



## Welcome Back to School!

Daniel A. Noel Ed.S. | SUPERINTENDENT  
NORTH PUTNAM COMMUNITY SCHOOL CORPORATION

### IT'S HAPPENING EVERYWHERE AT NORTH PUTNAM

It was a very busy year at the North Putnam Community School Corporation in regards to construction, new programs and it continues to stay busy. At the beginning of last school year, we completed the two million dollar renovation of Roachdale Elementary that included air conditioning and heating, cabinets in each classroom, lighting, ceiling tile in the hallways, new dishwasher and flooring in the kitchen, complete computer rewire, new office area, new doors inside and outside, backstop and fence on second ball diamond, paint inside and outside of the building, expanded parking lot including repaving and striping, and new program equipment for art, music and physical education. What a difference in the air quality for our students. This summer, the hallways have been painted, gym floor refinished, 26 new security cameras and monitors installed, bumpers and rubber mulch on the playgrounds, new computer lab and tables, and working on drainage on the south side of the building along with signage for the front of the building.

Bainbridge Elementary just finished July 1 with new windows, air conditioning and heating in the whole building, new ceiling in the cafeteria, lights, VCT tile, new carpet in hallways, paint in hallways and restroom, new flooring in all restrooms, electrical service underground, new sinks in large restrooms, secured entrance, playgrounds with rubber mulch, complete computer rewire and 36 new security cameras and monitors, new roof, paint entrance to pre-

school area, additional cabinets in classroom, new computer lab and computer tables, and gym floor refinished. There is still some painting inside and out that we will be completing during the school year, along with new paving, sealing and striping and pads poured for under softball bleachers.

North Putnam Middle School has been under construction since late February with new roof, windows painted, new ceiling tiles, new epoxy in the restroom and on stairs, new carpet in main office, nurses office area, and media center, repair of terrazzo flooring, complete rewire for computers, fifty six security cameras installed in the building and outside building, new workroom in main office, fire alarm system, total repair of dampers that were not installed correctly when building was built, new air conditioning and heating in all rooms. There is still the second part of renovation at North Putnam Middle School, which includes air conditioning of the cafeteria, gym, weight room, locker rooms, lighting, and ceiling, \$60,000 donations from Johnson Melloh for new LED lights, restrooms, science rooms and painting.

The construction work will be done after school until 3:00 a.m. Monday through Thursday. First stage completion will be the first of September and second stage completion will be the middle of December.

Is there anything happening at the North Putnam High School you ask? Most definitely. The new Agricultural area has new equipment for welding, Agri-Mechanic, a new state of the art greenhouse that is more than willing to supply you with your plant and garden needs, new digital photography class, new laptop computers, and CASE curriculum.

We still have much to do at the High School as we continue to improve a school that has been recognized as a four star school for the third year in a row. As we continue down this journey of renovation at the high school, we ask that you attend the meetings in the near future to give your input for the recommended changes to assist in the learning process. Hope to see you there. It will be appreciated.

I get questioned many times about how we can afford these changes. It is possible by the use of our debt service fund and a School Board that continues to put your student first when it comes to facilities and student safety. Our School Treasurer, Tanya Pearson continues to be the Corporation watch dog. I trust her to keep close eye for a positive financial position. By the positive financial picture last year, it was possible to give our entire teaching staff at least a \$2,100 raise. Some of our teachers had not received a raise for over five years. Our biggest challenge in this coming year is with our insurance in the form of a 13% raise in premiums in October and a change from five policies to three. Negotiating with our teachers will begin in the next few weeks and needs to be completed by the end of September on their salary and benefits.

What a great year academically with our school corporation being an "A" for the first time in our school's history. This was accomplished by our great administrative team, teachers, instructional assistants, students and our parents. Thank you for this and keep up the great work this year and every year.

One of the new and exciting projects recently approved by our School Board was a solar farm offering zero net and zero metering. This means that our electric rate will be locked in for the next twenty-five years. Our corporation will be the first middle and high school in Indiana to have a solar farm on campus. Please watch for additional information in the coming months on this exciting project.

I realize that you have placed me in a position of major responsibility in regards to running the North Putnam Community School Corporation and I assure you that it is something that is not taken lightly. I hope that you understand that I work as hard as I know how to make our School Corporation the best in the State of Indiana. With your help, this can happen. Please call if I can assist you in any way.



Thanks,  
Daniel A. Noel, Ed.S.

