



NEW STAFF MEMBERS

We are happy to welcome the following new staff members to Huntley Project Schools:

Justin Elliot Cross-	7-12 Music
LeEllen Schuppe -	Math
Brooke Milne-	5 th Grade
Erik Gentry	Elementary Special Education
???????	2 nd Grade



FORMS, FORMS, FORMS

Students will come home with a pile of forms that need to be filled out, signed by parents, and returned to school as soon as possible. Please have them all returned to the school by Friday, August 29th. It is important that you note any contact information on the new form for the **call information program that is associated with Infinite Campus**. Thank you!

NEW SCHOOL INFORMATION SYSTEM Infinite Campus Program!

The Huntley Project School District has changed the school information system to **INFINITE CAMPUS**. This is a real time, web-based program which allows guardians and students to quickly access important information within the district-wide database so they may better understand and participate in the educational process.

View district-defined information with one secure login for all students and relationships in the user's household.

Real-time student attendance information can be provided to parents and guardians in a calendar view with spotlight color coding and options to click through for details.

Parents use **Campus Online Registration** via the portal for new and existing student registration and Census Self Service to update phone numbers, email, home addresses, student demographics, and contact information.

This notification system will only be used when changes or reminders to our schedule are needed. **Each family will fill out an information form during the first week of school. This data form will ask each family to prioritize how they want the school to contact them when these changes occur. The options include email, phone call or text.**

It is important that you fill out the student data form to include any of the needed information; in addition, if at any time your contact information changes, please provide the district with your most current information.

Neither the district nor Infinite Campus shares this information with any outside sources.

AGE REQUIREMENTS TO ENTER SCHOOL

A child must have reached his or her 5th birthday on or before September 10th of the year the child will be entering Kindergarten. To be in first grade, a child must have reached his or her 6th birthday on or before September 10th.

Also, no student who is 19 years of age PRIOR to September 10th will be allowed to enroll in Huntley Project Schools without a current IEP or prior special permission from the administration.

OUT-OF-DISTRICT STUDENTS

Any student attending Huntley Project Schools who does not live in the school district must fill out an out-of- district attendance agreement. These agreements are available from each of the individual school secretaries.

BOXHOLDER – NO MORE MAILINGS

The Huntley Project School District will no longer be mass mailing the boxholder. The boxholder will be available online and in small number (10-15) printings that will be left at each local post office from August-May. The district will attempt to email them out to people who want an email each month. This should be identified on your information sheets that are returned by your student to the district. The district will not share any personal information.

NEW STUDENTS

New students to the district are asked to come in **BEFORE** school begins to get registered. Students registering for grades 7-12 may do so from August 11th – 15th with Mr. Koenig in the counseling office—**NOTE:** he will **NOT** be available 8:00 am-12:00 pm on August 19th through August 21st. Students in grades K-6 may register at the elementary office.

SCHOOL STARTS AUGUST 26th

Classes begin for all Huntley Project students on **Tuesday, August 26th at 8:15 AM** in Worden. Buses will run at their regular times.

Elementary students will report to their classroom.

JH and Freshman will report to first period. Freshmen orientation will begin at 8:15 am in the gymnasium. It will run from 8:15-10:45.

Sophomores, Juniors, and Seniors will report at 10:45 am and will report to their 4th period classes.

Beginning the first day of school, breakfast will be available from 7:45-8:10 am. **Allow enough time to eat and get to class on time as breakfast will not be served after 8:10.**

On Wednesdays, the buses will run at the normal time but the day begins 20 minutes later. Breakfast will run from 7:55-8:25 on Wednesdays only. School will be open at the usual time.

The daily school schedule is:

Monday, Tuesday, Thursday:

Elementary-	8:15 am-3:33 pm
JH and HS-	8:15 am-3:38 pm

Wednesday

Elementary-	8:35 am-3:33 pm
JH and HS-	8:35 am-3:38 pm

Friday

Elementary-	8:15 am-2:28 pm
JH and HS -	8:15 am-2:33 pm



OPEN HOUSE – AUGUST 25th

All Huntley Project teachers will be in their classrooms, or on campus, on August 25th from 5:00 PM -6:40 PM for a community open house. There will be several open house presentations to help as well as new technology that the district is using this year (Infinite Campus).

Each elementary session listed below will provide the same information so that families can attend a meeting at each grade level in which they have children. Open house conference times will be as follows: (*transition breaks can be used by the student to place supplies as each teacher indicates*). Specialist teachers will be available in their homerooms during the open house.

Session 1:	5:00-5:20
Transition break:	5:20-5:40
Session 2:	5:40-6:00
Transition break:	6:00-6:20
Session 3:	6:20-6:40
Closing Transition:	6:40-7:00

The 7-12 presentations will be setup in the commons and will be available to parents as they move around the building.

SCHOOL PIR DAYS & EARLY OUTS

The following dates are days in which students will not be required to be in attendance, but our staff is at the school. The dates listed have an explanation as to what the staff is doing. Please mark your calendar as these would be great afternoons to schedule doctor's appointments, get haircuts, visit family, etc:

PIR Days (No School for Students)

September 22nd and 23rd	PIR
October 16th and 17th	MEA Teachers Convention
November 14th	Scheduled Break
January 26th	PIR
February 16th	PIR
March 16th	Scheduled Break
April 20th	PIR
May 11th	PIR

Holiday Breaks

September 1 st	Labor Day
November 27th and 28th	Thanksgiving Break
December 24th –January 4th	Christmas Break
April 3rd – 6th	Easter/Spring Break
May 25th	Memorial Day

Early Outs- 1:00 PM

November 13th	Parent Teacher Conference (1:30-8:00)
November 26th	Thanksgiving
December 23rd	Christmas
April 2nd	Easter
May 28th	Students' Last Day

BUS ROUTES

The Huntley Project School district has the established bus routes for 2014-2015 online. These are to ensure safe and efficient transportation for the students of Huntley Project. These can be viewed through a PDF link provided online at huntley.k12.mt.us.

