



MARYVALE PREPARATORY ACADEMY

A Great Hearts Academy

BACK TO SCHOOL PACKET 2016-2017

Dear Maryvale Prep Parents,

Please ensure that each of these items is completed by the deadlines listed. **One full packet needs to be completed for each child.** All of the documents referenced can be found in this packet and on our website, www.maryvaleprep.org. Please contact the main office at 623-247-6095 or reach out to Mrs. Soto at jsoto@maryvaleprep.org if you have any questions.

To Read & Sign...

All items below are due by Thursday, August 4

- Family Handbook Signature Page**
 - Please sign this page acknowledging your adherence to the Family Handbook. Make sure to read through the Handbook in its entirety with your children. In addition to laying out the policies and procedures for the coming year, this handbook articulates the distinctive aspects of Maryvale Prep's mission, teaching, and curriculum.

- Commitment to Excellence**
 - The Commitment to Excellence is a detailed outline of some of the key actions that teachers, parents, and students must devote themselves to this year in order for us to fulfill our mission for the students. Please keep a copy for you to review periodically.

- Emergency Contact / Pick-Up Form**
 - This form will indicate who has permission to pick up your child, if your child has permission to walk home, and how we can reach you in case of an emergency.

- National School Lunch Program Application (Optional but recommended)**
 - This application is required in order to determine if your child's eligible to receive a free or reduced breakfast & lunch under the National School Lunch/School Breakfast Programs.
 - If this form is not received by **Thursday, August 4** we cannot guarantee that your child can receive eligibility results by the first day of school.

- PSO (Parent Service Organization) Volunteer Interest Form (Optional)**
 - Please let us know your availability and areas of interest for serving our campus and students!

To Purchase...

Students need to have **all of these items by the first day of school, Wednesday, August 10**. Specific ordering information is available via our weekly newsletters or website.

☐ **Uniforms**

1. Students must be in full uniform on the first day of school, August 10. **Uniforms can be ordered through our primary vendor Anton Uniforms at www.antonuniforms.com or in-store.** Please refer to the section of the Family Handbook titled “Uniforms” for a full explanation of the dress code and contact us if you have additional questions.
2. Please note that we have also partnered with French Toast to meet your child’s uniform needs. You can view the approved items at www.frenchtoast.com with the school code **QS5ZFQZ**.

☐ **Classics to Keep**

1. Your children will read classic works of literature this coming school year. At Maryvale Prep, it has always been the tradition for students to build a personal library of wonderful books that they annotate, keep, and return to during their time at Maryvale Prep and treasure for years to come. We call these books “Classics to Keep”. Students need to have the first book in their grade level’s set of Classics to Keep with them on the first day of school. See our Classics to Keep list online for the titles and timeline to purchase. The books can be purchased at our online bookstore at mva.escobooks.com or at **Barnes & Noble Book Fairs July 31-August 6 at 1446 N Litchfield Rd. Goodyear, AZ 85395**.
2. If you would like to purchase the books at another location (e.g. Amazon), please use the ISBNs provided on our website (under Curriculum, then Classics to Keep tab) to ensure that you obtain the exact copies that we will be using in class. It is very important that students are able to refer to the same text at the same time each day.
3. Families that are financially unable to purchase the texts must notify Mrs. Soto by email at jsoto@maryvaleprep.org so that their student can be given access to a copy of these books as part of their curriculum.

☐ **Student Supplies**

1. Please see the “Supplies List” on our website. Please ensure that your children bring these items with them to school on the first day of school. Any “Wish List” items that you can provide would also be greatly appreciated.

To Attend...

The following events are **mandatory** for parents and students to attend as specified.

☐ **Kindergarten Orientation – August 8 or 9**

1. Kindergarten parents have been emailed a sign-up genius invitation for a 15-minute individual meeting with their teacher. Please sign-up as soon as possible for your timeslot.

Please go to the next page

☐ **Meet the Teacher Night – Thursday, August 4**

- Meet the Teacher Night is our annual event for students to begin getting to know their teachers and for you to complete your necessary paperwork prior to the start of school. **We have established staggered arrival times based on last names** to cut down on your wait time, so please arrive at your time designated listed below. We highly recommend bringing your complete pre-filled Back to School Packet to the event so you can proceed straight to check-in. This is also the time when will you receive your “Pick-Up Placards,” which will be required to pick up your children, whether walking up or driving through our carline.

Arrival Times by Last Names:

A-H: 5:00 p.m.

I-Q: 5:30 p.m.

R-Z: 6:00 p.m.

- ☐ **Curriculum Night-** Thursday, August 25
- ☐ **Winter Concert (3rd, 4th, 5th Grade & 7A)** – Thursday, December 1
- ☐ **Parent-Teacher Conferences** – October 26-28
- ☐ **Spring Concert (K, 1st, 2nd Grade & 7B)** – Thursday, May 4

To Coordinate...

