GUTHRIE PUBLIC SCHOOLS STUDENT ENROLLMENT FORM Homeroom_____

Student's Full Name (First, Middle, Last) as shown on Birth Certificate	"Goes By" Name

Gender	DOB	Grade	Age	SSN (if available)	Student Cell Phone

Ethnicity (Select one)
- [ ] Hispanic/Spanish
- [ ] Non-Hispanic

Race (Select all that apply)
- [ ] African American or Black
- [ ] American Indian or Alaskan Native
- [ ] Asian
- [ ] Native Hawaiian or other Pacific Islander
- [ ] White

Please check Yes or No	Yes	NO			
Does this student have an IEP?(Sp. Ed.)			Was student born outside of U.S.?	[ ] Yes	[ ] No
Does this student have a 504 Medical Plan?			Place of Birth (City/State/Country) _____		
Has this student qualified for G/T program?					
Is student in Foster Care?			Last School Attended _____		
Is there more than one family living together?					

Household Contact Information:

Physical Address: _____ Phone: _____
(Please include Apt. or Trailer #)   City   Zip

Mailing Address (if different from above): _____
City   Zip

Parents/Guardians who live in this Household:

Relationship	Name of Parent/Guardian	Cell Phone	Work Phone	Employer

Custodial Issues:

If parents are divorced, is the custody of this child decreed by the courts?	[ ] Yes [ ] NO **(if yes, a copy of court documents is needed)**

Is there a Primary Custodian Parent/Guardian arrangement?   [ ] Yes [ ] No
If yes, who has primary custody? _____   Relationship: _____
Is there a Joint Custody arrangement   [ ] Yes [ ] No
Is there a VPO?   [ ] Yes [ ] No
The law allows absentee parents the right to school records.
If you have legal documents, the school must have a copy.   [ ] **Legal documents are attached.**

Parents/Guardians in Other Household: (*if applicable*)

Relationship	Name of Parent/Guardian	Cell Phone	Work Phone	Employer

Emergency and Pickup Information
Emergency: In case of illness/emergency, if parents cannot be reached to pick up their child, the following people will be allowed to pick up my child.

Emergency Yes No	Pickup Yes No	Relationship	Full Name of Contact	Cell Phone	Phone # 2

Your child will not be released to anyone whose name does not appear on this list.

In case of an emergency and parent/guardian are not available I,_____ the undersigned parent/guardian of _____, DO HEREBY AUTHORIZE Guthrie Public Schools to consent to any medical treatment or procedure upon the advice of a physician, licensed under the law of Oklahoma. I recognize and understand that in situations where my child may require immediate medical or hospital care, and I am not available to evaluate and choose treatment, I hereby authorize professional judgment to determine if medical assistance is necessary for the health or safety of my child. THE SCHOOL WILL MAKE EVERY EFFORT TO CONTACT THE PARENT/GUARDIAN BEFORE TAKING ACTION.

_____   _____
Signature of Parent/Guardian   Date

☐ **No,** Medical Condition   ☐ **Yes,** my child receives regular medical/health care for the following conditions:
☐ Allergies*   ☐ Blood/Hemophilia   ☐ Ears/Hearing   ☐ Seizures
☐ Asthma*   ☐ Diabetes*   ☐ Migraines   ☐ *Other*_____

   * *Addition Information:* _____

It is the policy of Guthrie Public Schools that prescription and nonprescription medication will only be administered by school staff with written authorization of the student's legal custodian and written instructions from the student's physician. The medication must be in the original container with proper labeling: name of student, name of medication dosage, and time to be taken. The Medication Consent Authorization is available in the School office.

☐ Yes, Guthrie Public Schools may email information to me about my child.   _____
                                                                                                                           Email address

Family Educational Rights and Privacy Act (FERPA)

Student Information Release	**Phone/Video Release**

Student Information Release

Guthrie Public Schools has designated the following information as "Student Information," and it will disclose this information without prior written consent unless indicated below.
I may revoke this constant in full or revoke this consent as to any specific student work or student-identifying information by providing notice to the Guthrie Public Schools, Attn: Superintendent, 802 East Vilas Avenue. Guthrie OK 73044-5228.

Such Information includes the following:

   *   Student's photo with full name
   *   Student's parents' full name(s)
   *   Student-created work
   *   Video recordings of student
   *   Audio recordings of student

☐ **Yes**, I give permission for this information to be publicized on the district website or media for instructional, informational, public relations, promotional and/or publicity purposes.

☐ **No,** I do not give permission for this information to be disclosed.

Phone/Video Release

☐ **Yes,** I give my permission to the District releasing the following education records ("Records"), including but not limited to any information contained in the listed records:
Name and/or Picture Only
to the following individual, corporation or entity:
School district newsletters or website, local newspapers for the following purpose(s): **Honors and Achievements Only**

☐ No, I do not give my permission for my child to be included in pictures, and/or videos taken while attending Guthrie Public Schools.

PreK & Kindergarten students ONLY

Did student participate in any of the following programs?	Yes	No
A DHS licensed childcare program		
The Sooner Start Program		
The Oklahoma Parent as Teachers (OPAT) Program		
Children First Program operated by State Health Dept.		
Child abuse prevention program by State Health Dept.		
Any federally-funded Head Start Program		

Signature of Parent/Guardian: _____   Date _____

GUTHRIE PUBLIC SCHOOLS
REQUIRED ENROLLMENT RESIDENCY VERIFICATION PROCESS

☐ **New Student to District**

☐ **Returning Student**

In order to expedite the enrollment process and comply with district enrollment policies, this form and the required documentation must be completed prior to receiving a class assignment. Please select the option that best meets the needs of your family, as listed below. Questions may be directed to the individual school or administration office.

I am the ☐Parent; ☐Legal Guardian; or ☐Person having legal custody of the following student(s) who reside within the boundaries of the Guthrie Public School District:

Student(s) Name(s)	Grade	School Site

My primary residence is located within the legal boundaries of the Guthrie Public School District and I am currently living in and occupying said residence, which is located at **Address**:

_____

City:_____**County:**_____ **Zip:**_____

and I have provided the following original documentation for verification: **two original utility bills with service addresses provided in June, July, or August and NO CUT OFF notices:**

☐ Gas Bill	☐ Electric Bill	☐ Home Telephone Bill (No Cell)	☐ Internet/Cable Bill
☐ Water Bill	☐ Propane Bill	☐ On-Line Utility Bill (printouts)	☐ Trash Service
☐ Mortgage Statement	☐ Direct TV/Dish	☐ Homestead Exemption Form	☐ Lease/Renter's Agreement

Housing Addition or Directions to Residence: _____

Home Phone: _____ Cell: _____ Work: _____

E-mail:_____

I hereby give the Guthrie Public School District's designated representative my permission to verify any and all information contained in this affidavit and its related documents, and understand that **any false information or misrepresentation contained herein shall automatically terminate the student's enrollment and attendance at Guthrie Public Schools, and may be subject to a misdemeanor punishable by imprisonment not to exceed one (1) year or a fine not to exceed five hundred dollars ($500) or both such fine and imprisonment.**

_____

Signature of Parent/Legal Guardian

Father/Stepfather name_____

Mother/Stepmother name_____

CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION

I understand that these records are protected under Federal and State confidentiality regulations and cannot be released without written consent unless otherwise provided for in the regulations. Federal regulations prohibit further disclosure of the records without specific written consent, or as otherwise permitted by such regulation. I also understand that I may revoke this consent in writing at any time unless action has already been taken based upon this consent and that in any event this consent expires one year from the date of signature.

Student's Full Legal Name: _____ Date of Birth:_____

Grade: _____ Parents/Guardian's Name: _____

Name of Previous School: _____

Address of Previous School: _____
City / State / Zip

Request for education records includes, but is not limited to: all academic, cumulative, EL/WIDA, grades, transcript of all work completed, health, discipline, special education records, and Reading Sufficiency status. Transfer of student records, including disciplinary records, must be made in a timely manner, within three business days of receipt of request, under state law. (70 O.S. 24-101.4) The student intends to enroll or is enrolled in our school district. Therefore, please send records to:

• **Only for students with disabilities (IEP/504) moving to school districts within Oklahoma**
Upon confirmation that the student with a disability listed above has withdrawn, please inactivated in "*EdPlan":* • Please have the individual who has been designated within the school district as the special education *"EdPlan* Administrator" send a message within the *"EdPlan"* program stating the student has been "inactivated".

The educational records are maintained and released in accordance with the Family Educational Rights and Privacy Act (FERPA). Parents or eligible students shall be provided a copy of the records to be disclosed if requested. Disclosure, except as provided at 34 § CFR 99.31, requires prior consent of parents or eligible students.