FERPA STATEMENT—2014-2015

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds. FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law. The parent has the right to inspect or review the student's educational records maintained by the school.

To control the disclosure of a child's personal identifiable information from their educational record or if you have any questions or want more information on the full rights or to request that the school correct records that are inaccurate or misleading, contact the school counselor.

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA. The Huntley Project School District blocks or filters Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). The Huntley Project School District has adopted new Internet safety policies addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them. These policies will be sent home with the students at the beginning of the school year and will need to be signed by the parent and student.

WEEKLY CALENDAR / BULLETIN

We will be sending home a Weekly Calendar each Friday with students. If you don't have a student in school and would like a copy, they will be available for pick up at each school office. The Weekly Calendar *should* be available by LATE Friday afternoon, but occasionally, we run out of time and it comes out Monday morning.

This will be the most current information we have for the upcoming week and will list any last minute changes for the current weekend. Please post it on the refrigerator and learn to rely on it as your source of information from the school. It will list the most current activities, times, menus, etc. The Calendar will also be available on the school website: www.huntley.k12.mt.us<http://www.huntley.k12.mt.us/>

CHILDREN MEDICATION / ALLERGY POLICY

Please review the updated Medication Policy on the school's website (click on Health Information).
If you have questions, please contact Susan Kienitz, RN at 696-9018 or 967-2540 ext. 159.

The occasion when a child would bring treats for the class will be infrequent. When a child does bring treats to school, it is required they be commercially prepared and packaged items. Items that are prepackaged typically meet the necessary health standards. We are obligated to protect our students who have food allergies.



IMMUNIZATION

The State of Montana requires that a student be immunized against DTaP, Polio, and MMR prior to enrollment in the public school system. Documentation by a physician or clinic indicating dates of immunizations is required in order to attend school. NOTE: All children entering school for the first time (Kindergarten or 1st grade) must also have a second MMR.

All students must have been immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella, and measles (rubeola). Students in grades 7-12 must have a 2nd dose of MMR (Mumps/Measles/Rubella). Documentation of this second MMR must be provided to the school at the time of enrollment, or the first day of school.

Pertussis vaccinations are not required for a person 7 years of age or older.

Immunizations can be obtained through your private physician or at the Riverstone (Deering) Clinic at 123 South 27th Street in Billings.

Volunteers: Please email or call and leave a message if you would be interested in assisting the school nurse with health screenings. Thank you!!

Susan Kienitz, RN, BSN, Huntley Project School Nurse, 967-2540 ext. 159
skienitz@huntley.k12.mt.us
<mailto:skienitz@huntley.k12.mt.us>

.ATTENDANCE POLICY

As before, students in grades 7-12 will be allowed 10 'regular' absences per semester; however, the combined doctor and court/legal absences will also be limited to 10 days per semester. **Notes are expected within 48 hours of an absence. Thank you for your diligence to this issue.**

ABSENT OR LATE STUDENTS



If your student (K-12) is going to be absent or late, please contact your student's school secretary (967-2540) or the attendance line prior to 10:00 AM. Students in grades 7-12 need to BRING A NOTE (within 48 hours of the absence) signed and dated by the parent or guardian when they return to school. If the student has been to the doctor or a court appointment, please get a note from them at the time of the appointment. Ensure that the date is on it, along with the doctor's signature. Thank you for your attention to this matter. It helps clear up any confusion for attendance issues.

HANDBOOKS

Students in grades 7-12 will be bringing home their Student Handbooks on the first day of school. Any changes from last year's Handbook will be **bold**. Please familiarize yourself with the Handbook content. There will also be a sign-off sheet that needs to be signed by the parent/guardian and student stating that you received the information. Your signature simply verifies that you have received the information and not that you necessarily agree with all of the content.

HUNTLEY PROJECT SCHOOL WEBSITE

The district website address is www.huntley.k12.mt.us.

The boxholder, updated schedules, calendars and most district information is available online. Please check it for your information needs.



NON-DISCRIMINATION-TITLE IX& SECTION 504

The District shall provide equal opportunity in education and employment without regard to sex, race, color, creed, religion, national origin, age, physical or mental handicap, political beliefs, homeless, marital or parental status as provided for by Title IX and Section 504 of Federal Law.

Inquiries and complaints regarding discrimination should be directed to Mr. Koenig, Title IX/Section 504 Coordinator, Huntley Project Schools, Worden, MT 59088. Mr. Koenig's phone number is 967-2540 ext. 263.

STAFF E-MAIL ADDRESSES

You may contact any staff member via e-mail. This is a good way to contact a teacher if you have concerns or questions about your student's progress, homework, conduct, etc. Our addresses are *first initial and last name @huntley.k12.mt.us*. For example, to reach Mark Wandle the address is mwandle@huntley.k12.mt.us.

WANT TO BE A SUBSTITUTE?

If you are interested in being on the sub list for **teachers, bus drivers, custodians, kitchen help, etc.**, please contact the Central Office. The district will pay \$70.00 for a full day.

We will have substitute training for the substitute teachers on September 3rd from 3:45-4:45. You will be paid for your hour of work once you have substituted. We will offer another class for the substitutes later on during the year. These classes will deal with technology in the classroom.

We NEED and APPRECIATE your help!

SENIORS...Class of '15

Plan early and get your **senior pictures** done this summer/fall. Let the studio know which headshots they should send to the high school. **NEEDED: 2 portrait (head shot only) senior pictures and a baby picture are due on Friday, Dec. 5th, to the annual staff.**

START TIMES AND DATES FOR FALL SPORTS

Participants must turn in a completed physical form BEFORE they can practice!

HS Football: Practice begins August 15th from 6:30am-8:00 am & 4:00pm-6:00pm. August 16th (Saturday) 6:30-8:00 am & 10:30am-12:00pm. On August 23rd, there will be a scrimmage at 9:00 am. The parents' meeting will be at 8:30 am on August 23rd prior to the scrimmage.

