

## Welcome Back to School

07 August 2023

**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:

- WHS Health Form will be completed on-line through PowerSchool.
- Handbook Parent/Guardian Verification Page that **must be returned to school by September 15.**
- Armed Forces Recruiter Access letter (optional for juniors and seniors only), **due by September 15.**
- WHS Yearbook Order Form (Seniors)
- Winnachronicle Publication Schedule
- 2023-2024 Household Application for Free and Reduced-Price School Meals

### ***Important Dates***

- Tuesday Aug. 29 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 Aug. 30 Regular day schedule for all students, all classes held.
- Thursday Aug. 31 School Picture Day, Class Assemblies, Warrior Block Activities
- Friday Sep. 1 No School
- Monday Sep. 4 No School, Labor Day
- Tues-Fri Sep 5 - 8 Regular Day, all classes held.

### ***Freshman Orientation Schedule, August 29<sup>th</sup> (Freshman Students Only)***

- 7:45 – 8:25 Gathering & Greeting - Auditorium
- 8:25 – 9:00 Freshman Seminar
- 9:05 – 2:30 Students Attend Modified Daily Schedule

### ***Daily Schedule***

The daily schedule includes six (6) blocks per day, a break after block 2, three (3) lunches (block 5), and Warrior Block.

Block	Start Time	End Time
Warning	7:40 AM	
1	7:45 AM	8:40 AM
2	8:44 AM	9:39 AM
Break	9:39 AM	9:47 AM
3	9:47 AM	10:42 AM
4	10:46 AM	11:41 AM
5A	11:44 AM	12:12 PM
5B	12:12 PM	12:40 PM
5C	12:40 PM	1:07 PM
Warrior Block	1:11 PM	1:31 PM
6	1:35 PM	2:30 PM

### ***New Staff***

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

Julie Day-Smith - Admin Assistant (Front Office)

Heather Bosco- Admin Assistant (Front Office)

Anna Hill – Math

Derrick Wise - MCJROTC Instructor

Meaghan Varrell – 504 Counselor

Matthew Long – ELO Coordinator

Alyson Boyle-Speech and Language Pathologist

Alex Satterfield- Special Education Teacher

Cora Hunt Hawkins- Special Education Teacher

Callie Sharpe- Educational Associates

### ***Bus Schedules***

Bus schedules will be posted in local newspapers later this month and will be posted on our website. Buses will begin running their routes on Tuesday, August 29<sup>th</sup>.

### ***Seacoast School of Technology (SST)***

The first day for SST students is Tuesday, August 29<sup>th</sup>. 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***

Every member of the Class of 2027 will be provided a Dell 3110 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.

In addition to PowerSchool, all students have a Winnacunnet High School email account using Google Workspace for Education 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 [IT Services](#).

### ***Securly***

Winnacunnet High School uses Securly's cloud-based web filter for schools. Securly 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 Securly'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***

To ease the potential congestion associated with student drop off/pickup, please follow the guidelines below:

- 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.
- For student pickup at the close of school, please do not block the travel lanes into the school. A suggestion is to wait in the senior parking lot or arrive after the buses leave at approximately 2:35 p.m.
- There is no parking, stopping, or standing at the following areas:
  - Landing Road between the Gym Lot and Park Avenue
  - Along Alumni Drive in front of the Gym
- To ease congestion behind the Gym and to facilitate departure of athletic buses, student pickup in the gym lot is not permitted until after 2:45 p.m.
- Please do not pass the buses when dropping off/picking up students when the red lights are flashing.

### ***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***

A weekly Principal's Message 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](http://www.winnacunnet.org). Please bookmark this web address and 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](http://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

firstinitiallastname@winnacunnet.org.