The information I authorized for release may include information that could be considered information about communicable disease which may include, but are not limited to diseases such as hepatitis, syphilis, gonorrhea, and the human immune-deficiency virus, also known as Acquired Immune Deficiency Syndrome (AIDS).

_____   _____
Parent Signature   Date

Guthrie Public Schools   www.guthrieps.net

U.S. Department of Education
Office of Indian Education
Washington, DC 20202
TITLE VI ED 506 INDIAN STUDENT ELIGIBILITY CERTIFICATION FORM

Parent/Guardian: This form serves as the official record of the eligibility determination for each individual child included in the student count.   You are not required to complete or submit this form. However, if you choose not to submit a form, your child cannot be counted for funding under the program**. This form should be kept on file and will not need to be completed every year.** Where applicable, the information contained in this form may be released with your prior written consent or the prior written consent of an eligible student (aged 18 or over), or if otherwise authorized by law, if doing so would be permissible under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and any applicable state or local confidentiality requirements.

STUDENT INFORMATION

Name of the Child _____ Date of Birth _____ Grade _____
             (As shown on school enrollment records)
Name of School _____

TRIBAL ENROLLMENT

Name of the individual with tribal enrollment: _____
                        (Individual named must be a descendent in the first or second generation)

The individual with tribal membership is the: _____ Child   _____ Child's Parent   _____ Child's Grandparent

Name of tribe or band for which individual above claims membership: _____

    The Tribe or Band is (select only one):
    _____ Federally Recognized
    _____ State Recognized
    _____ Terminated Tribe (Documentation required. Must attach to form)
    _____ Member of an organized Indian group that received a grant under the Indian Education Act of 1988
        as it was in effect October 19, 1994. (Documentation required. Must attach to form)

Proof of enrollment in tribe or band listed above, as defined by tribe or band is:

A. Membership or enrollment number (if readily available) _____ OR

B. Other Evidence of Membership in the tribe listed above (describe and attach) _____

Name and address of tribe or band maintaining enrollment data for the individual listed above:

Name _____ Address _____

                        City _____State _____Zip Code _____

ATTESTATION STATEMENT

I verify that the information provided above is accurate.

Name Parent/Guardian _____ Signature _____

Address _____ City _____State _____Zip Code _____

Email Address _____ Date _____

I understand that these records are protected under Federal and State confidentiality regulations and cannot be released without written consent unless otherwise provided for in the regulations. Federal regulations prohibit further disclosure of the records without specific written consent, or as otherwise permitted by such regulation. I also understand that I may revoke this consent in writing at any time unless action has already been taken based upon this consent and that in any event this consent expires one year from the date of signature.

Student's Full Legal Name: _____ Date of Birth:_____

Grade: _____   Parents/Guardian's Name: _____

Name of Previous School: _____

Address of Previous School: _____
City / State / Zip

Request for education records includes, but is not limited to: all academic, cumulative, EL/WIDA, grades, transcript of all work completed, health, discipline, special education records, and Reading Sufficiency status. Transfer of student records, including disciplinary records, must be made in a timely manner, within three business days of receipt of request, under state law. (70 O.S. 24-101.4) The student intends to enroll or is enrolled in our school district. Therefore, please send records to:

GUTHRIE JUNIOR HIGH SCHOOL
705 East Oklahoma
Guthrie, OK 73044
Phone: 405-282-5936
Fax: 405-282-8647

• **Only for students with disabilities (IEP/504) moving to school districts within Oklahoma**
Upon confirmation that the student with a disability listed above has withdrawn, please inactivated in "*EdPlan":* • Please have the individual who has been designated within the school district as the special education *"EdPlan* Administrator" send a message within the "*EdPlan"* program stating the student has been "inactivated".

The educational records are maintained and released in accordance with the Family Educational Rights and Privacy Act (FERPA). Parents or eligible students shall be provided a copy of the records to be disclosed if requested. Disclosure, except as provided at 34 § CFR 99.31, requires prior consent of parents or eligible students.

The information I authorized for release may include information that could be considered information about communicable disease which may include, but are not limited to diseases such as hepatitis, syphilis, gonorrhea, and the human immune-deficiency virus, also known as Acquired Immune Deficiency Syndrome (AIDS).

_____   _____

Parent Signature   Date

20____ - 20____   HOME LANGUAGE SURVEY FOR PRE-K-12 SCHOOL DISTRICTS

OKLAHOMA STATE DEPARTMENT OF EDUCATION — CHAMPION EXCELLENCE

STUDENT INFORMATION

Name of Student: _____   Grade:_____
  Last Name   First Name   Middle Name

Date of Birth: _____   School: _____   Student ID # _____   Gender: Male_____ Female_____
  MM/DD/YYYY

Is the student of Hispanic or Latino culture or origin?   Yes_____   No_____

Select one or more of the following races:
_____ African American/Black   _____ American Indian/Alaskan Native   _____ Asian
_____ Native Hawaiian/Pacific Islander   _____ Caucasian/White

1. What is the dominant language **most often** spoken by the student?   _____

2. What is the language **routinely** spoken in the home, regardless of the language spoken by the student? _____

3. What language was **first** learned by the student?   _____

4. Does the parent/guardian need **interpretation** services? Yes _____   No _____   If so, what language? _____

5. Does the parent/guardian need **translated** materials? Yes _____   No _____   If so, what language?   _____

6. What was the date the student first enrolled in a school in the United States? _____
                                             MM/YYYY

_____
    Date (MM/DD/YYYY)   Parent / Guardian Signature

SCHOOL USE ONLY
Please have test score documentation available for the Regional Accreditation Officer to review.

☐ **Other language than English indicated TWO OR MORE times on questions 1 – 3 above**. The student is classified as "more often" and automatically qualifies as **bilingual** on the accreditation report.

☐ **Other language than English indicated ONLY ONCE on questions 1 – 3 above**. The student is classified as "less often" and only qualifies as **bilingual** on the accreditation report *if* **he or she meets one of the following** (any selection below REQUIRES appropriate documentation):

☐ 1. Designated English Learner on one of the Oklahoma English language proficiency assessments: ACCESS for ELLs 2.0, Alternate ACCESS for ELLs, WIDA Screener, WIDA MODEL, K-WAPT, W-APT or Oklahoma Pre-K Language Screening Tool.
☐ 2. Scored unsatisfactory or limited knowledge in Reading on the Oklahoma State Testing Program (OSTP).
☐ 3. Scored at or below the 35th percentile (or equivalent) composite reading score from spring of the previous school year on a state approved norm-referenced test (NRT).

DOCUMENTATION OF A TEST RESULT FOR STUDENTS MARKED LESS OFTEN

Date(s) of Kindergarten ACCESS, ACCESS for ELLs 2.0, or Alternate ACCESS Test	Score(s) on Kindergarten ACCESS, ACCESS for ELLs 2.0, or Alternate ACCESS		Date(s) of WIDA Screener or K-WAPT/WAPT or WIDA MODEL	Score(s) on WIDA Screener or K-WAPT/WAPT or WIDA MODEL	
	Composite Score	Literacy Score		Composite Score	Literacy Score
	1.	2.		1.	2.
	1.	2.			

Date(s) of Reading OSTP	Score(s) on Reading OSTP				Date of the Oklahoma Pre-K Language Screening Tool	Score on Pre-K Language Screening Tool
	Unsatisfactory	Limited Knowledge	Satisfactory	Advanced		
	Unsatisfactory	Limited Knowledge	Satisfactory	Advanced		
	Unsatisfactory	Limited Knowledge	Satisfactory	Advanced		%

Date(s) Norm Reference Test (NRT)	Name of the NRT	Reading Total Composite Score(s) %	
			From Above:
			Question 1: Reference WAVE code 1036
			Question 2: Reference WAVE code 1037
			Question 3: Reference WAVE code 1038

DATOS DEL ALUMNO

Nombre del alumno: _____   Grado: _____

        Apellido(s)   Nombre   Segundo nombre

Fecha de nacimiento: _____ Escuela: _____ No. de carnet estudiantil: _____   Género: M_____ F_____

      MM/DD/AAAA

¿Es el alumno de cultura u origen hispano o latino? Sí_____ No_____

Seleccione una o más de las siguientes razas:

_____ afroamericana/negra   _____ amerindia o nativa de Alaska   _____ asiática

_____ hawaiana o isleña del Pacífico   _____ caucásica/blanca

1. ¿Cuál es el idioma predominante que **con mayor frecuencia** habla el alumno?   _____

2. ¿Cuál es el idioma que **normalmente** se habla en el hogar, independientemente del idioma que habla el alumno?   _____

3. ¿Cuál fue el idioma que el alumno aprendió **por primera vez**?   _____

4. ¿Requiere el padre/tutor servicios de **interpretación?** Sí _____ No _____ En su caso, ¿para qué idioma? _____

5. ¿Requiere el padre/tutor materiales **traducidos?** Sí _____ No _____ En su caso, ¿a qué idioma?   _____

6. ¿En qué fecha se inscribió el alumno por primera vez en una escuela en Estados Unidos? _____

                                         MM/AAAA

_____   _____

      Fecha (MM/DD/AAAA)   Firma del padre/tutor

SOLO PARA USO INTERNO
Favor de facilitar al Oficial Regional de Acreditación documentación que avale las calificaciones en el examen para su revisión.

