



THE AGGIE EXPRESS

Dear professional and support staff, students, parents and community members,

I would like to welcome everyone to the new 2020-2021 school year. At this time, the governor has schools in phase four of the state's Return to Learn plan. This allows for virtual learning, hybrid and full face to face instruction. Yes, it will be a little different with precautionary measures in place to help keep our students and staff as healthy as possible during these trying times. However, it is important to remember "Back to School" time is a happy and exciting time for students and staff. We all remember fondly those days in August that lead up to the start of school. We want that for all of our children as they get ready to start another year in school learning, playing with friends, maturing, developing and growing into wonderful young people.

In developing our Return to Learn plan, the decision was not made lightly to return to school face to face five days a week. Our Administrative team worked with stakeholders all summer to make sure our Return to Learn plan was ready to go for our students and staff. Our stakeholder survey had over 400 plus responses reflected that 75% of our stakeholders wanted to return to school face to face five days a week. So, we will do everything in our power to create a learning environment for our students and staff to keep them safe, healthy and happy. Further, being a government-funded entity, we will be required to comply with any mandated policies that come down from the CDC, State or MDE. Some of these may be controversial, yet beyond our control. Please keep in mind that this situation has been very fluid and is changing every day. Our administrative team will continue to monitor the information coming from the state and adjust based on the most current health and educational information we have as we get ready for the start of next year.

The district has developed a Return to Learn plan and each building has developed a one-page document and FAQs that explain some of the details of the Return to Learn plans. Each building is a little different, so to avoid any confusion, I will allow the principals to go into detail about their building plans and learning environments.

With "Aggie" Pride

William C Chilman IV, Superintendent
Beal City Public Schools, Go Aggies



Beal City Elementary

Return to Learn Basics (Phase 4) 2020-21



This is a proposal and NOT yet adopted by BCPS Board of Education. Will be voted on at the next BOE meeting

First Day of School: Wednesday, August 26th

Parent Options (Change allowed at semester)

1. Face to Face Learning.
2. Full virtual learning from Educere (BCPS will register all students)
 - o A decision will need to be made no later than 8/17 @ 3 p.m.
 - o Students will be allowed to transition at semester time.

Open House

- August 20th from 5-6. We will be set up outside with spacing.

Face Coverings

- K-5 required face covering (FC) on bus.
- FC required in all common areas (cafeteria, hallways, restrooms, recess, etc.).
- Students are encouraged to bring their own FC. BCPS will provide FC if needed. New FC or washed daily.
- All staff required to wear FC.

Spacing, Movement & Access

- Removing extras in classrooms, spacing desks as class size allows.
- Desks facing same direction.
- Parents limited access to building.
- Designated BUS ONLY and Drop off/Pick up ONLY areas.
 - o More information on Pick Up/Drop Off procedures to come.

Screening/Testing Protocols

- Parents screen students prior to arrival each day.
 - o Health Dept. Screening
- Symptomatic students sent home. Held in quarantine area with mask. Parent pick up ASAP.
- Return to school based on local health department guidance.

School Snapshot

- Drop off students at 7:45, students go directly to the playground or hallway.
- Breakfast will still be offered in the cafeteria.
- Curriculum: GL standards taught, differentiation & interventions.
- Weekly specials: Music, PE, and Library
 - o PE and Music outdoors when possible.
- Lunch in cafeteria with spacing. A rotation will be in place to reduce congestion.

After School Program

- The After School program will not be operating at this time.

Hygiene

- Sanitize hands entry/exit room & every 2-3 hrs.
- Hand washing, sanitation, proper cough/sneeze taught & reinforced.
- Frequent cleaning high touch point; daytime custodian on duty.
- Limit sharing of items, disinfect before use.

Phase 1-3

- Face to Face Instruction prohibited, Online for all.
- Daily attendance & work completion is graded.
- Learning Management System
 - o K-5 Google Classroom

Questions?

Jason Johnston, BCE Principal jjohnston@bealcityschools.net
 William C. Chilman IV, Superintendent wchilman@bealcityschools.net



Beal City MS/HS

Return to Learn Basics (Phase 4) 2020-21

This is a proposal and NOT yet adopted by BCPS Board of Education. Will be voted on at the next BOE meeting



First Day of School: Wednesday, August 26th

MI Safe Schools Road Map

Parent Options (Change allowed at semester)

1. Face to Face Learning five days a week.
2. Full virtual learning from Educere, a third party provider.
 - o Your choice will need to be made no later than 8/17 @ 3 p.m.