HS Volleyball: Monday Aug 18th practice 9:00am-11:00am, Concussion Test @ 2:30pm, practice to follow. August 19th, 20th and 21st practice from 2:00pm-5:00pm. August 22nd Practice 9:00am-11:00am and 1:00pm-3:00pm. August 23rd Parents Meeting/Scrimmage at 10:00 am.

HS Cross Country: August 18th @6:30-8:00 am. Parent Meeting August 19th @ 6:30 pm in the commons.

JH Football: August 26th @ 4:00 pm—Team meeting and equipment checkout.

JH Volleyball: Junior high will have a meeting on August 26th in Ms. Whitney's room right after school. Practice begins at 6:15 am the next morning.

JH Cross Country: 1st Meeting August 26th with the first physical practice on August 27th @ 3:45 pm.

SPORTS PHYSICALS/CONCUSSION FORM

ALL STUDENTS IN SPORTS AND CHEERLEADING MUST HAVE A COMPLETED PHYSICAL FORM turned in to their school office before they can practice. Insurance **must** be listed and the form must have a parent's signature. The sport physical form is available at the school or at the clinic. Parents **NEED** to sign the back of the form.

Parents: Ensure you fill out all information on the form. This includes:

- The top part on the front under the Questionnaire for Athletic Participation
- Fill in the name and date of birth on page two
- Fill out the Parent's or Guardian's Permission and release at the bottom of page two. This includes the insurance information. The parent must sign in this location.

The physicals will cost \$20.00 each. For appointments please call the RiverStone Clinic @ 967-2255.

Please be sure to read the form given to your child the first day of school or call for more information. Forms for the program can be found in the main offices of the school district.

ALL STUDENTS IN SPORTS MUST HAVE A COMPLETED CONCUSSION FORM turned in to their school office before they can practice. These forms can be picked up in the offices. This is a new requirement due to the **Dylan Steigers Protection of Youth Act** that was passed by the state legislature of Montana.

FAMILY NIGHT

Wednesday night is designated Family Night. There are to be no students in the building or in activities after 6:30 pm. The only night on the calendar that will conflict with this is during the district GBB/BBB tournament.

ACTIVITY TRIPS

As per District policy, the bus for all activities will depart from and return to the school parking lot. The bus is not a taxi and will not make pick-up and drop-off stops along the route. Custodial parents or guardians may SIGN A RELEASE at the ball game or event and have their child ride home with them. The coaches/advisors will have a sign-off sheet with them at the game/event.

If the custodial parent or guardian would like their student released to ANOTHER RESPONSIBLE ADULT at the game/event, they must first notify the school principal IN WRITING PRIOR TO THE BUS' DEPARTURE. Students can be released to ONLY the custodial parent or guardian at the event unless there has been prior written notification given to the principal. Thank you for your cooperation with this matter. If you have any questions, contact Mark Wandle.

STUDENT ACCIDENT INSURANCE

The school does not insure students; however, student accident insurance is offered through Special Markets Insurance Companies and is not connected to the school. Parents, please be sure that you have accident coverage for your school child. ***Students in sports, cheerleading, band, choir, Speech & Drama, BPA, FCCLA, and FFA are required to have proof of insurance.***

SEASON PASSES

Season passes are available to adults for \$60. This lets you into all activities for the school year including all sports, plays, etc. Please contact Marlene Krum at ext. 602.

Game admittance to all home games is available for free to individuals age 65 and over. Thank you for your support of our athletes.

ACTIVITY TICKETS

Activity Tickets are available to all students grades K-12. Activity tickets for participation and/or attendance at JH activities only are **\$30.00**. 9-12 activities now have a **\$50.00** per student per activity or sport fee (includes activity ticket). This is capped at **\$200.00** per family per year. Activity tickets let students into all activities and plays. **Any 7-12 students participating in ANY EXTRA-CURRICULAR ACTIVITY must purchase an activity ticket. This includes students who participate in sports, cheerleaders, speech & drama, band, choir, FFA, BPA, and FCCLA.**

Activity Tickets can be purchased from Marlene in the Central Office. Please keep in mind that we charge admission to all varsity, sub varsity, and JH events, so the activity ticket is a good deal!

WORKERS FOR JH/JV EVENTS

The school is looking for volunteers to run sub varsity activities at games. This would include running game clocks and a chain crew for football games. In appreciation for volunteering, individuals will be granted an activity pass for the 2014-2015 school year. Please contact Guy Croy for information. The number is 967-2540 @ extension 326.

BUS CONDUCT & CONCERNS



The buses will run regular routes on the first day of school. Please be sure students are at the bus stop 5 minutes early and dressed appropriately for the weather. Students are to stand quietly as the bus approaches and stay seated while the bus is moving.

If a student misses the bus, DO NOT DROP your student off BEHIND the bus at another bus stop. The parents MUST get in front of the bus and drop the student off at another location. This may be difficult but a student running-up from behind a bus creates an unsafe situation that we want to, and need to, minimize.

Riding the bus is a privilege and not a required service. Misbehavior will result in loss of bus riding privileges for anywhere from 1 day to the remainder of the school year.

Student Bus Rules

- A. Food or drink on any bus is under the bus driver control.
- B. Be seated when bus is in motion.
- C. Speak in normal tones and do not use profanity.
- D. No arms, legs, or heads outside bus windows.
- E. Follow the drivers direction the first time given.
- F. School classroom behavior rules are enforced while riding.
- G. Keep hands, feet and objects to yourself.
- H. To leave you at a bus stop other than your own, you must have a note from the school or your parent.
- I. Exit the bus from the front door only.
- J. No contraband will be allowed on any school transportation vehicle.

EVERYONE please remember that you have to **STOP (do not pass) when the bus lights are flashing RED.** Failure to stop is a serious traffic offense and law enforcement will be notified of your license plate number and vehicle description.

The school no longer allows students to bring friends home on the bus for birthday parties or other gatherings. Our buses are full in most instances and the drivers end up taking students to homes that their parents have not authorized.

