to Ron Lesko at (518) 475-6065 or rlesko@albany.k12.ny.us.

City School District of Albany
Academy Park
Albany, New York 12207

2007-08 school schedules

School	Breakfast start	Classes start	Classes end
Abrookin Vo-Tech Center	7:40 a.m.	8:43 a.m. (prelim begins at 8 a.m.)	2:43 p.m.
Albany High School	7:30 a.m.	8:43 a.m. (prelim begins at 8 a.m.)	2:43 p.m.
Albany School of Humanities	7:40 a.m.	8 a.m.	2:30 p.m.
Arbor Hill Elementary School	8:45 a.m.	9:05 a.m.	3:35 p.m.
Delaware Community School	8:45 a.m.	9:05 a.m.	3:35 p.m.
Eagle Point Elementary School	7:40 a.m.	8 a.m.	2:30 p.m.
Giffen Memorial Elementary	8:45 a.m.	9:05 a.m.	3:35 p.m.
Hackett Middle School	7:40 a.m.	8 a.m.	3 p.m.
Harriet Gibbons High School	7:43 a.m.	8:13 a.m.	3:16 p.m.
Montessori Magnet School	7:40 a.m.	8 a.m.	2:30 p.m.
North Albany Academy	8:10 a.m.	8:30 a.m. (MS prelim begins at 7:40 a.m.)	3 p.m.
Philip J. Schuyler Achievement Academy	8:45 a.m.	9:05 a.m.	3:35 p.m.
Philip Livingston Magnet Academy	7:40 a.m.	8 a.m.	3 p.m.
Pine Hills Elementary School	8:45 a.m.	9:05 a.m.	3:35 p.m.
School 19	8:25 a.m.	9:05 a.m.	3:35 p.m.
Sheridan Preparatory Academy	8:30 a.m.	9:05 a.m.	3:35 p.m.
Stephen & Harriet Myers Middle School	7:40 a.m.	8 a.m.	3 p.m.
TOAST	7:40 a.m.	8 a.m.	2:30 p.m.

Public school 19 relocates to 75 Park Avenue

This school year, as the facilities project continues to move ahead, School 19 temporarily will be relocating to the old Montessori building at 75 Park Ave. This building will be housing School 19 students in grades 1-5. Kindergarten students who belong to School 19 will be housed at Eagle Point Elementary School (1044 Western Ave.). Students who will be sixth-graders for the 2007-2008 school year will be attending middle school.

Registration set at Adult Learning Center

The Adult Learning Center (ALC) will register students through Aug. 31, 2007, to begin educational classes on Wednesday, Sept. 5 and Health Care training on Monday, Sept. 17.

ALC offers Adult-Based Education, GED prep, English-as-a-Second-Language* and Health Care (Personal Care Aide, Home Health Aide, Certified Nurse Assistant and LPN review) classes. Educational programs run from 9 a.m. through 3 p.m. and training classes run from 9 a.m. through 3:30 p.m. Monday through Friday.

Interested individuals may stop in the Adult Learning Center, 27 Western Ave., or call 462-7292.

* There is a \$60 testing fee and assessment fee for enrolling in the English-as-a-Second-Language program.

Important transportation information

In case of bad weather

Tune in to the following local TV and radio stations for school closings and delay announcements: WRGB (Ch. 6), Capital News 9, WTEN (Ch. 10), WNYT (Ch. 13), WXXA (Ch. 23), WROW-AM 590, WGY-AM 810, WFLY-FM 92.3, WYJB-FM 95.5, WTRY-FM 98.3, WRVE-FM 99.5, WPYX-FM 106.5, WGNA-FM 107.7.

Call the Transportation Department at 462-7320

- To determine if your child is eligible for transportation.
- If you have a temporary transportation need, i.e., your child has a broken leg or other injury.

Transportation requests

To request a change in your child's pickup or drop-off site, contact the main office of your child's school. If you change addresses during the school year, please notify Central Registration immediately, 462-7207.

Call Durham School Services at 598-0600

- If you have routing questions like pickup and drop-off places and times for your child.
- To alert us when your child will not be riding the bus for a period of time and to let us know when he/she will be returning.
- With any questions about transportation cancellations or late route times due to inclement weather.

Important information about your child's bus stop

In late August, Albany parents are sent a letter from the City School District of Albany Transportation Department informing them of their child's bus number, pickup and drop-off times, and the location of the neighborhood bus stop for the 2007-08 school year (see sample information at right). If any of the information is incorrect, immediately contact the Transportation Department at 462-7320.

Please have your child at the bus stop at least 10 minutes before the designated pickup time. If your child receives door-to-door pickup, he/she should be outside of your home when the bus arrives.

Please note: Pickup times, bus stops and bus routes are subject to change during the school year.

SAMPLE bus stop information

Approximate Pickup

Bus Number: A**3016**A-23/BB

Time: 7:30 a.m. ←

Bus Stop Location: Lancaster St. & N. Main Ave.

