

Spartan Spotlight

August 2018

Volume 25 Number 1

Welcome back to the 2018-2019 school year. I am sure you are sad to say goodbye to sleeping in and summer days outside in the sun. However, hopefully you're looking forward to seeing friends and teachers who brighten your days while you are here at school. There is something to be said to starting a new school year. It's an opportunity to start fresh, look at what worked well last year and continue to make it better as we grow and mature. Make it a personal goal to find one way to get involved. It will enrich your experience here at Springfield High School and Junior High. There are many opportunities to be involved in sports, academics and/or civic groups. As a community of learners, we will continue to work on our school mission of "We read. We write. We succeed.". I hope that each student will help set an example to others. Take time to say hello. Be kind. Reach out to others in need. I promise, it is not just the right thing to do; it changes who you are, for the better. Have a great school year!

The main number for Springfield High School and Junior High is **330-798-1002**
Attendance line for Springfield High School and Junior High is **330-798-1012**

Mr. Shaun Morgan, Principal	Ext. 545201
Mrs. Michelle Warner, Assistant Principal	Ext. 545301
Mr. Todd Lovell, Assistant Principal	Ext. 545302
Mrs. Danielle Starkey, Assistant Principal	Ext. 545202
Mr. Kevin Vaughn, Athletic Director	Ext. 545231 or 330-798-1080
Mrs. Cheryl Glaze, Athletic Secretary	Ext. 545232
Mrs. Mary Sayers, Secretary	Ext. 545205
Mrs. Mary Calcei, Attendance Secretary	Ext. 545207
Ms. Teresa Henthorn, Secretary	Ext. 545204
Mrs. Kim Jurmanovich, Student Activities Secretary	Ext. 545212
Mrs. Donna Duffield, Student Services Secretary	Ext. 545220
Miss Chrissy Heade, School Counselor: 9-12 (A-J)	Ext. 545222
Mrs. Melinda Weakland, School Counselor: 9-12 (K-Z)	Ext. 545221
Mrs. Kristin Rummer, School Counselor: 7 & 8	Ext. 545307
Attendance Call Off Line	330-798-1012

School Hours

Students who report to school before 7:10 A.M. will wait in the cafeteria to be dismissed to homeroom/first period. **School begins at 7:30 A.M.** For the first few days we will have homeroom to start the day. By the first Friday we will have students report directly to their 1st period classroom. The learning day will begin promptly at 7.30 A.M. Prompt arrival to school will be of critical importance. If a student is not in their first period by 7:30 A.M., they will be marked **tardy** and must report to the office to sign in for attendance. A student's failure to sign in when tardy will result in a student being marked absent for the day. A phone call is sent home to any student's parent who is tardy or absent before 9:30 A.M.

The end of the school day is 2:30 P.M. Students who are waiting for a ride after 2:30 P.M. will wait outside or in the cafeteria (Door R). Students are not permitted to walk through the building after school.

The Visitor Entrance to the building is Door A; parking spaces are marked for visitors at this location. Visitors to the Athletic Office can enter at the event entrance (Door L). This door is in the back of the building.

Meal Prices for grades 7-12

Regular Price

Breakfast ...1.75 Lunch ...3.00

Reduced Price

Breakfast ...\$.30 Lunch ...\$.40

Students may bring or buy their lunch. Fast food lunches may NOT be delivered or brought in during the lunch period. However, parents are welcome to drop off money to purchase a lunch. Students returning from PLCC who buy fast food on their way back to the building *must consume the lunch before entering the building.*

If your student was on the lunch program last year, please complete a new free/reduced lunch form for the current year. The lunch program does not carryover and new applications must be processed before October 1st each year. If your student was not on the program and you think he/she qualifies please complete an application. Applications are available in the main office and are also included in this mailing.