The district is currently purchasing new buses that are equipped with seat belts. Any student riding a bus with seat belts will be required to wear them. Students who refuse to wear the seat belt will be written up for violation of bus rules.

SUBSTITUTE BUS DRIVERS NEEDED

Part time—2 to 4 hours a day
Pick the days you work
\$15.00 an hour
We will train
Great work environment
Can lead to steady employment

DROP OFF, DRIVING AND PARKING IN AND AROUND THE CAMPUS

Parking: The parking lot is clearly marked and offers two lanes of traffic for the dropping off/picking up of students. We also have parking available for students east of the gym (next to the multi-purpose building). The parking lot across from the church is also available. There should be no parking on the streets as we now have adequate parking areas. The parking lot next to the multi-purpose building will run from 6:00 AM to 9:00 PM. The parking lot locks up at 9:00 PM nightly unless there is an event. In the case of events going on at the school, the parking lot will lock up one hour after the event ends.

There are three entrances on the campus—the junior high, high school and elementary red doors—and these will be the only place for entrance during the school day. Please use these entrances at all times when bringing your student to school, and check in at the office.



The buses will drop off and pick up the students behind the school—in the parking lot west of the school. This is between the CTE building and the elementary playground. This allows for easy access to the buildings and keeps our students clear of moving vehicles. Only buses are allowed in this area to help ensure the safety of our students. If you need to have a student picked up that would be on a bus, contact the grade level office for that student.

As drivers enter the route of access through the parking lot that leads to the elementary, please pull forward to drop off your student. We ask that if you need to enter the buildings, you park in the parking lot. We would like to keep the corner near the building as unobstructed as possible. It causes a traffic jam and a safety concern. As you exit the school parking lot, please drive carefully as we will still have students and pedestrians walking about campus. Thank you for your cooperation.

Students can be dropped off in front of the buildings at the designated areas. If you have any questions or concerns, please ask school personnel. Alternate drop off areas will include the south drop off zone by the elementary as an access off of Ash Street (near the playground entrance) and east of the gymnasium with access off of Road 15.

Please do not park in the handicap locations or access points on the sidewalk. This is illegal and will result in actions that may include law enforcement notification.

PERSONAL ELECTRONIC DEVICES

Any student wishing to use the office phone must get permission from the teacher or supervisor. If a student is making a call for a club, permission must be obtained from the sponsor. Use of, or ringing, beeping, buzzing or texting of/on cell phones, pagers, or other electronic signaling devices is prohibited during any classroom time period (without the consent of a teacher), during the school day- 8:15-End of Day. **Teachers may have an expectation to have the student put the electronic device in a safe location in the classroom during class time. Electronic devices need to be out-of-sight and not in use during the designated class schedule time.** Electronic devices are allowed in the classroom as per teacher discretion.

Also, please note that iPods, MP3 players, etc. are allowed at the teacher's discretion. If they are not allowed and are used, or appear to be being used, in the classrooms, they will be confiscated and disciplinary consequences will be served.



IS SOMEONE ELSE PICKING UP YOUR CHILD?

If another responsible adult is to pick up your child at school, please notify the grade level secretary. If your child is riding with a neighbor to a game and they are leaving a little early, PLEASE SEND A SIGNED AND DATED NOTE WITH YOUR CHILD so we know who they may leave with that day. Without the note, they won't be released!

AFTER SCHOOL...PLEASE GO HOME!

We ask that no students be in the school buildings longer than 15 minutes after school is dismissed UNLESS they are under the direct supervision of a staff member. Likewise, we ask that no students arrive at school prior to breakfast unless they are under the direct supervision of a staff member. We are concerned about safety and supervision and neither can be guaranteed outside of these times.

ELEMENTARY HANDBOOK

Please familiarize yourself with the Handbook content. You don't have to agree with it; you are simply verifying that you have received the information.

BOX TOPS FOR EDUCATION

The elementary school is continuing to collect General Mills Box Tops for Education. The proceeds are used to purchase playground equipment, computer software, and PE materials. Thanks to everyone in the community who supports this worthwhile program.

ELEMENTARY LUNCHES

Students may pay for lunches at their respective school office or at Central Office. Also, parents may enjoy a lunch with their student. **Parents get one free meal per year!** Please contact Karen Simpson at extension 100 if you will be joining your child for lunch.

PROGRAM LOCATIONS AND TIMES

The elementary programs will be presented in the commons, which is located in the 5-12 building. This year, the school district will try to schedule the programs during the last hour of the day to help accommodate parents who will be taking their children home.

To attend the programs, please use the 5-8 entrance, which is located near the flagpole.

COMPUTER LAB EAR BUDS/HEADPHONES

The Huntley Project School district no longer provides headphones for the computer lab. Students will need to provide their own for use in the computer lab. The headphones do not need to be expensive—a \$5.00 pair will be adequate.

KID CONNECTION- AFTER SCHOOL PROGRAM

What is Kid Connection? It is a free afterschool program that provides a safe, fun, and educational place for Huntley Project Elementary students (grades K-6) after school. The students get a snack, recess, and a bus ride home. They also finish their homework, develop reading and math skills as well as learn a lot about the world around them. We will be exploring different areas with speakers and activities. We hope to see a lot of smiling faces☺! It will be a great time for all!!

Where: Kid Connection is held in the elementary building in a variety of classrooms.

When: Fall Session is from September 15th through November 20th on Mondays through Thursdays each week. It begins at 3:30 pm and ends at 5:30 pm.

Who: All Huntley Project School students from grades K-6

Why: We want to provide the students with fun and safe activities after school.