Approximate Drop-off

Bus Number: P**3016**P-23/BB

Time: 2:51 p.m. ←

Bus Stop Location: Lancaster St. & N. Main Ave.

Bus number
in boxed area

Approximate
time bus arrives

Attention parents of first-graders: Door-to-door bus pickup and drop-off service is not typically provided to students once they begin first grade. Please pay particular attention to the location of your child's new bus stop. Students will not have to walk more than one-half mile (0.5) between their home and their pickup or drop-off site. If you have any questions about your child's bus stop, contact the Transportation Department at 462-7320.

Superintendent's message . . .

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You also can find that information on our Web site – www.albanyschools.org. We hope you will use the site throughout the year to stay up to date on important news and information about our schools.

We also begin the school year making continued progress in our exceptional facilities project with the renovation of William S. Hackett Middle School and School 19. We appreciate the support of our students and families from these schools who will spend 2007-08 in temporary locations. I know you will be pleased with the results as we develop one of the finest public-school infrastructures in the Capital Region.

We also are excited to begin the second year of our partnership with the

National Urban Alliance for Effective Education (NUA), an internationally renowned group of educators that has helped raise achievement goals and outcomes in urban school districts nationwide. Albany's educators have benefited tremendously from the NUA's professional development strategies, and we are looking forward to advancing those efforts in 2007-08.

We are especially excited to be the host city for the NUA's 2008 annual conference, "Teaching for Intelligence: Believe to Achieve," on March 28-30.

This national event will bring together more than 1,200 educators to discuss the most important educational issues of the day. Themes for the 2008 conference

will include the critical issue of high expectations for learning for all students.

As we prepare for the school year, an important focus for the district once again is working together with partners from across our community in our collective efforts to maintain an educational environment of high expectations, high performance and constant improvement. I know that by working together we can build a supportive environment that will yield excellent results for all students.

My best wishes for a successful year,



Eva C. Joseph, Ed.D.

Superintendent of Schools

A healthy foundation for learning: Free and reduced prices for breakfast and lunch

Children need healthy meals to nourish their bodies and help them learn. That's why the City School District of Albany offers students breakfast and lunch every school day. Breakfast costs \$1.00 and lunch costs \$1.50 at elementary schools and \$1.75 in middle and high schools.

However, if your family qualifies for the free or reduced-price meal program, eligible students can purchase reduced-priced breakfast and lunch meals daily for 25 cents each. If your family qualifies for the free school meal program, your children will receive school meals at no charge.

We encourage families who think they may qualify for the free and reduced-price meal program to apply.

In the center of this newsletter is the free and reduced-price meal application for the 2007-08 school year, and the guidelines to follow when completing the application. If you think your family qualifies, please complete the application and submit it to the district. You can mail your application or return it in person to the Food Service Department at Philip Livingston, Room 125, 315 Northern Blvd., Albany, 12210. If you need help completing the application, please call the Food Service Department at 462-7322.

If your children received free or reduced-price meals last year, a new application still must be submitted in September to continue this program in the 2007-08 school year.

Please complete and return the free and reduced-price meals application as soon as possible. Prompt submission will help avoid delays in the approval process. **First-time applicants do not qualify for free or reduced-price meals until an application is approved and a letter of notification is sent to the household.**

If you receive food stamps or Aid to Dependent Children (ADC/TANF) you qualify for the free or reduced-price meal program (see page 6 for information about how to apply). If you are not sure if you meet the income eligibility guidelines necessary to qualify for free or reduced-price school meals, please call the Food Service Department at 462-7322.

Five easy steps for free and reduced lunch applications!

ONE family lunch application **PER HOUSEHOLD** . . .

1. List **ALL** students in your household.
2. List **ALL** adults and their income and/or Social Services information.
3. An **ADULT** must sign the application and note her/his social security number.
4. Submit a completed application.
5. If you are a household eligible for food stamps please print your "case number" in section 3, not your ATM or benefit number.

Any students **without** an approved application as of **Oct. 1, 2007**, will have to pay full price for their meals.

Reduced-price meal income eligibility chart

(Effective July 1, 2007, to June 30, 2008)

This chart lists income levels according to household size and income levels yearly, monthly or weekly. If your total household income is the same or less than the amounts on the income chart, your children can receive reduced-price meals and may be eligible to receive free meals.

Household size	Annual	Month	Week
1	\$ 18,889	\$ 1,575	\$ 364
2	\$ 25,327	\$ 2,111	\$ 488
3	\$ 31,765	\$ 2,648	\$ 611
4	\$ 38,203	\$ 3,184	\$ 735
5	\$ 44,641	\$ 3,721	\$ 859
6	\$ 51,079	\$ 4,257	\$ 983
7	\$ 57,517	\$ 4,794	\$ 1,107
8	\$ 63,955	\$ 5,330	\$ 1,230

For each additional.....\$ 6,438 \$ 537 \$ 124 family member

How to apply for free and reduced-price breakfast and lunch

To apply for free or reduced-price meals you can do one of the following:

- Complete the application included in this newsletter.
- Submit a Direct Certification letter from the NYS Office of Temporary and Disability Assistance upon receipt.
- Return the application or Certification Letter to J.W. Gayle, School Lunch Director, Philip Livingston, Room 125, 315 Northern Blvd., Albany, NY 12210.