☐ **Afterschool Pick-Up**

1. Please note our change in school hours based on your children’s grade levels. Dismissal Times are as follows:
 - **Full Days:** 3:00pm (Kindergarten, 6th & 7th grade)
4:00pm (1st-5th grade)
 - **Early Release Days:** 12:30pm (K-2nd grade)
1:00 pm (3rd-7th grade)
2. **Full School Days** – All students need to be picked up by 5:00 pm. Three late pick-ups in one season (10 weeks) will result in your children not being permitted to stay for our afterschool programs. **Note:** There are local centers that provide afterschool care & transportation to their center from our school if you need childcare for your children beyond 5:00 pm. Please inquire with Boys & Girls Club, Cactus Kids, Abundant Love Daycare, Unlimited Tots, or Nana’s Place if you are interested in receiving more information about their centers.
3. **Early Release Days** (every Thursday and additional days throughout the year) – Students need to be picked up by **12:30pm (K-2nd grade)** or **1:00 pm (3rd-7th grade)** Please note additional Early Release Days on the school calendar.
4. Siblings of students dismissed at later times will be allowed to wait for their sibling to be dismissed and not penalized for late pick-up. The recommended pick-up time for families with children with different dismissal times is **4:00pm** on Full School Days or **1:00pm** on Early Release Days.
5. Please obey our traffic pattern, designated “No Parking” areas, and speed limit of 10mph for Drop-off/Pick-up to ensure the safety of everyone.

Day One...

□ **Arrival Time**

- Please drop your child off at school by 7:45am on Wednesday, August 10 starting on our first day of school so they can be on time and in their seats by 8:00am. They may come as early as 7:00am starting from day one. **All students arriving after 7:57am need to be checked in at the office by an adult.**
- Parents are permitted to park and walk their children to their class on the first day of school. Please arrive early to do so and plan to leave the classroom once the school day begins.

□ **Breakfast & Lunch**

- Breakfast will be served starting on our first day of school. Breakfast is served from 7:00-7:15 a.m. each morning. Students arriving after 7:15 a.m. will not be able to participate in the program. Breakfast is provided for free to those who qualify or can be purchased by making a deposit at www.mymealtime.com (see below for cost):

Meal Program Cost

Breakfast

Paid: \$1.80

Reduced: \$0.30

Lunch

Paid: \$2.80

Reduced: \$0.40

- Our lunch program will begin on the first day of school as well. Lunch times for each grade level are listed below. Lunch is provided for free to those who qualify or can be purchased for
 - a. K-1st Grade: 11:00-11:45 a.m.
 - b. 2nd-3rd Grade: 11:30-12:00 p.m.
 - c. 4th-5th Grade: 12:00-12:30 p.m.
 - d.
 - e. Middle School: 12:30-1:00 p.m.

We are excited to see you soon!

MARYVALE PREPARATORY ACADEMY
FAMILY HANDBOOK SIGNATURE PAGE
2016-2017

Thank you for taking the time to read and review the Maryvale Preparatory Academy *Family Handbook*. If you have any questions or comments about this Handbook, please contact the school office. Please sign and return this Signature Page to the front office.

The Family Handbook is updated yearly so if you are a returning family you must still sign this page.

We have read, understand, and agree to abide by the guidelines and procedures outlined in the Maryvale Preparatory Academy *Family Handbook*.

Student Name(s) _____ Grade _____

Parent/Guardian Name(s) _____ Date _____

Parent's Signature _____

MARYVALE PREPARATORY ACADEMY COMMITMENT TO EXCELLENCE



Student _____ Grade _____

Teachers' Commitment

- **High Expectations:** We will maintain high academic and behavioral expectations for all of our students in order to ensure their success. In addition, we will support the school in holding our students to the high expectations outlined in this Commitment to Excellence, and we will not make decisions that would cause our students to violate one of these expectations.
- **Data-Driven Instruction:** We will plan and execute effective lessons every day and utilize data to ensure we are strategically helping our students maximize their learning.
- **Collaboration:** We will collaborate with our fellow teachers, support staff, and the school leadership to ensure we are meeting the needs of each individual student and providing a cohesive liberal arts program.
- **Meaningful Homework:** We will assign meaningful homework each school night in order to help students properly prepare for the next day of learning.
- **Ongoing Assessment:** We will continually update our grading system to provide teachers, administrators, and parents with the most up-to-date assessment of student progress.
- **Academic Support:** We will provide academic support before and after school and any additional intensive instruction for students who are not meeting our academic standards.
- **Student Evaluations:** We will write thorough, data-filled, narrative evaluations at throughout the year in order to equip parents with a comprehensive summary of their child's achievements and areas for improvement.
- **Order and Joy:** We will make our classes engaging and make sure that our classrooms and the school are safe, rigorous, and fun and celebrate positive contributions made to our learning environment.
- **Communication:** We will communicate regularly with our students' parents regarding our students' academic and behavioral successes and challenges and return parent phone calls and emails within one school day.
- **Scheduled, "Same-Page-First" Conversations:** We will work to schedule parent meetings at times convenient for parents. We will also commit to ironing out differences with parents in private (without the student present) so that we can present a united front to the student.
- **Student Protection:** We will always protect the safety, interests, and rights of all individuals in the classroom.
- **Intellectual Pursuit:** We will continue to advance our own learning in order to properly model a lifelong pursuit of truth, goodness, and beauty.