How: The enrollment form is enclosed in the boxholder. It is also available on the school website and from the elementary office. Fill it out and return it to the elementary office by Monday, September 8, 2014. We look forward to hearing from you! Any questions, contact Julie Caster:

email: jcaster@huntley.k12.mt.us
967-2540, ext. 323 (school)
967-3126 (home) 670-1442 (cell)

BREAKFAST PROGRAM

(The prices are as of 8-1-14 – they may be increasing at the August board meeting)

The school offers a breakfast program serving students and staff from 7:45-8:10 am. Breakfast will run from 7:55-8:25 on Wednesday only. School will be open at the usual time.

The cost is \$2.25 for K-12 students and adults, unless they qualify for the Free or Reduced Priced Meals where it would be free or \$.30. **PLEASE** read the Free and Reduced information enclosed in this mailing as it helps to fund our food program, which is based on our number of Free and Reduced Participants.

LUNCH PROGRAM

(The prices are as of 8-1-14 – they may be increasing at the August board meeting)



The school offers an excellent lunch program. Students and staff have the option of the main entrée, peanut butter and jelly sandwich, or chef salad every day. The meals served are outstanding!

The prices are: K-6...\$2.25; 7-12...\$2.50; adult...\$4.00, unless students qualify for the Free or Reduced Priced Meals where they would be free or \$.40. Again, **PLEASE read the Free and Reduced information enclosed in this mailing. The form is confidential and NOBODY except the lunch clerk knows who qualifies. This program helps to fund our food program, which is based on our number of Free and Reduced Participants.**

Extra milk will cost \$.30 per carton.

Payments for lunches may be made at the respective school offices or online through our school website.

Also, parents may enjoy a lunch with their student. Parents get one free meal per year! Please contact Karen Simpson at extension 100, or Julie Dandrea at extension 250, if you will be joining your child for lunch.

FREE and REDUCED LUNCH PROGRAM

We encourage everyone to apply for the Free & Reduced Lunch Program. It helps you, and it helps the school. The more students we have participating, the better chance we have of qualifying for different funding. If you have questions, call your principal or Marlene Krum @ 967-2540 at extension 602. The forms are printed in this Boxholder.

The forms will be sent home in the information packet at the beginning of the school year. These need to be filled out each year and returned as soon as possible.

There will also be forms available in each office and on the school website at www.huntley.k12.mt.us.

FOOD PROGRAM CALENDAR

We will have the food program calendar in the boxholder for each month. The food program calendar is also put online.

SCHOOL FOOD SERVICE DEBT PROCEDURE

1) When the student/family account balance is \$5.00, the procedure is as follows:

Elementary- receive a written note sent home with the student.

JH/HS- the student is notified in the lunch line to bring money.

2) When the student/family account is minus \$10.00 (per student), the parent will receive a phone call from the school notifying them of the amount owed.

3) When the student/family debt reaches minus \$15.00 (per student), the student will NOT be allowed to participate in the school food program until the debt has been paid in full. They will receive Peanut Butter and Jelly, fruit and milk as an alternative meal.



PAY FOR SERVICES ONLINE

Huntley Project Schools provides parents an **easy** and **convenient** way to add money to their student's food service account and pay for athletic tickets. Parents may pay with VISA or MasterCard credit or debit cards. Our web store accepts payments over the internet 24/7. By contracting with RevTrak, a national credit card payment processor, we provide you a secure site for making payments.

Parents can make payments online while on their home or work computer, any time of the day. It only takes a few minutes to make a payment using a VISA or MasterCard credit or debit card. The convenience of paying online is further enhanced when parents access the store and see a familiar shopping cart (just like shopping online.)

To make an online payment, follow these simple steps:

- 1) Visit our website at <http://huntley.k12.mt.us>
- 2) **Click on Online Payment (school store)**
- 3) Make payment using VISA and MasterCard debit or credit card

A payment receipt will be emailed to the address used when setting up the web store account.

Please contact Marlene Krum at 967-2540 at extension 602 for questions about online payments.

DRIVER'S EDUCATION

The **first session** of Driver's Education runs from Tuesday, September 2, 2014 to October 31, 2014. The student must be 14 ½ by September 24, 2014. The first 2 sessions may be taken by any student in grades 9-12. The last session, (June) is for students in grades 8-12. This includes home-schooled students.



The cost is \$175.00. Please make a check out to Huntley Project High School and turn it in to Marlene Krum in the Central Office between August 11th and August 28th for the first session. The application for Driver's Education can be printed from the Huntley Project website under the Driver's Ed icon. You may also pick up a paper application from Mr. Koenig, if you would like, from August 5 to August 15, 2014. It needs to be turned in to Mr. Koenig between August 18th and August 29th.

The **second session** of Driver's Education starts February 2, 2015 to March 31, 2015. The student must be 14 ½ by February 28, 2015.

The **third session** will start June 1, 2015 to June 30, 2015. The student must be 14 ½ by June 15, 2015. Payment can be made from March 1st to March 25th.

Students in 8th grade can only take the 3rd session, if they are eligible by age. If more than 20 sign up, a lottery will be used. I will give more details for the 2nd and 3rd sessions as the year progresses.

If you have any questions, please call Mr. Koenig at the school 967-2540, ext. 263 or my cell phone 861-4820.

- **Kim Koenig- Drivers Education Instructor**

HOME COMING 2014- Week of Sept. 29th-Oct. 4th

This year's Homecoming Week has been set for the week of September 29th through October 4th. We will have other activities finalized and in the October boxholder.

Set Game or activities for the week include:

- Sept. 30- CC @10:00AM hosts HP Invitational @ Homesteader Hall
- Oct. 3- FB vs. Plentywood @ 6:00 PM
* Crown Royalty @ Halftime of FB game
Homecoming Dance @9:00-12:00
- Oct. 4 – JHVB Hosts JH VB @ 8:30
JHFB vs. Joliet @10:00
Homecoming Parade @12:00 PM
VB vs Joliet @ 2:00PM

HUNTLEY PROJECT SCHOOL SONG

Huntley Project High School
Chief of the West
Of all the schools we know
You're easily the best!
Rah! Rah! Rah!

Huntley Project High School
We'll meet our foe
We'll win this game tonight
So...Go you Devils!
Go you Devils! Go!

