

Hitchcock County Schools

Home of the Falcons!



Students and parents,

Welcome back to the 2024-2025 school year. I trust that you have had an enjoyable summer vacation and are looking forward to rejoining your friends for another school year. It is the desire of the Hitchcock County School family of teachers, staff members, and administrators to make this a rewarding and successful year for our students. This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Hitchcock County School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all-encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and rule revisions at any time to ensure a productive, orderly, and safe learning environment for our students and staff. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

The student parent handbook can be found on the school website at www.hcfalcons.org. Please take time to review this information with your children and call or email me with any questions or concerns at 308-334-5575, rsattler@hcfalcons.org.

Sincerely,

A handwritten signature in black ink that reads "Robert C. Sattler". The signature is written in a cursive style with a large, sweeping initial 'R'.

Robert C. Sattler

Superintendent of Hitchcock County Schools

ATTENTION STUDENTS AND PARENTS! Registration will be the following days from 8am to 2pm: **Seniors** – Monday, July 29th; **Juniors** – Tuesday, July 30th; **Sophomores** – Wednesday, July 31st. Registration for **Freshman** – Thursday, August 1st from 8am – 2pm. All remaining High School students who have not registered may do so on Tuesday, August 6th from 12pm (noon) to 3pm.

7th Grade Orientation will be Tuesday, August 6th @ 7pm.

Handbooks – Student handbooks can be found on the Falcon Web Page, www.hcfalcons.org. Students will receive forms that need to be signed by the parents and students themselves and are required to return the forms to the office by the end of the first full week of school.

Start & Dismissal Times: Staff Development will be held on Monday, August 12th & Tuesday, August 13th. Teacher workday is Wednesday, August 14th. **School will start on Thursday, August 15th. There will be an early dismissal, Elementary being dismissed at 1:00pm and the High School dismissed at 1:15pm.** School hours will start at 8:00 a.m. for both Elementary and Junior/Senior High School; and dismiss at 3:20 for K-6, and 3:45 p.m. for Jr. /Sr. high school each Monday –Thursday. Every Friday dismissal will be at 2:20 p.m. for K-6 and 2:45 p.m. for Jr. /Sr. High school. All rural and shuttle buses will load immediately from each location following dismissal times.

Bus Routes & Schedules: Culbertson bus routes will be driven by Rick Cook, Monte Cooper, and Lesa Tines. Trenton bus routes will be driven by Wayne Merrill, Pat Lewis and Dave Wimer. Melissa Daily will drive the Stratton Shuttle route. Lesa Tines will be driving the Junior High/ High School shuttle bus which **departs** from Culbertson at 7:30 a.m. The elementary shuttle to Culbertson will depart Trenton at 7:45a.m. Trenton parents need to have all elementary students to the cafeteria by 7:40 a.m. Any students wanting breakfast should be here by 7:20 a.m. to eat. There will be a shuttle bus for students in Stratton meeting at the Catholic Church and leaving at 6:50 a.m. The McCook shuttle will leave from the Goodwill parking lot at 7:00 a.m. If you have any questions concerning your child's bus schedule call your local school office.

PE Shoes: All PE shoes are required to be free of stickers and gravel to protect the gym floor surfaces.

Academic Performance: Students with a 70% or lower grade in any class will be notified weekly of their academic progress.

Medication: State law requires that designated school personnel may only dispense medication **after receiving parental consent forms**. There will be an authorization for medication or treatment form. Please fill out and return to the school in order for any student to possess or use prescribed and/or over the counter medications including Tylenol for headaches. **A copy of the consent form is included in the handbook or is available at the office.** Read it carefully as medications **must come to school in the ORIGINAL container.**

Physicals & Immunizations: All Kindergarten and 7th grade students (and new students from out of state) are required to have a physical examination prior to the start of school. Immunizations must be up to date for these students. The Red Willow Department of Health will give immunizations on the 2nd Tuesday of each month. Their address is 1400 West 5th Street, McCook NE. Call 308-345-1790 to schedule an appointment. Also, Southwest Nebraska Public Health Department offers immunizations. Call 308-345-4223 to schedule an appointment. A summary of the school immunization rules and regulations is attached to this newsletter.

Student Insurance: Student insurance is offered through the Student Assurance Services, Inc. Several plans are offered with football covered by a separate policy. This will be available on the school website www.hcfalcons.org.