TEACHER REPRESENTATIVE SIGNATURE

HEADMASTER SIGNATURE

Parents' / Guardians' Commitment

- **Attendance:** We will ensure that our child is on time for class every day, except when illness or family emergency has prevented us from doing so. We understand that daily attendance is key to our child's success and that excessive absences (10 or more in a semester) can lead to students being required to repeat a grade.
- **School Hours:** We will ensure that our child is at school no earlier than 7:00 a.m. each morning and leaves campus no later than 5:00 p.m. (1:00 p.m. on Early Release Days). We will communicate in writing if our child has permission to walk to and from campus.
- **Uniform:** We will ensure that our child comes to school each day in the Maryvale Prep uniform and in full adherence to the dress code outlined in the Family Handbook.
- **Supporting Student Expectations:** We will support the school in holding our child to the high expectations outlined in this Commitment to Excellence and we will not make decisions that would cause our child to violate one of these expectations.
- **Handbook Compliance:** We will ensure that our child follows the academy's rules, procedures, and policies found in the Maryvale Prep Family Handbook so as to protect the safety, interests, and rights of all individuals in the classroom.
- **Moral Formation & Discipline Support:** We will support the moral formation and discipline process utilized by the school leadership, including the administration of detentions and suspensions. We will ensure that our child serves his or her consequence on the day and time scheduled and actively work with our child to correct the necessary behavior. We understand that the school administration has full discretion to implement the disciplinary measures they believe are necessary to maintain school order and the intellectual and moral growth of students.

- **Academic Partners:** We will partner with Maryvale Prep in educating our child by engaging with our child regarding what he or she is learning, checking on his or her academic progress, communicating regularly with our child’s teachers, and scheduling meetings with teachers as necessary.
- **Homework:** We will provide a quiet, undisturbed time and space for our child to complete homework and check his or her homework daily to ensure that it is complete, accurate, and organized.
- **Make-Up Work:** We will support our child in promptly retrieving, completing, and turning in missed work following an absence in the timeframe established in each classroom.
- **Student Promotion:** We understand that Maryvale Prep weighs not just the academic ability and performance of students but several other factors, including their socio-emotional development, in determining promotion to the next grade level. We understand that our child may be retained in the current grade if it is determined that it is in his or her best interest.
- **Respectful and Timely Communications:** We will return any phone call or email from the school within one school day, and we will also give the school one school day to return our phone calls or emails. In all communications, both written and verbal, we will speak respectfully with teachers and administrators. We understand that teachers and administrators will stop conversations that involve profanity, threats, or raised voices.
- **Meetings:** We will attend required meetings with the school regarding attendance, academic, or behavioral issues. In some cases, our child will not be allowed to continue attending classes until we meet with the school leadership.
- **Scheduled, “Same-Page-First” Conversations:** We will schedule all meetings with teachers and/or administrators in advance. We commit to ironing out differences with teachers and administrators in private (without the student present) so that we can present a united front to the students.
- **Required Events:** We will attend Meet the Teacher Night, Curriculum Night, and our individual parent-teacher conference, as these three events are mandatory.
- **Time, Talent, Treasure:** We will actively support Maryvale Prep by the giving of our *Time, Talent, and Treasure to the best of our ability*, with examples including:
 - *Time:* Attending schoolwide events, Parent Organization meetings, family socials, etc.
 - *Talent:* Volunteering at school events, assisting on Parent Organization committees, etc.
 - *Treasure:* Giving to Community Investment and Tax Credit drives, etc.

PARENT/GUARDIAN SIGNATURE

Student’s Commitment

- **Student Responsibility:** I will always work, think, and behave in a way that helps my fellow students and me learn. I understand that I am responsible for my own behavior and that failure to adhere to these commitments can cause me to lose various privileges deemed necessary by the school’s administration.
- **Core Virtues:** I will strive to embody and model the core virtues of Maryvale Prep —Citizenship, Courage, Friendship, Honesty, Humility, Integrity, Perseverance, Responsibility, and Wisdom—in word and deed each day.
- **Hard Work:** I will work extremely hard each day because I know that this is necessary in order for me to acquire the academic and character skills I need to succeed in college and life.
- **Participation:** I will actively participate in all of my classes each day, listen to my fellow classmates, and give everyone my respect.
- **Homework:** I will complete all of my homework and reading every night, study for each test, and work hard to make up all missed work.
- **Seeking Assistance:** I will seek assistance in class and in tutoring from my teacher and peers when I have a question about what we are learning.
- **Handbook Compliance:** I will follow the academy’s rules, procedures, and policies outlined in the Maryvale Prep Family Handbook so as to protect the safety, interests, and rights of all individuals in the classroom.
- **Uniforms:** I will wear my uniform to school every day and adhere to the Maryvale Prep dress code.
- **Making Good on My Mistakes:** I will tell the truth after making a poor decision, accept responsibility for my actions, and work to make appropriate amends.