Students Once On Campus

Students who ride the bus or are dropped off to school, must enter the building immediately and may not leave the school grounds once dropped off. This policy is also true for Portage Lakes Career Center students who ride the bus back to Springfield mid-day. Students will be issued a skipping school/class consequence for this behavior.

Parking Permits

Proof of insurance, a driver's license, and a parking application (included in this newsletter) are needed when purchasing a permit. Permits will be sold to seniors—August 15; juniors—August 16; sophomores—August 17. Permits must be displayed in car by September 1st. Parking permits cost: \$5.00.

Parking Locations **THESE HAVE CHANGED THIS YEAR**

Student spaces are on the NORTH side of the parking lot near the field house and event entrance ONLY. Staff parking is designated to the South lot nearest the High School wing and visitor stands. **Students are not permitted to use those spaces.**

Opening of School Schedule

- | | |
|-----------------|---|
| August 20, 2018 | Orientation Night for 7 th grade students and new students.
Hours: 6:30 P.M. - 8:00 P.M. The school will be open for 7 th graders, new students and parents to explore the building in a fun way with student leaders. The program will begin in the auditorium. It's best to be on time. |
| August 22, 2018 | All students 7-12 report for a regular school day.
Homerooms will be posted
Students will be given their schedules on this day.
First day of scheduled bus transportation. |

High School Exams

For the 2018-2019 school year, the high school students will take their first semester exams on December 19 and December 20. When the students return from winter break, there will be two weeks remaining in the 2nd nine weeks for students to successfully finish the semester.

Other Testing Dates:

- Fall Testing Window: December 4, 2018 - January 4, 2019
- ACT: February 20, 2019
- ELA Testing Window: April 2, 2019 - April 24, 2019
- Math/Sci/Soc Testing Window: April 16, 2019 - May 8, 2019

Phone System/Numbers Voicemail is available 24-hours a day for all staff members. A directory of staff members' numbers can be accessed when you call the school. There is a separate attendance number to call when reporting student absent; this may be called 24-hours a day. Information about any school cancellations or delays or changes in the school day will be sent out via ALL CALL NOW. Please make sure your number is updated with the secretaries. The **attendance number** for calling a student off is: **330-798-1012**.

Information For Grades 7-12 **Student Handbooks/Hall Passes**

Student Handbooks will be distributed on the first school day. This information can also be found on the website. Students and parents should read and discuss the information in the handbook as building expectations are clearly defined. The Student Code of Conduct can be found in the handbook, including dress code expectations. *An important building wide policy relating to hall passes is discussed. The policy limits passes to no more than three passes per class per grading period. Excessive passes being written by the teachers disrupts class activities and learning as well as leads to disruptions in the hallways.*

School Forms

Included in this newsletter are school forms to be completed by parents or guardians. These need to be returned to school within the first week. They can be dropped off at the office any weekday between the hours of 7:00 A.M. and 3:00 P.M. Additional forms will be given to students on the first day of school. *This information is critical to taking care of your child's needs.* If any of the contact names or numbers change during the school year, please call the school with the updated information ASAP. Parents/guardians are reminded to sign the office card, as this signature is used when verifying absence notes, early dismissal applications, etc. Students will be released only to individuals listed by the parent on this signed card. Any change in this information must be made in writing or a new card must be completed.

Class Fees

Certain classes have either semester or yearly fees. Such classes would include science, 2D and 3D Art, Technology, and Family & Consumer Science classes. The fees range between \$5.- to \$23.-. Class fees can be paid in the main office with cash, money order, or a check made payable to *Springfield High School*. Written notices of class fees are not sent home to parents – students are made aware of these class fees by their respective teachers. **Partial payments may be made** in the main office at any time; this includes senior class dues as well. Please see Mrs. Sayers or Mrs. Jurmanovich in the main office with any questions about fees. **All fees need to be paid in full before graduation or withdrawal from Springfield High School & Junior High. Students owing fees may not participate in some class activities and cannot participate in graduation.**

Consumable Fee

Each student in grades 7-8 is assessed a fee of thirty dollars (\$30.00). This fee is used to offset the cost of paper and other consumable materials used during the school year.

