

Looking Forward to a Great 2016-2017 School Year!

Over four years ago, we began the process of passing a referendum, which would enable us to move our K-6 students from an aging elementary school to our current United Campus. The Blair-Taylor communities overwhelmingly approved this referendum, and we now have a beautiful school in which our students can learn and grow.

In addition to my appreciation for the support of the beautiful facility for our students, I want to thank the Blair-Taylor School District community for your continued overwhelming support for educational, extracurricular and co-curricular activities. I know our students strive both inside and outside the classroom because of this ongoing community support.

I also want to sincerely thank our teachers, paraprofessionals, administrative assistants, maintenance, cleaning service, bus drivers, principals, and parents for your dedicated hard work on behalf of our children.

As we move into the 2016-2017 school year, we welcome some new faces into our Blair-Taylor family. Cassandra Shaw (Kindergarten), Amanda Bakkestuen (4th grade), Mianna Sobotta (5th grade), Troy Tiedens (HS English) and Sarah Davis (HS Social Studies) will begin working with our students, focused on our common mission “to educate all learners to reach their potential as productive citizens.”

Please note that our district Annual Meeting is scheduled for Monday, October 17th. The meeting will begin at 7:00 p.m. in the United Campus Board Room or the Library Media Center. Prior to the annual meeting, we will have our regular school board meeting beginning at 5:30 p.m. Everyone is invited to attend.

Once again, I am looking forward to a great school year!

Sincerely,
Jeffrey S. Eide
Superintendent
Blair-Taylor School District



From the Desk of the Middle-High School Principal...

Summer is certainly flying by! I hope you are able to find some time to “hang out” with your teen (or preteen, for you incoming 7th graders). They are at that great age where they can really keep you on your toes, while at the same time, they can really keep you laughing. Enjoy!

If you like to catch the back-to-school sales, you will find the school supply lists included in this newsletter and linked to the middle and high school pages of the Blair-Taylor School District webpage. Hard copies are available in the middle-high school office.

Orientation for ALL Middle School and High School Students - August 29th 1:00 - 7:00PM

All Blair-Taylor Middle & High School **students and parents/guardians** are asked to attend the back-to-school orientation on **Monday, August 29th**. Orientation will be “open house style,” like the elementary school, and run from **1:00PM until 7:00PM**. Each student, along with his or her parents or legal guardians, needs to meet with the student’s homeroom teacher in order to receive the school-issued technology device (Chromebook), as well as other important items. If you have more than one student in middle and/or high school, you need to attend only one session with a homeroom teacher. It would be great if you stopped in to say hello to all of your children’s homeroom teachers, though.

Teachers will be presenting information “on the hour” (1:00, 2:00, etc. until 6:00) for students and their parents. Attending one of these informational sessions will be the best way for you to get the information you need. Plan on your orientation with the homeroom teacher taking approximately 45 minutes. If a student and his or her parent/guardian does not attend orientation, the student will not receive the technology device until a meeting can be held with the student’s parents/guardians and the homeroom teacher.

Highlights of Orientation:

- Receive the technology device (Chromebook laptop computer)
 - Explanation of technology user fee and expectations*
- Update family contact information on Skyward
- Review student handbook
- Receive free/reduced meal form
- Have school picture taken

Technology Device User Fee

The technology user fee is \$25.00 for one child and \$10.00 for each additional child in a family. **The technology device will not go home with your child(ren) until the forms are complete and the technology user fee is paid.**

The Student Handbook

The student handbook is a guide to our school policies and has been adopted by the Blair-Taylor School Board. Parents and students are asked to sign the handbook signature page, indicating that they received the handbook and will spend time going through it together. The handbook can be found on the middle and high school pages of the Blair-Taylor webpage (www.btsd.k12.wi.us) and will be discussed during orientation.

Free & Reduced Meal Application Form

This form is found at the back of this newsletter. We strongly encourage you to fill out this form and bring it into the school office, even if you are not sure whether or not you will qualify. Qualifying for this program is very beneficial to you, and it is beneficial to the school. Eligibility for various grants and other funding is based on the percent of the student population that qualify for this program. Payment for your child’s meals may be required until the form is turned in. Don’t delay!

School Picture

All students need to have their pictures taken, whether they are ordering pictures or not, as we use the pictures for identification in the school. Students will receive Lifetouch information at orientation. A camera will be set up in the commons for all middle and high school students. You do not need to wait until picture day to order and pay for pictures; you may order pictures online at www.lifetouch.com prior to orientation/picture day, if you are interested.

High School and Middle School Athletics

The WIAA and the Blair-Taylor School District require a physical card **or** parent card, signed concussion sheet, and signed athletic code each year. *Parent cards* are required if the athlete had a *physical* last year. If your child will be participating in athletics this school year, and you are not sure if your child needs a parent card or a physical, please call Connie or Pam at 989-2525 to check. Many sports begin practice in the beginning of August. Take care of physicals or parent cards prior to that time so that your child can participate right away! Physicals and/or parent cards are required for all middle and high school athletes.

Please feel free to contact me with any questions you may have.