**AUG 2015**  
SERVING NORTHERN  
Putnam County, Indiana

North Putnam  
Community School Corporation

## Welcome Our New Employees

### North Putnam High School

**Kyle Black**

Social Studies Teacher

**Christopher Geeser**

Business Teacher

**Alexander Keim**

Choir Teacher

**Shawn Alspaugh**

Math Teacher

**James Miller**

Math Teacher

**Jarrod Duff**

Alternative Education Teacher

**Tim Garver**

Athletic Director

**Christopher Gross**

Special Education Teacher

**Jessica Wright**

English/LA Teacher

### North Putnam Middle School

**Angela Werking**

7th Grade Math Teacher

**Tim Garver**

Athletic Director

**Alexander Keim**

Choir Teacher

### Roachdale Elementary

**Cheryl Crosby**

Teacher

## Make a Note



### July Events

31 K-12 Schools Reopen

### August Events

- 3 NPCSC Registration Gr. K-12, 9:00 a.m. – 4:00 p.m.
- 4 NPCSC Registration Gr. K-12, 12:00 – 7:00 p.m.
- 5 Sixth Grade Orientation at Middle School – 4:00 p.m. – 6:00 p.m.
- 5 Freshman Orientation 1:00 – 3:30 p.m.
- 6 Open House at Bainbridge Elementary – 5:00-6:30 p.m.
- 6 Open House at Roachdale Elementary – 5:00-6:30 p.m.
- 6 Opening Day for Staff at High School – 8:00 a.m.
- 7 First Student Day
- 13 Open House at Middle School – 6:00-8:00 p.m.
- 19 NPCSC School Board Meeting – 7:00 p.m.

### September Events

- 7 Labor Day -- No School
- 11 Homecoming
- 16 NPCSC School Board Meeting 7:00 PM

### October Events

- 16 Senior Night

North Putnam  
Community School Corporation  
**BOARD OF SCHOOL TRUSTEES**

**BOARD MEMBERS****JIM BOWLING**

MONROE TOWNSHIP

jbowling@nputnam.k12.in.us

**JOHN HAYS**

JACKSON TOWNSHIP

jhays@nputnam.k12.in.us

**MARK HOKE**

AT-LARGE

mhoke@nputnam.k12.in.us

**TRAVIS LAMBERMONT**

CLINTON TOWNSHIP

tlambermont@nputnam.k12.in.us

**RON SPENCER**

FLOYD TOWNSHIP

rspencer@nputnam.k12.in.us

**JILL SUMMERLOT**

FRANKLIN TOWNSHIP

jsummerlot@nputnam.k12.in.us

**DARRELL WIATT**

RUSSELL TOWNSHIP

dwiatt@nputnam.k12.in.us

**SUPERINTENDENT****DANIEL NOEL, Ed.S.**

dnoel@nputnam.k12.in.us

*We are on the Web!*  
www.nputnam.k12.in.us

**North Putnam Community  
School Corporation**

P.O. Box 169

300 North Washington Street  
Bainbridge, IN 46105

*Cougar Tracks* is a periodical publication intended for the informational and entertainment purposes of residents and friends of the North Putnam Community School Corporation, Putnam County, Indiana.

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Questions or comments?  
Please contact us at:  
765-522-6218

Email: dnoel@nputnam.k12.in.us



www.nputnam.  
k12.in.us

## e-Funds are E-Z!

North Putnam Community School Corporation will be offering the textbook rental payment system called e-Funds. This will be a convenient way for parents to pay textbook rental. Parents may log onto the corporation website and pay from the comfort of their home. This program is available 24 hours a day. After your payment has been entered, verified and released, the system will automatically send a receipt to the payer. This way you can check balances and keep track of payments. 🐾

## Lunchroom News

### LUNCH ACCOUNTS

If your child has a negative account balance at the end of the school year, this amount will carry over to the next school year.