Open House

- August 19th and 20th from 1:00-3:00 and 5:00-7:00 each day.

Face Coverings

- K-12 required face covering (FC) on bus.
- FC required in all classrooms and common areas (cafeteria, hallways, restrooms, etc.).
- Students are encouraged to bring their own FC. BCPS will provide FC if needed. New FC or washed daily. FC can be homemade.
- A FC is defined as mask to be worn over the mouth and nose. A visor is not acceptable except for students with a medical note.
- All staff required to wear FC.

Hygiene

- Sanitize hands entry/exit room.
- Hand washing, sanitation, proper cough/sneeze taught & reinforced.
- Frequent cleaning high touch point, daytime custodian on duty.
- Limit sharing of items, disinfect before use.

Spacing, Movement & Access

- Removing extras in classrooms, spacing desks as class size allows.
- Desks facing same direction.
- Parents limited access to building.
- Designated BUS ONLY and Drop off/Pick up ONLY areas.

Screening/Testing Protocols

- Parents screen students prior to arrival each day.
 - o [Health Dept. Screening](#)
- Symptomatic students sent home. Held in quarantine area with mask. Parent pick up ASAP.
- Return to school based on local health department guidance.

School Snapshot ([Link to Full School Plan](#))

- Drop off students at 7:35, students go directly to designated areas.
- Breakfast can be picked up in the cafeteria..
- Curriculum: Most MS/HS classes will be taught in the traditional manner. PE and Band will be outside weather permitting.
- Lunch will be outside to encourage social distancing while unmasked. Students can pick up a school lunch and proceed to designated outside areas to eat. In inclement weather, the gym will be used.
- Locker use will be discouraged. Students WILL be encouraged to use a backpack to carry their items from class to class.
- Field trips prohibited off campus at this time.

Athletics

Information will be released from our Athletic Director in a timely manner.

Phase 1-3

- Face to Face Instruction prohibited. Online for all.
- Daily attendance & work completion is graded.
- Learning Management System: K-12 Google Classroom

Questions?

Dan Boyer, BCPS MS/HS Principal dboyer@bealcityschools.net
 William C. Chilman IV, Superintendent wchilman@bealcityschools.net

FAQs -BCPS Return To Learn - Face to Face Option Beal City MS/HS

The following information is relevant to students in grades 6th-12th. Procedures may vary for our younger students. Guidelines on a Return to Learn can be different based on the age of the student.

1. Will students have to wear a mask all day?
A. Yes, most of it. They will be wearing them in classrooms, buses, hallways, and bathrooms.
2. Will there be mask breaks?
A. Yes. We are still working on the details of mask breaks, but there will be opportunities for students to take off the mask. Lunch will be one of those opportunities.
3. What is a mask?
A. A mask, or sometimes called a face covering (FC), is a cloth covering over the mouth and nose. They can be home-made or purchased. Masks should be washed on a daily basis, so many students might want to have 5 masks to get them through the school week.
4. Will teachers and other staff wear a mask?
A. Yes
5. What if my student has a medical issue with a mask?
A. Students will need a written doctor's note to not be in a mask. These students will have to wear a visor instead.
6. Can I wear a visor instead of a mask?
A. No, unless you have a written doctor's note that says a mask is unacceptable for you.
7. Will students be using lockers?
A. On a limited basis. We are discouraging the use of lockers this year. If a student feels they really need a locker, we will assign one. We cannot double up in the lockers. Locker visits would be limited to before school and after school to keep hallways moving smoothly.
8. How will I store the things I need for my classes without a locker?
A. We are encouraging the use of backpacks for students this year. Students will have to be considerate of what they need so as to avoid carrying too much around all day.
9. Will school lunch still be available?
A. Yes, we will have some new procedures and a more limited menu than in the past, but school lunch will be available.
10. Where will students eat?
A. Our current plan is to have students 6th-12th grade eat outside in designated areas. The reasoning behind this is to provide our students with 30 minutes of mask free time. By going outside we can get further than 6 feet apart and take a moment of respite.
11. Where will students eat on inclement weather days?
A. We will use large indoor areas like the gymnasiums to allow our students to get some social distance while eating.
12. Will dual students be able to come and go?
A. Unless your dual class is first or last period, we are asking that you remain in the building for that class period. There may be some special situations to handle on a case by case basis.
13. How will student work stations be cleaned between students?
A. Each classroom will have sanitation devices/materials and hand disinfectant stations. Students and staff will teach/learn procedures that ensure hands and workstations will be disinfected routinely.
14. Will the school be taking students' temperatures on the bus or when arriving at the school?
A. No. We are going to give parents a set of guidelines that outline the symptoms to look for in their student. We are also asking that parents perform a temperature check before sending their student to school.
15. What if a student feels feverish at school?
A. A student can use a hallway hands free temp check station or proceed to the office to have their temperature taken.