STUDENT SIGNATURE

MARYVALE PREPARATORY ACADEMY EMERGENCY CONTACT/ PICK-UP FORM

Please print clearly in black or blue ink and use a separate form for each child

Child's Full Name: _____ Male Female

Address: _____

City: _____ State: _____ Zip: _____

PARENT CONTACT INFORMATION

Parent/Guardian 1: _____

Email: _____

Primary Phone #: _____ Secondary Phone #: _____

Employer: _____ Business #: _____

Parent/Guardian* 2: _____

Email: _____

Primary Phone #: _____ Secondary Phone #: _____

Employer: _____ Business #: _____

Child in custody of (check one): Both parents Mother Father Other (specify) _____

Child lives with (check one): Both parents Mother Father Other (specify) _____

Custody Papers have been provided and are on file at the facility: Yes No

PICK-UP AUTHORIZATION LIST

In addition to Parent/Guardian names listed above, these person(s) have permission to pick up my child from school. I understand that my child will not be allowed to leave with any other person without authorization from me:

Name: _____ Phone #: _____ Relation: _____

Name: _____ Phone #: _____ Relation: _____

Name: _____ Phone #: _____ Relation: _____

Name: _____ Phone #: _____ Relation: _____

Name: _____ Phone #: _____ Relation: _____

The following individual(s) may **NOT** remove my child from the facility*:

Name: _____ Phone #: _____ Relation: _____

Name: _____ Phone #: _____ Relation: _____

***Please submit proper legal documentation if your child's secondary parent or legal guardian is not authorized to remove your child from our campus**

AFTER-SCHOOL CHILD CARE

On Full School Days (Mon, Tue, Wed, Fri), my child will:

- Be picked up at 3:00 p.m. (Kindergarten, 6th, & 7th grade) or 4:00 p.m. (1st-5th grade) from our pick-up car line by an authorized individual.
Students not picked up by 3:15 p.m. or 4:15 p.m. will be checked into our afterschool program and will need to be signed out. Parent must park in an assigned parking space to pick-up the child.
- Be picked up by 5 p.m. by an authorized individual.
Students not picked up by 5:00 p.m. will begin to receive late pick-up infractions.
- Be picked up by an afterschool Daycare Provider.
Prior enrollment with Daycare Provider is required.
- Be allowed to walk home.

On Early Release Days (Thursdays and additional dates on the calendar), my child will:

- Be picked up at 12:30 p.m. (K-2nd grade) or 1:00 p.m. (3rd-7th grade) from our pick-up car line by an authorized individual.
Students not picked up by 1:00 p.m. will begin to receive late pick-up notices.
- Be picked up by an afterschool Daycare Provider.
Prior enrollment with Daycare Provider is required.
- Be allowed to walk home.

Parent Authorization/ Release: The information provided is correct to the best of my knowledge. The school has my permission to follow this form in the event my child is not picked up on time.

I (we), the undersigned, authorize Maryvale Prep staff members to follow the information on this form and I hereby acknowledge that if any changes need to be made I will contact the school immediately and re-submit this form to replace any outdated information.

I (we) understand that this form may be photocopied and used by Maryvale Prep faculty, staff or third party service or care providers.

I (we) understand that if my child is picked up late on 3 occasions they will be suspended from all afterschool activities for 1 week. If an additional late pick-up occurs they will be suspended from all afterschool activities for the current afterschool activities season (10 weeks).

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____



MARYVALE PREPARATORY ACADEMY

A Great Hearts Academy

Dear Parent/Guardian:

Children need healthy meals to learn. **Maryvale Preparatory Academy** offers healthy meals every school day. **Breakfast costs \$1.80**; lunch costs **\$2.80**. **Your children may qualify for free meals or for reduced-price meals.** Reduced-price is **\$0.30 for breakfast** and **\$0.40** for lunch. This packet includes an application for free or reduced-price meal benefits, as well as a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE MEALS?

- All children in households receiving benefits from **SNAP, FDPIR (Food Distribution Program on Indian Reservations)** or **TANF**, can get free meals regardless of your income.
- 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 can get free or reduced-price meals if your household's gross 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.