Dana T. Eide
Middle-High School Principal, Blair-Taylor School District



From the Desk of the Elementary Principal...

Summer is flying by way too fast! School supplies are on the shelves at many department stores, a sure sign that the beginning of the

2016-17 school year will sneak up on us very shortly. Over the summer, Al Austad and Luke Solberg have been busy making many building improvements. B-T Cleaning Service has been working hard to clean the school in preparation for our students to return. Thank you to Al, Luke, and the B-T Cleaning service for all of their efforts over the summer to prepare our school for the upcoming school year.

The staff members at Blair-Taylor Elementary have also been working hard over the summer months to prepare for the upcoming 2016-17 school year. On June 15th-17th, all of the elementary classroom teachers received training on Literacy Collaborative. Literacy Collaborative is a nationally recognized, research-based guided reading instructional method that increases student achievement. Blair-Taylor Elementary will be implementing Literacy Collaborative during the 2016-17 school year and in future years. Many staff members also attended a Professional Learning Community Institute in Minneapolis at the end of June. Many staff members are teaching summer school and many are taking additional courses at area universities to further hone their teaching practice. It's been very impressive to observe the work ethic and dedication of the entire staff at Blair-Taylor Elementary. We look forward to seeing all of our students on September 1st.

Technology Updates at the Elementary for 2016-17

As we move forward in all academic areas, we continue to utilize technology in the classroom to enhance the learning process. Students in kindergarten through 3rd grade will continue using iPads in the classroom. All iPads for K-3 students will be kept at school to decrease the possibility of damage during transportation. Students in grades 4-6 will have Chromebooks. Chromebooks for grades 4-6 will be kept at school unless the classroom teacher specifically assigns students to take them home for academic purposes.

Student Attendance

One of our most important goals at the elementary level is to reduce the number of days our students are absent. Based on history, our school community needs to make improvements in this area. Regular attendance is essential for students to be successful academically and socially at school. The attendance laws of the State of Wisconsin will be followed according to Section #118.15 of the State Statutes. "Habitual truancy" is when a pupil is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester

or a total of ten or more days in a school year. (Wisconsin State Statute #118.16 (a))

In an effort to reduce the number of student absences, the elementary office will inform parents via letter if/when their child has missed five days of school. The office will send a second letter to parents if/when their child has missed eight days of school. The office will send a third letter to parents if/when their child has missed ten days of school. If student absences continue past ten days without an acceptable excuse, the school will notify the District Attorney. The penalty for habitual truancy may include a fine and other student sanctions.

Orientation/Meet Your Teacher Day

Monday, August 29th ~ 1:00pm -- 7:00pm

This is a day where:

- Students can bring their supplies to school.
 - Children and parents can meet the teachers.
 - Parents can fill out necessary forms for the school.
 - Students have their picture taken by Lifetouch in the elementary commons.
 - Lifetouch has a web site, if you are interested. You do not need to wait until picture day to order and pay for pictures; you may order pictures online at www.lifetouch.com prior to picture day.
- All students need to have their picture taken, whether they are ordering pictures or not, as we use the picture for identification in the school.

Free and Reduced Meal Application Form

This form is found toward the back of this newsletter. We strongly encourage all parents to fill out this form and bring to the elementary office during orientation day on August 29th, even if you are unsure whether or not your family will qualify. Qualifying for this program is beneficial to you and the school. Eligibility for various grants and other funding is based on the percentage of students that qualify for free and reduced meals. Please fill out the free and reduced meal application form to help the school. Thank you!

Lynn Halverson, Elementary Principal

**Education is NOT
preparation for life;
EDUCATION
IS LIFE
ITSELF.**
~John Dewey
WWW.POSITIVE MOTIVATION.NET

SCHOOL SUPPLIES NEEDED FOR THE 2016-2017 SCHOOL YEAR

The following is a list of school supplies that each Blair-Taylor student will need for the 2016-2017 school year. They are listed by grade level or course.

Elementary

Early Childhood/Head Start/4-K:

Backpack large enough to hold a folder & snow pants. Extra change of clothes to leave at school (underwear, socks, shirt, pants.) *** 4K only - 1 snack item per quarter.

K-6 Phy. Ed. Requirements for Safety:

Appropriate tennis shoes. It is very important that each child has tennis shoes for phy. ed. and appropriate clothing on phy ed. days. Please discourage your child from wearing flip flops to school on phy. ed. days.

Kindergarten:

Backpack, 3 large boxes of snacks per trimester, 1 rest mat - no blankets or sleeping bags, 2 boxes of 24 ct. crayons, 12 pack of sharpened pencils, 15 glue sticks, 2 low odor dry erase black markers, 2 yellow highlighters, 1 box of Ziploc sandwich bags, 1 box of facial tissue, 1 roll of paper towels. No pencil boxes, please! Each student needs a pair of headphones (no earbuds) and an old T-shirt to be used as a paint shirt.