16. What happens if there is a positive test in a student or staff member?
A. The district will work with the local health department to engage in contact tracing. Buses and classrooms will use seating charts so that we will know who has been within 6ft of one another for 15 minutes or more.
17. Will those testing positive or those who have been exposed to someone testing positive be required to quarantine?
A. Yes. We are still working on the particulars of how long a quarantine and how long a student/staff member needs to be fever free. Expect more on this topic soon.
18. Will a positive test lead to the shut down of the school?
A. Probably not. The measures we are taking are designed to keep our students somewhat compartmentalized. A positive test of a 7th grade student might lead to 50%-100% of the seventh grade needing to quarantine, but it might not impact anyone else in the school.
19. If a grade level, or the whole school closes down again, what happens?
A. We will begin distance teaching again with BCPS teachers. They will use Google Classroom as they did last spring. Chromebooks will be available as needed for checkout.
20. Will grades count if we enter Phase 3 or have a school closure?
A. Yes. Last year we used a credit/no credit system, but this year we will use standard grades.
21. If the school moves to distance learning, what differences can I expect from last year?
A. One of the biggest differences will be more content delivered. Teachers will attempt to cover more content than they were able to last spring. Some of the learning will be synchronous, by this we mean scheduled classes that happen at a specific time in their day.
22. If a student goes home and has to quarantine, what will education look like?
A. They will still participate through their Google Classroom until they can return.
23. Will classrooms look differently?
A. A little. Some furniture and tables have been removed to create space. Desks have been moved to face the same direction.
24. Will school breakfast still be available?
A. Yes, it will be available for pick up as a student arrives and heads to class.
25. Will there be classes at the CTE center in Mt. Pleasant?
A. Yes. We will still provide transportation to and from these classes through IRIDE. These classes can be taken in person or online.
26. What happens if a student gets sick at school?
A. Students who fall ill at school or have a fever will be placed in a quarantine area and parents will be called for pick up.
27. When can a student come back after a positive test? After just showing symptoms? After having a family member with symptoms? After being exposed by being within six feet for over 15 minutes?
A. We are currently working through each of these scenarios with our local health department. We will provide a separate document that guides our actions for each situation.
28. What procedures will there be to disinfect common areas throughout the day?
A. There will be a daytime custodian on duty to disinfect all common touch areas on a regular basis. This position will also help by making sure all of the bathroom, hallway, and classroom disinfecting stations are supplied and operating properly.
29. What does my student need for back to school that might be different this year?
A. Comfortable masks, backpacks that can be cleaned easily, water bottles.
30. Will water fountains be on?
A. Not the traditional ones. We will have newly installed water bottle filling stations that students can use to keep a personal bottle full.
31. Will visitors be allowed in the building?
A. This will be extremely limited this year. We are asking that parent pick ups and drop offs happen outside the building. We will collect, at the door, items that need to be dropped off during the day.