Breakfast & Lunch Information: PLEASE NOTE: Available at all locations everyday for breakfast are cereal, toast, peanut butter & jelly, juice, and milk plus a hot breakfast item. A breakfast consists of 4 items. The items are 1. Milk, 2. Juice, 3. A grain or bread (cereal, toast, muffin, biscuit), and 4. A meat or meat alternative (meat, cheese, egg, yogurt, peanuts or peanut butter). A student may decline only 1 item. **If your child only takes juice or has an extra juice you will be charged 45 cents, whether or not the meal is paid, free or reduced.** Milk alone or extra milk is 45 cents. Lunch at all locations everyday will include the salad bar. **Please note all meals must be prepaid**, a notice of payment due will be sent out from each building where your child eats. **Extra milks must be paid for at the time they are taken.**

Board Meetings: The Hitchcock County board meetings are usually scheduled for the second Monday of each month at the Jr/Sr High School in Trenton. We encourage anyone wishing to discuss school matters to feel free to visit with teachers, the administration and your school board members.

School Website: www.hcfalcons.org This website contains the Daily Bulletin, School Calendar, Student Handbook and many other interesting information about our school.

Our Mission Statement: The Hitchcock County Schools is to produce creative, adaptable, productive citizens committed to life-long learning.

Sports Conditioning and Practice Times: Fall sports practice starts on Monday, August 12th. Coaches will be notifying the players of times for conditioning and practice. All athletes must have a signed physical form and signed NSAA permission form to participate in practice. Forms can be picked up at the office in Trenton. There will be no SHUTTLE.

NEW STAFF AT HITCHCOCK COUNTY SCHOOLS

Ashley Bogner – Mathematics, JH Social Studies
Tawnya Fry – Childcare Director
Jyssica Forch - Elementary Para
Sara Frank – 4th Grade
Lexey Humphrey – Childcare Para
Tom Lewis – Ag, FFA Sponsor
Kara McLain – JH/HS Asst. Cook
Heidi Nelson – Elementary, JH & HS Vocal & Instrumental
Teresa Osborne – JH/HS Special Education Teacher
Pierce Utterback – Custodial
Farris Vrbas – JH/HS Para

Please welcome our new staff members to the district!

ATTENTION PARENTS: Hitchcock County Schools will use the parent notification system within Infinite Campus. This system will enable the school to instantly reach parents and staff members regarding emergency broadcasts, weather-related announcements. **In order for this to work effectively we need families to make sure the school has your correct phone numbers. PLEASE MAKE SURE THE SCHOOL HAS YOUR CORRECT AND CURRENT NUMBER.**

SCHOOL PICTURES are scheduled for Monday, September 16th, for both the Elementary and Junior/Senior High Schools. Packets will be sent home with the students.

ELEMENTARY SCHOOL OPEN HOUSE: Tuesday, August 13th from 6:00pm to 7:00pm. Presentation at 6:30pm in the gym.

The following five paragraphs are items we are required by law to inform you of once a year

The Hitchcock County Schools wishes to reaffirm its position that all children in the unified district regardless of their handicapping condition are entitled to a Free Appropriate Public Education and an equal opportunity for education according to the individual's needs. The district assumes the responsibility to assure that handicapped children are identified, evaluated, and verified and are provided or contracted for program services for all resident children who will benefit from such programs. These programs shall include, but not be restricted to the development of self-realization, social awareness, economic usefulness and civic responsibility as required by law. To avoid duplication, every effort will be made to utilize established programs in cooperation with all contracting agencies approved by the Department of Education. If you wish to know more about these services, please notify the offices of the Hitchcock County Schools.

The Hitchcock County Schools does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment of employment in its programs and activities. Any person having inquiries concerning the Hitchcock County Schools, District 44-2001 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Robert Sattler, Superintendent; P.O. Box 368; Trenton, NE 69044.

