Welcome Back to School

August 18, 2021

Dear WHS Students, Parents and Guardians,

I hope you all had a relaxing and enjoyable summer. The start of a new school year brings excitement and anticipation to all. The Winnacunnet staff and I wish to welcome our returning sophomores, juniors, and seniors, and we look forward to meeting our incoming freshmen and new students who have moved into our district from other communities.

**Enclosed in this envelope** you will find:

- PowerSchool Parent Portal Account Request that **must be returned to school by September 17.**
- WHS Health Form that **must be returned to school by September 17.**
- Handbook Parent/Guardian Verification Page that **must be returned to school by September 17.**
- Armed Forces Recruiter Access letter (optional for juniors and seniors only), **due by September 17.**
- Chromebook Letter (Freshmen)
- WHS Yearbook Order Form (Seniors)
- Winnachronicle Publication Schedule
- 2021-2022 Household Application for Free and Reduced-Price School Meals
- Winnacunnet School District Policy JRA-E

**Important Dates**

- **Tuesday** Aug. 31 Freshmen Only Orientation (First Year Students) 7:45 am – 2:30 pm  
  Transfer Student Orientation (Lecture Hall) 9:30 am – 11:00 am  
  First day for SST students
- **Wednesday** Sep. 1 Regular day schedule for all students, all classes held
- **Thursday** Sep. 2 Regular day, all classes held
- **Friday** Sep. 3 No School
- **Monday** Sep. 6 No School, Labor Day
- **Tuesday** Sep 7 School Picture Day, Class Assemblies, Warrior Block Activities

**Freshman Orientation Schedule, August 31st (Freshman Students Only)**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45</td>
<td>Gathering &amp; Greeting - Auditorium</td>
</tr>
<tr>
<td>8:30</td>
<td>Freshman Seminar</td>
</tr>
<tr>
<td>9:05</td>
<td>Students Attend Abbreviated Class Schedule</td>
</tr>
<tr>
<td>11:53</td>
<td>LUNCH #1 (A – I)</td>
</tr>
<tr>
<td>12:23</td>
<td>LUNCH #2 (J – Z)</td>
</tr>
<tr>
<td>12:57</td>
<td>Freshmen report back to Freshman Seminar classes</td>
</tr>
<tr>
<td>1:50</td>
<td>Pep Rally (tbd)</td>
</tr>
</tbody>
</table>

*Students will attend 1 of 2 lunches assigned with last names.**

*When not in lunch, students will report to their assigned counselor.*
Daily Schedule
The daily schedule includes 6 blocks per day, a break after block 2, three lunches (block 5), and Warrior Block. The regular school day schedule is as follows:

<table>
<thead>
<tr>
<th>Block</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning</td>
<td>AM</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>7:45 AM</td>
<td>8:40 AM</td>
</tr>
<tr>
<td>2</td>
<td>8:44 AM</td>
<td>9:39 AM</td>
</tr>
<tr>
<td>Break</td>
<td>9:39 AM</td>
<td>9:47 AM</td>
</tr>
<tr>
<td>3</td>
<td>9:47 AM</td>
<td>10:42 AM</td>
</tr>
<tr>
<td>4</td>
<td>10:46 AM</td>
<td>11:41 AM</td>
</tr>
<tr>
<td>5 (A Lunch)</td>
<td>11:44 AM</td>
<td>12:12 PM</td>
</tr>
<tr>
<td>5 (B Lunch)</td>
<td>12:12 PM</td>
<td>12:40 PM</td>
</tr>
<tr>
<td>5 (C Lunch)</td>
<td>12:40 PM</td>
<td>1:07 PM</td>
</tr>
<tr>
<td>6</td>
<td>1:11 PM</td>
<td>2:06 PM</td>
</tr>
<tr>
<td>Warrior Block</td>
<td>2:10 PM</td>
<td>2:30 PM</td>
</tr>
</tbody>
</table>

For the 1st trimester, students will attend lunch according to their 5th block class as follows:

- **A Lunch**
  Science, Special Education, World Language, SST)
  11:44 am – 12:12 pm
- **B Lunch**
  English, Social Studies, Business, Focused Study, Study Lab
  12:12 pm – 12:40 pm
- **C Lunch**
  Art, FACS, MCJROTC, Music, PE, Tech Ed, WHTV, Math, American Studies
  12:40 pm – 1:07 pm

New Staff
Several staff members are returning in new positions this year and several new staff members have joined us this year:

- Kara Page – 504 Adjustment Counselor
- Jenna Gagnon - Bridge Coordinator
- Madeline Mullen – English
- Casey Chaput – Math
- Laurie Barr – Special Services
- Benjamin Francisco – Special Services
- Olivia French – Special Services
- Katie Mottola - Nurse
- Amy Moffet - Admin Assistant (Front Office)
- Cate DiNitto – Library Director

Bus Schedules
Bus schedules will be posted in local newspapers next week and will be posted on our website at Bus Schedules. Buses will begin running their routes on Tuesday, August 31st.

Seacoast School of Technology (SST)
The first day for SST students is Tuesday, August 31st. Since this day has been set aside for freshman activities, SST students need only to be here in time to catch the bus for their session. Buses will leave at 9:00 am (mid-session) and 12:00 pm (pm session).