Grade 1:

One box of 12 #2 pencils, 2 erasers, 8 low odor dry erase markers in black or blue, 1 pointed scissors, 4 large or 6 small glue sticks (we suggest washable gel stick), 2 boxes of crayons (24 count), 1 two-pocket folder, 1 large backpack, 1 large box of facial tissue, 1 roll paper towels, 1 8x5 plastic pencil box. Each student is required to have headphones (no earbuds). If the headphones break, you are required to replace them with a new set.

Grade 1/2 SoSet:

2 wide ruled spiral notebooks, 1 pair of pointed scissors, 1 package of pencil top erasers, 2 large pink erasers, 24 pack of crayons, 24 pack of #2 pencils, 2 two-pocket folders (red and blue), 8 glue sticks, backpack (medium sized), 4 low odor dry erase markers in blue or black, 2 highlighters, and a pencil box. All students need to bring 1 big box of facial tissue and 2 rolls of paper towels. Each student needs a pair of headphones (no earbuds) and one stylus pen for their iPad. Each student needs to bring \$5.00 to be used for various projects throughout the year.

Grade 2:

No trappers, please!! Pencil bag or small box; 20 pencils (no eversharps); low odor thin tip blue or black dry erase markers (4 pack); 1 pink or green eraser; 4 two-pocket folders; crayons; ruler; colored pencils; small scissors; glue or glue stick (white only); 1 large box facial tissue and a medium sized backpack. Each student needs a pair of headphones (earbuds are not recommended). One stylus pen for their iPad.

Grade 3:

No trappers, please! 24 #2 pencils, 3 large boxes of facial tissue, erasers, set of 12 colored pencils, crayons (box of 24), 2 glue sticks, 4 two-pocket folders of plain colors (ORANGE, RED, GREEN, BLUE), scissors, school supply box (8x5), 1 black or blue pen, 2 low odor dry erase markers, headphones (earbuds are not recommended).

Grade 3/4 SoSet:

3 plain folders, 3 plain notebooks (wide lined), pair of scissors, 1 box of facial tissues, hand pencil sharpener, 16 regular pencils, 1 package of pencil top erasers, 2 glue sticks, highlighter, 1 pack of 4 low odor dry erase markers. Headphones or earbuds.

Grade 4:

7 plain folders (1 purple, 1 red, 2 green, 1 yellow, 1 blue, 1 orange), 2 packs of wide lined paper, colored pens, pencils, 1 box colored pencils, 1 pack of 4 low odor multi-colored dry erase markers, 2 boxes of facial tissues, 1 pencil box or case, a water bottle, headphones or earbuds, 2 notebooks, scissors, highlighters.

Grade 5:

1 3-ring binder and loose leaf paper OR 1 3-subject notebook, 2 folders, 2 regular notebooks, 2-3 boxes of facial tissues for the classroom, colored pencils, pencil box, pencils, pens, large erasers, ruler, scissors, 1 pack of 4 black low odor dry erase markers, set of highlighters, headphones or ear buds. OPTION: water bottle with a secure lid.

Grade 5/6 SoSet:

4 folders with pockets and hole punched, (1) 1" 3 ring binder, pencil box or case, colored pencils, pencils, blue or black pens, loose leaf paper, enclosed hand held pencil sharpener, 3x5 lined index cards, scissors, eraser, water bottle with cover or secure lid, facial tissue for the classroom, 3 spiral notebooks, 4 black low odor dry erase markers, 2 highlighters, 1 tri-fold display board. Each student needs headphones or earbuds. Last names beginning with letters A-S bring a box of quart size plastic storage bags. Last names beginning with T-Z bring a box of gallon size plastic storage bags. *Please put name on all supplies.*

Grade 6:

Binders -- 1 to be used for projects/portfolios, transparent tape, folders for each class (at least 4), 2 boxes of facial tissue, pencil box or case, colored pencils, blue/black pens, pencils, narrow ruled paper (loose leaf - not spiral), 3x5 lined index cards, compass, protractor, ruler (12 inch), glue, scissor, post it notepad, glass/cup/sport bottle (must have a cover), headphones or earbuds, (2 dry erase markers and 1 spiral notebook-Ms. Kehe's class only). OPTIONAL: Trapper Keeper. *Please put name on all supplies.*

Quest: folder, lined paper, dark blue or black ink pen or pencil

Reading/Lang. Arts: Notebook, folder, and pencils

Science: writing utensils, folder, calculator

Social Studies: Folder, notebook, pencils, pens

Spanish: notebook, folder, writing utensils (pens/pencils), note cards are recommended but not required

Middle School

Agriculture: paper (loose leaf or notebook), folder, and writing utensil

ATV/Snowmobile Safety: paper (loose leaf or notebook), folder, and writing utensil

Art: 1-inch binder and pencils

Band: Students must have a properly working musical instrument or drum sticks for percussionists. Any personally owned instruments must be play tested and approved by the instructor. Rental fees and supply fees may apply.