Household Size	Yearly Income	Monthly Income	Weekly Income
1	\$21,978	\$1,832	\$423
2	\$29,637	\$2,470	\$570
3	\$37,296	\$3,108	\$718
4	\$44,955	\$3,747	\$865
5	\$52,614	\$4,385	\$1,012
6	\$60,273	\$5,023	\$1,160
7	\$67,951	\$5,663	\$1,307
8	\$75,647	\$6,304	\$1,455
Each additional person:	+\$7,696	+\$642	+\$148

- 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 jsoto@maryvaleprep.org.
- 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: **Maryvale Prep Attn: Jacqueline Soto 6301 W Indian School Rd. Phoenix, AZ 85033, 623-247-6095, jsoto@maryvaleprep.org**
- SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** No, but please read the letter you got carefully. If any children in your household were missing from your eligibility notification, contact **623-247-6095** immediately.
- CAN I APPLY ONLINE?**

No. Our district does not have the option to apply for free or reduced-price meals online at this time. Please contact **Maryvale Prep Attn: Jacqueline Soto, 6301 W Indian School Rd. Phoenix, AZ 85033, 623-247-6095, jsoto@Maryvaleprep.org** and refer to the information above to complete a paper application.

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year through **September 10, 2017**. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced-price meals. Please fill out 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: **Maryvale Prep Attn: Mac Esau, 6301 W Indian School Rd. Phoenix, AZ 85033, 623-247-6095, mesau@maryvaleprep.org**.
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, 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 **Maryvale Prep Attn: Jacqueline Soto 6301 W Indian School Rd. Phoenix, AZ 85033, 623-247-6095, jsoto@maryvaleprep.org** to receive a second application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call 1-800-352-8401.

If you have other questions or need help, call **623-247-6095**.

Sincerely,

Jacqueline Soto

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

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who

are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.



MARYVALE PREPARATORY ACADEMY

A Great Hearts Academy

Estimados Padres/Guardián:

Los niños necesitan comida sana para aprender. **Maryvale Preparatory Academy** ofrece alimentación sana todos los días. **El desayuno cuesta \$1.80**; el almuerzo cuesta **\$2.80**. **Sus niños podrían calificar para recibir comida gratuita o de precio reducido.** El precio reducido es **\$0.30** para el desayuno y **\$0.40** para el almuerzo. Este paquete incluye una solicitud para recibir los beneficios de comida gratuita o de precio reducido, y también instrucciones detalladas para llenarla. A continuación hay algunas preguntas y respuestas comunes para ayudarle a usted con la solicitud.

1. ¿QUIÉN PUEDE OBTENER COMIDA GRATUITA?

- Todos los niños en los hogares que reciben beneficios de **SNAP, el Programa de Distribución de Alimentos en Reservaciones Indígenas (FDPIR)** o **TANF** pueden recibir comidas gratis sin importar sus ingresos.
- Niños adoptivos temporales (Foster) que están bajo la responsabilidad legal de una agencia de cuidado temporal (Foster) o de una corte.
- Niños que participan en el Programa Head Start de su escuela.
- Niños que cumplen con la definición de “sin casa”, “fugitivo”, o “emigrante”.
- Los niños de hogares donde la familia está dentro de los límites de la Tabla De Elegibilidad Federal de Ingresos pueden recibir comidas gratis o de precio reducido si el ingreso familiar está en o por debajo de los límites de esta tabla.

TABLA DE ELEGIBILIDAD FEDERAL DE INGRESOS Para el Año Escolar 2016-2017			
Número de Personas en el Hogar	Anual	Mensual	Semanal
1	\$21,978	\$1,832	\$423
2	\$29,637	\$2,470	\$570
3	\$37,296	\$3,108	\$718
4	\$44,955	\$3,747	\$865
5	\$52,614	\$4,385	\$1,012
6	\$60,273	\$5,023	\$1,160
7	\$67,951	\$5,663	\$1,307
8	\$75,647	\$6,304	\$1,455
Cada persona adicional:	+\$7,696	+\$642	+\$148

- CÓMO SÉ SI MIS HIJOS CALIFICAN COMO “SIN HOGAR, EMIGRANTE, O FUGITIVO?”** Usted y los miembros de su hogar no tienen una dirección permanente? Permanecen ustedes en un hospicio, hotel, u otro lugar temporal? Se muda su familia según la temporada? Viven con usted algunos niños que han escogido abandonar a su familia? Si usted cree que hay niños en su hogar que cumplen con estas descripciones y no les han dicho que sus hijos van a recibir comida gratuita, favor de llamar o enviar un correo electrónico al **Maryvale Prep Attn: Jacqueline Soto 6301 W Indian School Rd. Phoenix, AZ 85033, 623-247-6095, jsoto@maryvaleprep.org.**
- NECESITO LLENAR UNA SOLICITUD PARA CADA NIÑO?** No. Use una sola solicitud para todos los estudiantes en su hogar. No podemos aprobar una solicitud que no está completa, así que asegúrese de llenar toda la información requerida. Entregue la solicitud completa a: **Maryvale Prep Attn: Jacqueline Soto 6301 W Indian School Rd. Phoenix, AZ 85033, 623-247-6095, jsoto@maryvaleprep.org.**
- ¿DEBO COMPLETAR UNA SOLICITUD SI HE RECIBIDO UNA CARTA ESTE AÑO INDICANDO QUE MIS HIJOS YA ESTÁN APROBADOS PARA COMIDA GRATUITA?** No, lea la carta cuidadosamente y siga las instrucciones. Si algunos niños en su hogar no aparecen en su notificación de elegibilidad, contacte a **Maryvale Prep Attn: Jacqueline Soto 6301 W Indian School Rd. Phoenix, AZ 85033, 623-247-6095, jsoto@maryvaleprep.org** inmediatamente.