For example, my email is

[wmcgowan@winnacunnet.org](mailto:wmcgowan@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. Instructions to complete the form are available at [F&R Meal Instructions](#). The application is available at [F&R Meal Application](#). 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/Student-Acc-Enrollment-NH\\_6.14.22.pdf](https://www.isi1959.com/documents/Student-Acc-Enrollment-NH_6.14.22.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. The Winnacunnet School District Policy JRA: Student Access and Records can be viewed at [FERPA](#).

### ***Student/Parent Handbook***

A digital copy of the Student/Parent Handbook will be posted on the school website ([www.winnacunnet.org](http://www.winnacunnet.org)) and automatically bookmarked for all students on their computers. Hard copies will be available in the main office and assistant principal's 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 the 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/](http://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.

### ***PowerSchool***

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 [winnacunnet.powerschool.com](http://winnacunnet.powerschool.com)

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. Freshmen will receive their schedules during Fresh Start. Freshmen who do not attend Fresh Start will receive their schedules in the mail.

### ***PowerSchool Required Student Updates***

Winnacunnet has transitioned to an online platform for student updates. The WHS online Required Student Updates forms for 2023-24 will be available directly via the WHS Parent Portal. This process replaces the paper forms sent home at the beginning of each school year. Parents will use the PowerSchool Parent Portal account to access the required forms. Please update these forms as soon as possible. An additional email will be sent when the forms are available with instructions and frequently asked questions. Once available, please update these forms as soon as possible.

***\* Please remember to enter the parent/guardian email address(es) in the Contact 1 and Contact 2 email address fields. These will be the emails we use for all future correspondence. If you leave the email address field(s) blank when submitting the form, the system reads this as a change and will remove the email address(es) from our records. \****

### ***School Calendar***

There are two calendars available for viewing on the website. One is the event calendar that lists the daily activities and events: [Events 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 \$75,000 in educational grants and raised nearly \$100,000 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.

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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,



William F. McGowan  
Principal

## WHS Health Form

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Allergies: \_\_\_\_\_ Epi-Pen? \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

Medications taken at home: \_\_\_\_\_

Medications taken at school: \_\_\_\_\_

Doctors Name: \_\_\_\_\_ Doctor's Phone: \_\_\_\_\_

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

Tylenol	<input type="checkbox"/>	Ibuprofen	<input type="checkbox"/>	Antacid	<input type="checkbox"/>
Antihistamine	<input type="checkbox"/>	Dayquil	<input type="checkbox"/>	Throat Lozenge	<input type="checkbox"/>

Parent/guardian Name print: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Winnacunnet High School  
Student/ Parent Handbook  
2023-2024

Parent/Guardian and Student Acknowledgement of Receipt

After reading and discussing the contents of this Handbook with your child, please sign below. Have your child return it to his/her Advisor in Warrior Block by September 15, 2023. 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 23



August 2023

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 this form to the Winnacunnet High School Guidance Office, Attention Karen Langmaid, before Friday, November 17<sup>th</sup>. 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, 2023.

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)



# Yearbook 2024

Go to Jostens.com to purchase a yearbook.  
Yearbooks are being offered for a base price of \$80,  
if you get your order in by Oct. 27, 2023.  
Starting Oct. 28 – the price will increase to \$85.

Don't procrastinate - take advantage of the lowest price for your yearbook  
and the FREE ICONS (when you purchase your name on your yearbook).

More information will be available on the WHS Yearbook Website.

<https://sites.google.com/warriors.winnacunnet.org/yearbook/home>

# Class of 2024

This information has been emailed to the Class of 2024 - check your email.

## Order Your 2024 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](https://www.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. The Jostens site will be open July 1, 2023

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 on the cover)

Yearbooks are being offered for a base price of \$80 if you get your order in by **Oct. 27, 2023**. Starting Oct. 28 – the price will increase to \$85. Don't procrastinate - take advantage of the lowest price for your yearbook and the FREE ICONS (when you purchase your name on your yearbook). More information will be available on the WHS Yearbook Website. <https://sites.google.com/warriors.winnacunnet.org/yearbook/home>

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**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 13, 2023

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!!! Remember the due date because if it is late it will not be in alphabetical order in the yearbook.