Careers: folder, writing utensil (pen or pencil), other materials provided

Choir: pencil with an eraser; additional materials provided

FACS Meals: folder, lined paper, dark blue or black ink pen or pencil

FACS Fabrics: folder, lined paper, dark blue or black ink pen or pencil

Math: Notebook, folder, pencils, dark blue or green pens, dry erase markers, scientific calculator (suggested calculator: Texas Instruments TI-30X IIS Scientific calculator), and a book cover

Hakes-suggested calculator: Texas Instruments TI-30X IIS Scientific calculator

Physical Education: Tennis shoes (no platform tennis shoes), shorts, t-shirt, towel, shampoo, deodorant (no glass containers), combination lock

Technology Ed.: Safety glasses, combination lock, 12 ft. tape measure, 3 ring binder, loose leaf paper, calculator, folder, pencil(s), tennis shoes.

High School

Agriculture: notebook and writing utensil for all courses; \$10 materials fee for Wildlife Mgmt.

Art: Studio I, II, III & Art Studio: Multicultural: 1 plastic folder with clasps, pencil; \$5.00 materials fee Independent Art Studio: 1 3-ring binder, pencil; \$5 materials fee

Business Ed.:

Intro. to Business: book cover, folder
Desktop Publishing: 3-ring binder with plastic sleeves
Financial Literacy: calculator, folder w/ 3 fasteners
Pers. Finance (full yr.), Accounting I and Accounting II: calculator, book cover, folder, if course is dropped, payment for workbook
Computer Applications: jump drive
Bus. Procedures: 3-ring binder w/ plastic sleeves, folder

Computer Science: Game Programming, Adv. Game Programming, and Web 2.0: Notebook, folder, writing utensil
English:

Eng. 9 and 10: paper, note cards, book cover, green pen(s) or colored pencil(s), folder, pencils and/or pens (blue, black), optional-markers and highlighters

Eng. 11: **note cards**, 1 single-subject notebook, folder, book cover, glue sticks and colored pencils/markers are used on occasion

Eng. 12: **note cards**, loose leaf paper, folder, glue sticks and colored pencils/markers are used on occasion

FACS:

Food & Family, Food Science, Family Issues, Family Life Skills, Intro. to Health Careers: pencil or blue/black pen, folder, notebook or loose-leaf paper; many assignments are done on Google Classroom

Understanding Childhood: Pencil or blue/black pen, a notebook or loose-leaf paper, a folder or binder for handouts and study guides, *paper book cover*

Careers in Design: A notebook or loose-leaf paper, pencil or blue/black pen, folder, optional: to complete individual projects, some students may purchase additional fabric, etc., in addition to the classroom supplies

Spanish:

Folder, notebook (only for Span.), pen, pencil

Mathematics:

Algebra I: 3-ring binder, loose-leaf paper, notebook, **pencils**

Algebra II: **pencils**, 3-subj. notebook or 3-ring binder w/ loose-leaf paper & dividers, graphing calculator is required for students who will be taking higher level courses

Geometry: multiple pencils, 3-ring binder (1 inch or more) w/ dividers, graphing calculator is required for higher level courses

Pre-Calculus & Calculus: multiple pencils, 3-subj. notebook or loose-leaf paper; 3-ring binder (1" or more) with dividers; graphing calculator (T1-84 or higher graphing calculator or equivalent app. is required)

Music:

Concert Band: properly working musical instrument or drumsticks for percussionists. Any personally owned instruments must be play tested and approved by the instructor. Rental fees and supply fees may apply.

Chorus: Pencil with an eraser. Additional materials provided.

Phy. Ed.: Change of Phy. Ed. clothes: T-shirt or sweatshirt, **Tennis shoes**, socks and shorts or sweatpants. Also need: towel, deodorant, shampoo (no glass bottles).

Health:

Notebook & pen

Science:

Physical Science, Chemistry I & II, Lab. Techniques: Notebook, pen, pencil, calculator

Biology: Notebook, writing utensils, colored pencils, scissors

Anat. & Phys.: 3-ring binder, colored pencils, note cards, book cover, notebook

Social Studies:

World Studies, World History, Am. Govt., Econ. Principles & WI History: Notebook, writing utensil U.S. History: folder/binder, pens, pencils

AP U.S. History, AP European Hist.: notebook, 3-ring binder, loose-leaf paper, index cards, pens & pencils

AP Govt.: Notebook, 3-ring binder, loose-leaf paper, pens & pencils

Technology & Engineering:

CAD & Drafting I/CAD I: 3-ring binder, loose-leaf paper, calculator, flash drive, pencils, if course is dropped, payment for CAD software seat

Power Mechanics-Small Engines: Safety glasses, 3-ring binder, loose-leaf paper, pencil(s), calculator, combination lock, \$15.00 materials fee

Wood Tech. I: Safety glasses Z87, 12' tape measure, 3-ring binder, loose-leaf paper, calculator, pencils, \$15.00 materials fee

Adv. Project Woods II: Safety glasses Z87, 12' tape measure, 3-ring binder, loose-leaf paper, calculator, pencils

Basic/Adv. Welding: Safety glasses Z87, 12 ft. tape measure, 3-ring binder, loose-leaf paper, calculator, pencils, tennis shoes, combination lock, \$15.00 materials fee

Automotive Tech. I: Safety glasses Z87, 3-ring binder, loose-leaf paper, calculator, pencils, work shirt, tennis shoes, combination lock