Comcast Internet Essentials
The Comcast Internet Essentials Program provides reduced cost home Internet. Internet Essentials costs $9.95 per month. There are no price increases, no activation fees or equipment rental fees. In addition, families can buy a low-cost computer through the plan for $149.99. For eligibility and information about this program, students/families can visit https://www.internetessentials.com/ or call 1-855-8-INTERNET (1-855-846-8376).

Technology Resources
This year, Winnacunnet will be a fully implemented one-to-one school. Every member of the Class of 2025 will be provided a Dell 3100 Chromebook device. Like a textbook, these computers will remain in the possession of students during the school year. Once students are eligible for graduation, they can assume ownership of the device.

With these devices, along with GSuite applications, Winnacunnet students will have dependable and convenient access to valuable online resources and reliable computer access wherever the student has an internet connection. GSuite is easy to use and is a very efficient way to manage email, calendars, documents, and store digital files. GSuite also includes programs such as word processing, spreadsheets, and presentations for student use. Google Classroom is available for sharing of school assignments and curricular resources. For more information on the technology available to students, see the IT Services page on www.winnacunnet.org.

Student Technology Resources
In addition to PowerSchool, all students have a Winnacunnet High School email account using GSuite services. The student email format is:

firstname.lastname@warriors.winnacunnet.org

For more information on the technology available to students, see the IT Services page at www.winnacunnet.org.

Securely
Winnacunnet High School uses Securely’s cloud-based web filter for schools. Securely provides school administrators with visibility into the online activity of students 24/7, both on and off campus. Browsing history is archived and detailed reports are available for download. The high school administration will receive email notifications for flagged content corresponding to potential cyberbullying, suicide, and acts of violence based on Securely’s
sophisticated AI engine. School-provided WHS Gmail accounts, and Google Drive folders are also scanned in real-time and trigger alerts based upon flagged content.

Traffic Plan
Parents who drop off students may enter the property either by Park Avenue or Winnacunnet Road. Students should not be dropped off prior to 7:15 a.m. Parents should exit the property at the Park Avenue entrance.

To ease congestion behind the Gym and to facilitate departure of athletic busses, student pickup in the gym lot is not permitted until after 2:45 p.m.

Locker Assignments
Any student may request a locker at any time in the Facilities Office. Please remember that students are responsible for securing their personal and school property. Too often we find students leaving their belongings out and unsecured. Students are issued locks for physical education lockers.

Communication Plan
I will continue to provide a Principal’s Message that will be posted on the website. An email notification will be sent out when the message has been posted, as well as links to various updates. We will be posting our handbooks, bus routes, school calendars, calendar of events, athletic schedules, code of conduct, directions to athletic facilities, and our school delays and cancellations on our website at www.winnacunnet.org. Please bookmark this web address and take a look at the information when you have questions.

In our continuing effort to increase communication and to celebrate all the positive things that occur daily at Winnacunnet, we have developed an official social media presence for Winnacunnet High School on Twitter and Facebook. The Twitter handle is @winnacunnet and the Facebook (business page) is Winnacunnet High School. The community is also invited to receive daily announcements via email. Go to winnacunnet.org Quick Links to subscribe. Announcements include up to date information on subjects such as upcoming testing, clubs and activities, sports schedules, class information, and the lunch menu.

Staff can be contacted by calling 926-3395 or by emailing us using our firstinitial.lastname@winnacunnet.org. For example, my email is wmgowan@winnacunnet.org. You will be able to find a complete staff roster in our handbook and on our website.

Important Phone Numbers:
Front Office 926-3395
Guidance Office 926-8769
Athletics 926-9604
Special Services 926-3658
Student Activities 758-9250
Nurses’ Office 758-9244
Office of the Superintendent 926-8992
Bus Company 964-2322

Application for Free and Reduced Meals
Families requiring assistance with breakfast and lunch costs can apply for free and reduced meals. An application will be available on the school’s website at www.winnacunnet.org. Forms can be returned to school with your student or mailed to the attention of the School Nutrition Director, Ed Comeau. Please note that only one application per family is necessary. The information provided on the application is confidential and will be used only for the purpose of determining eligibility and verifying data.

Student Accident Insurance
An optional student accident insurance policy is available to all enrolled students and can be purchased through Insurance Specialists, Inc. Additional information and enrollment forms can be accessed from https://www.isi1959.com/documents/new%20files/SPC10320521_StudentAccidentBro_QUSR-NHFB_with_form.pdf.

Directory Information
In compliance with the Family Educational Rights and Privacy Act (FERPA), parents/guardians and adult students need to be provided with an annual notice of their rights to inspect and review education records, to amend education records, to consent to disclose personally identifiable information in education records, and to file a complaint. Enclosed is the Winnacunnet School District Policy JRA-E - Annual Notice of Student Education Records and Information Rights.

Student/Parent Handbook
A digital copy of the Student/Parent Handbook will be posted on the school website (www.winnacunnet.org) and automatically bookmarked for all students on their computers. Hard copies will be distributed to all freshman students in freshman seminar class and available in the main office and assistant principal offices.

Please review the handbook with your child as it contains information covering faculty and staff members, bell schedules, school calendar, guidance and counseling services, academic policies, the code of conduct and general policies.