5. PUEDO APLICAR POR INTERNET?
6. No. Nuestro distrito no tiene la opción de solicitar comidas gratis o de precio reducido en línea en este momento. Por favor póngase en contacto con **Jacqueline Soto 6301 W Indian School Rd. Phoenix, AZ 85033, 623-247-6095, jsoto@maryvaleprep.org** y refiérase a la información anterior para completar su solicitud en papel.
7. LA SOLICITUD DE MI HIJO/A FUE APROBADA EL AÑO PASADO. ¿NECESITO LLENAR UNA NUEVA? Sí. La solicitud de su hijo es válida solamente por ese año y los primeros días del nuevo año escolar hasta **09/10/2017**. Usted debe entregar una nueva solicitud al menos de que la escuela le haiga informado que su hijo es elegible para el nuevo año escolar. Si usted no envía una nueva aplicación que haiga sido aprobada por la escuela o si no le han notificado que su hijo es elegible para recibir comidas gratis, a su hijo se le cobrara el precio completo para las comidas.
8. RECIBO BENEFICIOS DE WIC. PUEDEN RECIBIR MIS NIÑOS COMIDA GRATUITA? Los niños en hogares que participan en el Programa WIC pueden ser elegibles para recibir comida gratuita o de precio reducido. Favor de enviar una solicitud.
9. VERIFICAN LA INFORMACIÓN QUE DOY? Sí. También podemos pedir prueba escrita del ingreso del hogar que usted reporto.
10. SI NO CALIFICO AHORA, PUEDO SOLICITAR DESPUES? Sí, usted puede solicitar en cualquier momento durante el año escolar. Por ejemplo, los niños que viven con un padre o custodio que pierde su trabajo pueden calificar para recibir comida gratuita o de precio reducido si el ingreso cae debajo del límite del ingreso establecido.
11. QUÉ PASA SI NO ESTOY DE ACUERDO CON LA DECISIÓN DE LA ESCUELA SOBRE MI SOLICITUD? Usted debe hablar con los oficiales de la escuela. Usted también puede apelar la decisión llamando o escribiendo a **Mac Esau 6301 W Indian School Rd. Phoenix, AZ 85033, 623-247-6095, mesau@maryvaleprep.org**.
12. PUEDO SOLICITAR SI ALGUIEN EN MI HOGAR NO ES CIUDADANO NORTEAMERICANO? Sí. Usted, sus hijos, u otros miembros de su hogar no tienen que ser ciudadanos Norteamericanos para solicitar comida gratuita o de precio reducido.
13. QUÉ PASA SI MIS INGRESOS NO SIEMPRE SON IGUALES? Anote la cantidad que normalmente recibe. Por ejemplo, si usted normalmente gana \$1000 cada mes, pero trabajó menos el mes pasado y ganó solamente \$900, anote \$1000 por mes. Si usted normalmente gana horas extra, inclúyalo; pero no lo haga si usted trabaja horas extra de vez en cuando. Si usted ha perdido su trabajo o le han reducido sus horas o ingresos, use su ingreso actual.
14. QUE PASA SI ALGUNOS MIEMBROS DEL HOGAR NO TIENEN INGRESOS PARA REPORTAR? Tal vez algunos miembros de su hogar no reciben el tipo de ingresos que pedimos que declare en la aplicación, o puede que no reciba ingreso alguno. Cuando esto suceda, puede escribir un "0" en el campo. Favor de tomar en cuenta que cualquiera de los campos de ingreso que se hayan dejado en blanco serán contados como ceros, porque vamos a suponer que usted significa hacer eso.
15. ESTAMOS EN LAS FUERZAS ARMADAS. ¿REPORTAMOS LOS INGRESOS DE UNA MANERA DIFERENTE? Su sueldo básico y los bonos deben ser reportados como ingresos. Subsidios para vivienda fuera de la base militar, comida y ropa, o pagos FSSA- Family Subsistence Supplemental Allowance, deben incluirse en su ingreso. Sin embargo, si su vivienda es parte de la Iniciativa Privatizada de Vivienda Militar, no incluya este subsidio de vivienda en su ingreso. Cualquier otro pago por despliegue militar está también excluido del ingreso.
16. QUE PASA SI NO HAY SUFICIENTE ESPACIO EN LA APLICACIÓN PARA MI FAMILIA? Agregue una hoja con toda la información requerida para los miembros del hogar adicionales. Favor de contactarse con **Maryvale Prep Attn: Jacqueline Soto 6301 W Indian School Rd. Phoenix, AZ 85033, 623-247-6095, jsoto@maryvaleprep.org** para recibir una segunda aplicación.
17. MI FAMILIA NECESITA MÁS AYUDA. HAY OTROS PROGRAMAS PARA LOS CUALES PODEMOS SOLICITAR BENEFICIOS? Para enterarse de cómo solicitar **SNAP** u otros beneficios, contacte a su oficina local de asistencia o