Reporting Student Absences

According to policy adopted by the Springfield Local Board of Education: a student's absence may be excused with communication from parent/guardian within seven days of said absence. Excessive absences need a written note from a doctor.

Details of the Attendance Policy are included in the Student Handbook which is posted on the school website. Students with excessive unexcused absences are referred to the Attendance Officer. The Springfield Police officers work with the schools to improve student attendance and assist parents in getting students to school.

Dress Code

The dress code is outlined in the Student Handbook and included in this mailing. It is also posted on the website to assist students and parents in their school clothing shopping. Please read it. The expectation is that students will report to school dressed appropriately, according to the policy provided. Specific information about appropriate shirts, short/skirt length, and pants/leggings is provided in the handbook. Wearing inappropriate items will result in a call home or assignment to ISS until a change of clothing is provided. Please note the “pop can guide” as a means to check skirt and short length. There is a strict “no holes” in pants policy. Leggings, not hose, may be worn under pants with holes. One warning, with a change of clothes is given. Consequences will follow.

School Portraits (Underclass)

Students in grades 7-12 will have their school portraits taken by **Ripcho Studios** on **Tuesday, September 25, 2018**. Information about the availability and pricing of various portrait packages will be sent home with students one week previous to picture date. All students will have their pictures taken for use on school records and yearbook, even if a portrait package is not purchased. On this date seniors will have their pictures taken for these uses without charge. This picture may not be used for the senior yearbook/composite since the official senior photographer is Allen School & Sports Photography.

Class of 2019 Information

Allen School and Sports Photography is the official photographer for the senior class and yearbook. While seniors may have their portraits taken by any studio, they will need to get a picture taken for the yearbook by Allen Studios **at no cost to the student (details below)**.

Seniors will receive information about pricing and how to schedule an appointment for a portrait sitting from Allen Studios during the senior meeting. Allen School and Sports Photography is located at 2751 Old Home Rd. Akron, OH 44312 (behind the Giant Eagle). Direct any questions to: allenschoolandsports@gmail.com

For students who do not want to go to the studio, Allen Studios will be at both Springfield High School and Portage Lakes Career Center to take the free senior photo on the dates and times listed below. The students will be reminded of the date over the announcements, the website, and phone calls home.

Yearbook/Composite pictures will be taken by Allen Studios as follows:

- Portage Lakes Career Center – Tuesday, October 23rd from 7:45 – 8:45
- Springfield High School – October 23rd from 9:45 – 11:45

Students at both schools need to follow directions given on the morning announcements about signing up for this picture session. **This will be the only date that the photographer will be in the school; any other “free session” will require travel to Allen Studios.**

Graduation

Graduation will be on Friday, May 31, 2019 at E.J. Thomas Hall on The University of Akron campus. Information about ordering graduation items will be sent home throughout the winter beginning with ordering announcements in November. A senior class meeting will be held on October 3rd during the AM Spartan Period at which time the Jostens’ representative will provide senior items and information to the students. The graduation cap and gown will be ordered from Jostens and payment will be made directly to them.

Josten's Dates To Remember

October 3rd Jostens –Class meetings with Senior (a.m.) and Sophomore Class (p.m.)

October 10th Jostens at Springfield High – during lunch periods – first opportunity for placing student orders for caps/gowns/announcements and first day for ring orders.

October 17th Jostens - Order Day for student orders for caps/gowns/announcements

The students will pay Josten's directly for their cap and gown.

Senior Dues

Senior dues for the 2018-19 school year will be \$35 payable to Springfield High School and given to Kim Jurmanovich in the main office. Dues help defray the cost of graduation, senior breakfast, prom, after prom, etc. Even if you do not participate in all of these functions the dues help the entire graduating class. **Please pay your senior dues before Winter Break. (December 21, 2018).**

High School & Junior High Early Release Dates for the 2018-19 School Year

Buses will run at 1:30 P.M. on the following dates. Students attending Portage Lakes Career Center will return to SHS at 1:30 P.M. to ride buses home.