FAQs - The 100% Online Option

1. Will my online teacher be from Beal City?
A. No, we will use a third party vendor called Educere and their staff of teachers. This will free the Beal City teachers to focus on their face to face instruction.
2. If I choose online, when can I change my mind?
A. We are asking that students who choose 100% online stay there for at least one semester. We are required to pay for the content on a semester basis and it eliminates any difficulty transitioning back during the marking period.
3. When do I have to make my decision by?
A. The appropriate building principal should be notified no later than 8/17 at 3:00PM.
MS/HS Principal Dan Boyer dboyer@bealcityschools.net
Elementary Principal Jason Johnston jjohnston@bealcityschools.net
4. Will I have the same classes online that I would have if I were going face to face?
A. Sometimes. Students will have all the same core classes, but the content will differ. For example, a Beal teacher might choose the novel, *Of Mice and Men*, while the online content might explore the novel, *The Jungle*. Additionally, our electives will not always match up. These factors play into why we ask that those taking the online option stay there for the semester.
5. Will I have 7 classes if I choose online?
A. Yes
6. If I choose online, whom do I notify?
A. The building principal where the student attends. MS/HS students Dan Boyer dboyer@bealcityschools.net, Maye Elementary Jason Johnston jjohnston@bealcityschools.net.
7. When will I get my schedule of classes?
A. After a decision is made to go online a representative from BCPS will walk the online student through a registration process. This can be done through a zoom meeting.
8. If I am a senior, will I still get a Beal diploma?
A. Yes, and you are eligible to walk in the graduation ceremony.
9. If I am a senior, will I qualify for honors like Top 10, Valedictorian, and Salutatorian?
A. Unfortunately, no. Students choosing the Educere 100% online option will not be eligible.
10. Will my grades count towards my overall GPA?
A. Yes
11. Will the school provide a computer?
A. If needed, the district will check out a chromebook to a student.
12. Do I need internet connectivity at home to be an online student?
A. Yes
13. What kind of support can I expect if online?
A. Educere provides a bank of teachers available to provide support from 7:00AM - 7:00 PM. Additionally, the local Beal counseling department will be available to support socio-emotional needs as well as logistical issues/questions with the online process. Finally, the building principal will be available to our online students as a local teacher/advisor/administrator.

14. What will be the time commitment for an online student?
A. This is subjective. The content will be self-paced and flexible as to when it is worked on, but we all work at different paces, so it is difficult to say how long it will take each individual learner to work through the material successfully.
15. Will my online student need my help as a parent?
A. Again, this is subjective. If your student needed help from a parent while learning last spring, they probably will again. The younger the student the more likely it is they will need a parent's help. Older students might require help with scheduling and staying focused in their commitment without the personal motivation most face to face students receive.
16. Why provide an online option at all?
A. We know that families are making difficult and personal decisions and BCPS wants to make sure that every Aggie has an option that fits with those personal decisions.
17. Can a special education student choose 100% online?
A. Yes. Educere will work with us to implement the majority of accommodations that our special education students have in their IEPs. Some accommodations may have to be altered or amended if we cannot implement them through a 100% online curriculum. We will handle students in this situation on a case by case basis.
18. What is the cost of online education for the parent/family?
A. There is no cost to the family for the content.
19. What will the school calendar look like?
A. It will be the same for all BCPS students, including breaks that are built in.
20. If I am a CTE student on the Mt. Pleasant campus can I take online classes through Beal?
A. Yes, you have the option of doing the CTE part of your day online or in person.
21. Is an online student eligible for extracurriculars, including sports?
A. They would be eligible for extracurriculars that occur outside of the scheduled school day. Band and Jazz Band as classes would not be an online option.
22. Who should be considering being 100% online?
A. Anyone with legitimate personal or familial health concerns that would put them at grave risk if they were exposed to the coronavirus. The education received face to face from Beal City teachers is by far the best option for anyone who can medically tolerate coming back to school.
23. Will I get regular updates on my student's progress?
A. Parents and students will receive notice of what percentage of the class is completed and how well the student has done on that completed work. It will not provide the detail that Powerschool would. To see into the class, a parent would have to ask their student to log in and look with them. If students fall behind, BCPS counselors and/or administrators will be in touch with the family.

**Beal City Public Schools
2020-2021 School Calendar**

August 26	First Student Day – Full Day
September 4	No School
September 7	Labor Day – No School
October 13	Evening Conferences 5:00 – 8:00 p.m.
October 15	Students Half Day Conf. 1:00 – 3:00 p.m. & 5:00 p.m. – 8:00 p.m.
October 16	No School
October 30	End of 1 st Marking Period
November 3	Students Off, Teacher PD
November 26 & 27	Thanksgiving Break
Dec 21 – Jan. 1	Winter Break
January 14	Exams, Student Half Day
January 15	End of Semester – Student Half Day
February 15	President’s Day – No School
March 25	End of 3 rd Marking Period, Teacher & Student Half Day
March 26 – Apr. 2	Spring Break
April 5	No School, Snow Day Make Up
May 28	No School, Snow Day Make-Up
May 31	Memorial Day Observance – No School
June 8	Exams, Student Half Day
June 9	End of Semester, Student Half Day, Teacher Work Day

Our 1st Grade teachers went to their Facebook friends imploring them for donations. Friends were given the opportunity to sponsor a 1st grade student. For the nominal donation of \$15, each student will receive a book for each month in school as well as a special book for their birthday. Facebook friends met the challenge with excitement and every student was sponsored! Look at some of the great titles they have already received! Mrs. Maxon and Mrs. Cole would like to thank all of the sponsors for encouraging their kids to become great readers.