Enclosed is the Handbook Parent/Guardian Verification Page. Parents/Guardians and students must sign the verification page indicating that they have read and understand the rules and expectations at Winnacunnet High School. If you have any questions regarding information in this handbook, you may call an assistant principal for explanation or assistance.
Sign-ups for Athletics and Clubs
Students interested in fall sports can sign-up by stopping by the Athletic Director’s office in the Physical Education facility before or after school. Athletic schedules and updates will be posted on the website at www.winnacunnet.org/athletics/ or by following us on Twitter @winnawar.

Students interested in joining a club should stop by the Activities Office before or after school. All freshmen will participate in an activity fair scheduled in October, and displays will be available for viewing the evening of parent conferences.

Parking Privileges
Seniors, juniors, and students who receive school-day internships will be allowed to park this year if they maintain “good academic and behavioral standing.” The handbook provides more information about what constitutes “good standing.” The yearly parking fee is $50.00. Student motor vehicles without stickers or vehicles parked in the staff spaces will be towed at their owner’s expense.

Power School
The parent portal is a valuable tool that allows parents to view their child’s grades and attendance. Previous parent passwords are still active, and parents can log into PowerSchool at http://powerschool.winnacunnet.org.

Upperclassmen and/or transfer student parents who did not receive passwords last year can obtain one by contacting the Guidance Office. Parents of incoming freshmen will be receiving the password within the first two weeks of school upon completing the Parent/Guardian Verification Form.

Student’s schedules will be available on the PowerSchool portal prior to the first day of school. Please use the schedule on PowerSchool as it is the most up to date schedule.

School Calendars
There are two calendars available for viewing on the website. One is the event calendar that lists the daily activities and events: Event Calendar. The second calendar is an academic calendar that provides a monthly view of the school year: Academic Calendar.

Friends of Winnacunnet Foundation
Parents looking for ways to get involved in your child’s education, can consider getting involved with the Friends of Winnacunnet Foundation. This non-profit organization was formed in 2005 and awards grants bi-annually to enrich the educational experience of Winnacunnet students. This dedicated group of volunteers has dispersed over $45,000 in educational grants and raised nearly $90,000 toward an endowment. They meet regularly on the second Monday of each month at 6:30 pm in the Principal’s Conference room, (B108) near the Front Office. Winnacunnet is very fortunate to have this organization and would welcome any new volunteers.

In closing, I want to say how excited we are to meet our new students and greet our upperclassmen returning from summer break. If students or parents have any questions, please contact us at 926-3395 or one of the numbers listed in this letter.

Sincerely,

[Signature]

William F. McGowan
Principal
PowerSchool Parent Portal Account Request
Winamacunnet High School

NEW WHS ACCOUNT ONLY:

<table>
<thead>
<tr>
<th>Parent/Guardian Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Username</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
<tr>
<td>Student 1 Name</td>
</tr>
<tr>
<td>Relationship to Student</td>
</tr>
<tr>
<td>Student 2 Name</td>
</tr>
<tr>
<td>Relationship to Student</td>
</tr>
<tr>
<td>Student 3 Name</td>
</tr>
<tr>
<td>Relationship to Student</td>
</tr>
</tbody>
</table>

Once we have processed your account, your login information will be mailed to your home.

EXISTING WHS ACCOUNT – ADD ADDITIONAL STUDENT

<table>
<thead>
<tr>
<th>Parent/Guardian Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Username</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
<tr>
<td>Student 1 Name</td>
</tr>
<tr>
<td>Relationship to Student</td>
</tr>
<tr>
<td>Student 2 Name</td>
</tr>
<tr>
<td>Relationship to Student</td>
</tr>
<tr>
<td>Student 3 Name</td>
</tr>
<tr>
<td>Relationship to Student</td>
</tr>
</tbody>
</table>

We will send you an email notification when your additional students have been added.

RETURN THIS COMPLETED FORM TO: Karen Langmaid, Registrar, Winnacunnet High School, 1 Alumni Drive, Hampton NH 03842
klangmaid@warriors.winnacunnet.org
fax: 603-929-7289
WHS Health Form

Student Name: ______________________ DOB: __________

Allergies: ______________________ Epi-pen?: __________

Medical Conditions: ______________________

Medications taken at home: ______________________

Medications taken at school: ______________________

Doctors Name: ______________________ Doctors Phone: __________

I give permission for the following non-preservation medication (or generic equivalent) to be administered by school nurses (check all that apply)

<table>
<thead>
<tr>
<th>TYLENOL</th>
<th>IBUPROFEN</th>
<th>ANTACID</th>
<th>ANTIHISTAMINE</th>
<th>DAYQUIL</th>
<th>THROAT LOZENGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

Parent/Guardian Name print: ______________________

Parent/Guardian Name Signature: __________________ Date: __________
Parent/Guardian and Student Acknowledgement of Receipt

After reading and discussing the contents of the 2021 – 2022 Student/Parent Handbook with your child, please complete the information and sign below. Have your child return it to his/her Advisor in Warrior Block by September 17, 2021. Thank you!

By signing below, we acknowledge that we have read and understand the contents of this Handbook. We agree to abide by all the rules, regulations and requirements contained herein. We have notified the school nurse of any prescription medication our child is currently taking.

In order to contact students of timely events, we are requesting student cell phone numbers.