HALL OF CHAMPIONS/FAME ITEMS NEEDED!

The Huntley Project School district and the athletic committee are asking for the help of the community and alumni.

We are beginning the rededication of the Athletic Hall of Fame/Champions and need pictures of individual champions of athletic or activity events that attended Huntley Project Schools at the time of that accomplishment. The Team Champions will be also recognized in the Hall of Champions. Please contact the following if you have any individual photos of these champions.

blambert@huntley.k12.mt.us, gcroy@huntley.k12.mt.us, istookey@huntley.k12.mt.us, and mwandle@huntley.k12.mt.us,

Community members who are on the committee include Larry VanLuchene and Tim Ley. You can contact them with any information or questions.

All individuals who were All-State will be recognized for that accomplishment on an ALL-STATE Board for each activity or athletic program. We need information to help us make sure that we do not miss any of these accomplishments. The difficulty is that All-State is not monitored by the MHSA and is listed in various capacities and locations. To ensure that we do not miss any of the individuals who accomplished this level of recognition, please contact the same individuals with any information that may support that status for an individual.

We will also have notification booths setup at various home events in the next 2 years. Please spread the word and share with other Red Devil Alumni!

FRESHMAN ORIENTATION—FIRST DAY @ 8:15 SOPHOMORE—SENIORS BEGIN FIRST DAY @10:45

The High School will continue with the orientation program this year. Our incoming freshman will have an opportunity to become familiar with the subtle changes in expectations as they begin their next 4 years in our district.

If a sophomore, junior, or senior student is driving his or her sister, or if that student rides the bus, an alternate location will be provided for the students while the freshmen are in orientation. We will make sure that they have a location to begin the school day.

To allow this to take place, the sophomore, junior, and senior classes will not be expected in school until 10:45. They will report to 4th period, and a normal schedule will ensue at that point. The students will be issued the school district's basic forms that need to be returned by Thursday afternoon. The students will report to the HS Gymnasium for an assembly addressing any new rules.

Orientation Schedule- Day One
Tuesday, August 26th, 2014

- 8:15 Freshmen report to the Gym
- 8:20 Welcome-Pledge of Allegiance
Discussion of day's program goals; introduction of all certified and non-certified staff members; handbooks; schedule changes; mentoring
- 8:30-8:40 Advisors give overview of organizations
 - 1-BPA—Mr. Lindeen
 - 2-Speech and Drama—Mrs. Nay
 - 3-FCCLA—Mrs. Charlton
 - 4-FFA—Mrs. Schenk
- 8:40-9:00 Organization (lockers, classes, etc.), Studying, Tardy Policy, 10-Day Policy (excused, unexcused absences) Medical Notes
 - (stress importance of quick return of notes)
 - Procedures for checking in and out of school
 - Expectations for when absent (Make-Up Work)
 - School Dances—no JH students; must be eligible; guests only when permitted; proper behavior and clothing.
 - Dress Code—stress proper attire
 - Crisis Procedures: Fire Drill//Lock own//Secure Rooms
 - Infinite Campus
 - Mentoring/WIN Time

- 9:10-9:15 Break
- 9:15-9:45 Graduation Matters presentation *
Jeremy Sawicki (Jostens Representative)
- 9:45-9:55 Contest/Recap of information
- 9:55-10:00 Break
- 10:00-10:30 - Behavior Expectations--Bullying/Sexual Harassment/Searches of Parking Lot, Hallways//Lockers
Lunch Schedule and Limitations (Playground – stay out)
Discipline Forms
*Detention//ISS/OSS
 - (When Parent meetings are needed)
Eligibility and Impact
 - weekly eligibility checks, grade period eligibility
- 10:30 Put things away; practice combinations – Teachers/Aides help
- 10:51 Freshman report to 4th period
- 11:15-12:00
All students 9-12 report to the Gym
Remind students of why they are here.
Reiterate: relevant handbook items (cell phone personal device searches, handbook items emphasized)
Return of forms- One Call Now (Friday rewards);
New Schedule- Wednesdays and **WIN TIME**
Extra-curricular expectations/A.D. (Mr. Guy Croy)
Respect for each other, staff members, and facility
Question/Answer Period for students toward staff members
(questions that might not have been answered)



HUNTLEY PROJECT SCHOOLS

Kindergarten

- 2 – boxes crayons (24 ct.) (no biggies)
- 1 – light blanket (no pillows)
- 1 – back pack (put name on it)
- 12 – small glue sticks (Elmers, not colored)
- 2 – Large box of Kleenex
- 1 – Bottle of Liquid Hand Soap
- 1 – Box of Ziploc Bags (gallon) (boys' bring)
- 1 - Box of Sandwich bags (girls' bring)
- 1 – 4 pack Play dough
- 1 – Pack water color paints
- 2 – Disinfectant Wipes
- 1 set headphones (no ear buds please)

1st Grade

- 1 - box of Crayons
- 1 – bottle Elmer's glue
- Eraser
- 10 – Yellow #2 Pencils
- A large box of tissues – 200 size or larger
- Activity or Color book
- 3 – Pocket folders
- 3 – glue sticks (for math)
- 1 - Pencil Box (cigar box size)
- Scissors – write name with a permanent marker
- Water base markers
- 1 bx – qt. Ziplock freezer bags
- 4 – large black expo dry erase markers
- 1 – Disinfectant Wipes

2nd Grade

- 2 - boxes of Crayons (1- 8 count, 1-your choice)
- 2 - spiral notebooks – wide rule
- 20 pencils – in August
- 1 - box of colored pencils
- 1 - box markers
- 8 - glue sticks
- 1 - bottle Elmer's glue
- 1 - pair of scissors
- 2 - large boxes of Kleenex
- 1 - pencil box – cigar box size
- 3 – **plastic** pocket folders w/pocket on bottom
- 1 - 12" ruler
- 1 – Package Loose Leaf Paper (Wide Rule)
- 2 – Disinfectant Wipes
- 1 box – Ziplock bags (gallon size) Last name A-L
- 1 box – Ziplock bags (Quart size) Last name M-Z
- 4 – large black expo dry erase markers

3rd Grade

- 4 - boxes #2 pencils (**Not Dixon: Ticonderoga is good**)
- 1 - box crayons/ 1box markers
- 1 - box colored pencils
- 1 - glue stick
- 1 - bottle Elmer's glue
- 1 - pair of scissors
- 4 - black Expo dry erase markers
- 3 - plastic pocket folders
- 3 – Spiral Notebooks (Wide Rule)
- 1 - ruler (inches & centimeters – only to 1/8 “)
- 2 - large boxes Kleenex
- 2 - Disinfectant wipes

3rd grade cont.