There are several ways to get your senior picture taken:

- Schedule your appointment with our school photographer [Geskus - Senior Portrait Offer](#)
- If you already have a family photographer - go to them. Make sure they know our due dates and requirements. Two photographers have approached us and asked to be added here as an option.
  - **Cam Sakelarios** - WHS '23 - Cam is booking senior portraits this summer! Check out his work with the website link below! Feel free to contact him with any questions.
    - **Website:** [www.travelwithcam.com](http://www.travelwithcam.com)
    - **Contact:** [hello@travelwithcam.com](mailto:hello@travelwithcam.com)
    - **Book Today:** [https://calendly.com/cam\\_sakelarios/senior-photoshoot?month=2022-05](https://calendly.com/cam_sakelarios/senior-photoshoot?month=2022-05)
- Submit your own photo, but follow school rules.
- Use your school photo - costs nothing, you don't have to buy anything

## PHOTO REQUIREMENTS

Use our [Senior Portraits Submission Form](#) to submit your!

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 magically 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, 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. If your photo is inappropriate, it will not be used and we will let you know you need to get a replacement photo or we will use your ID photo.

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#### **WAY WE WERE PHOTOS - Due Oct 13, 2023**

[Way We Were Photo Submission Form](#) - these are photos of you as a little kid. Group pics are awesome, too. This is optional. We have a limited amount of space, so not all photos will be published. We do not put names with these photos.

#### **SENIOR SKETCH - Due Oct 13, 2023**

- [Senior Sketch Submission Form](#) - Due Oct. 13, 2023
- 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 above
- 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 in the announcements and on the school website – yearbook page.

#### **SENIOR SURVEY, DEDICATION & SUPERLATIVES - Due Sept 22, 2023**

- [Survey Form](#) - This form will be open in September
  - [Dedication & Superlative Form](#) - This form will be open in September
- 

#### **RECOGNITION/PARENT ADS - Due Feb 8, 2024**

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. Jostens.com will be open July 1, 2023

#### **BUSINESS ADS - Due Feb 8, 2024**

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.

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#### **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](mailto:yearbook@warriors.winnacunnet.org)

**Web:** <http://www.winnacunnet.org/activities/student-publications/yearbook>

**Mail:** Winnacunnet High School - Yearbook Staff - 1 Alumni Drive - Hampton, NH 03842

***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 2023-24***

# ***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](mailto:winnachronicle@warriors.winnacunnet.org)**

-----cut-----cut-----cut-----

**Name:**

\_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_

\_\_\_\_\_

**Home phone number:**

\_\_\_\_\_

(Please make check payable to The Winnachronicle)

# **The Winnachronicle**

## ***Publication Schedule 2023-2024***

**October 4, 2023**

**November 29, 2023**

**January 24, 2024**

**March 13, 2024**

**June 5, 2024\***

**(\*senior edition)**

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

**Co-Editors in Chief:**

**Maia Siden**

**Caitlyn Koutalidis**

**Adviser: Brandon Michaud**

**Contact us at**

**[winnachronicle@warriors.winnacunnet.org](mailto:winnachronicle@warriors.winnacunnet.org)**

**[www.winnachronicle.com](http://www.winnachronicle.com)**

A handwritten signature in black ink, appearing to read 'M. Siden', located in the bottom right corner of the page.

**APPLY ONLINE:** [sau21.org/free-and-reduced-application](http://sau21.org/free-and-reduced-application)  
**RETURN TO (School/District Name):** Winnacunnet High School  
**ADDRESS:** 1 Alumni Drive, Hampton, NH 03842

## 5.

**s. This includes children not related to you in your household.**

[illegible]

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**CASE NUMBER (NOT EBT NUMBER):**

☐ **YES** → Write case number here and proceed to STEP 4.

☐ **NO** → Go to STEP 3.

