

Homeless Student Regulations Required by Federal and State Law

Homeless students shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. 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.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

Enrollment/Placement

The administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or had been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or in the school in which the student was last enrolled.

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before-and-after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Transportation

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

Records

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

Coordinator

The Board designates the following individual to act as the district's homeless coordinator: Kay Hill, Madison Elementary, 1014 S. 4th, Madison, KS 66860. The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully-informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal
9. Children or youths who need to obtain immunizations, or immunization or medical records, will receive assistance.

Protection of Pupil Rights Amendment: Regulation
USD 386

Surveys: Parental Inspection Rights

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written Permission Required

If such survey is funded in whole or in part by federal funds, a survey that seeks this information shall not be administered without the express written consent of the parent. If the survey is not federally funded, parents must be given direct notification of the survey, through U.S. mail or e-mail, and provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

Physical Examinations

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

Parental Rights: Marketing Information

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes **do not apply** to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Release of Information – FERPA Rights

Unless the information collected from students is designated as directory information, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student.

USD #386 Official Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Madison-Virgil USD #386, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, USD #386 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow USD #386 to include this type of information from your child's education records in certain school publications. Examples include:

- *A playbill, showing your student's role in a drama production;
- *The school website;
- *The annual yearbook;
- *Honor roll or other recognition lists;
- *Graduation programs; and
- *Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want USD #386 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1, of the current school year. USD #386 has designated the following information as directory information:

- *Student's name
- *Participation in officially recognized activities and sports
- *Address
- *Telephone listing
- *Weight and height of members of athletic teams
- *Photograph
- *Degrees, honors, and awards received
- *Date and place of birth
- *Major field of study
- *Dates of attendance
- *Grade level
- *The most recent educational agency or institution attended

IDAD – Regulation – Title I Programs

Parental Involvement Encouraged

Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings.

The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:

- *Assistance in understanding
 - *State academic content and achievement standards;
 - *How to monitor their child's progress; and
 - *Title I regulations.
- *Activities that include promotion cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- *Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:
 - *Keeping families informed of opportunities for involvement and encouraging participation in various programs.
 - *Providing access to educational resources for parents/families to use together with their children.
 - *Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs
 - *Allowing parents reasonable access to staff who work with their children
 - *Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
 - *Promoting activities, which emphasize the importance of parent-school communication.

Activities to Enable Parental Participation

The district shall enable families to participate in the education of their children through a variety of roles. For example, family members shall be given opportunities to:

- *Provide input into district policies that affect Title I programs and their children.
- *Understand and participate in school improvement efforts.
- *Volunteer time within classrooms and school programs.
- *Perform regular evaluations of parent involvement at each school and at the district level.
- *Provide access, upon request, to any instructional material used as part of the educational curriculum.
- *Provide information in a language understandable to parents, if practical.

Scheduling for Parents' Convenience

The district shall, to the extent possible, schedule activities for parent involvement at times and places accessible to parents of Title I students and provide information in a format and language the parents understand.

Annual Evaluation

The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of the parental involvement policy IDAD. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy IDAD.

School Meal Program

USD #386 participates in the state and federally subsidized child nutrition program. Breakfast and lunch will be served beginning on the first day of school. Our food service staff prepares and serves breakfast and lunch meals that conform to strict nutritional standards set by the U.S. Department of Agriculture. Menus will be published in advance to inform students and parents of the meals to be offered.

The district is held to strict accounting requirements for the school nutrition program. To satisfy those requirements a computerized accounting system was installed during the 2000-2001 school year. The new system establishes an account for each family which simplifies payment for parents with students in both buildings. The system allows families to choose to pay daily, weekly, monthly, etc. It will permit parents to pay for a certain number of meals (10 elementary breakfasts at \$1.00 = \$10.00 or 20 high school lunches at \$2.20 = \$44.00, etc.). Parents may also choose to pay a certain dollar amount \$20 per week, \$50 per month, \$140 per semester, etc.). Because of the great flexibility in the system, parents are asked to complete the attached School Meal Program Agreement and return it by the first day of the new school year. The agreement will show which meals parents want their child(ren) to charge to the family account and what payment schedule parents will use to maintain a positive balance in their account. We ask that each family pay into their account by the first day of school so that all accounts start with a positive balance. Notices will be sent to parents weekly when the account balance drops below \$5.00. It is very important to maintain a positive balance throughout the school year to avoid losing the privilege of charging meals.