August 30, 2018
September 20, 2018
October 18, 2018
November 15, 2018
December 13, 2018
January 24, 2019
February 21, 2019
March 21, 2019
May 16, 2019

Spartan Periods are meant to help students get missing work or extra help from the teacher's where their grades are suffering the most. The Spartan Periods for the year are as follows:

- September 26
- October 3
- October 10
- December 5
- December 12
- February 20
- February 27
- March 6
- May 8
- May 15

Early Dismissal Guidelines For Grades 7-12

In a continuing effort to ensure a safe, secure school environment the following guidelines will be followed when releasing students from our supervision:

Students requesting to leave school early must complete an Early Dismissal (ED) application and return it to the office **prior to 7:25 A.M.** on the day the student needs to leave early. Early Dismissal forms may be picked up in the office. The application must be signed by the parent or have a note attached. **An administrator will**

review the application and will grant or deny the requested application based on the reasons given for the request. Parents may be contacted to discuss the student's request. **Unless the office has an emergency medical form and an office card on file for the current school year, students will not be granted an early dismissal.**

The person picking up a student during the school day must come into the office and be prepared to show a photo ID if needed.

In case of **emergency**, a parent may come to the office to sign out a student. Please allow adequate time for the student to be located and called to the office. Class change time, lunch periods, and the end of the school day are times when it may take longer to locate a particular student. **Again, if forms are not on file, the parent/guardian may come to the office to sign the student out and to fill out the necessary forms. This procedure is in place for the safety of the students.**

Vacations during the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, **the student must complete a Vacation Slip and have it approved by the Principal PRIOR to vacation in order for the absence to be excused.** Excused absences for vacation are limited to five school days. Vacation slips may not be submitted after the fact.

Three Easy Steps to help support your school

- **Step 1: Clip Box Tops.**

School supporters clip the familiar Box Tops coupons from hundreds of participating products and send them to your school. Each Box Top is worth 10¢.

- **Step 2: Collect Box Tops.**

You collect the Box Tops coupons and turn them in to the main office.

- **Step 3: Your School Earns Cash.**

Twice each year, your school receives a check for the Box Tops Coupons you've submitted. This money helps support the educational program.



Athletic Schedules On Website

Go to Springfieldspartans.org, **click** on schools, **click** on High School, **click** on Sports Schedules and that will direct you to the **online schedule program**. All activities are updated as changes and/or cancellations occur. Maps and directions to away game locations are available at this site.

Support The Red and Gray



BOOSTER CLUB: The Sports Boosters are selling Spartan Wear that will be available at all home football games.

FANTASTIC PASSES are available in the athletic office. Passes are \$40.⁰⁰ but will admit you into \$60.⁰⁰ worth of events.

Fall Sports

The Homecoming game will be September 28, 2018 against Norton. The Homecoming dance will be on September 29th.

Tickets for all varsity football games are \$4.⁰⁰ student pre-sale and \$6.⁰⁰ for both students and adults at the gate.

DRESS CODE POLICY

Springfield High School and Junior High expects students to voluntarily comply with the dress code. Failure to comply with the dress code guidelines is considered insubordination and will be treated as such. The school administration shall enforce these guidelines and reserves the right to make the final decisions regarding the dress code.

General Guidelines: *applies to both the school day and all school events including awards programs and performances.* Clothing must be worn as designed.