### MY SCHOOL ACCOUNT

I recommend all parents to take advantage of this program. My School Account was designed to help parents keep track of their child's lunch account. You may sign up for this program on the North Putnam website for FREE! All you need is your child's lunch account number and you can go on the My School Account site and follow the step by step instructions and create an account so you can keep track of your

child's lunch account. With this account you can check balances and set an alert when the account gets low on money or negative. You can also pay on your child's lunch account. If you do utilize the My School Account to pay on your child's lunch account be aware there is a \$2.00 convenience fee for each transaction. 🐾



### NORTH PUTNAM COMMUNITY SCHOOL CORPORATION

## Contact Information for Administrators

### BAINBRIDGE ELEMENTARY 765.522.6233

## PRINCIPAL

**Rodney Simpson** rsimpson@nputnam.k12.in.us

Building is Open with Supervision 8:00 AM — 3:15 PM

Classes Begin & End 8:30 AM — 2:50 PM

### ROACHDALE ELEMENTARY 765.522.1732

## PRINCIPAL

**Scott Spencer** sspencer@nputnam.k12.in.us

Building is Open with Supervision 8:00 AM — 3:15 PM

Classes Begin & End 8:30 AM — 2:55 PM

### NORTH PUTNAM MIDDLE SCHOOL

765.522.2900

## PRINCIPAL

**Scott Miller** smiller@nputnam.k12.in.us

## ASSISTANT PRINCIPAL

**Beth Waterman** bwaterman@nputnam.k12.in.us

Building is Open with Supervision 7:50 AM — 3:20 PM

Classes Begin & End 8:15 AM — 3:17 PM

### NORTH PUTNAM HIGH SCHOOL

765.522.6282

## PRINCIPAL

**Jason Chew** jchew@nputnam.k12.in.us

## ASSISTANT PRINCIPAL

**Levi Yowell** lyowell@nputnam.k12.in.us

Building is Open with Supervision 7:50 AM — 3:20 PM

Classes Begin & End 8:15 AM — 3:17 PM

## BACK TO SCHOOL - IMPORTANT INFORMATION Registration procedures and textbook rental fees

School offices will open for the 2015-2016 school year on Friday, July 31 at 8:00 a.m. The first student day is August 7. Parents may register their children on August 3, from 9:00 a.m. until 4:00 p.m. and on August 4, from 12:00 noon until 7:00 p.m. If you cannot register your child on either of these days, please call your child's school to make other arrangements.

Once again, parents have the option of registering their child online. In order to register online, parents will need to go to the corporation's homepage registration link. Click on the registration button, and follow the simple directions. For your convenience, student registration forms have been placed online and parents may update student information through Harmony. In addition, bus information, free and reduced lunch applications, and grade-level supply lists have been placed online. The textbook rental fees are paid through a secure e-Funding account. Step-by-step e-Funding directions are attached at the registration link.

### PAYMENT OF BOOK RENTAL AND CLASS FEES

Textbook rental and student fees are due at the time of registration. Parents are eligible for textbook rental assistance if they qualify for free or reduced lunch based on federal free lunch guidelines. Free and reduced lunch applications have been placed in this newsletter and applications are available at all North Putnam Schools. If you would like to apply for textbook rental assistance, please complete the free

and reduced lunch application, including the portion dealing specifically with textbook assistance, and bring it with you to registration. If you do not qualify for free and reduced lunch, but cannot pay textbook rental or student fees at the time of registration, please make an appointment with the building principal or assistant principal to arrange a payment plan.

### NEW STUDENTS

Students new to North Putnam Schools must be accompanied by a parent or guardian during registration. Please bring a copy of your child's birth certificate, immunization records, and proof of residency. Immunization records must be on file with the school before attendance will be allowed. Students who are living with adults other than their parents will be required to have court documents detailing legal guardianship before enrolling..

### *Bainbridge and Roachdale Elementary Schools*

#### Textbook Rental Fees

Pre-School	No rental fees
Kindergarten	\$64.12
Grade 1	\$66.82
Grade 2	\$60.79
Grade 3	\$53.79
Grade 4	\$56.55
Grade 5	\$57.33

### *North Putnam Middle School*

#### Maximum Textbook Rental Fees

Grade 6	\$119.62
Grade 7	\$123.17
Grade 8	\$141.34

At the time of on-site registration, students will be provided their class schedule, a supply list, locker assign-

## 2015-2016 Indiana Department of Health SCHOOL IMMUNIZATION REQUIREMENTS

	3-5 YRS	Grade K-1	Grade 2-5	Grade 6-11	Grade 12
* HEP A HEPATITIS A	-	2	-	-	-
HEP B HEPATITIS B	3	3	3	3	3
DTAP DIPHTHERIA, TETANUS, PERTUSSIS	4	5	5	5	5
POLIO INACTIVE POLIO	3	4	4	4	4
MMR MEASLES, MUMPS, RUBELLA	1	2	2	2	2
VAR VARICELLA	1	2	2	2	2
TDAP TETANUS, PERTUSSIS	-	-	-	1	1
* MCV4 MENINGOCOCCAL	-	-	-	1	2

\* *Vaccinations are strongly recommended, but not required for school entry for the 2013-14 school year.*

**Hep B** The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age. **DTaP** Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday. **Polio** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 5th grade the final dose must be administered on or after the 4th birthday, and be administered at least 6 months after the previous dose. **Live Vaccines (MMR, Varicella & LAIV)** Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days. **Varicella** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7th grade. Parental report of disease history is acceptable for grades 8-12.