☐ **Other language than English indicated TWO OR MORE times on questions 1 – 3 above**. The student is classified as "more often" and automatically qualifies as **bilingual** on the accreditation report.

☐ **Other language than English indicated ONLY ONCE on questions 1 – 3 above**. The student is classified as "less often" and only qualifies as **bilingual** on the accreditation report *if* he or she meets one of the following (any selection below REQUIRES appropriate documentation):

    ☐ 1. Designated English Learner on one of the Oklahoma English language proficiency assessments: ACCESS for ELLs 2.0, Alternate ACCESS for ELLs, WIDA Screener, WIDA MODEL, K-WAPT, W-APT or Oklahoma Pre-K Language Screening Tool.

    ☐ 2. Scored unsatisfactory or limited knowledge in Reading on the Oklahoma State Testing Program (OSTP).

    ☐ 3. Scored at or below the 35th percentile (or equivalent) composite reading score from spring of the previous school year on a state approved norm-referenced test (NRT).

DOCUMENTATION OF A TEST RESULT FOR STUDENTS MARKED LESS OFTEN

Date(s) of Kindergarten ACCESS, ACCESS for ELLs 2.0, or Alternate ACCESS Test	Score(s) on Kindergarten ACCESS, ACCESS for ELLs 2.0, or Alternate ACCESS		Date(s) of WIDA Screener or K-WAPT/WAPT or WIDA MODEL	Score(s) on WIDA Screener or K-WAPT/WAPT or WIDA MODEL	
	Composite Score	*Literacy Score*		*Composite Score*	*Literacy Score*
	1.	2.		1.	2.
	1.	2.			

Date(s) of Reading OSTP	Score(s) on Reading OSTP				Date of the Oklahoma Pre-K Language Screening Tool	Score on Pre-K Language Screening Tool
	Unsatisfactory	Limited Knowledge	Satisfactory	Advanced		
	Unsatisfactory	Limited Knowledge	Satisfactory	Advanced		
	Unsatisfactory	Limited Knowledge	Satisfactory	Advanced		%

Date(s) Norm Reference Test (NRT)	Name of the NRT	Reading Total Composite Score(s) %

From Above:
Question 1: Reference WAVE code 1036
Question 2: Reference WAVE code 1037
Question 3: Reference WAVE code 1038

Elementary and Secondary Education Act (ESSA) Military Identifier

Student Name: _____ Grade: _____

Individuals serving in the Army, Navy, Air Force, Marine Corps, Coast Guard, and the National Guard or Air National Guard of any state are "member[s] of the Armed Forces" as defined under the *Every Student Succeeds Act* (see 10 U.S.C. § 101(a)(4)).

1. **Is parent(s) a member of the Armed Forces?**

   _____ Yes, proceed to the next question.
   _____ No, you can stop here.

2. Parent is a **full-time member of the regular Army, Navy, Air Force, Marine Corps, or Coast Guard?**

   _____ Yes, you can stop here. (Military subgroup)
   _____ No, proceed to the next question.

3. Is the parent a member of the **Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, or Coast Guard Reserve** who has been **ordered to active duty?**

   _____ Yes, provide a copy of the duty orders indication currently in active
        Status. You can stop here. (Military subgroup)
   _____ No, proceed to the next question.

4. Is the parent a member of the **National Guard or Air National Guard** who has been **ordered to active duty?**

   _____ Yes, provide a copy of the duty orders indicating that they are currently in
        national active status. (Military subgroup)
   _____ No

Please notify the school of any change of status.

Parent Signature: _____ Date: _____

GUTHRIE PUBLIC SCHOOLS
CONSENT TO RECEIVE AUTOMATED TELEPHONE NOTICES

<u>Student Information</u>

Names and grades of your children enrolled in the District:

Student's Name: _____ Grade:_____
Student's Name: _____ Grade:_____
Student's Name: _____ Grade:_____

<u>Notice Regarding Autocalls</u>

In order to provide parents with prompt notice of information related to school events and activities, the District may use automatic telephone dialing equipment to make calls and deliver texts and pre-recorded messages to your cell and/or residential phone number(s), pursuant to your authorization below. These calls will include, but not be limited to:

- Notice of school closing due to weather or other reasons
- Notice that your child was absent from school or one or more classes
- Notice of parent-teacher conferences
- Notice of upcoming school events
- Notice of an emergency situation at school
- Any other notice related to school that District officials determine should be communicated by an automated telephone message.

<u>Authorization</u>

☐ **Yes, please add the following number(s) to the district's autocall system:**

(____) ____-_____ ☐ cell
(____) ____-_____ ☐ residential

If this is a cell number, I certify that this is my personal cell number (a separate consent is required for each cell phone user). I understand that standard messaging and phone usage rates may apply.

☐ **No, I do not wish to receive any autocalls from the district.** I understand that unless I give consent (above) I will not receive any autocalls regarding my student or district activities regardless the nature of the communication.

☐ **Remove the following numbers from the district's autocall system.**

(____) ____-_____ ☐ cell
(____) ____-_____ ☐ residential

I understand that I will not receive any autocalls regarding my student or district activities.

Date: _____
Parent/Guardian Printed Name: _____
Parent/Guardian Signature: _____

INTERNET ACCEPTABLE USE POLICY

A.	**Purpose Statement.** Independent School District No. 1 of Logan County, Oklahoma (the "District") provides its students and employees with access to the district's computer network system, including Internet access, in an effort to expand the informational and communication resources in furtherance of the district's goal of promoting educational excellence. It is hoped that the expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity and result in better communication between the district and its patrons.

The Internet has often been described as the information super-highway. The Internet consists of a network of servers connecting thousands of computers worldwide, permitting access and communication with millions of individual users. Through the Internet, the district may provide students, faculty and staff access to:

_	electronic mail providing communication with people throughout the world;

_	information and news, including the opportunity to correspond with scientists at research institutions in the public and private sector, including NASA;

_	public domain software and shareware of all types;

_	news groups, or discussion groups, covering a wide range of topics appropriate to the educational purposes of the district;

_	access to university libraries, the Library of Congress and other repositories of information;

_	World Wide Web access to information containing text, graphics and photographs, as well as sound on literally millions of topics

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the district or which is inappropriate for distribution to children. The district has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The district firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of these networks relies upon the proper conduct of the end users and the users' adherence to generally accepted guidelines. The guidelines provided in this policy are designed to promote the efficient, ethical and legal utilization of network resources. If a district user violates any of these provisions, his or her account will be terminated and future access could be denied. The user's signature on the Internet Access Agreement is a legally binding obligation, affirming that the user has read the terms and conditions of the Internet Acceptable Use Policy, understands the policies and agrees to abide by all terms and conditions described in the policy or subsequently implemented by the district's Director of Technical Services. Students' use of the district's system will also be governed by a student code of conduct.

B.	**Internet Access - Terms and Conditions**.

1)	**Acceptable Use**. **THE USE OF THE DISTRICT SYSTEM, WHETHER BY STUDENTS, FACULTY OR STAFF, MUST BE IN SUPPORT OF EDUCATION AND CONSISTENT WITH THE EDUCATIONAL OBJECTIVES OF THE DISTRICT**. The use of any other organizations' network or computing resources must comply with the rules and regulations appropriate for that network. **THE TRANSMISSION OR RECEIPT OF ANY MATERIAL IN VIOLATION OF ANY UNITED STATES OR STATE LAW OR REGULATION AND THE TRANSMISSION OR RECEIPT OF ANY MATERIAL INCONSISTENT WITH THE EDUCATIONAL OBJECTIVES OF THE DISTRICT IS PROHIBITED**. This includes, but is not limited to: copyrighted material, threatening, indecent, lewd or obscene material, or material protected by trade secret. Use of the district system for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

2)	**Parental Consent**. In order for a student to gain access to the district system, the student's parent or guardian must be provided a copy of the Internet Acceptable Use Policy and sign the Internet Access Agreement requesting that their child be given Internet access under the terms and conditions described in this policy. Parents may withdraw their consent at any time. **THERE IS, HOWEVER, A WIDE RANGE OF INFORMATION AVAILABLE THROUGH THE INTERNET WHICH EITHER IS NOT APPROPRIATE FOR ACCESS BY MINORS, HAS NO EDUCATIONAL VALUE OR DOES NOT MEET WITH THE PARTICULAR VALUES OF THE FAMILIES OF THE STUDENT. THE DISTRICT SYSTEM AND INTERNET ACCEPTABLE USE POLICY CONTAIN DEVICES AND RESTRICTIONS ON USE**

INTENDED TO PREVENT ACCESS TO INAPPROPRIATE MATERIAL OR INFORMATION. IT IS IMPOSSIBLE FOR THE DISTRICT TO GUARANTEE THAT STUDENTS WILL NOT BE EXPOSED TO INAPPROPRIATE MATERIAL THROUGH THEIR USE OF THE INTERNET. THE DISTRICT BELIEVES THAT PARENTS BEAR PRIMARY RESPONSIBILITY FOR COMMUNICATING ACCEPTABLE BEHAVIOR AND FAMILY VALUES TO THEIR CHILDREN. THE DISTRICT ENCOURAGES PARENTS TO DISCUSS WITH THEIR CHILDREN WHAT MATERIAL IS AND IS NOT ACCEPTABLE FOR THEIR CHILDREN TO ACCESS THROUGH THE DISTRICT SYSTEM.