Staff Members of the Month

The Beal City Board of Education, in appreciation of the hard work that is done by all members of Beal City Public Schools, would like to honor staff members each month for their service to the students and community of Beal City. This month's honorees are Jason McDonald, Bill Bellinger, Mark Bellinger and Brigitte Zuker.

In the time of COVID, this crew are our MVPs of BCPS! Jason MacDonald, and his custodial crew of Bill Bellinger, Mark Bellinger, and Bridgette Zuker have been instrumental to the plan to reopen the school safely. They have worked tirelessly over the summer to make sure that safety signage is in place and that they have cleaning protocols ready to keep the school as clean as possible. We know the work is only beginning for this group of dedicated professionals. Thanks for all you've done and for what you are about to do.



Olivia Nelson Signs Letter of Intent

Olivia recently signed a Letter of Intent to attend school and play basketball at Mid-Michigan College. She is pictured taking a jump shot during the 2019/2020 season. Aggie Athletics wishes her the best of luck.

Logan Chilman Signs Letter of Intent

Logan Chilman recently signed a Letter of Intent to attend school and play basketball at Mid-Michigan College. Pictured from left to right: Mid-Michigan Head Coach – Kaleb House, Logan, Father – Bill Chilman and Mother – Tami Chilman. Aggie Athletics wishes you the best of luck.



Beal City Softball Fundraiser

The Lady Aggie Softball team is selling reversible face masks and gaiters as a fundraiser.

Cost of the mask is \$8.

Cost of gaiter is \$15.

Please make checks payable to Beal City Schools.

You can text Coach Antcliff at (989) 330-8037 or check out our Facebook page to order. There is an order form on the page.

If you text Coach Antcliff he will need the following information:

1. Your name
2. Number of masks
3. Size large/small
4. Number of gaiters.



Board Briefs

The following was approved at a regular board meeting on August 13, 2020:

- July payments including: General Fund payments of \$618,621.81, Payroll Account payments of \$501.81, Student Activity Account payments \$4,760.00, Athletic Fund payments of \$2,942.54 and BCPS Green Fund payments of \$14,866.03.
- The 2nd reading of the Elementary Student Handbook.
- The 2nd reading of the MS/HS Student Handbook.
- The Return to Learn Plan as presented.
- The 18 mill non-homestead election results certification as presented.
- The 1st reading of the new Title IX Policy as presented.
- The 1 year Leave of Absence request as presented.
- The following coaching recommendations as presented: Brittany Schumacher – Voluntary Assistant Volleyball, Asa Kramer – Voluntary Assistant Football, Erin Barz – Voluntary Assistant Cheer

To locate the Beal City Board of Education agenda and minutes from the monthly Board meetings, please see the Beal City website. Click on District Info, Board of Education, then click on the Board of Education on the left hand side to receive a menu. From there click on Meeting.



We Need YOU!

Would you like to make a difference in your child's school? Well, here's how!

Every year, your family receives a Free and Reduced Price Meal Application. It is important to fill out this form and return it to school for two reasons:

1. The application lets us know if your child is eligible for free or reduced price school meals. Children from families that earn below a certain income level can receive free or reduced price lunch and breakfast at school.
2. Applications are used to match funding our school receives for resources for students such as books and classroom furniture.

The application is easy to fill out and easy to understand. Also, you do not have to worry about your information being shared with others because application information is CONFIDENTIAL.

Support the School Breakfast Program today by completing your application! If you have any questions, feel free to contact Marci Faber 989-644-3901 or mfaber@bealcityschools.net.

Every morning our breakfast consists of a hot breakfast item and these cold whole grain items: uncrustables, donuts, breakfast kit, bagels/cream cheese and milk. Students must choose a fruit and 2 grain items.