All students will be required to be immunized PRIOR to enrollment and any student not in compliance shall NOT be permitted to continue in school. One dose of measles-mumps-rubella must have been obtained at or after 12 months of age. A physical examination is required by a qualified physician within 6 months prior to entrance into Kindergarten and 7th grade. Kindergarten and 7th grade students have to either have the varicella (chicken pox) vaccination or be able to show proof of having had the chicken pox. A physical exam is also required in case of a transfer from out of state into any grade. All students enrolling for the first time (entering Kindergarten and transfers from out of state) are required to have 3 doses of Hepatitis B vaccine. (If your child has had a booster on any shots we would appreciate having the date of the shot to keep our records up to date.)

The Federal Government has instituted laws, which mandate school districts to identify and manage asbestos or asbestos containing materials in schools. As a result of this mandate, Hitchcock County Schools have been inspected and have formulated a management plan to insure that the school remains a safe, healthful environment for the students. General recommendations and detailed descriptions of the management plan are on file in the superintendent's office and are open for inspection to all interested patrons. The updated management plan has also been submitted to the Nebraska Department of health, Division of Environmental Health and Housing Surveillance.

The district has a sexual harassment policy for employees and students. Portions that apply to students are as follows: 4) Unwelcome advances, a request for sexual favors, verbal or physical conduct of a sexual nature, submission to which or rejection of which by an employee of the District is used as a basis for any educative decision pertaining to a student such as, but not limited to, conferring of a grade, credit, favor or honor. 6) Conduct by an employee or employees directed against a student of the opposite sex which has an effect of interfering with academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment. Parents of all students should be aware of the availability of the complaint forms in the superintendent's office. If any student feels he or she is experiencing sexual harassment by a school employee or another student, it is important that this student contact a school administrator or school guidance counselor immediately. An investigation will take place and the unacceptable behavior will be stopped immediately. Remember.....SEXUAL HARASSMENT IS AGAINST THE LAW!

SCHOOL CALENDAR

FIRST SEMESTER

August	12-13	Staff Development
	14	Teacher Work Day
	15	First Day of School
		Early Dismissal Elementary 1:00, Jr/Sr High 1:15pm
	26	1 st Day of Preschool
September	2	NO SCHOOL – Labor Day
	25	NO SCHOOL – Parent-Teacher Conferences 8am to 5pm
October	13	End 1 st Quarter
	1	NO SCHOOL – Fall Break
November	1	NO SCHOOL – Fall Break
	27-29	NO SCHOOL - Thanksgiving Break
December	20	Last Day 2 nd Quarter/ End of 1 st Semester
		Early Dismissal: Elementary 12:30 Jr/Sr High 12:45pm
	23-31	NO SCHOOL – Christmas Break

SECOND SEMESTER

January	1-3	No SCHOOL – Christmas Break
	3	Staff Development
	6	School Resumes for Students
February	6	Early Dismissal: Elementary 11:30, Jr/Sr High 11:45am
		Parent-Teacher Conferences 1:00 - 8:00 pm
	7	NO SCHOOL – Winter Break
	28	End of 3 rd Quarter
March	3-7	NO SCHOOL – Spring Break
April	18-21	NO SCHOOL – Easter Break
May	17	Graduation 10:00 am
	21	End of 4 th Quarter/ Students Last Day.
		Dismissal Elem 10:30am, Jr/Sr High 10:45am
		NO MEALS SERVED
	22-23	Teacher Workdays



Hitchcock County Elementary @ Culbertson

2024-2025 School Supply List

Preschool – Mrs. Caddick

- 1 pack of Crayola Brand Markers
- 1 box of 24 count crayons
- 3 Glue sticks
- 4 pack of Playdough, Play-Doh Brand
- 1 Pack Colored Pencils
- Scissors
- Pencil Box
- Pocket folder
- Dry erase markers
- Kleenex
- Clorox wipes
- Backpack*

Please do not put names on items.

Kindergarten – Mrs. Ruppert

- Pencil Box
- 1 Package of #2 pencils
- 2 Containers of Play-Doh (any size)
- 2 Paper Mate Erasers
- Backpack*
- 3 Glue Sticks
- Scissors
- Small pillow (12" or smaller)
- 2 Dry Erase Markers
- 2 24 count **Crayola** crayons
- 2 Durable 2-pocket folders
- 1 set of headphones in a Ziplock Bag – *No Bluetooth*
- 1 12 pack colored pencils
- 2 boxes Kleenex
- Extra set of clothes to keep at school
- P.E. Shoes **

Please do not put names on items.