3)　　**Privilege of Use**. The district system and its Internet access is a privilege afforded to students, staff and employees of the district. Use of these resources is not a right and inappropriate use will result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this policy or use determined by the district's system administrators to be inappropriate under particular facts and circumstances.

4)　　**Inappropriate Use**. Each system user is expected to comply with all district policies governing Internet access and to abide by generally-accepted rules of network etiquette. These general rules include, but are not limited to, the following:

a) Appropriate language - Do not use abusive language in messages to others. Be polite. Do not use obscene, indecent, lewd or profane language, vulgarities, rude or disrespectful language. Do not engage in personal attacks or activities intended to distress, harass or annoy another user.

b) Safety - Do not reveal personal contact information about yourself or any other person. This information includes telephone numbers and addresses. Do not use the Internet access to arrange meetings with persons you have met on line. Users will promptly disclose to the teacher, district system administrator or to some other member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable.

c) Electronic mail - Users should be aware that electronic mail (E-Mail) may not be assumed to be a private communication. The district and system administrators do have access to E-Mail. Messages relating to or in support of illegal activities will be reported to the authorities. System users should not post any message which is intended to be private.

d) Network resources - System users should not use the network in a way that will disrupt the use of the network by other users. **THE NETWORK SHOULD BE USED FOR EDUCATIONAL, PROFESSIONAL AND CAREER DEVELOPMENT ACTIVITIES ONLY**. System users should refrain from downloading large files unless absolutely necessary, and then only when the system is not being heavily used. Such files should be removed from the system computer to the user's personal computer as soon as possible.

e) Intellectual property - Do not plagiarize works obtained from the Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.

5)　　**Limitation of Liability**. The district makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which you may suffer through use of the district system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The district is not responsible for the accuracy or quality of information obtained through use of the district system or the Internet. The district is not responsible for any financial obligations which may be incurred through use of the district system.

6)　　**Security**. Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual account and should take precautions to prevent others from accessing that account. Under no conditions should a user provide their personal password to another person. If you identify a potential security problem on the district system or the Internet, you must notify the system administrator immediately. You should not demonstrate the problem to others, nor should you intentionally attempt to identify potential security problems. In either instance, your actions may be misinterpreted as an illegal attempt to gain unauthorized access. Any attempt to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with the district system or any other computer system may be denied further access.

7)　　**Vandalism**. Vandalism of district hardware, software or the system itself will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the district, of another user or of any other network connected to the Internet or all or any portion of the district's computer network system or any other network or system connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or any actions that disrupt, "crash" or "bomb" all or any portion of the district's computer system. All system users shall avoid the accidental spread of computer viruses by strict adherence to district policies governing the downloading of software. No system user may use the system to "hack" or attempt to gain unauthorized access to any other computer system, network or site or any unauthorized portion of the district's system.

8)　　**Inappropriate Material**. Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the district system to access information or to distribute information or material which is:

a) <u>Obscene to minors</u>, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.

b) <u>Libelous</u>, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.

c) <u>Vulgar, lewd or indecent</u>, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.

d) <u>Display or promotion of unlawful products or services</u>, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

e) <u>Group defamation or hate literature</u>, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender, or disability or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.

f) <u>Disruptive school operations</u>, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

9)   **Employee Access**. In order for any employee of the district to gain access to the district system, the employee must sign the Employee Internet Access Agreement.

10)   **Application and Enforceability**. The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each system user. **BY EXECUTING THE INTERNET ACCESS AGREEMENT, THE SYSTEM USER AGREES TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED IN THIS ACCEPTABLE USE POLICY. THE SYSTEM USER ACKNOWLEDGES THAT ANY VIOLATION OF THIS ACCEPTABLE USE POLICY MAY RESULT IN ACCESS PRIVILEGES BEING REVOKED, DISCIPLINARY ACTION BEING TAKEN, INCLUDING, AS TO STUDENTS, DISCIPLINARY ACTION UNDER THE DISTRICT'S STUDENT DISCIPLINE POLICY AND, AS TO EMPLOYEES, ANY SUCH DISCIPLINE AS MAY BE ALLOWED BY LAW, INCLUDING TERMINATION OF EMPLOYMENT.**

C.   Education of Students Regarding Appropriate On-Line Behavior. In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the District is educating minors about appropriate on-line behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. As part of this education, the following information on Cyber Bullying and Internet Safety is distributed with this Policy to all students and parents for their review prior to signing an Internet Access Agreement to access the Internet:

Cyber Bullying and Internet Safety

As young people embrace the Internet and other mobile communication technologies, bullying has manifested itself in a new and potentially more dangerous way – through cyber bullying. Cyber bullying can generally be defined as sending or posting harmful or malicious messages or images through e-mail, instant messages, cell phones and websites. It is emerging as one of the more challenging issues facing educators, since it has a direct impact on students but often occurs away from school property.

Examples of cyber bullying include, but are not limited to:

- Sending cruel, vicious and sometimes threatening messages;
- Creating websites that contain stories, cartoons, pictures and jokes ridiculing others;
- Posting pictures of classmates on-line with intent to embarrass them;
- Breaking into an e-mail account and sending vicious or embarrassing material to others;
- Engaging in IM (instant messaging) to trick another person into revealing sensitive or personal information and forwarding that information to others; and
- Taking a picture of a person using a digital phone camera and sending that picture electronically to others without consent.

Social Networking Sites

Most teenagers visit websites to communicate with friends and meet new people. **MySpace.com** is a social networking site, one of many that have become increasingly popular with students. MySpace allows students to create a personal website (for free), post pictures, add comments, and use it to meet "on-line friends." The website often includes their full name, telephone number, address, school name, and a picture.

YouTube is a similar site dedicated to hosting video clips.

About 68 million people reportedly use MySpace and millions more use other social networking sites, such as: friendster.com; livejournal.com; nexopia.com; and facebook.com. According to MySpace, 22% of its users are younger than 18. The danger lies in that the Internet is vast, public and constantly expanding. And, if students have not developed critical thinking skills, are unsupervised or create websites that are not monitored, they can be at risk of unknowingly communicating with predators, spammers or pornographers.

As such sites proliferate, students should be warned not to post identifying information to the site and never to meet someone in person they have met through the site unless an adult accompanies them. And, parents should conduct frequent reviews of the site to ensure that identifying information or pictures have not been posted.

MySpace will cooperate in shutting down a site created solely to harass another individual.

Internet Safety

No action is foolproof, but there are steps students can take to protect themselves on-line and lessen the chance of becoming the victim of unsolicited messages:

- Never give out personal information, passwords, PIN numbers, etc.
- Remember that personal information includes your name, age, e-mail address, the names of family or friends, your home address, phone number (cell or home) or school name.
- Choose a user name that your friends will recognize but strangers will not recognize (such as a nickname used at school). This will help you to identify yourself to friends and lets you know who is trying to communicate with you.
- Do not submit or post pictures of yourself to any website, including your own. These can easily be copied and posted to any other website.
- Passwords are secret. Never tell anyone your password except your parents or guardians.
- Do not respond to "spam" or unsolicited e-mail.
- Set up e-mail and instant messenger accounts with your parents.
- Do not respond to, or engage in, cyber abuse.