If you currently receive food stamps or Aid to Dependent Children (ADC)/Temporary Assistance to Needy Families (TANF) for any children or participate in the Good Distribution Program on Indian Reservations (FDPIR), the application must include the children's names; the household food stamp, ADC/TANF or FDPIR number; and the signature of an adult household member. All children with the same case number may be listed on the same application. Separate applications are required for children with different case numbers. If you do not list a food stamp, ADC/TANF or FDPIR number for all the children for whom you are applying, the application must include the names of everyone in the household, the amount of income for each household member, and how often this income is received and where it comes from.

The application also must include the signature of an adult household member and that adult's social security number or the word "none" if the adult does not have one. Contact your local Department of Social Services for your food-stamp or TANF number or complete the income portion of the application.

Income chart

The income chart (see page 5) lists income levels according to household size and income levels received either yearly, monthly or weekly. If your total household income is the same or less than the amounts on the income chart, your children can receive reduced-price meals and may be eligible to receive free meals.

Verification

The school may ask you at any time during the school year to verify your eligibility. You will be notified, in writing, if you have been selected for verification. School officials may ask you to send papers showing that your child should receive free or reduced-price meals.

Reporting changes

The benefits that you are approved for at the time of the application are effective for the entire school year. You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive food stamps.

Foster child

Your foster child may be eligible for meal benefits. An application for a foster child must have the child's name, the child's "personal use" income and an adult signature. If you have questions, contact the school for help in completing the application.

Nondiscrimination statement

This statement explains what to do if you believe you have been treated unfairly, in accordance with federal law and the U. S. Department of Agriculture policy. This institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write to the USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal-opportunity provider and employer.

Fair hearing

If you do not agree with the decision on your application or the result of verification you have the right to a fair hearing. This can be done by calling or writing to:

Assistant Superintendent for Business Services, Administration Building, Academy Park, Albany, NY 12207, or by calling (518) 475-6020.

Meal services to children with disabilities

Federal regulations require schools and institutions to serve meals at no extra charge to children whose disability may restrict his/her 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 that substantially limits one or more major life activities. Major life activities are defined to include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

You must request the special meals from the school and provide the school with medical certification from a medical doctor. If you believe your child needs substitutions because of a disability, please contact the district for further information as there is specific information that the medical certification must contain.

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How to apply . . .

(continued from page 6)

Confidentiality

The U.S. Department of Agriculture has approved the release of students' names, addresses 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 National Assessment of Educational Progress (NAEP), which are the U.S. Department of Education's programs used to determine areas such as the allocation of funds to schools; to evaluate the socioeconomic status of the district's attendance area; and to assess education progress. Information also may be released to state health or state education programs administered by the state or local education agency (provided the state or local education agency administers the program) and to federal, state or local nutrition programs similar to the National School Lunch Program.

Additionally, all information contained in the free and reduced-price meal 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 (NCA), including the National School Lunch and School Breakfast Programs; the Special Milk Program; the Child and Adult Care Food Program; the Summer Food Service Program; the Special Supplemental Nutrition Program for Woman, Infants and Children; the Comptroller General of the United States (for audit purposes); and federal, state or local enforcement officials investigating alleged violation of the programs under the NSLA or NCA. The

disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian.

Reapplication

You may reapply for benefits any time during the school year. If you are not eligible now, but during the school year become unemployed, experience a decrease in household income or an increase in family size, you may request and complete an application at that time.

We will let you know when your application is approved or denied. Thank you for your ongoing participation in the school meal program.

Definition of terms

Current income: Your income at the present time **before deductions.** Farmers, self-employed workers, migrant workers and other seasonal employees may use their income for the past 12 months.

Direct Certification: If you receive food stamps or ADC/TANF, send in the Direct Certification letter that you receive from the NYS Office of Temporary and Disability Assistance instead of completing the application.

Financially independent: A person is financially independent and a separate economic unit/household when his or her earnings (income) and expenses are NOT shared by the family/household.

Food stamp, ADC/TANF, FDPIR number: This must be the complete number supplied to you by the agency, including all numbers and letters (for example, E 123456). Refer to a previous letter you received



from the Department of Social Services for your number or contact them directly. Separate applications are required for children with different numbers.

Foster child: A child who is living with a family but who is under the legal care of the welfare agency or court.

Gross income: Is money earned or received by each member of your household before deductions. Examples of deductions are federal tax, state tax and social security deductions.

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.