1st Grade – Mrs. Spencer

- 4 Glue sticks (*not labeled*)
- 1 Pair of student scissors
- 2 – 2 Pocket plastic folders (*any color, no prongs*)
- 1 Pencil box
- 1 Pack of colored pencils
- 3 Expo Markers
- 1 Box of 24 count crayons (*label only the box*)
- 1 Set of headphones in a Ziplock bag with your child's name on the bag and the headphones – *No Bluetooth*
- Kleenex – 1 box
- Clorox wipes
- Backpack*
- P.E. Shoes **

2nd Grade – Mrs. Ebbers & Ms. Henkel

- 2 Pocket folders (any design/color)
- 2 wide-ruled composition notebooks
- 2 Pink erasers
- Scissors
- 4 glue sticks
- 2 Expo markers
- 1 Pencil box or case
- 2 Boxes of 24 count crayons
- 1 Box colored pencils
- Headphones - *No Bluetooth*
- 1 Box Kleenex
- Clorox Wipes
- Backpack*
- P.E. Shoes **

3rd Grade – Mrs. Molcyk

- Pencil case or pencil bag
- 1 Package of dry erase markers (any color)
- 2 Packages of #2 pencils - (No decorative pencils, they are too hard on the sharpener)
- 2 Highlighters (any color)
- 1 Package of 24 to 48 colored pencils
- Small personal sharpener for colored pencils
- 2 Subject spiral notebooks
- 2 Folders
- 2 Pink erasers
- 2 Glue sticks
- 2 Red checking pens
- 1 Set of headphones – *No Bluetooth*
- Kleenex
- 3/5oz Dixie cups for snacks
- 1 Ct. Clorox Wipes
- Backpack*
- P.E. Shoes **

4th Grade – Ms. Horinek & Mrs. Frank

- 2 Packages of #2 pencils
- Erasers (pencil top or big erasers)
- Box of 24 colored pencils
- 2 Composition notebooks
- 1 pack Expo markers
- 3 Pocket folders
- Pencil Box
- 2 Large boxes of tissues
- Clorox wipes
- Headphones for computer lab - please label
- P.E. Shoes – please label **
- Deodorant – please label

Please label all personal items.

5th Grade – Mrs. Smith

- Trapper Keeper
- Headphones for computer time
- (If you can fit all supplies in Trapper Keeper you don't need backpack)
- P.E. Items (bag, socks, gym shorts, shirt, towel, comb/brush, bodywash and deodorant)
- P.E. Shoes **

6th Grade – Mrs. Bohochik

- Trapper Keeper (*It must fit in your locker*)
- Bookbag (*It must fit in your locker*)
- 1 set of ear buds/ear phones
- 2 pocket folders (NO metal tabs inside) ready to fit inside your Trapper Keeper
- Erasers (pencil top or big erasers)
- 1 package #2 pencils (**NO MECHANICAL pencils-they will be sent back home**)
- 3 Large box facial tissues (**DO NOT LABEL THIS ITEM**)
- 1 Container of cleaning wipes
- 1 Composition Notebook
- P.E. Shoes **
- P.E. Items (bag, socks, gym shorts, shirt, towel, comb/brush and deodorant)
- Bring SHOWER SANDALS to wear in the locker room shower

***Bookbag/Backpack should be the type without wheels; they need to fit in lockers/cubbies, but large enough to bring home projects from Art class.**

****Gym shoes need to be free from gravel, stickers and have non-marking soles.**

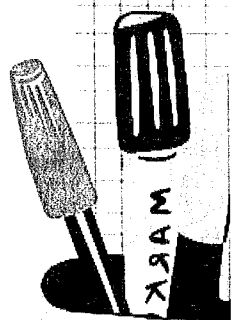
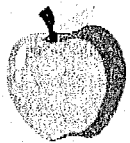
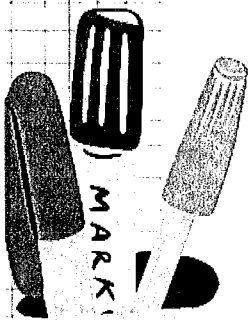
**HITCHCOCK
COUNTY
ELEMENTARY**