1. A garment that is sheer, “see through” or shows skin, another item of clothing must be used to provide coverage. Yoga pants/Workout pants and Leggings that have sheer “see through” panels. The panels must be below the knee or they are not permitted to be worn to school.
2. Tank tops, narrow strapped tops or dresses must have a covering – the body area from the neck to shoulder must be covered. Tube tops, halters or bare midriffs are not permitted.
3. Muscle T’s, or low-cut (armhole) openings in shirts (i.e. NBA shirts) may not be worn without a school approved shirt underneath. *Students are permitted to wear sleeveless shirts/tops but may NOT wear low-cut arm holes. Shirts that have been altered by cutting or tearing may not be worn.*
4. Clothing/Items on property may not have obscene, sexual undertones or inappropriate messages (i.e. “double meaning” messages or shirts with Confederate Flags, Playboy logos, F.R.B.R (For Rednecks By Rednecks) with Confederate Flag Logo, Hooters and many of the current Nike shirts with sayings, etc.), drug references tobacco products, and alcohol products.
5. Skirt/Shorts length: skirts/dresses and shorts must be worn at the natural waist and come within a 12 oz. regular size pop can height. The length must meet this requirement all around the bottom of the garment if you have a bare leg. Test: kneel down next to a pop can and the skirts/dresses or shorts must touch the top of the can or the clothing item is too short. If an item is in question, this test will be used to determine school appropriate shorts or skirts. ****Skirts/dresses and shorts can be worn to fingertip length if leggings are worn underneath.**
6. Pants – are to be secured with a belt. Underwear must be covered even when seated. Oversized clothing that compromises the safety of students is not permitted.
7. Pajama bottoms or flannel material pants are not permitted.
8. Pants with holes **MUST** have leggings (**NOT PANTYHOSE**) under them. **NO EXPOSED SKIN.**
9. Tops/blouses – must naturally fall below the waistline of pants, skirts, or shorts even when hands are raised above the head. The top must be long enough to tuck inside the waistband even when seated. It should not be necessary to pull, stretch, or tug at a top to make it cover the waistband when sitting or standing.
10. No cleavage may be visible at any time. ***If in doubt, wear a collared shirt or a top within two inches of the collarbone.***

PERSONAL PROPERTY POLICY:

1. Purses that are oversized purses are not permitted. To determine appropriate size, if the purse is large enough to carry a textbook it is considered a book bag and must be mesh or see-through.
2. Foot apparel must be designed for street wear must be worn at all times. Items such as slippers and cleats are not permitted.
3. Studded accessories or chains – such as those attached to wallets or chokers are not permitted. This includes rings or jewelry with sharp points or surfaces.
4. Sunglasses and Head coverings – such as hats and/or bandannas, sunglasses are not permitted to be worn inside the school unless approved by the principal, a physician, and/or the school nurse. These items are to be removed when entering the school and placed in lockers. They are not to be carried around all day.
5. Outdoor coats, jackets, gloves and blankets are not to be worn in the building. These must be stored in the student’s locker. Students who believe the building is too cold should wear sweaters/sweatshirts. The following items are not permitted in the classroom and must be stored in the student’s locker: Coats, backpacks, tote/computer bags, briefcases, or storage devices
6. Jewelry - belts, necklaces, bracelets, and rings that could produce injury if they come in contact with another student may not be worn (i.e. sharp metal such as studs, chains, etc.)
7. Backpacks and String Bags: Students will be permitted to carry/wear a see-through/mesh bag throughout the school day for items such as pens, pencils, calculators. Backpacks may only be used to and from school and must be stored in students’ lockers.

****Non-Mesh/See-through/ Book bags may NOT be carried throughout the school day. This policy will be strictly enforced. If a student is unable to find a see through and/or mesh bag they may purchase one in the school store.**

Consequences for Dress Code & Personal Property Policies:

A referral slip will be sent to the office and students will be required to change clothes/correct offense or remain in ISS for the day and:

- 1st offense:** Inappropriate accessories may be confiscated. Written warning will be issued.
- 2nd offense:** Student will be assigned a school detention.
- 3rd offense:** Student will be assigned Friday School and further offenses will result in suspension.