**Tdap** There is no minimum interval from the last Td dose. **MCV4** Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4. **Hep A** The minimum interval between 1st and 2nd dose of Hepatitis A is 6 calendar months. For children who have delayed immunizations, please refer to the 2015 CDC "Catch-up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2015 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at ...

<http://www.cdc.gov/vaccines/schedules>

Please Access the [Indiana Department of Education](#) web page, and go to *Immunizations* for more information.

ment, student handbooks, and a free/reduced lunch application form if needed. Parents will be asked to pay textbook rental fees and the bookstore will also be open during registration.

Textbook rental costs and student fees are contingent upon the classes being taken, and will vary with each student. The **MAXIMUM** textbook rental costs and fees are as follows:

### *North Putnam High School*


Students new to North Putnam High School are asked to call the high school [765-522-6282] to schedule an appointment to register for the upcoming school year.

At the time of on-site registration, students will be provided their class schedule, a supply list, locker assignment,

student handbooks, and a free/reduced lunch application form if needed.

Students/parents will be asked to pay textbook rental fees at the time of registration. Textbook rental costs and student fees are contingent upon the classes taken and will vary with each student.

### HIGH SCHOOL SCHEDULE CHANGES

Students requesting schedule changes are to schedule a meeting with their counselor. Please call 765-522-6218, Extension 310 to schedule a meeting with your counselor as soon as possible. Some requests may not be accommodated because of classes being full. 

# **NPCSC**

## **EMPLOYMENT**

### **SUBSTITUTE TEACHERS**

#### QUALIFICATIONS:

**Applicants must have or be able to obtain a Valid Teacher License  
OR**

#### **Valid Substitute Teaching Certificate**

*The minimum education requirement necessary to receive a recommendation for a Substitute Teacher Certificate shall be fifteen (15) college hours from an accredited institute.*

*The fifteen (15) college hour requirement will be waived if the candidate has a high school diploma and two (2) or more years of verifiable successful service as a school instructional assistant, academic or athletic coach, or child care worker.*

#### PAY SCALE

**Licensed Teacher or  
Four (4) Year College Degree \$68.00  
Substitute Teacher Certificate \$58.00**

#### *Qualified applicants should contact:*

North Putnam Community School  
Administration Office  
PO Box 169, 300 North Washington Street  
Bainbridge, IN 46105  
Phone: 765-522-6218  
Fax: 765-522-3562

### **BUS DRIVERS**

#### **Route Drivers / Substitute Drivers / Extra Curricular Event Drivers**

#### QUALIFICATIONS:

**Drivers must hold a Commercial Driver's License (CDL) with a  
Public Passenger's endorsement, or be willing to obtain one.**

#### *Interested applicants should contact:*

Transportation Office  
125 West Seminary Street  
Bainbridge, IN 46105  
765-522-6220

### **SUBSTITUTE CUSTODIANS SUBSTITUTE CAFETERIA WORKERS**

#### *Interested applicants should contact:*

Administration Office  
PO Box 169, 300 North Washington Street  
Bainbridge, Indiana 46105  
765-522-6218

**NPCSC School Transportation Information is only a 'Click' away**  
Parents will be able to go online and view their child's school bus information through a program called *VersaTrans e-Link*. *VersaTrans e-Link* allows the Transportation Department to share school bus information online with parents and students.

Parents can easily access their child's bus stop information by following the directions found below:

#### **DIRECTIONS:**

- Go to the North Putnam Community School Corporation web page ([www.nputnam.k12.in.us](http://www.nputnam.k12.in.us))
- Click on the "School Bus Information" button
- Enter "guest" as User name AND password.
- Type in your child's grade level
- Enter your address with the house number in the first box, followed by the street or road address in the second box, and the zip code in the third box.
- Click on "enter"
- The next window will provide you with a detailed description for your child indicating:
  - Which school your child attends
  - The distance from your home to the school
  - The distance to the bus stop (if applicable)
  - The location of the bus stop
  - The number of the bus your child is assigned, and
  - The approximate time your child will be picked up.
- A map will appear on the right hand side showing the approximate location of your home in relation to the school.