OPEN HOUSE

**TUESDAY,
AUGUST, 13TH
6:00-7:00 P.M.**

**BRING YOUR SUPPLIES
AND MEET YOUR TEACHER!**

**PRESENTATION IN THE
GYM FROM MR. TINES
FROM 6:30-7:00.**



Jr. High School Supplies

Colored Pencils
Wooden Ruler
1 Small Protractor
4 Book Covers
4 Folders – one for each core class
Notebook Paper
1 70-page Notebook
3 Glue Sticks
1 Pair Scissors
1 Highlighter
Pens – **No florescent colored pens are allowed!!!**
One Red Pen for checking papers
Pencils
Scientific Calculator with these functions: nPr, nCr, Sin, Cos, Tan, square root button,
and exponent button
Eraser
Pencil Case
Sketch Book
Composition Notebook
Trapper Keeper or 3 ring binder

High School Supplies

Scientific Calculator with these functions: nPr, nCr, Sin, Cos, Tan, square root button,
and exponent button
Pens
Pencils
Book Covers
Spiral Notebook or Notebook paper
Composition Notebook

Hitchcock County Schools

Elem.-Culbertson 308-278-2131

Jr/Sr High-Trenton 308-334-5575 or 888-678-4770

THE FALCON FLYER

Lunch Menus

WEEK OF AUGUST 12th, 2024

Monday – No School
Tuesday – No School
Wednesday – No School
Thursday – First Day of School - Chicken Fajitas
Friday – Spaghetti w/ Meat Sauce

WEEK OF AUGUST 19th, 2024

Monday – Deli Sandwiches
Tuesday – Hamburger Patty over Mashed Potatoes
Wednesday – Hot Dog on Bun
Thursday – Chicken Rice Bake
Friday – Sloppy Joes

WEEK OF AUGUST 26th, 2024

Monday – Tater Tot Casserole
Tuesday – Popcorn Chicken
Wednesday – Ham w/ Scalloped Potatoes
Thursday – Super Nachos
Friday – Chicken Alfredo

WEEK OF SEPTEMBER 2nd, 2024

Monday – No School – Labor Day
Tuesday – Cavatini
Wednesday – Pulled Pork Sandwich
Thursday – Chicken & Noodles over Mashed Potatoes
Friday – Hot Ham & Cheese Sandwich



Hitchcock County Schools

Robert Sattler, Superintendent & Secondary Principal
Michael Tines, Elementary Principal
Deb McCarter, Assistant Secondary Principal & School Counselor
Kelly Erickson, K-12 Assistant Principal/Teaching & Learning Coordinator
Randall Rath, Activities Director

Home of the Falcons

July 2024

Dear Parent/Guardian:

Children need healthy meals to learn. Hitchcock County Schools offers healthy meals every school day. Breakfast costs **\$2.15 PreK-12**; lunch costs **\$3.70 PreK-6th** and lunch costs **\$4.20 7th-12th**. Your children may qualify for free or reduced price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch. If your child(ren) qualified for free or reduced price meals at the end of last school year, you must submit a new application by September 25, 2024 in order to avoid an interruption in meal benefits.

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

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **Hitchcock County Schools, Robert Sattler – Superintendent, PO Box 368, Trenton, NE 69044 or rsattler@hcfalcons.org**

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Peggy Fyn, PO Box 368, Trenton, NE 69044 or to the school office in either town.**

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 **Peggy Fyn, PO Box 368, Trenton, NE 69044, 308-334-5575 or pfyn@hcfalcons.org** immediately.

5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? **YES.** Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new

application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

6. 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.

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

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

9. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Robert Sattler – Superintendent, PO Box 368, Trenton, NE 69044.**

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

11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

12. 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.

13. 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.

14. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application.

15. 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, please go online to ACCESSNebraska.ne.gov or call 1-800-383-4278.