_________________________________________   __________________________
Parent Guardian Name (please print)   Cell Phone

_________________________________________
Parent/Guardian Signature   Date

_________________________________________   __________________________
Student Name (please print)   Cell Phone

_________________________________________
Student Signature   Date

August 2021
August 2021

Dear Parents of Juniors and Seniors,

On January 8, 2002 the No Child Left Behind Act of 2001 was signed into law. Section 9528 of this act is titled Armed Forces Recruiter Access to Students and Student Recruiting Information. Section 9528 (a) (1) allows Armed Services recruiters or an institution of higher learning to receive the names, addresses, and telephone listings of Junior and Senior students who attend public high schools.

If a student, or the parents of a student under the age of 18, requests such information not be released without prior written parental consent, their wishes must be complied with and such information will not be included in the listing given to the Armed Services or institution of higher education.

If you as a student, or the parents of a student under the age of 18, do not wish the above information to be disclosed, please return the form below to the Winnacunnet High School Guidance Office, Attention Karen Langmaid, before Friday, November 19, 2021. Your name will be released unless you notify us. If you had indicated that you did not wish to have your name released as a junior and you are now a senior, you must indicate again that you do not wish to have your name released.

The lists will be available to the Armed Forces recruiters after December 1, 2021.

Sincerely,

Heather Cronan
Director of School Counseling

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Student Name: ___________________________ Grade ___________________________

The above named student does not wish his/her name to be included on the (please check):

☐ Armed Forces Recruiter listing

☐ Institution of higher education listing

(Parent Signature of Student Under 18) (Student Signature, Student 18 or older)
Dear Parents/Guardians,

Seven years ago, in the fall of the 2015-16, WHS began purchasing Chromebook laptops for every member of the incoming freshman class. Like a textbook, these devices are signed out and collected by WHS, but remain in the possession of students throughout the year.

To help sustain and support this initiative, WHS collects a modest $25 fee from incoming 9th graders and new transfer students. Upon graduation or transfer from WHS, each student will have the option of keeping their Chromebook or donating it back to the school. The Chromebook program provides dependable and equitable access to digital resources and tools for every student, regardless of their economic background.

For your convenience and security, we are now accepting online payments. Payments will be processed through MySchoolBucks (MSB), the same company that WHS uses to process lunch fees. You will see any outstanding fees listed in PowerSchool.

The invoice is for $25.00 and can be paid using your existing MSB account, or if you need to, you can create a new account. The invoice will look like this:

![Invoice Image]

If you are in need of financial assistance, you may contact Talley Westerberg at twesterberg@warriors.winnacunnet.org

Chromebook Program Questions? Please contact Mary-Margaret Cahoon at mcahoon@warriors.winnacunnet.org
Class of 2022

Order Your 2022 Yearbook
Jostens is our publisher and they will be mailing information home to you about purchasing a yearbook, purchasing a recognition ad (also known as a parent ad) or a business ad. You are able to order directly with Jostens online at jostens.com. You can add your name and personalize your yearbook with icons for a fee. You can also set up a payment plan to spread out the payments.

Be on the lookout for the Jostens postcard! There will be a special offer of FREE ICONS with the purchase of a yearbook with personalization. (Personalization means either your name or monogram on the cover)

Yearbooks are being offered for a base price of $70 if you get your order in by Sept 24. Starting Sept 25 – the price will increase to $75. Don’t procrastinate - take advantage of the lowest price for your yearbook and the FREE ICONS. More information will be available on the WHS Yearbook Website. https://www.winncunnet.org/student-life/student-activities/academic-focus/sachem-yearbook/

**REPLAYIT**
Personal Photo Submission - we used this last year with great success. Use this for sending in your senior portrait and your “The Way We Were” photos. This is our first choice for you to send in pictures!

- Upload to RePlayIt - This is a site we use to get photos from the student body, parents and the Winnacunnet community uploaded for use in the yearbook.
  - Go to: https://images.jostens.com/416204137
  - 416204137 is our log on ID
  - More information

SENIORS:
COMMUNICATION - CHECK. YOUR. EMAIL. We will email you if there are issues with your senior photo or sketch. We can not chase you down in the hallways of Winnacunnet! We will post lists of what we have in the announcements as well as on Google Docs so check your email!

SENIOR PORTRAITS - Due Oct 15, 2021
Get your senior pictures taken this summer/fall. Why? You’ll be rested, you’ll look great, you’ll have time, and you’ll meet the deadline!!!
There are several ways to get you senior picture taken:
- If you already have a family photographer- go to them. Make sure they know our due dates and requirements.
- Submit your own photo, but follow school rules.
- Use your school photo - costs nothing, you don’t have to buy anything

PHOTO REQUIREMENTS
Due Oct 15 – remember the date because if it is late it will not be in alphabetical order in the yearbook.

- Upload it to RePlayIt - first choice for uploading photos to the yearbook!
  - Follow the instructions on the other side for RePlayIt
- Or - Email it to us at yearbook@warriors.winncunnet.org (second choice)
- Or - Hard Copy Photo - you could bring us a real photo - drop off at the front office (last resort)
  - Put it in an envelope
  - Put your name on the back.
  - Senior Portraits should be at least wallet size (about 2 x 3 inches) Portrait Orientation. If you submit a landscape orientation photo, we will crop it to make it fit.
  - Glossy is best.
Senior Portraits will be in color in the yearbook - if you submit a black and white photo it will be printed in black and white. We cannot make a black and white photo into a color photo! We reserve the right to crop photos to make them fit in the layout and to show the best you. School rules are in effect - no hats, headphones, sunglasses, weapons, other people, etc... If you are not sure if a prop is acceptable - ask Mrs. Harris first. The yearbook staff reserves the right to PhotoShop your photos, if needed. This would be limited to cropping, resizing, and adjusting resolution and brightness/contrast.