During registration, computers will be set up in each school so that parents can access preliminary bus route information. However, bus route assignments will not be completed until after registration is completed.

If you are a new student or should your child's information not appear in the eLink system, please contact the Transportation Office at 522-6220 for assistance.

*If your child is being dropped off or picked up at a different location, please notify the Transportation Office at 522-6220 as soon as possible.*



*We are on the Web!*  
[www.nputnam.k12.in.us](http://www.nputnam.k12.in.us)

The North Putnam Community School Corporation Is an Equal Opportunity Employer

Dear Parent/Guardian:

Children need healthy meals to learn. North Putnam Community School offers healthy meals every school day. Breakfast costs \$1.60; lunch costs \$2.75 in the High School and Middle School and \$2.60 in Bainbridge and Roachdale Elementary. **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 SNAP (Food Stamps) or TANF, 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 2015-16			
Household size	Yearly	Monthly	Weekly
1	21,775	1,815	419
2	29,471	2,456	567
3	37,167	3,098	715
4	44,863	3,739	863
5	52,559	4,380	1,011
6	60,255	5,022	1,159
7	67,951	5,663	1,307
8	75,647	6,304	1,455
Each additional	+7,696	+642	+148

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail Mr. Daniel Noel 765-522-6218 or [dnoel@nputnam.k12.in.us](mailto:dnoel@nputnam.k12.in.us).
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: North Putnam Middle School Attn: Robin Smith, FSD 8905 N CR 250 E Roachdale, IN 46172.
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 Robin Smith, FSD 765-522-2900 Ext: 408 or [rsmith@nputnam.k12.in.us](mailto:rsmith@nputnam.k12.in.us) immediately.
5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit **North Putnam Website** to begin or to learn more about the online application process. Contact Robin Smith, FSD, at 765-522-2900 Ext: 408 or [rsmith@nputnam.k12.in.us](mailto:rsmith@nputnam.k12.in.us) if you have any questions about the online application.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: MR. DANIEL NOEL 765-522-6218.

11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
  12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
  13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
  14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
  15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact Robin Smith, FSD, at 765-522-2900 Ext: 408 or [rsmith@nputnam.k12.in.us](mailto:rsmith@nputnam.k12.in.us) to receive a second application.
  16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP (Food Stamp) or other assistance benefits, contact your local assistance office or call **1-800-403-0864**.
- If you have other questions or need help, call 765-522-2900 Ext: 408.

Sincerely,

**Robin Smith, FSD**

### **HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS**

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in North Putnam School District. If your children do not attend schools in the same school district, you will need to submit multiple applications.

The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Robin Smith, FSD, at 765-522-2900 Ext: 408 or [rsmith@nputnam.k12.in.us](mailto:rsmith@nputnam.k12.in.us). Please use a pen (not a pencil) when filling out the paper application and do your best to print clearly.

### **STEP 1: List All Children in the Household**

1. List each child's name. Print their first name, middle initial and last name. Use one line of the application for each child. If there are more children in the household than lines on the application, attach a second piece of paper with all required information for the additional children.
2. Is the child a student at North Putnam School? Mark 'Yes' or 'No.'
3. List the name of the school building the student is enrolled in. If a child listed in this section is not enrolled in any school, leave this box blank.
4. List the student's birthdate. If a child listed in this section is not enrolled in any school, leave this box blank.
5. List the student's grade. If a child listed in this section is not enrolled in any school, leave this box blank.
6. Is the child living with the parent or caretaker relative? Mark 'Yes' or 'No.'
7. Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. Foster children who live with you may count as members of your household and should be listed on your application. If you are only applying for foster children, after completing STEP 1, skip to STEP 4 of the application and these instructions.
8. Are any children homeless, migrant, or runaway? If you believe any child listed in this section may meet this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application.

#### **Before you move to the next step**

- Make sure all children in the household are listed. Include infants, children, and students up through grade 12. These children do not have to be related to you to be a part of your household.
- Include all members in the household who are:
  - Children age 18 or under and are supported with the household's income;

- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending North Putnam School, regardless of age.

## STEP 2 – Report Participation in SNAP (Food Stamps) or TANF

1. If no one in your household participates in the Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF), circle 'No', leave STEP 2 blank and skip to STEP 3 on the application.
2. If **anyone** in your household participates in SNAP (Food Stamps) or TANF, circle 'Yes' and provide a valid case number. You only need to write one case number. If you participate in one of these programs and do not know your case number, contact 1-800-403-0864. You must provide a case number on your application if you circled 'Yes,' then Skip to STEP 4.