If you have other questions or need help, call 308-334-5575 or toll free 888-678-4770

Sincerely,

Peggy Fyn

Elementary at Culbertson
712 Arizona Street
PO Box 128
Culbertson, NE 69024
308-278-2131
Fax 308-278-3173

Junior Senior High at Trenton
312 West 3rd Street
PO Box 368
Trenton, NE 69044
308-334-5575
Fax 308-334-5381

Instructions for Completing the Free & Reduced Price School Meals Family Application

For households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR), follow these instructions:

- Part 1:** List each child's name, the school they attend and their grade.
Part 2: Enter household's Master Case Number if the household qualifies for SNAP, TANF or FDPIR.
Part 3: Skip this part.
Part 4: Complete this part. An adult must sign the form.
Part 5: This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

For households with FOSTER, HOMELESS, MIGRANT or RUNAWAY CHILDREN, follow these instructions:

If all children in the household are foster children:

- Part 1:** List all foster children, the school they attend and their grade. Check the box indicating the child is a foster child.
Part 2: Skip this part.
Part 3: Skip this part.
Part 4: Complete this part. An adult must sign the form.
Part 5: This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

If some of the children in the household are foster children or are homeless, migrant or runaway children:

- Part 1:** List all children, the school they attend and their grade. Check the appropriate box.
Part 2: If the household does not have a Master Case Number, skip this part.
Part 3: Follow these instructions to report total household income from last month.
Column 1 – Household Members: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.
Column 2 - Gross Income and How Often it was Received: Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.

Earnings from Work includes the following:

- Salary, wages, cash bonuses
- Net income from self-employment (farm or business)

If you are in the U.S. Military, include:

- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
- Allowances for off-base housing, food and clothing

Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.

Public Assistance/Child Support/Alimony includes the following:

- Unemployment benefits, Worker's compensation
- Supplemental Security Income (SSI), Cash assistance from state or local government
- Veteran's benefits (VA benefits), Strike benefits
- Child support payments, Alimony payments

Pensions/Retirement/All Other Income includes the following:

- Social Security payments (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 and *Regular* cash payments received from outside the household.

If you have no income, write "0" or leave the income field blank. By doing this, you are certifying there is no income to report.

Household Size: Enter the total number of people in your household.

Social Security Number: The adult signing the form must list the last four digits of their Social Security Number (SSN) or check the box to the right labeled "Check if no SSN."

Part 4: Complete this part. An adult must sign the form.

Part 5: This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

Please note: Children who meet the definition of homeless, migrant or runaway, are eligible for free meals. However, the school district must have documentation on file from a migrant coordinator, homeless/runaway liaison or the district's Direct Certification list to approve the child for free meals.

For ALL other households, follow these instructions:

Part 1: List all children, the school they attend and their grade.

Part 2: If the household does not have a Master Case Number, skip this part.

Part 3: Follow these instructions to report total household income from last month.

Column 1 – Household Members: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.

Column 2 - Gross Income and How Often it was Received: Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.

Earnings from Work includes the following:

- Salary, wages, cash bonuses
- Net income from self-employment (farm or business)

If you are in the U.S. Military, include:

- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
- Allowances for off-base housing, food and clothing

Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.

Public Assistance/Child Support/Alimony includes the following:

- Unemployment benefits, Worker's compensation
- Supplemental Security Income (SSI), Cash assistance from state or local government
- Veteran's benefits (VA benefits), Strike benefits
- Child support payments, Alimony payments

Pensions/Retirement/All Other Income includes the following:

- Social Security payments (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 and *Regular* cash payments received from outside the household.

If you have no income, write "0" or leave the income field blank. By doing this, you are certifying there is no income to report.

Household Size: Enter the total number of people in your household.

Social Security Number: The adult signing the form must list the last four digits of their Social Security Number (SSN) or check the box to the right labeled "Check if no SSN."

Part 4: Complete this part. An adult must sign the form.

Part 5: This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

Return Completed Application to: **Hitchcock County Schools, PO Box 368, Trenton, NE 69044**

Part 1: Children in School

List names of all children in school (First, Middle Initial, Last). If all children listed are foster, skip to Part 4 to sign the form. If some of the children are foster or are homeless, migrant or runaway children, complete all steps of the application.	Grade	Name of School Child Attends	Check all that apply: Foster Child Homeless, Migrant, Runaway	
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Part 2: Assistance Programs – SNAP, TANF or FDIPIR Benefits

Enter **MASTER CASE NUMBER** if household qualifies for SNAP, TANF or FDIPIR:
(Social Security numbers, Medicaid numbers and EBT numbers are not accepted.) Skip to Part 4

Part 3: Total Household Gross Income – You must tell us how much and how often.