If you are the victim of a cyber bully:

- Do not reply to messages from cyber bullies.
- Tell an adult you know and trust. Just as with any other kind of bullying, ignoring it often leads to escalation.
- If the bullying is occurring through text messaging, use "call display" or dial *69 to identify the phone number and have it tracked through your cell phone/pager service provider.
- Instant messages (e.g. Yahoo instant messenger; Microsoft Messenger) are best handled by blocking messages from certain senders.
- Bullies are likely to register for an anonymous e-mail account, such as Hotmail, Yahoo or G-Mail, using a fake name. If you receive threatening e-mail messages, instruct your e-mail program to block messages from that address. Then, inform your Internet Service Provider (ISP).
- If physical threats are made or the bullying escalates, inform your local police.
- Do not erase or delete messages from cyber bullies. You do not have to read them; but keep them as evidence. You may get similar messages from other accounts. The police, your ISP and/or your telephone company can use these messages to help you.
- If necessary, get a new phone number, account or e-mail address and give it out to only one (1) person at a time.

Suggestions for Parents:

- Make sure your children understand how vast and public the Internet is. Remind them that anything they post or send in a message is virtually available to be seen or read by anyone in the world.
- Talk to your children about cyber bullying. Make sure they understand what it is. Let them know that cyber bullying is no less serious and unacceptable than other forms of bullying.
- Set up the family computer in an open, common area so that you can monitor what your child is sending and receiving.
- Inform your ISP or cell phone service provider of any abuse. Although it can take a lot of time and effort to get Providers to respond and deal with your complaints about cyber bullying, it is necessary in order to try to stop it from reoccurring.
- Purchase software that can help track activity. There are parental controls that filter both IM and chat rooms.

GUTHRIE SCHOOL DISTRICT

<u>STUDENT INTERNET ACCESS</u>

<u>AGREEMENT</u>

STUDENT SECTION:

Student Name_____   Grade _____

(Last)   (First)   (Middle)

School_____

Home Address_____   Home Phone No._____

I have received a copy of the Internet Acceptable Use Policy and Student Handbook. I have read and agree to abide by their provisions. I understand that any violation of the use provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

Student's Signature_____   Date_____

SPONSORING PARENT OR GUARDIAN SECTION (Required):

I have read the Internet Acceptable Use Policy and Student Handbook for Guthrie Public Schools. I understand that the School District has taken reasonable precautions to ensure that access to controversial material is limited to the extent possible. I realize, however, that it is not possible to completely prevent access to inappropriate material. I will monitor my child's use of the network and his/her access to the Internet, and will accept full responsibility for supervision in that regard if and when my child's use is not in a school setting. I hereby release the School District from liability in the event that my child acquires inappropriate material through use of the District's computing resources or the Internet. I hereby request that the District issue an account for my child and certify that the information contained on this form is correct.

Parent's Signature_____   Date_____

Home Address_____   Home Phone No._____

Student Access Agreement must be renewed each academic year

OSSAA ELIGIBILITY RECORD FORM FOR NEW STUDENTS IN GRADES 7-12
(TO BE FILLED OUT BY THE STUDENT AND PARENT AND FILED IN PRINCIPAL'S OFFICE)

NAME OF STUDENT (PRINT) _____ Grade _____ Birth date _____ Age _____

Student's Current Address_____

Last School attended _____ Last School Address _____ Zip_____

NOTE: STUDENT AND PARENT MUST SIGN BELOW AND EXPLAIN ALL "YES" ANSWERS FROM BELOW ON BACK OF FORM.

YES NO

☐ ☐ 1. Will you be 14 years of age for 7th grade, 15 years of age for eighth grade, 16 years of age for ninth grade, or 19 years of age for high school participation before September 1? (Rule 1)

☐ ☐ 2. Have you missed school more than 10% of the school days taught for this 18-week grading period? (Rule 2)

☐ ☐ 3. Did you fail any classes during the last 18-week grading period? (Rule 3 & 4)

☐ ☐ 4. Are you currently failing any class? (Rule 3)

☐ ☐ 5. Were you ineligible to participate at any time during the last 18-week grading period? (Rules 3 & 4)

☐ ☐ 6. Have you done anything to jeopardize your amateur status such as receiving cash or merchandise connected with an athletic activity? (Rule 5)

☐ ☐ 7. Have you completed all 12th grade requirements for high school graduation? (Rule 6)

☐ ☐ 8. Have you failed any semesters (received no credit for the semester) since the time you entered the 7th grade? (Student's are generally lmited to participating in athletics during the 7th grade and the five school years that follow consecutively after that school year- Rule 7)

☐ ☐ 9. Are you now or have you ever repeated any grade since entering the 7th grade? (Rule 7)

☐ ☐ 10. Do you live with someone now other than whom you lived with last school year? (Rule 8)

☐ ☐ 11. Do you live with someone other than your parents? (Rule 8)

☐ ☐ 12. Do you live with only one parent? (Rule 8)

☐ ☐ 13. Do you live outside this school district? (Rule 8)

☐ ☐ 14. Is more than one residence owned, rented or maintained by your parents or guardian? (Rule 8)

☐ ☐ 15. Have you ever attended school outside the district where your parents reside? (Rule 8)

☐ ☐ 16. Are there other family members in grades K-12 attending a different school district other than the district you are now attending?

☐ ☐ 17. Have you ever participated at any school outside the district in which both parents had residence? (Rule 8)

☐ ☐ 18. Have you, your parents, or your guardians ever been influenced in any manner by anyone in this school district to attend this school to engage in athletics? (Rule 9)

☐ ☐ 19. Have you ever been granted athletic eligibility on the basis of an OSSAA hardship waiver? (Rule 20)

☐ ☐ 20. Were you on an approved foreign exchange program last year? (Hardship Waiver Manual-IX)

☐ ☐ 21. Have you participated in a foreign exchange program for more than 365 days? (Hardship Waiver Manual-IX)

☐ ☐ 22. Were you suspended, expelled, or under discipline at the previous school attended, or were you or your parents having a conflict with a coach, teacher, or administrator at the time you left your previous school? (Rule 4 and 8)

Each of the undersigned also acknowledge and agree that identifying information about the above-mentioned student may be disclosed to OSSAA in connection with any investigation or inquiry concerning the student's eligibility to participate and/or any possible violation of OSSAA rules. OSSAA will undertake reasonable measures to maintain the confidentiality of such identifying information, provided that such information has not otherwise been publicly disclosed in some manner.

If the above guidelines are not satisfied for athletic eligibility, the student may be ineligible for one year. (See Rule 8)
INCORRECT INFORMATION COULD CAUSE ELIGIBILITY TO BE REVOKED AND COULD RESULT IN THE
FORFEITURE OF CONTESTS IN WHICH THE STUDENT HAS PARTICIPATED IN ADDITION TO OTHER PENALTIES.

_____   _____
(Student)   (Date)   (Coach)   (Date)

_____
(Parent/Guardian)   (Date)

PLEASE EXPLAIN ALL "YES" ANSWERS IN THE SPACE BELOW.

U.S. Department of Education
Office of Indian Education
Washington, DC 20202
TITLE VI ED 506 INDIAN STUDENT ELIGIBILITY CERTIFICATION FORM

Parent/Guardian: This form serves as the official record of the eligibility determination for each individual child included in the student count.   You are not required to complete or submit this form. However, if you choose not to submit a form, your child cannot be counted for funding under the program**. This form should be kept on file and will not need to be completed every year.** Where applicable, the information contained in this form may be released with your prior written consent or the prior written consent of an eligible student (aged 18 or over), or if otherwise authorized by law, if doing so would be permissible under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and any applicable state or local confidentiality requirements.

STUDENT INFORMATION

Name of the Child _____ Date of Birth _____ Grade _____
            (As shown on school enrollment records)
Name of School _____

TRIBAL ENROLLMENT

Name of the individual with tribal enrollment: _____
                    (Individual named must be a descendent in the first or second generation)

The individual with tribal membership is the: _____ Child   _____ Child's Parent   _____ Child's Grandparent

Name of tribe or band for which individual above claims membership: _____

    The Tribe or Band is (select only one):
        _____ Federally Recognized
        _____ State Recognized
        _____ Terminated Tribe (Documentation required. Must attach to form)
        _____ Member of an organized Indian group that received a grant under the Indian Education Act of 1988
            as it was in effect October 19, 1994. (Documentation required. Must attach to form)

Proof of enrollment in tribe or band listed above, as defined by tribe or band is:

A. Membership or enrollment number (if readily available) _____ OR

B. Other Evidence of Membership in the tribe listed above (describe and attach) _____

Name <u>and</u> address of tribe or band maintaining enrollment data for the individual listed above:

Name _____ Address _____

                    City _____State _____Zip Code _____

ATTESTATION STATEMENT

I verify that the information provided above is accurate.

Name Parent/Guardian _____ Signature _____

Address _____ City _____State _____Zip Code _____

Email Address _____ Date _____

INSTRUCTIONS FOR THE ED 506 FORM

FOR APPLICANTS:

PURPOSE: To comply with the requirements in 20 USC 7427(a), which provides that: "The Secretary shall require that, as part of an application for a grant under this subpart, each applicant shall maintain a file, with respect to each Indian child for whom the local educational agency provides a free public education, that contains a form that sets forth information establishing the status of the child as an Indian child eligible for assistance under this subpart, and that otherwise meets the requirements of subsection (b)".