- Highlighter Pens
- 1 box – Ziplock bags (gallon size) Last name A-L
- 1 box – Ziplock bags (Quart size) Last name M-Z

4th Grade

- 48 - #2 pencils – no lrg pencil boxes
- 1 – small pencil sharpener
- 2-5 Erasers
- Ruler – (inches & centimeters – only to 1/8 “)
- 2 – Large boxes of Kleenex
- 4 – Expo Markers
- 4 – Glue Sticks
- Good Scissors
- Markers and/or colored pencils
- 4 - pkgs - Loose Leaf Paper (3 hole)
- 6 - Pocket Folders
- 2 - Black, red or blue ink pens
- 2 - Disinfectant Wipes

5th Grade

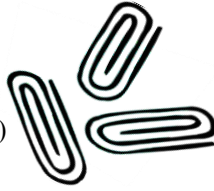
- 20 – Pencils
- 3 pkgs – Wide Rule Loose Leaf paper
- Crayons, Markers, and/or colored pencils
- 1 – Glue Sticks
- Scissors /Ruler – with inches and centimeters
- 5-7 – Pocket Folders
- 1 - Spiral notebook
- 2 – Boxes of Kleenex
- 1 – Highlighter markers
- 2 – Dry Erase Markers
- 3 – Pens (2 red, 1 black or blue)
- 1 – Pencil Sharpener (non-electric)
- 1 – Disinfectant wipes

6th Grade

- Crayons, Colored pencils, or markers
- 30 Pencils
- 4 Red Pens
- 4 Glue Sticks
- 7 pocket accordion style folder
- Ruler (inches & cm)
- Compass and Protractor
- Scissors
- Basic Calculator
- 3 – Pocket Folders
- 4 - Dry Erase Markers
- Small Pencil Sharpener
- 2 – Large Boxes Kleenex
- 4 - Single Subject Notebooks
- 1 – Pencil box
- 2 – Disinfectant Wipes
- 1 – Composition Notebook
- 2 – pkg loose leaf paper

****All students need to have a pair of tennis shoes that can be left at school for P.E. class. Please make sure all items are labeled with student's name.**

**** All Students need a pair of headphones. Please label with child's name.**






Huntley Project Public Schools

Dear Parent/Guardian:

Children need healthy meals to learn. **Huntley Project Schools** offers healthy meals every school day. Your children may qualify for free meals or for reduced price meals. Below are some common questions and answers to aid in the process of determining your child's eligibility.

1. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to one of your children's school.
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, in some States, Temporary Assistance for Needy Families (TANF), can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
 If you have received a NOTICE OF DIRECT CERTIFICATION for free meals from your child's school, **DO NOT** complete the application. But **do** let the school know if any children in your household are not listed on the **Notice of Direct Certification** letter you received.
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.**
4. **CAN HOMELESS, RUNAWAY, HEAD START AND MIGRANT CHILDREN GET FREE MEALS?** Yes, children who meet the definition of homeless, runaway, or migrant are eligible for free meals. If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **Huntley Project Schools**.
5. **WHO CAN GET REDUCED PRICE MEALS?** Your children can get reduced price meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown on this application.
6. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** No, but please read the letter you got carefully and follow the instructions. Call your child's school if you have questions.
7. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
8. **I GET WIC. CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
9. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes and we may also ask you to send written proof. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
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 to have the decision reviewed.
11. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You or your children 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 INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
15. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your child's school for more information.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for other assistance benefits, contact your local assistance office.

If you have other questions or need help, call **Marlene Krum at 967-2540 ext 602.**

Sincerely,

P.S. Households that qualify for SNAP benefits in Montana automatically receive FREE school meals. Check out the information below to see if your household may qualify for SNAP.

Buying Good Food is a SNAP!

What is SNAP?

SNAP is the Supplemental Nutrition Assistance Program, designed to help Montanans afford healthy food.
(Formerly the Food Stamp Program)

NEW! Online application and pre-screening tool:

www.apply.mt.gov



How can I participate?

SNAP is available to people living on a low or fixed income including single people, families, students, seniors, and people with disabilities.

For many applicants, gross income limits have increased and there is **no longer a resource limit!**

Applying is easy!

Apply in person, online, or by mail or fax -

- Apply at any Office of Public Assistance or call to request an application by mail
- Apply online at www.apply.mt.gov
- Mail or fax in your application to the Office of Public Assistance
- You may be able to do your interview by phone
- Have another adult apply on your behalf

SNAP Income Guidelines

(Effective Oct. 1, 2013)

1. If you meet the **Gross Guideline** turn in an application to see if you also meet the Net Guideline.
2. When you apply, a case worker will deduct a portion of your living expenses from your income to see if you meet the Net Guideline. **Your Net Income for SNAP cannot be calculated until you submit an application.**

Household Size	Gross Monthly Income*	Net Monthly Income
1	\$1,916	\$958
2	\$2,586	\$1,293
3	\$3,256	\$1,628
Add'l Members	+ 670	+ \$335

**Households with a previously disqualified member will need to meet a lower Gross Guideline. Call for details.*



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INSTRUCTIONS FOR APPLYING

A household member is any child or adult living with you.