1. Household Members List everyone in the household, current income each person earns in whole dollars (no cents) & how often. Entering "0" or leaving the income field blank certifies no income to report. A foster child's personal use income must be listed.	2. Gross Income (before taxes) and How Often it was Received					
	Earnings from Work before deductions		Public Assistance, Child Support, Alimony		Pensions, Retirement and All Other Income	
	Income	How often	Income	How often	Income	How often
Total Number of Household Members: (Children and Adults) _____	Last four digits of Social Security Number (SSN) of the adult signing this form: XXX – XXX – _____				Check if no SSN <input type="checkbox"/>	

Part 4: Adult Signature and Contact Information – An adult household member must sign the application.

"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."

Sign here: _____ Print name: _____ Date: _____
 Street Address (if available): _____ Zip: _____ Daytime Phone: _____

Part 5: Children's Ethnic and Racial Identities – Optional

Check one Ethnic Identity: – and – **Check one or more Racial Identities:**

Hispanic or Latino Asian Black or African American Native Hawaiian or other Pacific Islander
 Not Hispanic or Latino White American Indian or Alaskan Native

Do Not Fill Out the Section Below - For School Use Only

Annual Income Conversion: Weekly X 52; Every 2 weeks X 26; Twice a month X 24; Monthly X 12

Total Household Size: _____

Total Income: _____ per _____
 Year Month 2 X Mo Every 2 Wks Week

<input type="checkbox"/> Free Income <input type="checkbox"/> Categorically eligible: <input type="checkbox"/> SNAP/TANF/FDIPIR <input type="checkbox"/> Foster Child <input type="checkbox"/> Homeless/Migrant/Runaway: (Official Documentation Required at School)	<input type="checkbox"/> Reduced Income Reason for denial: <input type="checkbox"/> Income too high <input type="checkbox"/> Incomplete application
---	--

Signature of Determining Official: _____ Date Approved: _____

FOR THE VERIFICATION PROCESS ONLY:

Signature of Confirming Official: _____ Date Confirmed: _____

Signature of Verifying Official: _____ Date Verified: _____

Date Withdrawn From School: _____

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

FEDERAL INCOME CHART for School Year 2024-25					
Household size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	27,861	2,322	1,161	1,072	536
2	37,814	3,152	1,576	1,455	728
3	47,767	3,981	1,991	1,838	919
4	57,720	4,810	2,405	2,220	1,110
5	67,673	5,640	2,820	2,603	1,302
6	77,626	6,469	3,235	2,986	1,493
7	87,579	7,299	3,650	3,369	1,685
8	97,532	8,128	4,064	3,752	1,876
Each additional person:	9,509	830	415	383	192

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

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Computing Income for Self-Employed Individuals

Individuals who are self-employed or engaged in farming may experience variations in cash flow and cannot easily report a monthly income. These individuals can use their 2020 U.S. Individual Income Tax Return Form 1040 to report self-employment income for the free and reduced-price meal application. The income to report is income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home mortgages, medical expenses and other similar non-business items are not allowed in reducing gross business income.

When completing this form, **losses** (negative numbers) reported on any of the lines below are included when determining the **total** self-employed income. If the total income is a negative number, it is to be recorded as zero on the meal application in the column labeled "All Other Income".

Zero income resulting from use of the 1040 Form does not require follow-up.

Important Reminders from the U.S. Individual Income Tax Return Form 1040:

Line 1 cannot be used to report current income. Income from wages or salaries must be reported on the application for the most recent month.

Line 9 (Total Income) and line 11 (Adjusted Gross Income) cannot be used for the purpose of applying for free and reduced-price meals.

The five line items listed below are used to determine allowable self-employment income.

From the first page of the U.S. Individual Income Tax Return Form 1040:

Line 7 Capital Gain or (loss) _____

From the U.S. Individual Income Tax Return Form 1040 – SCHEDULE 1 - under Part 1 - Additional Income:

Line 3 Business Income or (loss) _____

Line 4 Other Gains or (losses) _____

Line 5 Rental Real Estate, etc. _____

Line 6 Farm Income or (loss) _____

Total of the above five lines: _____ **equals annual self-employed income ***

* Report this figure on the meal application in the column labeled "All Other Income".

If the total of the above lines is a negative number, it must be changed to zero before it is transferred to the meal application.

NOTE: This form is used only to report income from self-employment and/or farming. If any members of the household have income from other jobs, the gross income from those jobs must be reported on the meal application form.