MAINTENANCE: A separate ED 506 form is required for each Indian child that was enrolled during the count period. A new ED 506 form does **NOT** have to be completed each year. All documentation must be maintained in a manner that allows the LEA to be able to discern, for any given year, which students were enrolled in the LEA's school(s) and counted during the count period indicated in the application.

FOR PARENTS/GUARDIANS:

DEFINITION: Indian means an individual who is (1) A member of an Indian tribe or band, as membership is defined by the Indian tribe or band, including any tribe or band terminated since 1940, and any tribe or band recognized by the State in which the tribe or band resides; (2) A descendant of a parent or grandparent who meets the requirements described in paragraph (1) of this definition; (3) Considered by the Secretary of the Interior to be an Indian for any purpose; (4) An Eskimo, Aleut, or other Alaska Native; or (5) A member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect on October 19, 1994.

STUDENT INFORMATION: Write the name of the child, date of birth and school name and grade level.

TRIBAL ENROLLMENT INFORMATION: Write the name of the individual with the tribal membership. Only one name is needed for this section, even though multiple persons may have tribal membership. Select only one name: either the child, child's parent or grandparent, for whom you can provide membership information.

Write the name of the tribe or band of Indians to which the child claims membership. The name does not need to be the official name as it appears exactly on the Department of Interior's list of federally-recognized tribes, but the name must be recognizable and be of sufficient detail to permit verification of the eligibility of the tribe. Check only one box indicated whether it is a Federally Recognized, State Recognized, Terminated Tribe or Organized Indian Group. If Terminated Tribe or Organized Indian Group is elected, additional documentation is required and must be attached to this form.

- **Federally Recognized**- an American Indian or Alaska Native tribal entity limited to those indigenous to the U.S. The Department of Interior maintains a list of federally-recognized tribes, which OIE can provide you upon request.
- **State Recognized-** an American Indian or Alaska Native tribal entity that has recognized status by a State. The U.S. Department of Education does not maintain a master list. It is recommended that you use official state websites only.
- **Terminated Tribe**-a tribal entity that once had a federally recognized status from the United States Department of Interior and had that designation terminated.
- **Organized Indian Group**- Member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.

Write the enrollment number establishing the membership of the child, if readily available, or other evidence of membership. If the child is not a member of the tribe and the child's eligibility is through a parent or grandparent, either write the enrollment number of the parent or grandparent, or provide other proof of membership. Some examples of other proof of membership may include: affidavit from tribe, CDIB card or birth certificate. Write the name and address of the organization that maintains updated and accurate membership data for such tribe or band of Indians.

ATTESTATION STATEMENT: Provide the name, address and email of the parent or guardian of the child. The signature of the parent or guardian of the child verifies the accuracy of the information supplied.

The Department of Education will safeguard personal privacy in its collection, maintenance, use and dissemination of information about individuals and make such information available to the individual in accordance with the requirements of the Privacy Act.

PAPERWORK BURDEN STATEMENT According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0021. The time required to complete this portion of the information collection per type of respondent is estimated to average: 15 minutes per Indian student certification (ED 506) form; including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, S.W., LBJ/Room 3W203, Washington, D.C. 20202-6335. OMB Number: 1810-0021 Expiration Date: 07/31/2019.

TITLE VI STUDENT ELIGIBILITY

CERTIFICATION FORM 506 ATTACHMENT

I currently have on file with the Guthrie Public School District, for the

20___ – 20___ school year, a Title VII Student Eligibility Certification Form 506 for

the following child:

_____

Print Child's Full Legal Name

I accept all responsibility for the decision determining their qualifications are a

Native American. I have been in contact with the Native American Tribe declared,

and understand if the Federal government finds this child not eligible, I am

responsible for all debts incurred for any services rendered. The services

currently in concern will be after school tutoring.

_____   _____

Parent / Guardian Signature   Date

_____   _____

Tribe Name   Tribe Member's Name

Student's Name_____

<div align="center">

Please Print (First and Last Name)

Guthrie Junior High School 2018-2019
Seventh Grade Enrollment Form

</div>

Required Subjects

All 7th grade students will automatically be enrolled in these classes: FLEX, Math, Life Science, Geography, Reading, Creative Writing and STEM. However, we also offer Honors Math and Honors Reading. ***Please see back of paper for information about the Honors Math and Honors Reading classes.** Please place a checkmark to indicate that you would like to enroll in Honors class. Leave blank if you wish to just have regular 7th grade math and/or reading class.

<div align="center">

_____Honors Math _____Honors Reading

</div>

Elective Courses: Students will have two class periods for electives. The course descriptions (on back) are given to facilitate the selection of elective classes for the year. In the scheduling process, your top choices will be honored if at all possible. We will work to have the best schedule possible for each student; however, once the schedule has been determined, each student should understand schedules are set for the year.

Please rank all classes by placing a 1 by the class of highest interest, to 16 being the class of lowest interest.

_____Life Skills(1 semester)   _____History Through Film(1 semester)

_____Art(1 semester)   _____P.E.(1 semester)

_____The World in Motion(1 semester)   _____Building the World(1 semester)

_____Current Events(1 semester)   _____Exploring the World(1 semester)

_____Reading for Pleasure(1 semester)   _____Health(1 semester)

_____Y'all Come Choir(1 semester)   _____Bluejay Productions(1 semester)

_____Show Choir(Full Year)   _____Student Council(Full Year)

_____Performing Band(Full Year)   _____Women's Choir(Full Year)

_____Men's Choir(Full Year)

Parent Signature_____**Date**_____

All students must show proof that they have had their T-dap booster shot at enrollment in August. Please bring shot records with you.

<div align="center">

ALL SPORTS ARE BEFORE OR AFTER SCHOOL.

</div>

Student's Name_____

Guthrie Junior High School
Enrollment 2018-2019 Eighth Grade

<u>**Required Subjects**</u>
All 8th grade students will automatically be enrolled in these classes: FLEX, Math, Earth Science, U.S. History, Reading, Creative Writing and STEM. ***Please see information below concerning Algebra I.**

Please indicate your desire to receive Honors Reading by checking the following line: _____Honors Reading

<u>**Elective Courses:**</u> Students will have two class periods for electives. The course descriptions (on back) are given to facilitate the selection of elective classes for the year. In the scheduling process, your top choices will be honored if at all possible. We will work to have the best schedule possible for each student; however, once the schedule has been determined, each student should understand schedules are set for the year.

Please rank classes by placing a 1 by the class of highest interest to 16 being the class of lowest interest.

_____Life Management (1 semester)   _____PE(1 semester)

_____Reading for Pleasure(1 semester)   _____History Through Film(1 semester)

_____Art(1 semester)   _____Y'all Come Choir(1 semester)

_____ Exploring the World(1 semester)   _____Building the World(1 semester)

_____The World in Motion(1 semester)   _____Current Events(1 semester)

_____Health(1 semester)   _____Bluejay Productions(1 semester)

_____Performing Band(Full Year)   _____Women's Choir(Full Year)

_____Men's Choir(Full Year)   _____Women's Show Choir(Full Year)

_____Agricultural Science(Full Year)   _____Student Council(Full Year)

Parent Signature_____**Date**_____

ALL SPORTS ARE BEFORE OR AFTER SCHOOL.

Algebra I Only students who successfully completed 7th grade Honors Math with a "C" or better both 1st and 2nd semester and passed the 7th grade OCCT Math test will be enrolled in Algebra I. Eighth grade Algebra I will be included on your High School transcript and cumulative High School GPA. This calculation will also count toward being considered for Valedictorian. If you do not take Algebra I in 8th grade and you want to be a Valedictorian you will need to take Geometry and Algebra II your sophomore year in order to meet the Valedictorian requirements.

Life Management allows students an opportunity to explore the relationship between work and everyday life while developing basic life skills. Projects are completed in the areas of personal hygiene, money management, family relationships, personal safety, nutrition, food preparation, clothing construction, volunteerism, ecology, parenting, child development, and career exploration.

Exploring the World will allow students to discover, observe and create things that make up the world that surround us. Topics will include: Tools used for observing, measuring and evaluating the ecosystem that we live in; How we share our world with other living things; Improving our health, our lives and our environment; Sustainability and our footprint on the world.

Building the World will allow students to apply principles of structural design and engineering through basic research, design and construction. They will have the opportunities to explore and construct various structures like Rube Goldberg machines, earthquake proof buildings and catapults.

The World in Motion will explore and create things that move. Topics will include: tools used for creating and maintaining motion; Mechanical, automated and robotic systems; Alternate and renewable energy devices; Air and CO2 powered vehicles.