### Before you move to the next step

Medicaid and Hoosier Healthwise do not automatically qualify a household for free meals. If no one in the household receives SNAP or TANF benefits, you must complete STEP 3 with income information.

## STEP 3 – Report Income for All Household Members

### Part A

1. Report all income earned by children in the household. This is money received from outside your household that is paid directly to your children. Report the combined gross income for all children listed in Step 1 in the box marked "Total Child Income."
2. Only count foster children's income if you are applying for them together with the rest of your household. It is optional for the household to list foster children living with them as part of the household. Payments received from the Foster Care agency or court for the care of foster children do not count as income and can be excluded.

Sources of Child Income	Example(s)
Earnings from work	A child has a job where they earn a salary or wages.
Social Security <ul style="list-style-type: none"> <li>• Disability Payments</li> <li>• Survivor's Benefits</li> </ul>	A child is blind or disabled and receives Social Security benefits. A parent is disabled, retired, or deceased, and their child receives social security benefits.
Income from persons outside the household	A friend or extended family member regularly gives a child spending money.
Income from any other source	A child receives income from a private pension fund, annuity, or trust.

### Part B

1. List each adult household member's name. Print the name of each household member. Do not include children and students already listed in Step 1.
  - Include all members who are living with you and share income and expenses, even if not related and even if they do not receive income of their own.
  - Do not include people who live with you but are not supported by your household's income and do not contribute income to your household.
2. Report gross income. Refer to the chart titled "Sources of Income for Adults."
  - Report all amounts in gross income only. Gross income is the total income received before taxes or deductions. Make sure that the income reported on this application has not been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
  - If you are a self-employed business or farm owner, report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.
  - Report all income in whole dollars. Do not include cents.
  - Write a '0' in any fields where there is no income to report. Any income fields left empty or blank will be counted as zeroes. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household was reported incorrectly, your application will be verified for cause.
  - Mark how often each type of income is received using the check boxes to the right of each field.

Sources of Income for Adults		
Earnings from Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/All Other Income
<ul style="list-style-type: none"> <li>Gross income from salary, wages, cash bonuses</li> <li>Net income from self-employment (farm or business)</li> <li>Strike benefits</li> </ul> <p><b>If you are in the U.S. Military</b></p> <ul style="list-style-type: none"> <li>Basic pay and cash bonuses (do not include combat pay, FSSA or privatized housing allowances)</li> <li>Allowances for off-base housing, food, and clothing.</li> </ul>	<ul style="list-style-type: none"> <li>Unemployment benefits</li> <li>Worker's compensation</li> <li>Supplemental Security Income (SSI)</li> <li>Cash assistance from State or local government</li> <li>Alimony payments</li> <li>Child support payments</li> <li>Veteran's benefits</li> </ul>	<ul style="list-style-type: none"> <li>Social Security (including railroad retirement and black lung benefits)</li> <li>Private Pensions or disability</li> <li>Income from trusts or estates</li> <li>Annuities</li> <li>Investment income</li> <li>Earned interest</li> <li>Rental income</li> <li>Regular cash payments from outside household</li> </ul>

- Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)."
  - This number must be equal to the number of household members listed in Step 1 and Step 3.
  - If there are any members of your household that you have not listed on the application, go back and add them.
  - It is very important to list all household members, as the size of your household determines your income cutoff for free and reduced meals.
- Provide the last four digits of your Social Security Number. The household's primary wage earner or another adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

**Before you move to the next step**

Double check that all income has been listed, that the frequency of pay boxes have been checked, the total number of household members are recorded and the last 4 digits of an adult household member's Social Security Number have been included or the box indicating there is no SSN checked.

**STEP 4 – Contact Information and Adult Signature**

- All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.
  - Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.
  - Sign and print your name.
  - Write today's date.
  - Share children's Racial and Ethnic Identities (options). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.

**Before you move to the next step**

Any application not signed is considered incomplete. Be sure you have signed the application and filled out as much contact information as possible. The more information provided, the easier it will be for us to reach you.