An application for free or reduced meals is attached. Since part of the district income is determined by the number of families that qualify, parents are encouraged to apply even if they are unsure if they will qualify. In addition, families that qualify **do not** pay the textbook fee. Families who qualify for free or reduced meals must return their completed application to the school **within 5 working days** of the opening date of the school term or within 5 working days of enrollment during the school year. If the family income status changes parents may apply at anytime throughout the school year. For further information please contact the school office at 437-2918. **Application information and family qualification status is not public information and will be kept confidential.**

The cost for meals will be:

PK-6 breakfast	\$1.15	7-12 breakfast	\$1.25
PK-6 lunch	\$2.10	7-12 lunch	\$2.35
Carton of milk	40 cents	Carton of milk	40 cents

In order to comply with the Federal Food Service program regulations students are not able to charge food from the a la carte menu at the Junior/Senior High School. All sales must be made in cash.

Students who qualify for free or reduced price meals can receive one standard breakfast and lunch meal per day. Milk, additional meals or items from the a la carte menu do not qualify under the free or reduced price meal program and must be purchased by the student.

Madison/Virgil USD #386

P.O. Box 398 - 3rd & Main - Madison, KS 66860 - Phone: (620) 437-2918 Fax: (620) 437-2919

Dear Parent/Guardian:

Your child may be eligible to receive healthy school meals at a reduced price or free. Following are questions and answers about who is eligible and how to apply.

Meal Charges	Elementary		Middle or Jr. High		High School	
	Full Price	Reduced Price	Full Price	Reduced Price	Full Price	Reduced Price
<input type="checkbox"/> Lunch	\$2.10	\$.40	\$2.35	\$.40	\$2.35	\$.40
<input type="checkbox"/> Breakfast	\$1.15	\$.30	\$1.25	\$.30	\$1.25	\$.30
<input type="checkbox"/> After School Snack						

- Do I need to fill out an application for each child?** Use one application for all students in your household. Enter all required information and return the completed application to: Kay L. Hill, 1014 S. 4th St., Madison, KS 66860 (620-437-2918)
- Who can get free meals?** Students in households getting Food Assistance, Temporary Assistance for Families (TAF), or Food Distribution Program on Indian Reservations (FDPIR), can get free meals regardless of your income. Also, students in your household can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
- Can foster children get free meals?** Yes, foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals, regardless of income.
- Can a homeless, runaway or migrant student get free meals?** If you have not been informed that the student will get free meals, please contact the school's Homeless Liaison or Migrant Coordinator: Kay L. Hill (620-437-2918)
- Who can get reduced price meals?** Students in your household can get reduced price meals if your household income is within the reduced price limits on the Federal Income Eligibility Guidelines (see chart on the back of the application form).
- Should I fill out an application if I received a letter this school year saying my children are approved for free meals?** Please read the letter carefully and follow the instructions. If you have questions, contact the Determining Official: Kay L. Hill, 1014 S. 4th St., Madison, KS 66860 (620-437-2918)
- My child's application was approved last year. Do I need to fill out another one?** Unless the school told you that your child is approved for the new school year, you must send in a new application.
- I get WIC. Can my child(ren) get free meals?** Students in households participating in WIC may be eligible for reduced price or free meals. Please fill out an application.
- Will the information I give be checked?** Yes, we may ask you to send written proof.
- If I don't qualify now, may I apply later?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
- What if I disagree with the school's decision about my application?** Talk to the Determining Official. You may also request a hearing by contacting the Hearing Official: Ryan Bradbury, Box 398, Madison, KS 66860 Phone (620) 437-2910
- May I apply if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for reduced price or free meals.
- Who should I include as members of my household?** Include yourself, all children (including foster children) who live with you and all people living in your household, related or not (such as grandparents, other relatives, or friends).
- What if my gross income is not always the same?** List the amount that you normally get. For example, if your normal gross income is \$1,000 each month, but you missed some work last month and only got \$900, put down that you get \$1,000 per month. If you normally get overtime, include it, but only if you regularly work overtime.
- We are in the military. Do we include our housing allowance as income?** If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.
- My spouse is deployed in a combat zone. Is his/her combat pay counted as income?** Combat pay is not counted as income if it is received in addition to basic pay and it wasn't received before deployment.
- My family needs more help. Are there other programs for which we can apply?** Contact the Kansas Department of Social and Rehabilitation Services at 1-888-369-4777 or visit www.srs.ks.gov.

If you have other questions or need help, call: 620-437-2918

Si necesita ayuda, por favor llame al teléfono: 620-437-2918

Si vous voudriez d'aide, contactez nous au numero: 620-437-2918

For USDA's translated materials, go to <http://www.fns.usda.gov/cnd/FRP/frp.process.htm>.