Location: Aggie Cafeteria

Breakfast time every day: 7:40-8:05

Full pay price: \$1.75

Reduced: \$.30

News from the Aggie Cafe:

We have faced many challenges with the plan to return to school with our main concern to keep your child safe.

Below we have listed changes in our procedures:

All containers, trays and utensils used will be disposable.

One hot option will be available right now for lunch.

All ala carte sales/cold lunch options for 6-12 will be sold out of the concession stand.

Several locations will be available for 6-12 grade students to eat breakfast and lunch.

Students 6-12 will have a picture ID to scan instead of typing their number on a keypad.

Social distancing methods and plexiglass in Cafe.

Students K-5 will come to lunch in smaller groups.

Lunch will start earlier for K-5 to accommodate the smaller groups.

Meals will be pre-plated with all meal components included in a closed container.

Things we would like our parents/guardians to consider:

If possible fill out the free/reduced application online at: www.lunchapp.com

If possible make payments into your students account online at: www.efunds.com.

Please consider non-microwavable meals for lunches sent from home.

We ask for your understanding as we work through the challenges facing us this school year.

Please check out our menus posted on our website and you can download the nutrislice app on your phone for quick and easy access.

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 [Beal City Schools](#). The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Beal City Schools, 989-644-3901, mtfaber@bealcityschools.net

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

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

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

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending [Beal City Schools](#), regardless of age.

A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

B) Is the child a student at [Beal City Schools](#)? Mark 'Yes' or 'No' under the column titled "Student" to tell us which children attend [Beal City Schools](#). If you marked 'Yes,' write the grade level of the student in the 'Grade' column to the right.

C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing **STEP 1**, go to **STEP 4**.

Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.

D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application.

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDIPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or [Insert State SNAP here](#);
- Temporary Assistance for Needy Families (TANF) or [Insert State TANF here](#);
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs:

- Leave **STEP 2** blank and go to **STEP 3**.

B) If anyone in your household participates in any of the above listed programs:

- Write a case number for SNAP, TANF, or FDIPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: [State/local agency contacts here](#);

Go to **STEP 4**.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled "[Sources of Income for Adults](#)" and "[Sources of Income for Children](#)," printed on the back side of the application form to determine if your household has income to report.

- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.

- Gross income is the total income received before taxes.

- Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write "0" or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.

- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. REPORT INCOME EARNED BY CHILDREN

A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

3.B. REPORT INCOME EARNED BY ADULTS

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
 - **Do NOT include:**
 - o People who live with you but are not supported by your household's income AND do not contribute income to your household.
 - o Infants, Children and students already listed in STEP 1.
- B) List adult household members' names. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Do not list any household members you listed in STEP 1. If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.
- C) Report earnings from work. Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.
- What if I am self-employed?** Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.
- D) Report income from public assistance/child support/alimony. Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.
- E) Report income from pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.
- F) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced-price meals.
- G) Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

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

- A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced-price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.
- B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult."
- C) Mail Completed Form to: Beal City Schools, 3180 W. Beal City Rd., Mt. Pleasant MI 48858
- D) Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced-price school meals.

INSTRUCTIONS Sources of Income

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

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

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.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, 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.

Do not fill out For School Use Only

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

Total Income **Household Size**

Determining Official's Signature **Date** **Confirming Official's Signature** **Date**

Categorical Eligibility **Eligibility:**

Free	Reduced	Denied
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Verifying Official's Signature **Date**

Beal City Public Schools
3180 W Beal City Rd
Mt. Pleasant, MI 48858

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Attention all Beal City Public Schools staff and students age 13 and older: Did you know we are all eligible to download and install Microsoft Office 365 on up to 5 personal computers/devices FOR FREE!?!? This is not a trial offer or a limited version of the software suite. PCs, Macs, iOS, Androids – get Word, Excel, PowerPoint, etc. on all of your devices by going to this URL: <https://portal.office.com>. Once there log in with your bealcityschools.net or bcaggies.net email address and the password that you use to log in to Windows at school. Once you get logged in you'll see shortcuts for the online versions of Office apps and you'll ALSO see a button that says "Install Office." You can use that button to install the full version of Office onto your computer at home. Note that Office comes with Microsoft's online file storage product "OneDrive." For schoolwork purposes, please continue using Google Drive instead of OneDrive.