SENIOR SKETCH - Due Oct 15, 2021
- Use the Google Form Senior Sketches for this - it will be emailed to you
- This is a short summary of your high school accomplishments and a place to thank your friends and family that helped you become the person you are today. Keep the length to 250 CHARACTERS or less – this includes spaces & punctuation.
- Think of it in terms of Achievements and Memories.
- Please include your name the way you would like it in the yearbook.
- We will not accept handwritten sketches - use the Google Form - Senior Sketches
- If you do not meet the deadline, do not expect to see your sketch in the yearbook.
- Check the lists outside of room E104 to make sure we have your materials. We will also post the list on the school website - yearbook page.

SENIOR SURVEY, DEDICATION & SUPERLATIVES - Due Sept 17, 2021
Due Sept 17 - Forms will be emailed to you.

WAY WE WERE PHOTOS - Due Oct 15, 2021
Due Oct 15 - Use RePlayIt to send in those adorable baby/little kid pictures of you. Group pictures are good too! These get sprinkled around the senior section - so no guarantee that all will be used.

RECOGNITION/ PARENT ADS - Due Jan 28, 2022
Usually reserved for seniors, this year parents or friends can do this for underclass students as well. This is a place for someone to leave a special message to you. Tell your parents about it; show them this year's yearbook. Mom and Dad want to do this for you - give them the heads up so they can do a great job. Remember- no quotes will be allowed. Ads can be designed on the Jostens website. More information will be posted on the Winnacunnet Yearbook webpage. Ad prices range from $65 to $300.

BUSINESS ADS - Due Jan 7, 2022
If your family owns a business and would like to place an ad (congratulating you and your friends), have your parents contact us and we will send out the info. Business ads can be designed online as well. Ad prices range from $65 to $350.

DUE DATES: Why are these important?
Our publishing company, Jostens, has production deadlines that the yearbook staff needs to meet in order to have the book delivered to Winnacunnet on time. If you do not meet our deadlines, you might not be included in your yearbook. Check your email, and check the lists online to make sure we have your materials turned in on time. Pay attention to announcements at school, and at least check the school website for information that might affect you.

IF YOU ARE A SENIOR, BUT NOT LISTED AS A SENIOR...
Yeah, maybe you are graduating early or does a lack of credits have you listed as a junior or you’re a new transfer to Winnacunnet. Whatever the reason - email Mrs. Harris and she will make sure you get the senior info.

Got Questions??
In person: See Mrs. Harris in Room E104
E-mail: yearbook@warriors.winnacunnet.org
Web: http://www.winnacunnet.org/activities/student-publications/yearbook
Mail: Winnacunnet High School - Yearbook Staff
1 Alumni Drive - Hampton, NH 03824
Want to know what’s going on at WHS?  
Then subscribe today for this coming year’s volume of  
the school newspaper...  
A great gift idea for students, family or friends

Don’t miss one edition of the 2021-22  
Winnachronicle  
All editions  
for only $20 $10  
Subscribe today!

Drop this form off in the front office or mail to:

The Winnachronicle  
c/o Winnacunnet High School  
1 Alumni Drive  
Hampton, NH 03842  
winnachronicle@warriors.winnacunnet.org

Name: ________________________________

Mailing Address: ________________________________

Home phone number: ________________________________

(Please make check payable to The Winnachronicle)
The Winnachronicle

Publication Schedule 2021-2022

October 20, 2021
December 22, 2021
February 23, 2022
April 20, 2022
June 15, 2022*
(*senior edition)

(Deadline for articles or letters is 2 weeks before publication date)

Editor in Chief:
Rotating with each edition

Adviser: Brandon Michaud

Contact us at
winnachronicle@warriors.winnacunnet.org
It's more than a meal application.

Even with free meals for your school district in 2021-2022, it is still important to submit a free/reduced price meal application.

Completing an application takes less than 10 minutes and application information remains private and confidential. Only one application per household is needed.

Meal Applications may be downloaded from your school's website or obtained from the district's food service director.

DON'T DELAY! COMPLETE AND SUBMIT AN APPLICATION TODAY!

FILLING OUT THE SCHOOL MEAL APPLICATION MAY HELP PROVIDE:

- State and Federal Funding for School Budgets
- Free/Reduced meal 30 day rollover for the next school year.
- Fund computers and technology. At home and for your school.
- Fee Waivers for College Applications & Admissions tests
- Resources for Classrooms, Teachers, & Children

Distributed by NH DOE
Office of Nutrition Programs and Services June 2021.
This institution is an equal opportunity provider.
FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. Winnacunnet offers healthy meals every school day. Breakfast costs $2.00; lunch costs $3.40. Your children may qualify for free meals or for reduced price meals. Reduced price is $3.00 for breakfast and $4.00 for lunch. Below are some common questions and answers to aid in the process of determining your child’s eligibility.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?
   - All children in households receiving benefits from [NH SNAP], [the Food Distribution Program on Indian Reservations (FDPIR)] or [NH TANF], are eligible for free meals.
   - Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
   - Children participating in their school’s Head Start program are eligible for free meals.
   - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
   - Children may receive free or reduced price meals if your household’s income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