For KSDE's Spanish translations, go to http://www.kn-eat.org/SNP/SNP_Menus/SNP_Admin_Foreign_Language_Translations.htm.

How to Apply for Reduced Price or Free School Meals

If your household gets Food Assistance, TAF or FDPIR, follow these instructions:

Part A: Enter the following information:

- Each household member's first and last name.
- Each student's school and grade.

Part B: List the case number for any household member (including adults) receiving Food Assistance, TAF or FDPIR benefits. A Medicaid number cannot be accepted.

Part C: Skip this part.

Part D: Sign and date the form. The last four digits of a Social Security number are **not** necessary.

If you are applying for a FOSTER CHILD, follow these instructions:

If all children in the household are foster children:

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

Part B: Skip this part.

Part C: Skip this part.

Part D: Sign and date the form. The last four digits of a Social Security number are **not** necessary.

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

Part A: List **all** household members including foster child(ren).

- Check the box if the child is a foster child.
- Follow procedures below for All Other Households.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

Part A: List **all** household members living in your household, related or not (such as grandparents, other relatives, or friends) and the name of each student's school and grade. For any person, including children, with no income, you must check the "Zero Income" box. Attach another sheet of paper if more space is needed.

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

Part C: Report the **GROSS income for all household members from last month**. Gross income is the amount earned BEFORE taxes and any other deductions. This is NOT the same as take-home pay. The gross amount should be listed on the pay stub.

- List the **gross income** each household member earned from work and circle the Frequency code that shows how often the income is received.
- List the amount the person got last month from other income including welfare, child support, alimony, retirement pensions, Social Security, Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME. Circle the Frequency code that shows how often the income is received.
- If the household has **income from self-employment** (such as from a self-owned business, farm or rental income), report net income in the Earnings from Work columns. See the back side of the application form for instructions on reporting self-employment income.
- If the household is in the **Military Housing Privatization Initiative** or gets combat pay, do NOT include these allowances as income.

Part D: An adult household member must sign and date the form and list the last four digits of their Social Security number or check the box if s/he does not have one.

2012-2013 Application for Child Nutrition Program Benefits

Important! Carefully follow instructions. An incomplete application cannot be approved. Complete one application per household. Return completed application to school.

A. HOUSEHOLD MEMBERS				C. TOTAL HOUSEHOLD GROSS INCOME BEFORE ANY DEDUCTIONS			
List Names of ALL Household Members		Check if a Foster Child. Skip to Part D to sign this form if ALL are Foster Children.	Check if ZERO Income	Earnings from Work		Other Regular Income	
First Name	Last Name	School Name (or "NA" if child is not in school)	Grade	Amount	Select Frequency	Amount	Select Frequency
1.					W E2 2M M Y		W E2 2M M Y
2.					W E2 2M M Y		W E2 2M M Y
3.					W E2 2M M Y		W E2 2M M Y
4.					W E2 2M M Y		W E2 2M M Y
5.					W E2 2M M Y		W E2 2M M Y
6.					W E2 2M M Y		W E2 2M M Y
7.					W E2 2M M Y		W E2 2M M Y
8.					W E2 2M M Y		W E2 2M M Y

B. BENEFITS - If any member of your household receives Food Assistance, TAF or FDP/IR, provide the name and case number for the person who receives benefits and skip to Part D. If no one receives these benefits, go to Part C.

Name: _____ Case Number: _____

D. SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER - An adult household member must sign the application. IF PART C IS COMPLETED, the adult signing the form also must list the last four digits of his or her Social Security Number (SSN) or mark the "I do not have a SSN" box. (See Privacy Act Statement on the reverse side of this application.)

Print Name: _____ Daytime Phone: _____ Evening Phone: _____
 Address, City, State, Zip: _____ Email: _____
 I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will receive Federal and State funds based on the information I give; school officials may verify the information; and if I purposely give false information, my child (ren) may lose meal benefits and I may be prosecuted under applicable Federal and State criminal statutes.
 Sign Here X _____ Date: _____ Last four digits of SSN: ***-**-____ OR I do not have a SSN

FOR SCHOOL USE ONLY. DO NOT WRITE BELOW.