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if they receive income, report total gross income (before tax) and net income (after tax). If you think you are certifying (promising) that there is no income to report, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	How often received?				How often received?				Pensions, Retirement, Social Security, SSI, VA Benefits, All Other				
	Weekly	Every 2 Weeks	2x Month	Monthly	Weekly	Every 2 Weeks	2x Month	Monthly					
									\$				
									\$				
									\$				
									\$				
									\$				

  

Public Assistance, Child Support, Alimony	How often received?				How often received?				Check if no Social Security Number
	Weekly	Every 2 Weeks	2x Month	Monthly	Weekly	Every 2 Weeks	2x Month	Monthly	
									<input type="checkbox"/>

  

Earnings from Work	How often received?				Last Four Numbers of Social Security Number of Primary Wage Earner or other Adult Household Member (If Applicable)				
	Weekly	Every 2 Weeks	2x Month	Monthly	Annual				
\$									
\$									
\$									
\$									
\$									

  

Total Household Members (Children and Adults)	How often received?			
	Weekly	Every 2 Weeks	2x Month	Monthly

  

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

**Child Income**

for list of income sources.

Annual	



with the receipt of Federal funds, and that school officials may violate State and Federal laws."

Print Name of Adult Signing the Form		Signature of Adult		Today's Date	
Mailing Address (if available)		City	State	Zip	Phone (optional)
				Email (optional)	



SOURCES AND EXAMPLES OF INCOME

For additional information on income, please refer to the instructions that accompany this application.

Sources of Income		Examples of Income for Children
<b>Earnings from Work</b> <ul style="list-style-type: none"><li>Salary, wages, cash bonuses, tips, commissions</li><li>Net income from self-employment (farm or business)</li></ul> <b>If you are in the U.S. Military:</b> <ul style="list-style-type: none"><li>Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances)</li><li>Allowances for off-base housing, food, and clothing</li></ul>	<b>Public Assistance/Alimony/Child Support</b> <ul style="list-style-type: none"><li>Unemployment benefits</li><li>Workers' compensation</li><li>Supplemental Security Income (SSI)</li><li>Cash assistance from State or local government</li><li>Alimony payments</li><li>Child support payments</li><li>Veterans benefits</li><li>Strike benefits</li></ul>	<ul style="list-style-type: none"><li>A child has a regular full or part-time job where they earn a salary or wages</li><li>A child is blind or disabled and receives Social Security benefits</li><li>A parent is disabled, retired, or deceased, and their child receives Social Security benefits</li><li>A friend or extended family member regularly gives a child spending money</li><li>A child receives regular income from a private pension fund, annuity, or trust</li></ul>
<b>Pensions/Retirement/All other sources of income</b> <ul style="list-style-type: none"><li>Social Security/Disability (including railroad retirement and black lung benefits)</li><li>Private Pensions or disability benefits</li><li>Income from trusts or estates</li><li>Annuities</li><li>Investment income</li><li>Earned interest</li><li>Rental income</li><li>Regular cash payments from outside household</li></ul>		

OPTIONAL Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one): ☐ Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race) ☐ Not Hispanic or Latino

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

Return this completed form to your child's school. \*Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights.

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. Do not annualize income to determine eligibility unless more than one income frequency is listed.

Total Income	Household size	Categorical Eligibility	Eligibility
<div>Every 2 Weeks Weekly Monthly Annual</div>	<div>How often?</div>	<div></div>	<div>Free Reduced Denied</div>
Determining Official's Signature	Confirming Official's Signature	Date	Date
		Verifying Official's Signature	Date

Use of Information Statement

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, check if no Social Security Number. Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

The contact information below is solely to file a complaint of discrimination. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

\*MAIL: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

FAX: (833) 256-1665 or (202) 690-7442, or  
program.intake@usda.gov

\*Do not mail applications to this address, only complaints of discrimination.

Return completed form to your child's school.

This institution is an equal opportunity provider.