Building Construction: Safety glasses, 25 ft. tape measure, 3-ring binder, loose-leaf paper, pencil(s), calculator, tennis shoes, combination lock

Manufacturing: Safety glasses Z87, 12 ft. tape measure, 3-ring binder, loose-leaf paper, calculator, pencils, tennis shoes, combination lock, \$15.00 materials fee

School Supply Lists Are Available Online:

- Go to the school website www.btsd.k12.wi.us





Blair-Taylor School District Gifted and Talented Program

Philosophy

The Blair-Taylor School District recognizes that all students have talents and/or gifts. Some students, however, possess these talents and gifts to an exceptional degree. The district recognizes the right of these gifted students to receive educational opportunities that will meet their educational needs. Therefore, differentiated programming and specific services shall be provided to develop the cognitive, creative, and affective skills of these students.

Definition

Gifted and talented students are those individuals who, because of outstanding abilities, are capable of high performance. Giftedness falls into one or more of the following areas: intellectual, academic, creative, leadership or artistic.

- A student may be **intellectually (cognitively) gifted** if he or she uses advanced vocabulary, readily comprehends new ideas, thinks about information in complex ways, or likes to solve puzzles or problems.
- A student may be **academically gifted** if he or she shows unusual abilities in one or more area (math, reading, etc.), has exceptional memorization ability, acquires knowledge quickly, or enjoys talking with experts in the field of his or her interest.
- A student may be **creatively gifted** if he or she comes up with several solutions to a given problem, creates and invents in unusual and imaginative ways, or has a vivid imagination.
- A student may be gifted in the area of **leadership** if he or she assumes responsibility and follows through, uses judgment in decision making, sets goals and accomplishes them, can organize self and others, and has self-confidence.
- A student may be **artistically gifted** if he or she has an unusual ability for expressing self, feelings, or moods through art, dance, drama, or music, exhibits creative expression, or has an unusual ability for seeing and observing things in detail.

Identification

Students are identified for services by the gifted and talented program through a number of ways, including performance on standardized tests and/or individual assessment tools. Student, teacher and parent referrals are also considered an important part of the identification process. In addition, participation in programming options can be used to help with identification.

Once a student is identified as requiring services through the gifted and talented program, a Differentiated Education Plan (DEP) may be developed for that student by the program coordinator, parents, teacher, administrator and any others who would be involved in providing services.

If you have additional questions about identification or program options for gifted students, please contact the district gifted and talented coordinator, Mr. Colin Stiemke; elementary building principal, Mr. Lynn Halverson; or middle-high school principal, Mrs. Dana Eide.

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Bullying

Introduction

The Blair-Taylor School District strives to provide a safe, secure, and respectful learning environment for all students, staff, and others in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment, learning process, and school climate.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic, or family status.

Bullying behavior can be:

1. **Physical** (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. **Verbal** (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. **Indirect** (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition

Bullying is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased, or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal. If the building principal is the bully, it should be reported to the superintendent.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to the building principal.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying will immediately notify the school district employee assigned to investigate the report, which is the building principal.

Notice of Non-Discrimination Policy

In compliance with Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Amendments of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973 and S.118.13 Wisconsin Statute; The Age of Discrimination Act of 1975; and all other Federal, State, Schools rules, laws, regulations, and policies, The School District of Blair-Taylor shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in the educational programs or activities which it operates, and in employment.

It is the intent of the School District of Blair-Taylor to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operation. Grievance procedures for Title IX and Section 504 and S.118.13 Wisconsin Statute have been established for students, their parents, and employees who feel that discrimination has been shown by the School District. They are as follows:

GRIEVANCE PROCEDURE

1. An earnest effort shall first be made to settle the manner informally with the building principal.
2. If the matter in (1) is not resolved within ten working days, the grievance shall be presented in writing to the district administrator, including a statement of facts comprising the non-compliance issue alleged. The grievance shall be signed and dated. An earnest effort shall be made to settle the matter informally between the employee or student and the administrator.
3. If not settled in (2) within 10 days, the grievance may be appealed to the Board of Education.
4. Any person who receives a negative determination relating to S.118.13 Wisconsin Statute may appeal to the State Superintendent of Schools within 30 days of the Board's decision.
5. Complaints may be made to the Office of Civil Rights either before or following the exhaustion of local grievance procedures.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

District Administrator
School District of Blair-Taylor
Title IX Coordinator
Section 504 Coordinator
N31024 Elland Road
Blair, Wisconsin 54616

Complaints may be filed with the OFFICE FOR CIVIL RIGHTS:

Office of Civil Rights - Region V
300 South Wacker Drive
Eighth Floor
Chicago, IL 60606
(312) 353-2520

Annual Notice: Homeless Children

The McKinney-Vento Act defines children and youth who are homeless (twenty-one years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up);
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - living in emergency or transitional shelters;
 - abandoned in hospitals; or
 - awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, the Blair-Taylor School District provides the following assurances to parents of homeless children:

- There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.
- Enrollment and transportation rights, including transportation to the school of origin. "School of origin" is defined as the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- Written explanation of a child or youth's school placement, other than school of origin or the school requested by the parent, with the right to appeal within the local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children. These shall include: special notices of events, parent-teacher conferences, newsletters, and access to student records.