<p>Application Type (check one)</p> <p><input type="checkbox"/> Total Household Income: \$ _____ Household Size: _____</p> <p>Household's Income Frequency - Circle ONE: W E2 2M M Y Multiple=Yearly</p> <p><input type="checkbox"/> Food Assistance or TAF or FDP/IR</p> <p><input type="checkbox"/> Foster Child</p>	<p>Application Status</p> <p>Approved: <input type="checkbox"/> Free OR <input type="checkbox"/> Reduced Price</p> <p>Denied: <input type="checkbox"/> Income over allowed amount <input type="checkbox"/> Incomplete/missing:</p> <p>Notes: _____</p>
Determining Official's Signature: _____ Approval/Denial Date: _____ Notification Date: _____	
Processor's Initials: _____ Confirming Official's Signature (ONLY for applications to be verified): _____ Review Date: _____	

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

Federal Income Eligibility Guidelines					
Household size	Yearly	Monthly	Twice a Month	Every 2 Weeks	Weekly
1	20,665	1,723	862	795	398
2	27,991	2,333	1,167	1,077	539
3	35,317	2,944	1,472	1,359	680
4	42,643	3,554	1,777	1,641	821
5	49,969	4,165	2,083	1,922	961
6	57,295	4,775	2,388	2,204	1,102
7	64,621	5,386	2,693	2,486	1,243
8	71,947	5,996	2,998	2,768	1,384
Each additional person:	7,326	611	306	282	141

Income from Self Employment: Self-employed persons may use income tax records for the preceding calendar year as a base to project the current year's net income, unless the current monthly income provides a more accurate measure. Report income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home payments, medical expenses, and other similar non-business deductions are not allowed in reducing gross business income. Additional income from other kinds of employment must be treated as separate and apart from the income generated or lost from your business venture. For example, if you operated a business at a net loss, but held additional employment for which a salary was received, the income for purposes of applying for reduced price or free meals would be the income from the salary only. The loss from the business cannot be deducted from a positive income earned in other employment. For purposes of this application, it is not possible to report a negative income from any business venture. The least income possible is zero (no income). The necessary information for arriving at allowable income from private business operation may be taken from your most recent U.S. Individual Income Tax Return - Form 1040. Add together the amounts reported on the following lines:

LINE 12	\$	Business Income or (Loss)
LINE 13	\$	Capital Gain or (Loss)
LINE 14	\$	Other Gains or (Losses)
LINE 17	\$	Rental real estate, royalties, partnerships, S corporations, trusts, etc.
LINE 18	\$	Farm Income or (Loss)
TOTAL	\$	Report yearly income in Part 1, Gross Income Before Any Deductions.

Use of Information Statement: This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the Social Security number of the adult household member who signs the application. The Social Security number is not required when you apply on behalf of a foster child or you list a Food Assistance, Temporary Assistance for Families (TAF) or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a Social Security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

School Meal Program Agreement for the 2012-2013 School Year

In order to avoid confusion, parents need to indicate which meals children will be allowed to charge to the family account and what payment schedule parents will use to maintain a positive balance in their account.

Child's name _____ has permission to charge:

Breakfast	yes _____	no _____
Lunch	yes _____	no _____
Carton of milk	yes _____	no _____

Child's name _____ has permission to charge:

Breakfast	yes _____	no _____
Lunch	yes _____	no _____
Carton of milk	yes _____	no _____

Child's name _____ has permission to charge:

Breakfast	yes _____	no _____
Lunch	yes _____	no _____
Carton of milk	yes _____	no _____

Child's name _____ has permission to charge:

Breakfast	yes _____	no _____
Lunch	yes _____	no _____
Carton of milk	yes _____	no _____

In order to comply with the Federal Food Service program regulations students are not able to charge food from the a la carte menu at the Junior/Senior High School. All sales must be made in cash.

Students who qualify for free or reduced price meals can receive one standard breakfast and lunch meal per day. Milk, additional meals or items from the a la carte menu do not qualify under the free or reduced price meal program and must be purchased by the student.

I understand that a positive balance needs to be maintained in my account and that I will receive a notice when the account balance drops below \$5.00. In order to maintain a positive balance I will pay: (\$ amount) _____ every (date or time period) _____.

Printed Name

Signature

Date

DELINQUENT ACCOUNTS MAY LOSE THE PRIVILEGE TO CHARGE MEALS

Please notify the school in writing if a change needs to be made to any part of this agreement.

**ANNUAL NOTIFICATION
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by USD #386. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the records should be changed if your request for an amendment to records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD #386 Board of Education Office, 3rd & Main, Box 398, Madison, KS 66860.
5. The right to obtain a copy of USD #386's policies for complying with FERPA. A copy may be obtained from: Madison-Virgil USD #386 Board of Education Office, 3rd & Main, Box 398, Madison, KS 66860.

For purposes of FERPA, USD #386 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of student and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD #386 at Madison-Virgil USD #386 Board of Education Office, 3rd & Main, Box 398, Madison, KS 66860 on or before October 1 of each school year. If a refusal is not filed, USD #386 assumes that there is no objection to the release of directory information designated.