If your household receives benefits from [STATE SNAP], [state TANF], or [the Food distribution program on Indian reservations (FDPIR)], follow these instructions:

Part 1: List all children in the household and the name of each child's school (if known).

Part 2: List the case number for any household member (including adults) receiving [State SNAP], [State TANF], or [FDPIR] benefits.

Part 3: Skip this part.

Part 4: Fill out this section and sign the form. The last four digits of a Social Security Number are not necessary.

Part 5: Answer this question if you choose.

IF NO ONE IN YOUR HOUSEHOLD GETS [State SNAP], [State TANF], OR [FDPIR] BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR RUNAWAY, OR IN HEAD START FOLLOW THESE INSTRUCTIONS:

Part 1: List all children in the household and the name of each child's school (if known). If any child you are applying for is homeless, migrant, in Head Start or a runaway check the appropriate box and call your school.

Part 2: Skip this part.

Part 3: Complete only if a child in your household isn't eligible under Part 1. See instructions for All Other Households.

Part 4: Fill out and sign the form. The last four digits of a Social Security Number are not necessary if you didn't need to fill in Part 3.

Part 5: Answer this question if you choose.

IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS:

If all children in the household are foster children:

Part 1: List all foster children and the school name for each child. Check the box indicating the child is a foster child.

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Fill out and sign the form. The last four digits of a Social Security Number are not necessary.

Part 5: Answer this question if you choose.

If some of the children in the household are foster children:

Part 1: List all children in the household and the name of each child's school (if known). Check the box for each foster child. If any child you are applying for is homeless, migrant, in Head Start or a runaway check the appropriate box and if you have questions call your school.

Part 2: If the household does not have a case number, skip this part.

Part 3: Complete only if a child in your household isn't eligible under Part 1 or 2. See instructions for All Other Households.

Part 4: Adult household member must fill out and sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

Part 5: Answer this question if you choose.

ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

Part 1: List all children in the household and the name of each child's school (if known). If any child you are applying for is homeless, migrant, Head Start, a foster child or a runaway check the appropriate box and call [your school] to follow up.

Part 2: If the household does not have a case number, skip this part.

Part 3: Follow these instructions to report total household income from this month, last month.

- **Name:** List all household members.
- **For any person, including children, with no income, you must check the "No Income" box.**
- **Gross Income and How Often It Was Received:** For each household member listed in section 3, list each type of income received. You must tell us how often the money is received—weekly, every other week, twice a month, monthly or yearly.
 - **Earnings:** Be sure to list the **gross income**, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you.
 - **Income received from welfare, child support, and alimony:** List the amount each person received.
 - **Income received from retirement benefits, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits:** List the amount each person received.
 - **All Other Income:** List Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include benefits from WIC, Federal education and foster payments received by the family from the placing agency. For ONLY the self-employed, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Part 4: Adult household member must fill out and sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

Part 5: Answer this question if you choose.

FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION 2014-15

Part 1. Children in Household				Part 2. Benefits						
Names of all children. (First, Middle Initial, Last)	Name of School OR List N/A if not in school	Place a check in the box if child is a foster, homeless, migrant, runaway, or Head Start child. If each child attending school is a foster, homeless, runaway, migrant or in Head Start, skip to part 4 to sign this form.				If any member of your household receives [State SNAP], [FDPIR] OR [State TANF Assistance], provide the name and case number for the person who receives benefits and skip to Part 4. If no one receives these benefits skip to Part 3. Name: _____ Program Name: _____ Case Number: _____ (Not EBT Card Number)				
		Foster	Homeless	Runaway	Migrant					Head Start

Part 3. Total Household Gross Income																		
List all income on the same line as the person who receives it. Check box for how often income is received. Record each income only once. If the household member has no income, please indicate by checking no income box.																		
Name (List all household members)	Check if NO Income	Earnings from Work Before Deductions	Welfare, Child Support, Alimony				Social Security, SSI, VA, Retirement Benefits				All Other Income.							
			Weekly	Every 2 Weeks	Twice a Month	Monthly	Yearly	Weekly	Every 2 Weeks	Twice a Month	Monthly	Yearly	Weekly	Every 2 Weeks	Twice a Month	Monthly	Yearly	
		\$																
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		\$																

Part 4. Signature and last four digits of Social Security Number (An adult household member must sign the application)

If Part 3 is completed, the adult signing the form also must list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box.
(See Statement on the back of this page.)

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted. I understand my child's eligibility status may be shared as allowed by law.

Signature: _____ Printed name: _____ Date: _____

Address: _____ Phone Number: _____

Email: _____

City: _____ State: _____ Zip Code: _____

Last four digits of Social Security Number: * * * - * * - _____ I do not have a Social Security Number

Part 5. Children's ethnic and racial identities (optional) Please circle selections

Choose one ethnicity:		Choose one or more (regardless of ethnicity):					
Hispanic/Latino	Not Hispanic/Latino	Asian	American Indian or Alaska Native	Black or African American	White	Native Hawaiian or other Pacific Islander	

Do NOT fill out this part. This is for school use only.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24 Monthly x 12

Categorical Eligibility (Free): _____

Total Income: _____ **Per:** Week ___ Every 2 Weeks ___ Twice A Month ___ Month ___ Year ___ **Household size:** _____

Income Eligibility: Free ___ Reduced ___ Denied ___ **Error Prone:** _____ (Error prone = within \$100 of income guidelines)

Date Withdrawn: _____ Reason for denial or withdrawal: _____

Determining Official's Signature: _____ **Date:** _____

Confirming Official's Signature: _____ **Date:** _____

Verifying Official's Signature: _____ **Date:** _____

Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2014-15			
Household size	Yearly	Monthly	Weekly
1	21,590	1,800	416
2	29,101	2,426	560
3	36,612	3,051	705
4	44,123	3,677	849
5	51,634	4,303	993
6	59,145	4,929	1,138
7	66,656	5,555	1,282
8	74,167	6,181	1,427
Each additional person:	7,511	626	145

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number 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 FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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