Please contact Jeff Eide, homeless liaison for the Blair-Taylor School District, for additional information about homeless issues. Mr. Eide can be reached at (608) 989-2525 or eidej@btsd.k12.wi.us.

Transfer of Records

Student records relating to a specific student shall be transferred to another school or school district upon receipt of written notice from an adult student or the parent or guardian of a minor student that the student intends to enroll in the other school or school district, or upon written notice from the other school or school district that the student has enrolled.

Family Activities to Encourage Good Reading Habits

By Dr. Gail Gross

Does your child have a love of reading? Studies show that if a parent is actively involved in a child's reading progress, the child has a greater opportunity to succeed.

In addition to simply reading aloud together, there are a myriad of activities that you can do with your child to help encourage good reading habits and develop a lifelong love of reading.

- **Create a print-rich environment.** Simply having books and magazines throughout the house can help stimulate their reading.
- **Make sure your children see you read.** Children like to imitate and play grown-up. This social learning sends a positive message to an early reader about the importance of reading. In addition, your child is reinforced to value reading, because his parents value reading. And, he feels connected to you, when associating all those good attachment feeling of love, warmth and bonding with reading.
- **Visit your local library.** A family trip to the library is a wonderful source for many activities. This includes taking turns reading to one another, sharing interests and opportunities for you and your child to write and discuss your choices of reading material. You can also record stories that you and your children create for one another, to be played back at bedtime or by a babysitter when you have a date night.
- **Encourage your children to connect with other children outside of school.** Having a pen pal or a weekend or after-school book club is a free and fabulous way of engaging reading and writing, English, and literature.
- **Spell F-U-N with family game nights.** Family game night including Scrabble, Taboo, or crossword puzzles, is a great way for your child to polish up on spelling, which helps with reading.
- **Get into the act with the whole family.** Putting on family plays, writing scripts, rehearsing and memorizing parts, can help your child not only learn about writing and organization, but also about storytelling and story structure.

Follow Dr. Gail Gross on Twitter: www.twitter.com/DrGailGross



Youth Options Program

Students acquiring junior or senior status in high school qualify for the Youth Options program. Annually by October 1, the school board shall provide information to high school students about the youth options program.

Application Procedures: A pupil who intends to enroll at an institution of higher education under this section shall notify the school board no later than March 1 if he/she intends to enroll in the fall semester, and no later than October 1, if he/she intends to enroll in the spring semester. Written notification shall be made using DPI form PI 8700-A. The notice shall include the titles of the courses the pupil intends to take and the number of credits for each course, and shall specify whether the pupil is taking the courses for high school or postsecondary credit.

If the pupil specifies that he/she intends to take a course for high school credit, the school board shall determine whether the course is comparable to a course offered in the school district, and whether the course satisfies any of the high school graduation requirements under s.118.33 and the number of high school credits to award the pupil for the course, if any. If the pupil disagrees with the determination of the board, he/she may appeal the decision to the state superintendent within 30 days of the decision. The decision of the state superintendent shall be final and not subject to review.

Pupil Responsibilities: A pupil taking a course at an institution of higher education for high school credit under this section is not responsible for any portion of the tuition and fees for the course if the school board has determined that the course is not comparable to a course offered in the school district.

If the pupil is taking a course for high school credit and the board has determined that a comparable course is offered, the pupil is responsible for the tuition and fees for the course. A pupil taking a course for postsecondary credit is also responsible for the tuition and fees for the course.

Payment Procedures: The school district will pay for up to a maximum of 18

semester credits offered by a post-secondary school in accordance with guidelines set forth in State Statute 118.55 (5). Payment will be made by the school district directly to the institution of higher education for tuition, books, and fees required by Statute for approved courses taken for high school credit. On-line post-secondary courses that provide college credit will count as part of the 18 paid credits.

Reimbursement for Incomplete or Failed Courses: If a pupil receives a failing grade in a course or fails to complete a course, the school district will request reimbursement by the family for any tuition and fees paid by the district on behalf of the student. The student shall be ineligible for further participation in youth options until full reimbursement has been made to the school district.

Credit Awarded: A post-secondary course taken under the youth options program and approved for high school credit shall be granted $\frac{1}{4}$ high school credit per one semester credit offered by the post-secondary course in accordance with PI 40.07(2) of the Wisconsin Administrative Code.

Transportation: The school district is not responsible for any transportation costs associated with a pupil taking courses under youth options. The parent or guardian of a pupil who is attending an institution of higher education or technical college and is taking the course for high school credit may apply to the state superintendent for reimbursement of the cost of transporting the pupil between the high school and the college or technical college that the pupil is attending if the pupil's parent or guardian is unable to pay the cost of such transportation. A parent applying to the state for transportation reimbursement is to use form PI-8701.

Notice of Release of Directory Data

NOTICE IS HEREBY GIVEN:

The Blair-Taylor School District, pursuant to the Family Educational Rights and Privacy Act, and State Statute 118.125, has declared the following information contained in a student's education record as "directory information" and may disclose that information without prior written

consent.