**STEP 5 – Other Benefits**

- Textbook Assistance
  - Textbook assistance is optional and does not affect your children's eligibility for free or reduced price school meals.
  - If you want to receive Textbook Assistance, check 'Yes' and then read, sign, and date the section to the right.
  - If you do not want to receive Textbook Assistance, check 'No.'
- Hoosier Healthwise Disclosure
  - This disclosure is optional and does not affect your children's eligibility for free or reduced price school meals.
  - If you want to share your child's free/reduced eligibility in order to qualify for free or low-cost health insurance under Medicaid or Hoosier Healthwise, sign and date this section.





**STEP 5**

**Other Benefits – This section does not need to be completed to receive free or reduced price meal benefits.**

Do you want to receive **Textbook Assistance**?

- Yes  
 No

If yes, sign to the right →

I certify that I am the parent/guardian of the child(ren) for whom application is being made. My signature below authorizes for whom application is being made. My signature below authorizes the release of information on this application for textbook assistance. I give up my right of confidentiality for this purpose only. This application information will be shared with the Indiana Family and Social Services Administration pursuant to I.C. 20-33-5-2 and I.C. 12-14-28-2, solely for purposes of complying with 45 C.F.R. Parts 260 and 265.

School Use Only:

- Approved  
 Denied  
 Not Applicable

This application information may be shared with the Family and Social Services Administration for the purpose of identifying children who may qualify for free or low-cost health insurance under Medicaid or Hoosier Healthwise. If you want the application information shared for this purpose, please sign below. I certify I am the parent/guardian of the child(ren) for whom application is being made. I authorize the release of information for this purpose.

Signature of adult completing the form

Today's date

**OPTIONAL Children's Racial and Ethnic Identities**

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

**Ethnicity (check one):**

- Hispanic or Latino  
 Not Hispanic or Latino

**Race (check one or more):**

- American Indian or Alaskan Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White

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), 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.

Individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).  
 USDA is an equal opportunity provider and employer.

<b>FOR SCHOOL USE ONLY – DO NOT WRITE BELOW THIS LINE</b>		
WEEKLY X 52	EVERY 2 WEEKS X 26	MONTHLY X 12
INCOME CONVERSION TO YEARLY:		
TWICE A MONTH X 24		

**ELIGIBILITY DETERMINATION**

Income Eligibility: Total Household Size: \_\_\_\_\_ Total Income: \$ \_\_\_\_\_ per:  Weekly  Every 2 Weeks  Monthly  Twice a Month  Yearly  
 OR Categorical Eligibility:  Food Stamps/TANF  Migrant  Homeless  Runaway  Foster  
 Eligibility Determination:  Approved Free  Approved Reduced price  Denied  
 Reason for Denial:  Income Too High  Incomplete Application  Other \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Determining Official: \_\_\_\_\_ Date Withdrawn: \_\_\_\_\_

**VERIFICATION**

Confirmation Review Official: _____	Application Direct Verified? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date Verification Notice Sent: _____	Approval Based On: <input type="checkbox"/> Food Stamps / TANF Case Number	Verification Results: <input type="checkbox"/> No Change <input type="checkbox"/> Free to Reduced <input type="checkbox"/> Free to Paid <input type="checkbox"/> Reduced to Free <input type="checkbox"/> Reduced to Paid
Date Response Due from Households: _____	Household Size and Income	Reason for Change: <input type="checkbox"/> Income: _____ <input type="checkbox"/> Household Size: _____ <input type="checkbox"/> Change in Food Stamps/TANF <input type="checkbox"/> Did not respond <input type="checkbox"/> Other: _____
Date Second Notice Sent (or N/A): _____	Request for Appeal Date Hearing Requested: _____ Hearing Decision: _____	Date Change Made: _____
Verifying Official's Signature: _____		Date: _____

## 2015 – 2016 North Putnam High School/ Middle School Event Fees

### Ticket Prices at the Gate: (Ages 5 and up)

	<b>Adult</b>	<b>Student</b>
<b>Varsity –</b> Football, Volleyball, Soccer, B/G Basketball, Swimming, Wrestling, Baseball, Softball, Track. Lunch Hour Price Thyme nights if dressed up Students must be participate during school	<b>\$5</b> <b>\$3</b>	<b>\$5</b> <b>\$4</b>
<b>Junior Varsity</b> Football, B/G Basketball, Baseball, Softball	<b>\$5</b>	<b>\$5</b>
<b>All Middle School Sports</b> (Football, Volleyball, Basketball, Swimming, Wrestling, Track)	<b>\$5</b>	<b>\$5</b>

### ALL SPORTS SEASON PASS

#### Family Pass

All high school and middle school events (No tourneys or post season games)  
Includes immediate family residing in current residence.  
Grandparents, relatives, not residing in the current residence will be \$40.00 for each additional person

**Price:**

**\$175**

#### Student Pass

All high school and middle school events (No tourneys or post season games)

**\$40**

#### Adult Pass

All high school and middle school events (No tourneys or post season games)

**\$75**

#### Senior Pass

All high school and middle school events (No tourneys or post season games)  
Ages 65 +

**\$60**

\* beginning with the 2015-16 school year, the Cougar's will be joining the WIC athletic conference. We will see new teams as well as participate with the former members of the WCC.