<table>
<thead>
<tr>
<th>Household size</th>
<th>Yearly</th>
<th>Monthly</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$23,828</td>
<td>$1,986</td>
<td>$459</td>
</tr>
<tr>
<td>2</td>
<td>32,227</td>
<td>2,686</td>
<td>620</td>
</tr>
<tr>
<td>3</td>
<td>40,626</td>
<td>3,386</td>
<td>782</td>
</tr>
<tr>
<td>4</td>
<td>49,025</td>
<td>4,086</td>
<td>943</td>
</tr>
<tr>
<td>5</td>
<td>57,424</td>
<td>4,786</td>
<td>1,105</td>
</tr>
<tr>
<td>6</td>
<td>65,823</td>
<td>5,486</td>
<td>1,266</td>
</tr>
<tr>
<td>7</td>
<td>74,222</td>
<td>6,186</td>
<td>1,428</td>
</tr>
<tr>
<td>8</td>
<td>82,621</td>
<td>6,886</td>
<td>1,589</td>
</tr>
<tr>
<td>Each additional person:</td>
<td>+$8,399</td>
<td>+$700</td>
<td>+$162</td>
</tr>
</tbody>
</table>

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven’t been told your children will get free meals, please call or email Tailey Westerberg @ twesterberg@warriors.winnacunnet.org

3. 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: Ed Comeau at, Winnacunnet High School, ecomeau@warriors.winnacunnet.org, 758-9261.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Ed Comeau, 1 Alumni Dr, Hampton NH 03842, 758-9261 immediately.

5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit https://winnacunnet.org to begin or TO learn more
about the online application process. Contact Ed Comeau, 758-9261,
ecomeau@warriors.winnacunnet.org if you have any questions about the online application.

6. 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.

7. 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.

8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

9. IF I DON’T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

10. WHAT IF I DISAGREE WITH THE SCHOOL’S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: Ed Comeau, 758-9261, ECOMEAU@WARRIORS.WINNA CUNET.NET.ORG.

11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

12. 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.

13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

15. WHAT IF THERE ISN’T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact, Ed Comeau, 758-9261, ecomeau@warriors.winnacunnet.org to receive a second application.

16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP, TANF, FDPIR or other assistance benefits, contact your local assistance office or call 603 271-9700 or 844-275-3447.

If you have other questions or need help, call ED COMEAU, 758-9261.

Sincerely,

This institution is an equal opportunity provider.
HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Highlighted areas must be edited per SAU/RA use.

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in [School District]. The application must be filled out completely to certify your children for free or reduced price school meals.

Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact [School/school district contact here—phone & email preferred].

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here?

When filling out this section, please include all members in your household who are:
- Children age 18 or under and are supported with the household’s income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending [school/school system here], regardless of age.

A) List each child’s name. For each child, print their first name, middle initial and last name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

B) Is the child a student at [name of school/school system here]? Mark ‘Yes’ or ‘No’ under the column titled “Student” to tell us which children attend [name of school/school district here].

C) Do you have any foster children? If any children listed are foster children, mark the “Foster Child” box next to the child’s name. Foster children who live with you may count as members of your household and should be listed on your application. If you are only applying for foster children, after completing STEP 1, skip to STEP 4 of the application and these instructions.

D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section may meet this description, please mark the “Homeless, Migrant, Runaway” box next to the child’s name and complete all steps of the application.

STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: SNAP, TANF, OR FDPIR?

If anyone in your household participates in the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP).
- Temporary Assistance for Needy Families (TANF).
- The Food Distribution Program on Indian Reservations (FDPIR).

A) IF NO ONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:

- Circle ‘NO’ and skip to STEP 3 on these instructions and STEP 3 on your application.
- Leave STEP 2 blank.

B) IF ANYONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:
- Circle ‘YES’ and provide a NH case number for SNAP, TANF, or FDPIR. You only need to write one case number. If you participate in one of these programs and do not know your case number, contact [State/local agency contacts here]. You must provide a case number on your application if you circled “YES”.
- Skip to STEP 4.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

A) Report all income earned by children. Refer to the chart titled “Sources of Income for Children” in these instructions and report the combined gross income for ALL children listed in Step 1 in your household in the box marked “Total Child Income.” Only count foster children’s income if you are applying for them together with the rest of your household. It is optional for the household to list foster children living with them as part of the household.

What is Child Income?

Child income is money received from outside your household that is paid directly to your children. Many households do not have any child income. Use the chart below to determine if your household has child income to report.

<table>
<thead>
<tr>
<th>Sources of Income for Children</th>
<th>Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings from work</td>
<td>A child has a job where they earn a salary or wages.</td>
</tr>
<tr>
<td>Social Security</td>
<td>A child is blind or disabled and receives Social Security benefits.</td>
</tr>
<tr>
<td>Disability Payments</td>
<td>A parent is disabled, retired, or deceased, and their child receives social security benefits.</td>
</tr>
<tr>
<td>Survivor’s Benefits</td>
<td>A friend or extended family member regularly gives a child spending money.</td>
</tr>
<tr>
<td>Income from persons outside the household</td>
<td>A child receives income from a private pension fund, annuity, or trust.</td>
</tr>
<tr>
<td>Income from any other source</td>
<td></td>
</tr>
</tbody>
</table>

FOR EACH ADULT HOUSEHOLD MEMBER:

Who should I list here?