1. The student's name
2. The student's address
3. The name of the parent or guardian of the student
4. The student's phone number (unless unlisted)
5. The student's date of birth
6. The student's current grade level in school
7. Weights and heights of members of athletic teams
8. Participation in officially recognized activities & sports
9. Dates of attendance [i.e. (1986-1990)]
10. Student photographs
11. Degrees, awards and honors received

Within the first three weeks of each school year, the school district shall publish in the district newsletter the above directory information list. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time of enrollment.

After the parents and eligible students have been notified, they will have two weeks to advise the school district in writing (to the respective building principals) of any or all of the items about their child they refuse to permit the district to designate as directory information.

At the end of the two-week period, each student's records will be appropriately marked by the record's custodians to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

Any parent, guardian, or eligible student must complete the District's REQUEST TO WITH-HOLD DIRECTORY INFORMATION form at the school in which said student attends of their desire that all or any part of the directory information may not be disclosed without the parent's, guardian's or eligible student's consent, provided that such notification is given to the district within two weeks of this published notice.

BLAIR-TAYLOR SCHOOL DISTRICT,
Jeff Eide, District Administrator

Upcoming Events, Aug. 2016-Oct. 2016

Mon., Aug. 1	FB Equipment 05:00 PM - 08:00 PM: BT Basketball Camp
Tues., Aug. 2	FB Starts 06:00 AM - 08:00 AM: Volleyball Open Gym 05:00 PM - 08:00 PM: BT Basketball Camp 05:00 PM - 07:00 PM: BT Basketball Camp
Wed., Aug. 3	12:00 PM - 03:00 PM: Miss Blair Orientation Meeting 05:00 PM - 08:00 PM: BT Basketball Camp 05:00 PM - 07:00 PM: BT Basketball Camp
Fri., Aug. 12	FB Scrimmage @ Elmwood 4:30
Mon., Aug. 15	CC Starts VB Starts
Fri., Aug. 19	FB Home vs Luther 7pm
Mon., Aug. 22	VB Scrimmage Home 4pm JV FB Home vs Luther 5pm
Thurs., Aug. 25	No School In-Service Day VB Quad @ GET 4:30
Fri., Aug. 26	FB @ Bangor 7pm
Sat., Aug. 27	CC @ Cashton 9am 02:00 PM - 06:00 PM: Western Wildcats vs. Mariners
Mon., Aug. 29	No School In-Service Day Orientation Day 1-7pm JVFB @ Mondovi 5pm
Tues., Aug. 30	No School In-Service Day VB @ Plum City 4:30
Wed., Aug. 31	No School In-Service Day
Thurs., Sept. 1	1st Student Day JV VB Quad @ WHTL 5pm
Fri., Sept. 2	CC @ CFC 5:15 FB Home vs ACLH 7pm
Mon., Sept. 5	No School Labor Day
Tues., Sept. 6	JVFB Home vs ACLH 5pm
Thurs., Sept. 8	VB Home vs MM 6pm CC @ GET 4:30
Fri., Sept. 9	FB @ ES 7pm
Sat., Sept. 10	VB Tourney @ McDonnell 9am
Sun., Sept. 11	01:00 PM - 06:00 PM: Miss Blair Judging Day
Mon., Sept. 12	CC @ BRF 4:30 JVFB @ ES 5pm
Tues., Sept. 13	VB @ ACLH 6pm
Wed., Sept. 14	Freshman Field Trip to Spring Green
Thurs., Sept. 15	Cheese Fest

<http://www.cms4schools.com/btsd/Calendar.cfm>

Fri., Sept. 16	Cheese Fest FB @ MM 7pm
Sat., Sept. 17	Cheese Fest 09:00 AM - 12:00 PM: Cheese Fest/Blair Public Library Performer
Sun., Sept. 18	Cheese Fest
Mon., Sept. 19	VB @ Home vs Alma 6pm JVFB @ MM 5pm
Tues., Sept. 20	VB @ WHTL 6pm CC @ Mondovi 4:30
Fri., Sept. 23	FB Home vs CFC 7pm
Sat., Sept. 24	VB @ WHTL 9am
Mon., Sept. 26	CC @ MM 4:30 JVFB Home vs CFC 5pm
Tues., Sept. 27	VB @ Augusta 6pm
Thurs., Sept. 29	CC @ ACLH 4:30 VB @ ES 6pm
Fri., Sept. 30	No School In-Service Day FB @ WHTL 7pm
Sat., Oct. 1	02:00 PM - 06:00 PM: Western Wildcats vs. Braves
Mon., Oct. 3	CC @ Luther 4:25 JVFB @ WHTL 5pm
Tues., Oct. 4	VB Home vs CFC 6pm 08:00 AM - 09:00 AM: Picture Retake Day
Thurs., Oct. 6	VB @ Immanuel 6pm
Fri., Oct. 7	HOECOMING FB Home vs Augusta 7pm
Sat., Oct. 8	CC @ Arcadia 9:30 VB @ OF 9am
Mon., Oct. 10	JVFB Home vs Augusta 5pm
Tues., Oct. 11	VB Home vs Gilmanton 6pm
Thurs., Oct. 13	VB Home vs Indee 6pm CC Conference @ ES 4:30
Fri., Oct. 14	FB @ Indee 7pm
Sat., Oct. 15	VB Regional
Mon., Oct. 17	JVFB @ Indee 5pm
Tues., Oct. 18	VB Regional
Thurs., Oct. 20	VB Regional
Fri., Oct. 21	No School Level 1 FB Playoff
Sat., Oct. 22	CC Sectional VB Regional
Tues., Oct. 25	Pops Concert 7:30
Thurs., Oct. 27	VB Sectional
Fri., Oct. 28	Level 2 FB Playoff
Sat., Oct. 29	CC State VB Sectional