Time spent outside of the classroom to deal with the above code issues is unexcused time.

Students who are representing Springfield High School and Junior High at an official function or public event may be required to follow specific dress requirements. Usually, this applies but is not limited to athletic teams, cheerleaders, bands and other such groups.

Physical Education Waiver

On July 21, 2015 the Springfield Board of Education approved a policy for a physical education waiver as an option for the students of Springfield High School. Students at Springfield High School will have the opportunity to have required Physical Education classes waived by participating in any athletic program offered by Springfield Local Schools, marching band, or cheerleading.

Students choosing this option must be involved from the beginning of the season until the very end of the season. Any student who is removed or quits a program during the season will not receive the waiver.

A student must participate for two full seasons to earn the Physical Education waiver. The two-season requirement may be made up of any combination of athletics, marching band, or cheerleading. You may not use a combination of one semester of class and one season to meet the requirement.

You will not receive credit for Physical Education; the requirement for Phys. Ed. is simply waived. You must take an additional elective to make up this half credit before graduation. This policy takes effect during the 2015–2016 school year and **may not be applied retroactively.**

Meningococcal vaccines are due by September 10th for incoming 7th and 12th grade students.

Dear Parents/Guardians of Seniors,

The Ohio Department of Health School Immunization Requirements require two (2) doses of Meningococcal (MCV4) vaccine to be administered before a student enters the 12th grade if the first dose was given before the age of 16.

Dear Parents/Guardians of 7th Graders,

The Ohio Department of Health School Immunization Requirements include one (1) doses of Meningococcal (MCV4) vaccine to be administered before a student enters the 7th grade.

Letters will be sent home with students soon regarding a vaccination clinic. Springfield Local School District is in partnership with PSI in providing a free clinic for students to get these vaccinations. There will also be a flu shot clinic at the same time and place.

**Springfield Local School District
Emergency Medical Authorization**

High School & Junior High

Student Name _____

Address _____

Telephone _____

Residential Parent or Guardian

Mother living with family? Yes No

Mother _____

Father _____

Other Name _____

Relative or Child Care Provider _____

Address _____

Father living with family? Yes No

Daytime Telephone _____

Daytime Telephone _____

Daytime Telephone _____

Daytime Telephone _____

Relationship _____

PURPOSE – To enable parents to authorize the emergency treatment for children who become ill or injured while under school authority when parents cannot be reached.

PART I OR PART II MUST BE COMPLETED

PART I: (To Grant Consent)

I **hereby give consent** for the following medical care providers and local hospital to be called:

Doctor _____

Telephone _____

Dentist _____

Telephone _____

Medical Specialist _____

Telephone _____

Local Hospital _____

Telephone _____

In the event reasonable attempts to contact me at _____ (tel. #) or _____ (other parent) at _____ (tel. #) have been unsuccessful, I hereby give my consent for: (1) the administration of any treatment deemed necessary by preferred doctor or preferred dentist, or in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to preferred hospital or any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of 2 other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained before the surgery is performed. List below facts concerning the **child's medical history including allergies, medications being taken, asthma, diabetes, epilepsy and any physical impairments to which a physician should be alerted:**

Date

Signature of Parent

Address

City

Zip

******DO NOT COMPLETE PART II IF YOU HAVE COMPLETED PART I******

PART II: (Refusal Of Consent)

I **DO NOT** GIVE MY CONSENT for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take no action or to:

Date

Signature of Parent

Address

City

Zip

Please complete the form on the back of this form

SPRINGFIELD LOCAL SCHOOLS

ACCEPTABLE USE POLICY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose.

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resourced sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be funded by Board's policy on instructional materials.

View the entire policy at:
www.springfieldspartans.org/tech

Acceptable Use Policy – Students

(Every student, regardless of age, must read and sign below)

I have read, understand, and agree to abide by the terms of the Acceptable Use Policy and Agreement.