llame al 1-800-352-8401

Si tiene otras preguntas o necesita ayuda, llame al **623-247-6095**

Atentamente,

Jacqueline Soto

De acuerdo con la ley federal de derechos civiles y el Departamento de Agricultura (USDA) reglamentos de derechos civiles y políticas, el USDA, sus Agencias, oficinas y empleados, y las instituciones que participan en o administran los programas del USDA de Estados Unidos tienen prohibido discriminar por motivos de raza, color, origen nacional, sexo, discapacidad, edad o represalia o venganza para actividades antes de los derechos civiles en cualquier programa o actividad llevada a cabo o financiada por el USDA.

Las personas con discapacidad que requieran medios alternativos de comunicación para la información del programa (por ejemplo, Braille, letra grande, cinta de audio, Lenguaje de Signos Americano, etc.) deben ponerse en contacto con la Agencia (estatal o local) donde solicitaron beneficios. Las personas sordas o con problemas de audición o discapacidades del habla pueden comunicarse con el USDA a través del Servicio de Retransmisión Federal al (800) 877-8339. Adicionalmente, la información del programa puede estar disponible en otros idiomas además del inglés.

Para presentar una queja de discriminación del programa, favor de completar el Formulario de USDA Queja de discriminación del Programa, AD-3027, que se encuentra en línea en http://www.ascr.usda.gov/complaint_filing_cust.html, y en cualquier oficina del USDA, o favor de escribir una carta dirigida USDA y favor de poner en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de queja, llame al (866) 632-9992. Envíe el formulario completado o una carta al USDA por: (1) correo: Departamento de Agricultura, Oficina del Secretario Adjunto de Derechos Civiles, 1400 Independence Avenue, SW, Washington, DC 20250-9410 EE.UU.; (2) Fax: (202) 690-7442; o (3) Correo Electrónico: program.intake@usda.gov.

Esta institución es un proveedor de igualdad de oportunidades.

INSTRUCTIONS FOR APPLYING

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 **Maryvale Preparatory Academy**. The application must be filled out completely to certify your children for free or reduced-price school meals.

Each step of the instructions is the same as the steps on the application. If at any time you are not sure what to do next, please contact **Maryvale Prep Attn: Jacqueline Soto 6301 W Indian School Rd. Phoenix, AZ 85033, 623-247-6095, jsoto@maryvaleprep.org**.

Please **use a pen (not a pencil)** when filling out the application, and do your best to print clearly.

STEP 1- NAMES OF ALL CHILDREN IN THE HOUSEHOLD

List all household members who are infants, children, and students up to and including grade 12. This should include all children who live in your household. They do not have to be related to you to be part of your household.

List the first name, middle initial, and last name of each child. List one name per line, and write one letter in each box. Stop if you run out of space. If you need additional lines, attach a second piece of paper with all required information for additional children.

If the children attend school, please list the name of the school.

If you believe the children are foster, homeless, migrant, or runaway, be sure to mark the box next to the child's name under foster or homeless, migrant, runaway.

Once all children have been listed, **go to STEP 2**.

STEP 2- SNAP, TANF, OR FDPIR PARTICIPATION

Do any household members (including the adults) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR?

In the gray bar, circle either yes or no.

If Yes- List the case number in the large box labeled Case Number and go directly to STEP 4.

If No- Leave this section blank and **go to STEP 3**.

STEP 3- HOUSEHOLD INCOME INFORMATION

- A. Child Income-** Report all income earned by children in the household. Refer to the chart below titled "Sources of Income for Children" and report the **combined gross income** for all children listed in STEP 1 in the box marked "Total 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. Use the chart below to determine if your household has child income to report. If children do not receive income, enter '0' or leave these boxes empty. If you leave this part blank, it will mean that you have no income to report for any children in the household.

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.

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

B. Adult Household Members and Income- 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 STEP1.** List one name per line, and write both first and last name in each box. If you need additional lines, attach a second piece of paper with all required information for additional household members.

Report **gross income** (amount before taxes and deductions) for each adult on the same line where the name is listed. Then, fill in the circle to indicate if the earnings are received Weekly, Bi-Weekly (every other week), 2x month (2 payments per month), or Monthly. The chart below gives examples of the different types of income for adults. If someone does not receive income, enter '0' or leave these boxes empty.