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. Blair-Taylor School District offers healthy meals every school day. Breakfast costs: K-6 students-\$1.25 and 7-12 students-\$1.60; lunch costs: K-6 students-\$2.05 and 7-12 students-\$2.30. Your children may qualify for free meals or for reduced price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process. ****2016-2017 prices have not been determined yet.**

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- a. All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPIR), or W-2 Cash Benefits are eligible for free meals.
- b. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- c. Children participating in their school's Head Start program are eligible for free meals.
- d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- e. 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.

FEDERAL ELIGIBILITY INCOME CHART for School Year 2016-2017			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	21,978	1,832	423
2	29,637	2,470	570
3	37,296	3,108	718
4	44,955	3,747	865
5	52,614	4,385	1,012
6	60,273	5,023	1,160
7	67,951	5,663	1,307
8	75,647	6,304	1,455
Each additional person:	7,696	642	148

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 e-mail Mr. Lynn Halverson at 608-989-9835 or halvel@btsd.k12.wi.us .
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 any of the school offices.

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 Mr. Lynn Halverson at 608-989-9835 or halvel@btsd.k12.wi.us immediately.
5. DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION SCHOOL (CEP)? If your child attends a school that participates in CEP, receipt of free breakfast and lunch meals does not depend on returning this application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.
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. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
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: JEFFREY EIDE, N31024 ELLAND ROAD, BLAIR, WI 54616, 608-989-2881, eidej@btsd.k12.wi.us.
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, 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. Do not include any combat pay resulting from deployment as 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 any of the school offices 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 FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

If you have other questions or need help, call 608-989-9835.

Sincerely, Jeffrey Eide, Superintendent

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

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 Blair-Taylor 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. If at any time you are not sure what to do next, please contact Mr. Lynn Halverson at 608-989-9835 or halvel@btsd.k12.wi.us.

If your child attends a Community Eligibility Provision School (CEP), receipt of free breakfast and lunch meals does not depend on returning this application; however, this information is necessary for other programs.

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, or enrolled in a Head Start program;
and
- Students attending Blair-Taylor School District, regardless of age.

A) List each child's name. Print each child's 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) Enter the grade and the name of the school the child attends or mark n/a if not in school. Enter the grade level of the student in the 'Grade' column.	C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the children's names. If you are ONLY applying for foster children, after finishing STEP 1 , go to STEP 4 . <i>Foster children who live with you may count as members of your household and should be listed on your application.</i> If you are applying for both foster and non-foster children, go to step 3.	D) Are any children homeless, migrant, runaway or enrolled in a Head Start program? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway or Head Start" box next to the child's name and <u>complete all steps of the application</u> .
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PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FoodShare, W-2 Cash Benefits OR FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or FoodShare.
- Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits.
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs: • Leave STEP 2 blank and go to STEP 3 .	B) If anyone in your household participates in any of the above listed programs: <ul style="list-style-type: none">• Write a case number for FoodShare, W-2 Cash Benefits, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your case worker. Please note, a BadgerCare case number is not a qualifier for free meals.• Go to STEP 4.
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STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled "Sources of Income for Children" and "Sources of Income for Adults," printed on the back side of the application form, 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. 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 also be counted as a zero. If you

write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.

- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. REPORT INCOME EARNED BY CHILDREN

A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's personal income if you are applying for them together with the rest of your 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.

3.B. REPORT INCOME EARNED BY ADULTS

List adult household members' names.

- Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are 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.
- Infants, Children and students already listed in **STEP 1.**

C) Report earnings from work. Report all total gross income (before taxes) 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? 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.

F) Special Situations. For seasonal workers and others whose income fluctuates and usually earn more money in some months than others. In these situations, project the annual rate of income and report that. This includes workers who have annual employment contracts but may choose to have salaries paid over a shorter period of time—for example, school employees.

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

E) Report income from pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.

G) 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 affects your eligibility for free and reduced price meals.

H) Provide the last four digits of your Social Security Number (SSN). An adult household member must enter the last four digits of their SSN in the space provided. You are eligible to apply for benefits even if you do not have a SSN. If no adult household members have a SSN, leave this space blank and mark the box to the right labeled "Check if no SSN."

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

An adult member of the household must sign the application. 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) Print and sign your name. Print the name of the adult signing the application and that person signs in the box "Signature of adult."

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.



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