When filling out this section, please include all members in your household who are:
- Living with you and share income and expenses, even if not related and even if they do not receive income of their own.
--- Do not include people who:
- Live with you but are not supported by your household’s income and do not contribute income to your household.
- Children and students already listed in Step 1

How do I fill in the income amount and source?

FOR EACH TYPE OF INCOME:
- Use the charts in this section to determine if your household has income to report.
- Report all amounts in gross income ONLY. Report all income in whole dollars. Do not include cents.
  - Gross income is the total income received before taxes or deductions.
  - Many people think of income as the amount they “take home” and not the total, “gross” amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a “0” in any fields where there is no income to report. Any income fields left empty or blank will be counted as zeroes. If you write “0” or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, your application will be verified for cause.
- Mark how often each type of income is received using the check boxes to the right of each field.

B) List Adult Household member’s name. Print the name of each household member in the boxes marked “Names of Adult Household Members (First and Last).” Do not list any household members you listed in STEP 1. If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.

C) Report earnings from work. Refer to the chart titled “Sources of Income for Adults” in these instructions and report all income from work in the “Earnings from Work” field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.
What if I am self-employed?

If you are self-employed, report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

D) Report income from Public Assistance/Child Support/Alimony. Refer to the chart titled “Sources of Income for Adults” in these instructions and report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only court-ordered payments should be reported here. Informal but regular payments should be reported as “other” income in the next part.

E) Report income from Pensions/Retirement/All other income. Refer to the chart titled “Sources of Income for Adults” in these instructions and report all income that applies in the “Pensions/Retirement/All Other Income” field on the application.

F) Report total household size. Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household determines your income cutoff for free and reduced price meals.

G) Provide the last four digits of your Social Security Number. The household’s primary wage earner or another adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled “Check if no SS#.”

<table>
<thead>
<tr>
<th>Sources of Income for Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Earnings from Work</strong></td>
</tr>
<tr>
<td>• Salary, wages, cash bonuses</td>
</tr>
<tr>
<td>• Net income from self-employment (farm or business)</td>
</tr>
<tr>
<td>• Strike benefits</td>
</tr>
<tr>
<td><strong>If you are in the U.S. Military:</strong></td>
</tr>
<tr>
<td>• Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</td>
</tr>
<tr>
<td>• Allowances for off-base housing, food, and clothing</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE**

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

B) Sign and print your name. Print your name in the box “Printed name of adult completing the form.” And sign your name in the box “Signature of adult completing the form.”

C) Write Today’s Date. In the space provided, write today’s date in the box.

D) Share children’s Racial and Ethnic Identities (optional). On the back of the application, we ask you to share information about your children’s race and ethnicity. This field is optional and does not affect your children’s eligibility for free or reduced price school meals.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race,
color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
2021-2022 Household Application for Free and Reduced Price School Meals

Complete one application per household. Please use a pen (not a pencil).

**STEP 1** List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper).

<table>
<thead>
<tr>
<th>Child’s First Name</th>
<th>MI</th>
<th>Child’s Last Name</th>
<th>School Name</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Definition of Household Member:**
Anyone who is living with you and shares income and expenses, even if not related.

Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.

**STEP 2** Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR? Circle one YES / NO

If NO > Go to STEP 3.

If YES > Write a case number here then go to STEP 4 (Do not complete STEP 3)

Case Number:

**STEP 3** Report Income for ALL Household Members (Skip this step if you answered ‘Yes’ to STEP 2)

**A. Child Income**
Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

**B. All Adult Household Members (including yourself)**
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write ‘0’. If you enter ‘0’ or leave any fields blank, you are certifying (promising) that there is no income to report.

<table>
<thead>
<tr>
<th>Name of Adult Household Members (First and Last)</th>
<th>Earnings from Work</th>
<th>How Often?</th>
<th>Public Assistance/ Child Support/Homem</th>
<th>How Often?</th>
<th>Pension/Retirement/ All Other Income</th>
<th>How Often?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>Weekly</td>
<td>$</td>
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<td>Bi-Weekly</td>
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<td>2 Month</td>
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</tr>
</tbody>
</table>

**Total Household Members (Children and Adults)**

**Last Four Digits of Social Security Number (SSN) of Primary Wage Earnor or Other Adult Household Member**

**Check If no SSN**

**STEP 4** Contact Information and adult signature

*"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."*

Street Address (if available) | Apt # | City | State | Zip | Daytime Phone and Email (optional)

Signature of adult | Today’s date

(Circle name of adult signing the form)
### Sources of Income for Children

<table>
<thead>
<tr>
<th>Sources of Child Income</th>
<th>Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Earnings from work</td>
<td>- A child has a regular full or part-time job where they earn a salary or wages</td>
</tr>
<tr>
<td>- Social Security</td>
<td>- A child is blind or disabled and receives Social Security benefits</td>
</tr>
<tr>
<td>- Disability Payments</td>
<td>- A parent is disabled, retired, or deceased, and their child receives Social Security benefits</td>
</tr>
<tr>
<td>- Survivor’s Benefits</td>
<td>- A friend or extended family member regularly gives a child spending money</td>
</tr>
<tr>
<td>- Income from person outside the household</td>
<td>- A child receives regular income from a private pension fund, annuity, or trust</td>
</tr>
</tbody>
</table>