Art includes the areas of fine arts and crafts as well as applied principles and elements of design.

P.E. units of physical fitness, life sports, team and individual sports, cardiovascular fitness, and organized games will be taught. It is mandatory to dress out and participate.

History through Film is perfect for the student who is inquisitive and interested in the study of history through social media. We will use film to approach the history of the United States through major historical periods from the Colonial Period through Reconstruction.

Reading for Pleasure is designed for the avid reader. The primary focus of this class is to read for enjoyment. Students will work alongside the school librarian to complete an interest inventory that will encompass a wide range of genres and publications.

Y'all Come Choir This choir is open to anyone that likes to sing, without the commitments of the honor choir.

Health will be an overview of healthy living and will cover such topics as: nutrition, exercise, relationships and mental health.

Current Events is designed to provide students with the opportunity to discuss understand and explore local, national, international, political, economic and social issues in a respectful, meaningful and active way. Throughout the semester, students will stay up to date on current issues and trends.

BlueJay Productions This course will teach students the basics of photography, camera functions, video editing, media analysis, and filmmaking. Students will work individually and in groups to write, shoot, and edit projects. Student projects during the semester include PSA's, commercials, short films, music video and news stories. Students interested in Film Editing, Public Speaking, and Journalism should enroll in this class.

Performing Band is for students who have successfully completed 7th grade band. Students must be able to demonstrate technical facility on their instrument and be able to function in a cooperative manner in a large group situation.

Women's Choir This choir has multiple performances throughout the year, as well as contests. You will have opportunities to audition for regional and state choirs as well.

Show Choir This is an opportunity to sing and dance, just like Glee! You need to be enrolled in Honor Choir to be in Show Choir.

Men's Choir This choir has multiple performances throughout the year, as well as contests. You will have opportunities to audition for regional and state choirs as well.

Student Council will plan, organize and execute school events and fundraisers (dances, dress up weeks, assemblies, campaigns, etc.) In this class, students will discover their leadership styles and learn how to use their strengths to their full potential. Students will also learn the basics of government and its functions.

Agricultural Science This course is designed to introduce students to the vast opportunities available in Agricultural Education. Students will also have the opportunity to participate in FFA activities.

*Honors Reading: Students that wish to be challenged with honors curriculum in their reading class should indicate by checking the appropriate line on the front page. Honors Reading will not be assigned by period rather will be dealt with on an individual basis. By selecting the appropriate line on the front page, teachers will have an idea of the students that wish to be challenged with the appropriate level of text and/or assessments.

7th grade elective class description

Life Skills will include the areas of food and nutrition, career education, and consumer education.

Art will include the areas of fine arts, crafts and applied principles, and elements of design.

P.E. will include physical fitness, life sports, and organized games.

The World in Motion will explore and create things that move. Topics will include: Tools used for creating and maintain motion; Mechanical, automated and robotic systems; Alternative & renewable energy devices; Air and CO_2 powered vehicles.

Building the World will apply principles of structural design and engineering through basic research, design and construction. Students will have the opportunities to explore and construct various structures like Rube Goldberg machines, earthquake proof buildings and catapults.

Exploring the World will be about discovering, observing and creating things that make up the world that surrounds us. Topics will include: Tools used for observing, measuring and evaluating the eco-systems that we live in; How we share our world with other living things; Improving our health, our lives and our environment; Sustainability and our footprint on the world.

Health will be an overview of healthy living and will cover such topics as: nutrition, exercise, relationships and mental health.

Reading for Pleasure is designed for the avid reader. The primary focus of this class is to read for enjoyment. Students will work alongside the school librarian to complete an interest inventory that will encompass a wide range of genres and publications.

Current Events is designed to provide students with the opportunity to discuss understand and explore local, national, international, political, economic and social issues in a respectful, meaningful and active way. Throughout the semester, students will stay up to date on current issues and trends.

History through Film is perfect for the student who is inquisitive and interested in the study of history through social media. We will use film to approach the history of the United States through major historical periods from the Colonial Period through Reconstruction.

Y'all Come Choir This choir is open to anyone that likes to sing, without the commitments of the honor choir.

Bluejay Productions This course will teach students the basics of photography, camera functions, video editing, media analysis, and filmmaking. Students will work individually and in groups to write, shoot, and edit projects. Student projects during the semester include PSA's, commercials, short films, music video and news stories. Students interested in Film Editing, Public Speaking, and Journalism should enroll in this class.

Band is for those students who have successfully completed beginning band. Members must be able to function in a cooperative manner in a large group situation.

Women's Choir This choir has multiple performances throughout the year, as well as contests. You will have opportunities to audition for regional and state choirs as well.

Show Choir This is an opportunity to sing and dance, just like Glee! You need to be enrolled in Honor Choir to be in Show Choir.

Men's Choir This choir has multiple performances throughout the year, as well as contests. You will have opportunities to audition for regional and state choirs as well.

Student Council will plan, organize and execute school events and fundraisers (dances, dress up weeks, assemblies, campaigns, etc.) In this class, students will discover their leadership styles and learn how to use their strengths to their full potential. Students will also learn the basics of government and its functions.

*Honors Math: Students who enroll in the Honors Math class need to be really strong in math and have scored High Satisfactory or Advanced on their 6th Grade OCCT Math test. Honors Math actually will skip regular 7th grade math and go directly into Pre-Algebra. You must then successfully complete this class to get into Algebra I your 8th grade year. Successful completion means you have a "C" or above at 1st and 2nd semester marking period and score satisfactory or advance on the 7th grade OCCT math test. If you do not meet the successful completion requirement to get into Algebra I you will be enrolled in Pre-Algebra again your 8th grade year.

*Honors Reading: Students that wish to be challenged with honors curriculum in their reading class should indicate by checking the appropriate line on the front page. Honors Reading will not be assigned by period rather will be dealt with on an individual basis. By selecting the appropriate line on the front page, teachers will have an idea of the students that wish to be challenged with the appropriate level of text and/or assessments.

2018-2019 Household Application for Free and Reduced Price School Meals

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

Apply online:

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

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

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

Child's First Name	MI	Child's Last Name	DOB	School Name	Grade	Student? Yes	Student? No	Foster Child	Homeless, Migrant, Runaway
						☐	☐	☐	☐
						☐	☐	☐	☐
						☐	☐	☐	☐
						☐	☐	☐	☐
						☐	☐	☐	☐

(Check all that apply)

STEP 2 — Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR?

If NO > Go to STEP 3.   **If YES >** Write a case number here then go to STEP 4 (Do not complete STEP 3)

Case Number: _____

Write only one case number in this space.

STEP 3 — Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

Are you unsure what income to include here?

Flip the page and review the charts titled "Sources of Income" for more information.

The "Sources of Income for Children" chart will help you with the Child Income section.

The "Sources of Income for Adults" chart will help you with the All Adult Household Members section.

A. Child Income

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

Child income: $ _____   How often? ○ Weekly ○ Bi-Weekly ○ 2x Month ○ Monthly

B. All Adult Household Members (including yourself)

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

Name of Adult Household Members (First and Last)	Earnings from Work	How often? Weekly	Bi-Weekly	2x Month	Monthly	Public Assistance/ Child Support/Alimony	How often? Weekly	Bi-Weekly	2x Month	Monthly	Pensions/Retirement/ All Other Income	How often? Weekly	Bi-Weekly	2x Month	Monthly
	$	○	○	○	○	$	○	○	○	○	$	○	○	○	○
	$	○	○	○	○	$	○	○	○	○	$	○	○	○	○
	$	○	○	○	○	$	○	○	○	○	$	○	○	○	○
	$	○	○	○	○	$	○	○	○	○	$	○	○	○	○
	$	○	○	○	○	$	○	○	○	○	$	○	○	○	○

Total Household Members (Children and Adults) _____

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member   X X X   X X   [ ]   **Check if no SSN** ☐

STEP 4 — Contact information and adult signature. Mail Completed Form To:

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

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

Printed name of adult signing the form	Signature of adult	Today's date

Sources of Income for Children

Sources of Child Income	Example(s)
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages

- Social Security
  - Disability Payments
  - Survivor's Benefits
	- A child is blind or disabled and receives Social Security benefits
	- A Parent is disabled, retired, or deceased, and their child receives Social Security benefits

-Income from person outside the household	- A friend or extended family member regularly gives a child spending money
-Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust

Sources of Income for Adults

Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
- Salary, wages, cash bonuses - Net income from self-employment (farm or business) If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - Child support payments - Veteran's benefits - Strike benefits	- Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household

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OPTIONAL   Children's Racial and Ethnic Identities

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

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

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

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Do not fill out   For School Use Only