Student Name (printed): _____

Student Signature: _____ Date: _____

Acceptable Use Policy – Parent/Guardian

(To be read and signed by parents or guardians of all students). As the parent or legal guardian of this student, I have read, understand, and agree that my child or ward shall abide by the terms of the Acceptable Use Policy and Agreement. I hereby give permission my child or ward to access the School District's computer network and the Internet.

Parent Name (printed): _____

Parent Signature: _____ Date: _____

MEDIA RELEASE POLICY

View the entire policy at: www.springfieldspartans.org/tech

Media Release (Photographs/Classroom Videos)

Please initial your choice.

_____ YES _____ NO

APPLICATION TO DRIVE VEHICLES ON SCHOOL PROPERTY

NAME OF STUDENT DRIVER _____
(Last) (First) (Middle)

ADDRESS _____
(Street No.) (City) (Zip)

HOME PHONE _____ PARENT'S WORK PHONE _____ GRADE _____

DRIVER'S LICENSE # _____ EXPIRATION DATE _____

VEHICLE NO. #1 LICENSE NO. OF VEHICLE _____

(Make) (Year) (Color)

VEHICLE NO. #2 LICENSE NO. OF VEHICLE _____

(Make) (Year) (Color)

NAME AND ADDRESS OF INSURANCE COMPANY _____

PHONE NO. _____

TYPE OF COVERAGE _____

I hereby authorize my son/daughter to drive the above-described vehicle(s) to and from school and verify that the information on this form is accurate to the best of my knowledge.

I also understand that if it is determined the driving privilege has been abused, his/her driving permit will be revoked by the school administration.

EXCESSIVE TARDINESS, TRUANCY, SKIPPING CLASS, AND OTHER INFRACTIONS ARE GROUNDS FOR REVOKING A STUDENT'S DRIVING PRIVILEGE. THIS WILL REQUIRE THE STUDENT TO RIDE THE SCHOOL BUS OR TO ARRANGE ALTERNATE TRANSPORTATION.

Parent/Guardian Signature

Student Signature

(Office Use Only Below This Line)

Permit #: _____

Date: _____

Administrator: _____

MILITARY STUDENT STATUS

School Year 2018-2019

School Districts are now being required to identify students whose parents or legal guardians have been an active member of the Armed Forces or National Guard at any time throughout the current school year. If a parent or legal guardian's status changes during the school year, please inform the school office with the change.

Please fill out and return to the school so the district will be able to identify and report the information the state requires.

Thank you to our Military Families.

Student's Name _____

Teacher/Homeroom number _____

_____ Not a military student

_____ Student is a dependent of a member of the duty Forces
(Army, Navy, Air Force, Marines Corp or Coast Guard)

_____ Student is a dependent of a member of the National Guard

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Springfield Sr/Jr High School** offers healthy meals every school day. Breakfast costs \$1.75; lunch costs \$3.00. **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) or Ohio Works First (OWF) 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.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2018-2019			
Household size	Yearly	Monthly	Weekly
1	\$22,459	\$1,872	\$432
2	30,451	2,538	586
3	38,443	3,204	740
4	46,435	3,870	893
5	54,427	4,536	1,047
6	62,419	5,202	1,201
7	70,411	5,868	1,355
8	78,403	6,534	1,508
Each additional person:	7,992	666	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 haven't been told your children will get free meals, please call or e-mail Mr. **Brad Beun 330-798-1111 Extention 545013.**
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 your child's school office.*
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 Mrs. **April Crace 330-798-1170** 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, through **October 3, 2018.** 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: DUSTIN BOSWELL 330-798-1105.
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 Ohio SNAP or other assistance benefits, contact your local assistance office or call 877-852-0010.

If you have other questions or need help, call 330-789-1170.
Sincerely,

Dustin Boswell

INSTRUCTIONS FOR APPLYING

A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU

IF YOUR HOUSEHOLD RECEIVES BENEFITS FROM THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) OR OHIO WORKS FIRST (OWF), FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the school name and school grade level for each child.