### Sources of Income for Adults

<table>
<thead>
<tr>
<th>Earnings from Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Salary, wages, cash bonuses</td>
</tr>
<tr>
<td>- Net income from self-employment (farm or business)</td>
</tr>
</tbody>
</table>

If you are in the U.S. Military:

- Basic and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances)
- Allowances for off-base housing, food, and clothing

<table>
<thead>
<tr>
<th>Public Assistance / Alimony / Child Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Unemployment benefits</td>
</tr>
<tr>
<td>- Worker’s compensation</td>
</tr>
<tr>
<td>- Supplemental Security Income (SSI)</td>
</tr>
<tr>
<td>- Cash assistance from State or local government</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pensions / Retirement / All Other Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Social Security (including railroad retirement and black lung benefits)</td>
</tr>
<tr>
<td>- Private pensions or disability benefits</td>
</tr>
<tr>
<td>- Regular income from trusts or estates</td>
</tr>
<tr>
<td>- Annuities</td>
</tr>
<tr>
<td>- Investment income</td>
</tr>
<tr>
<td>- Earned interest</td>
</tr>
<tr>
<td>- Rental income</td>
</tr>
<tr>
<td>- Regular cash payments from outside household</td>
</tr>
</tbody>
</table>

### Optional: Children’s Racial and Ethnic Identities

- Ethnicity (check one):
  - ☐ Hispanic or Latino
  - ☐ Not Hispanic or Latino

- Race (check one or more):
  - ☐ American Indian or Alaskan Native
  - ☐ Asian
  - ☐ Black or African American
  - ☐ Native Hawaiian or Other Pacific Islander
  - ☐ White

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 are not required when you apply on behalf of a foster child or you use 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.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication (e.g., Braille, large print, audio tape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USAG through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and mail at USDA Office, Washington, D.C. 20250-9410; or call (866) 632-9992. Submit your completed complaint form or letter to USDA by:

1. m
2. all: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; 2) fac(202) 720-7442; or 3) e-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

### Do not fill out - For School Use Only

*Annual Income Conversion: Weekly x 52; Every 2 Weeks x 26; Twice a Month x 24; Monthly x 12*. *(INCOME: if mixed frequency is listed on application, convert to "YEARLY").

<table>
<thead>
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<th>Total Income</th>
<th>How Often?</th>
<th>Household Size</th>
<th>Categorical Eligibility</th>
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<tr>
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<td>Weekly</td>
<td>BiWeekly</td>
<td>2Monthly</td>
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<table>
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<tr>
<th>Determining Official’s Signature</th>
<th>Date</th>
<th>Confirming Official’s Signature</th>
<th>Date</th>
<th>Verifying Official’s Signature</th>
<th>Date</th>
</tr>
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</table>
The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students with respect to the student's education records.

A. Definitions.

1. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.
2. "Eligible student" means a student who has reached 18 years of age or who is attending an institution of postsecondary education. Generally, once a student becomes an eligible student, rights under FERPA transfer from the parents to the eligible student. The School District may, however, continue to disclose education records to a parent without prior written consent if the student qualifies as a dependent under the Internal Revenue Code.

B. Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request, or before an IEP Team meeting or due process hearing. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of 25 cents per page, subject to reasonable limitations.

C. Amendment of Records

Parents/eligible students may ask the School District to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identifying the part of the record they want changed and how they want it changed, and specify why it is inaccurate or misleading or in violation of the student's right of privacy. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

D. Disclosure of Records

The School District must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.
1. Directory Information
The School District designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school district, honors and awards received, and photographs and videos relating to student participation in school activities open to the public. Parents/eligible students who do not want the School District to disclose directory information must notify the Superintendent in writing by September 15th of the school year or within thirty (30) days of enrollment, whichever is later. This opt-out shall remain in effect until the following school year, unless the parent or eligible student rescinds it earlier, or unless the student no longer attends the School District, in which case the opt out will remain in effect unless it is rescinded.

Absent an opt out, the School District may disclose directory information about former students without the consent of the parent/eligible student.

2. Military Recruiters/Institutions of Higher Education
Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School District must comply with any such request, provided that parents have been notified that they and secondary school students have the right to request that this information not be released without their prior written consent. Parents/students who do not want the School District to disclose this information without their prior written consent must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests
Education records (and personally identifiable information from an education record) may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record (or to receive personally identifiable information from an education record) in order to fulfill his/her professional responsibility. School officials include persons employed by the School District (or the School District’s school administrative unit) as an administrator, supervisor, instructor or support staff member (such as guidance, health or medical staff and the district’s law enforcement personnel, if any); members of the School Board; persons or companies with whom the School District or school administrative unit has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, experts, or therapists); and volunteers who are under the direct control of the School District with regard to education records.

4. Health or Safety Emergencies
In accordance with federal regulations, the School District may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

5. Other Schools
The School District sends student education records to schools, school systems, or institutions of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the school, school system, or institution of postsecondary education has requested the records and so long as the disclosure is for purposes related to the student’s enrollment or transfer. Such records shall include, but are not limited to, grades, report cards, disciplinary records, attendance records, special education records and health records.

6. Other Entities/Individuals
Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

E. Complaints Regarding School District Compliance with FERPA
Parents/eligible students who believe that the School District has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901