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

Total Income _____

How often?   Weekly ○   Bi-Weekly ○   2x Month ○   Monthly ○

Household Size _____

Categorical Eligibility ☐

Eligibility: Free ○   Reduced ○   Denied ○

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

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

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

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, <u>even if your children attend more than one school in **Guthrie Public Schools**].</u> The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact **Jana Wanzer, SFA 405-282-8900 or 405-282-5952, email jana.wanzer@guthrieps.net].**

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

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

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

Who should I list here? When filling out this section, please include ALL members in your household who are:
- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending **Guthrie Public Schools**], <u>regardless of age.</u>

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) Is the child a student at [Guthrie Public Schools? Mark 'Yes' or 'No' under the column titled "Student" to tell us which children attend [name of school/school district here]. If you marked 'Yes,' write the grade level of the student in the 'Grade' column to the right.	C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing **STEP 1**, go to **STEP 4**. <u>Foster children who live with you may count as members of your household and should be listed on your application.</u> If you are applying for both foster and non-foster children, go to step 3.	D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and <u>complete all steps of the application.</u>

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, 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)
- Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program on Indian Reservations (FDPIR)

A) If no one in your household participates in any of the above listed programs:	B) If anyone in your household participates in any of the above listed programs:
- Leave **STEP 2** blank and go to **STEP 3**.	- Write a case number for SNAP, TANF, 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 caseworker. - Go to **STEP 4**.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled **"Sources of Income for Adults"** and **"Sources of Income for Children,"** 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 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

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, <u>even if they are not related and even if they do not receive income of their own.</u>
- *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.**

B) List adult household members' names.	C) Report earnings from work.	D) Report income from public assistance/child support/alimony.
Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." <u>Do not list any household members you listed in STEP 1.</u> If a child listed in **STEP 1** has income, follow the instructions in **STEP 3, part A.**	Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. *What if I am self-employed?* 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.	Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. <u>Do not report the cash value of any public assistance benefits NOT listed on the chart.</u> 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.	F) Report total household size.	G) Provide the last four digits of your Social Security Number.
Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.	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.	An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

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

| A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you. | B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult." | C) Mail Completed Form to: Guthrie Public Schools 802 East Vilas Guthrie, OK 73044 | 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. |

FREQUENTLY ASKED QUESTIONS ABOUT
FREE AND REDUCED-PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Guthrie Public Schools** offers healthy meals every school day. Breakfast costs **varies by site/see specific school**, lunch costs **varies by site/see specific school. 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.

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

FEDERAL ELIGIBILITY INCOME CHART for School Year: *2019*					
Household Size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	22,459	1,872	936	864	432
2	30,451	2,538	1,269	1,172	586
3	38,443	3,204	1,602	1,479	740
4	46,435	3,870	1,935	1,786	893
5	54,427	4,536	2,268	2,094	1,047
6	62.419	5,202	2,601	2,401	1,201
7	70,411	5,868	2,934	2,709	1,355
8	78,403	6,534	3,267	3,016	1,508
Each additional person:	7,992	666	333	308	154

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 have not been told your children will get free meals, please call or e-mail **Guthrie Public Schools at 405-282-8900**.

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: **Guthrie Public Schools / 802 East Vilas Guthrie, OK 73044**.

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 **Child Nutrition Dept 405-282-5952** immediately.

5. CAN I APPLY ONLINE? Yes! The online application has the same requirements and will ask you for the same information as the paper application. Visit www.guthrieps.net to begin or learn more about the application process. Print and mail application to Guthrie Public Schools 802 East Vilas Guthrie, OK 73044. Contact Child Nutrition Dept 405-282-5952 if you have any questions about the online application.

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this schools year, through 9/15/18. 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 DO NOT 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 call or writing to:
Jana Wanzer, SFA 405-282-8900 or email jana.wanzer@guthrieps.net.

11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A UNITED (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 made only $900, put down that you made $1000 per month. If you normally get overtime, include it; do not include it if you work overtime only 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. Any additional combat pay resulting from deployment is also excluded from income.

15. WHAT IF THERE IS NOT 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 **Child Nutrition Dept 405-282-5952** to receive a second application.

16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits, contact your local assistance office or call 1-866-411-1877.

If you have other questions or need help, call **Guthrie Public Schools, Child Nutrition Dept at 405-282-5952.**

Sincerely,

Jana Wanzer
District Treasurer &
SFA- CN Dept.

Guthrie Public Schools

Application for Free and Reduced-priced School Meals

For instructions on filling out application and **Q&As** click here:

2019 Letter to Households - Interactive (3) (1).pdf

Please use our interactive application below. Once completed, please print and

mail to: **Guthrie Public Schools**

Attn: Jana Wanzer

802 East Vilas, Guthrie, OK 73044

or scan and email application to: jana.wanzer@guthrieps.net

2018-2019 Household Application interactive.pdf

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Jana Wanzer
District Treasurer &
SFA- CN Dept.

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

FEDERAL ELIGIBILITY INCOME CHART for School Year: *2019*					
Household Size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	22,459	1,872	936	864	432
2	30,451	2,538	1,269	1,172	586
3	38,443	3,204	1,602	1,479	740
4	46,435	3,870	1,935	1,786	893
5	54,427	4,536	2,268	2,094	1,047
6	62,419	5,202	2,601	2,401	1,201
7	70,411	5,868	2,934	2,709	1,355
8	78,403	6,534	3,267	3,016	1,508
Each additional person:	7,992	666	333	308	154

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 have not been told your children will get free meals, please call or e-mail **Guthrie Public Schools at 405-282-8900** .

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: **Guthrie Public Schools / 802 East Vilas Guthrie, OK 73044** .

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 **Child Nutrition Dept 405-282-5952** immediately.

SHARING INFORMATION WITH MEDICAID/SOONERCARE

Dear Parent/Guardian:

If your children get free or reduced-price school meals, they *MAY* also be able to get free or low-cost health insurance through Medicaid or SoonerCare. Children with health insurance are more likely to get regular health care and are less likely to miss school because of sickness.

Because health insurance is so important to children's well-being, *the law allows us to tell Medicaid and SoonerCare that your children are eligible for free and reduced-price school meals unless you tell us not to.* Medicaid and SoonerCare only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children. Filling out the Application for Free and Reduced-Price Meals does not automatically enroll your children in health insurance.

If you do not want us to share your information with Medicaid or SoonerCare, fill out the form below and send in. (Sending in this form will not change whether your children get free or reduced-price school meals.)

☐ *No! I DO NOT* want information from my Application for Free and Reduced-Price School Meals shared with Medicaid or SoonerCare.

If you checked *No*, fill out the form below to ensure that your information is *NOT* shared for the child(ren) listed below:

Child's Name:_____   School:_____

Child's Name:_____   School:_____

Child's Name:_____   School:_____

Child's Name:_____   School:_____

Signature of Parent/Guardian :_____   Date:_____

Printed Name:_____

Address:_____

_____

For more information, you may call your child's school.

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

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

A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.	B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult."	C) Mail Completed Form to: Guthrie Public Schools 802 East Vilas Guthrie, OK 73044	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.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled **"Sources of Income for Adults"** and **"Sources of Income for Children,"** 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 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

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, <u>even if they are not related and even if they do not receive income of their own.</u>
- *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.**

B) List adult household members' names. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." <u>Do not list any household members you listed in STEP 1.</u> If a child listed in **STEP 1** has income, follow the instructions in **STEP 3, part A.**	**C) Report earnings from work.** Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. *What if I am self-employed?* Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.	**D) Report income from public assistance/child support/alimony.** Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. <u>Do not report the cash value of any public assistance benefits NOT listed on the chart.</u> 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.	**F) Report total household size.** Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in **STEP 1** and **STEP 3**. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.	**G) Provide the last four digits of your Social Security Number.** An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

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, underline even if your children attend more than one school in **Guthrie Public Schools**]. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact **Jana Wanzer, SFA 405-282-8900 or 405-282-5952, email jana.wanzer@guthrieps.net].**

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO

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

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

Who should I list here? When filling out this section, please include ALL members in your household who are:
- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending **Guthrie Public Schools**], regardless of age.

A) List each child's name.	B) Is the child a	C) Do you have any foster	D) Are any children
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.	student at [Guthrie Public Schools? Mark 'Yes' or 'No' under the column titled "Student" to tell us which children attend [name of school/school district here]. If you marked 'Yes,' write the grade level of the student in the 'Grade' column to the right.	children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing **STEP 1**, go to **STEP 4**. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.	homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application.

YOUR BEST TO PRINT CLEARLY.

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, 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)
- Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program on Indian Reservations (FDPIR)

A) If no one in your household participates in any of the above listed programs:	B) If anyone in your household participates in any of the above listed programs:
• Leave **STEP 2** blank and go to **STEP 3**.	• Write a case number for SNAP, TANF, 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 caseworker. • Go to **STEP 4**.