\*if you are in need of use of either of our elementary gyms, please fill out a facility use form on the district web site.  
[www.nputnam.k12.in.us/athletics-home](http://www.nputnam.k12.in.us/athletics-home)

**PLEASE VISIT THE  
NORTH PUTNAM HIGH SCHOOL ATHLETIC WEBSITE**

[www.nputnam.k12.in.us/athletics-home](http://www.nputnam.k12.in.us/athletics-home)

- **FOR LIST OF COACHES AND CONTACT INFORMATION SCHEDULES**
- **PURCHASING OF NORTH PUTNAM GEAR**
- **RESULTS OF EVENTS**
- **ANNOUNCEMENTS**
- **POSTPONEMENTS, CANCELLATIONS, AND OTHER SCHEDULE CHANGES**
- **LINKS TO ARTICLES ON NORTH PUTNAM SPORTS**

**NORTH PUTNAM COMMUNITY SCHOOL CORPORATION 300 NORTH WASHINGTON STREET**

**P.O. BOX 169**

**BAINBRIDGE, INDIANA 46105-0169**

**PHONE: 765-522-6218      FAX: 765-522-3562**

This is to certify that \_\_\_\_\_ agrees to participate  
Print Student's Full Name

in the Student Drug Testing Program as outlined in the North Putnam Community School Corporation Board of Education Student Drug Testing Policy.

My child and I have received the 2014-2015 North Putnam Community School Corporation Extra-Curricular Activities and Student Driver Drug Testing Policy and have read and understand it. We understand that any high school student interested in taking part in a school-sponsored extracurricular activity within the North Putnam School System must agree to participate in a drug-testing program that includes random drug testing during the school year.

We are also aware that we can review the North Putnam Community School Corporation Extra-Curricular Activities and Student Driver Drug Testing Policy at any time online at [www.nputnam.k12.in.us](http://www.nputnam.k12.in.us).

We understand that students will not be allowed to participate in school-sponsored extracurricular activities, including parking a vehicle on school property, if this consent form is not signed and returned to the school to be kept on file during the current school year. (Consent form must be renewed annually.)

We also understand and agree that students who are 18 years old or will turn 18 years old during the school year hereby give permission to release all test results to his or her parent or legal guardian.

(Parent's/Guardian's Signature) \_\_\_\_\_ (Student Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

**Signed form must be returned before fall sports begin.**




North Putnam  
COMMUNITY SCHOOL CORPORATION  
P.O. Box 169 • Bainbridge, IN 46105

## Weather closings and delays — seldom an exact science

One of the least favorite decisions of any school superintendent is to close or not; to delay or not. When there is a big snow, it becomes an easy decision. When road conditions change quickly or during the middle of the day, the decision becomes more difficult. When a delay or early dismissal is called, there are always people who question why the decision was made.

Though this is a decision that requires careful consideration of what is the best and safest outcome for the majority of students, there will always be exceptions. **We want parents to understand that it is always ultimately their decision if, in their particular situation, they believe it is unsafe for their child to ride a bus to school. The absence is excused, schoolwork can be made up, and there are no negative consequences for the child.**

Snow routes were implemented and will be used in those areas where the roads are unsafe to travel and alternative routes to school need to be taken. All parents will be notified of school closings, early dismissal or delays through the School Messenger System. A complete listing of radio stations and television stations that will receive notification from North Putnam Community School Corporation are found below. 

## For Winter Closings ...



### FM RADIO

WREB 94.3 Greencastle  
WGRE 91.5 DePauw – Greencastle  
WFIU Bloomington



### TELEVISION STATIONS

WTWO Channel 2 Terre Haute  
WTTV Channel 4 Indianapolis  
WRTV Channel 6 Indianapolis  
WISH Channel 8 Indianapolis  
WTHI Channel 10 Terre Haute  
WTHR Channel 13 Indianapolis  
WXIN Channel 59 Indianapolis  
WTIU-TV Bloomington