Part 2: List the 7 or 10-digit case number for any household member (including adults) receiving SNAP or OWF benefits.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Sign the form. The last four digits of a Social Security Number are **not** necessary.

Part 6: Answer this question if you choose to.

IF NO ONE IN YOUR HOUSEHOLD GETS SNAP OR OWF BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR RUNAWAY, FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the school name and school grade level for each child.

Part 2: Skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call Brad Beun 330-798-1111 Extention 545013.

Part 4: Complete only if a child in your household isn't eligible under Part 3. See Instruction for All Other Households.

Part 5: Sign the form. The last four digits of a Social Security Number are **not** necessary if you didn't need to fill in part 4.

Part 6: Answer this question if you choose to.

IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS:

If all children in the household are foster children:

Part 1: List all foster children and the school name and school grade level for each child. Check the box indicating the child is a foster child.

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Sign the form. The last four digits of a Social Security Number are **not** necessary.

Part 6: Answer this question if you choose to.

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

Part 1: List all household members and the name of school and school grade level for each child. For any person, including children, with no income, you must check the "No Income" box. Check the box if the child is a foster child.

Part 2: If the household does not have a SNAP or OWF 7 or 10-digit case number, skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call Brad Beun 330-798-1111 Extention 545013. If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- **Box 1—Name:** List all household members with income.
- **Box 2—Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. Check the box to tell us how often the person receives the income—weekly, every other week, twice a month, or monthly. For earnings, be sure to list the **gross income**, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount and check the box to tell us how often each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under *All Other Income*, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For **ONLY** the self-employed, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Part 5: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

Part 6: Answer this question, if you choose.

ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the school name and school grade level for each child. For any person, including children, with no income, you must check the "No Income Box".

Part 2: If the household does not have a SNAP or OWF 7 or 10-digit case number, skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call Brad Beun 330-798-1111 Extention 545013.. If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- **Box 1–Name:** List all household members with income.
- **Box 2 –Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. Check the box to tell us how often the person receives the income—weekly, every other week, twice a month, or monthly. For earnings, be sure to list the **gross income**, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount and check the box to tell us how often each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under *All Other Income*, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For **ONLY** the self-employed, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Part 5: An adult household member must sign the form and list the last four digits of his or her Social Security Number (or mark the box if s/he doesn't have one).

Part 6: Answer this question if you choose to.

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

INCOME ELIGIBILITY GUIDELINES			
Household size	Yearly	Monthly	Weekly
1	\$22,459	\$1,872	\$432
2	30,451	2,538	586
3	38,443	3,204	740
4	46,435	3,870	893
5	54,427	4,536	1,047
6	62,419	5,202	1,201
7	70,411	5,868	1,355
8	78,403	6,534	1,508
Each additional person:	7,992	666	154

Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Ohio Works First (OWF) case number or other 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.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410
fax: (202) 690-7442; or
email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Healthy Start & Healthy Families

Does your child qualify for the School Meals Program?
If so, your family may qualify for free health coverage!



Healthy Start & Healthy Families

Healthy Start offers free health care coverage
for kids (birth to age 19) and pregnant women.

Healthy Families offers free health care coverage for the
entire family - parents AND kids.

Healthy Start & Healthy Families Covers:

Doctor Visits
Hospital Care
Immunizations
Substance Abuse

Prescriptions
Vision Services
Dental Care
Mental Health

And Much More!

For more information or an application, call:
1-800-324-8680 (a free call!)

TDD 1-800-292-3572

Monday - Friday 7 am to 8 pm
Saturday - Sunday 12 pm to 5 pm



*Your family's size and income determines if you and your family are eligible for Healthy Start or Healthy Families.
Healthy Start & Healthy Families are Medicaid Programs administered by The Ohio Department of Job & Family Services.*