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) <p>For military families:</p> <ul style="list-style-type: none"> Basic pay and cash bonuses (<i>do not include combat pay, FSSA, or privatized housing allowances</i>) Allowances for off-base housing, food and clothing 	<ul style="list-style-type: none"> Unemployment benefits Workers 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 Income from trusts or estates Annuities Investment Income Earned Interest Rental Income Regular cash payments from outside household

The back of this application provides the same Sources of Income charts.

C. Total number of household members and SSN.

Report the total number of people in your household (all adults and children) in the one box.

Report the last 4 digits of the Social Security Number (SSN) for the primary wage earner or other adult in the household. You are eligible to apply for benefits even if you do not have a Social Security Number. Simply leave the space blank and check the box labeled “Check if no SSN.”

STEP 4- Contact information and adult signature

All applications must be signed by an adult household member. By signing the application, that household member is promising that all information has been truthfully and completely reported.

Please sign, date and print your name.

Provide your contact information including your address 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 providing it helps us reach you quickly if we need to contact you.

OPTIONAL INFORMATION

The back of this application provides a section for 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.

This section also includes important information about privacy and civil rights. Please read these statements before submitting the application.

INSTRUCCIONES PARA APLICAR

Favor de utilizar estas instrucciones para llenar la solicitud para recibir comida escolar gratuita o de precio reducido. Solamente necesita completar una solicitud por hogar, aunque sus hijos asisten a más de una escuela en **Maryvale Prep**. La aplicación debe estar llena completamente para solicitar comida gratuita o de precio reducido para sus hijos.

Cada paso de las instrucciones corresponde a los pasos en la solicitud. Si en algún momento usted no está seguro cómo responder, favor de contactar **Maryvale Prep Attn: Jacqueline Soto 6301 W Indian School Rd. Phoenix, AZ 85033, 623-247-6095, jsoto@maryvaleprep.org**. Favor de usar **pluma (no lápiz) al llenar la solicitud y escriba en letra clara y de molde.**

PASO 1- LISTE A TODOS LOS BEBES, NIÑOS, Y ESTUDIANTES HASTA E INCLUYENDO EL GRADO 12 QUE SON MIEMBROS DE SU HOGAR

Liste a todos los miembros de la casa que sean bebés, niños, y estudiantes hasta e incluyendo el grado 12. Estas personas no tienen que ser parientes para ser parte de su hogar.

Liste el primer nombre, inicial de su medio nombre, y apellido para cada niño. Ponga solo un nombre por línea. Al escribir los nombres, ponga una sola letra en cada cuadro. No continúe si no hay más cuadros. Si no le alcanzan las líneas del formulario, agregue una hoja con toda la información requerida para los niños adicionales.

Si los niños van a la escuela por favor liste el nombre de la escuela.

Si usted cree que los niños son de adopción temporal (Foster), sin hogar, emigrante, o fugitivo, favor de marcar el cuadro al lado del nombre del niño donde dice Foster, sin hogar, emigrante, o fugitivo.

Ya que haiga listado a todos los niños, **vaya a PASO 2.**

PASO 2- PARTICIPACIÓN EN SNAP, TANF, O FDPIR

Participa algún miembro de su hogar, incluyéndose a usted, y los demás adultos, en uno o más de los siguientes programas de asistencia: SNAP, TANF, O FDPIR?

En la barra gris, circule sí o no.

Si respondió Si- Liste el número de caso en el cuadro titulado Numero de Caso y vaya directamente al **PASO 4.**

Si respondió No- Deje esta sección en blanco y vaya al **PASO 3.**

PASO 3- INFORMACION SOBRE LOS INGRESOS DEL HOGAR

- A. Ingresos de los niños-**Declare todos los ingresos obtenidos por los niños en su hogar. Vea la guía titulada "Guía de Ingresos Para Niños" y declare el ingreso **total bruto** en el cuadro titulado "Ingresos BRUTO del Niño" para todos los niños que listo en PASO 1.

Ingreso de los niños se refiere al dinero recibido fuera de su hogar que se les paga directamente a sus hijos. Muchos hogares no tienen ningún ingreso de niños. Utilice la guía en esta página para determinar si tiene ingresos de niños que tiene que declarar. Si los niños no reciben ingresos,

indique “0” o deje los cuadros vacíos. Si usted deja esta parte vacía, significara que no tiene ingresos para reportar para ningún niño en el hogar.

Solo cuente los ingresos de los niños adoptados temporal (Foster) si está aplicando para ellos junto con el resto de su hogar. Es opcional que incluya a los niños Foster como miembros del hogar si viven con usted.

Guía de Ingresos Para Niños	
Tipo de ingreso	Ejemplos
Ingresos del empleo	Un niño tiene un trabajo en el que gana un sueldo o salario.
Seguro Social: <ul style="list-style-type: none"> • Pagos de discapacidad • Beneficios de sobrevivientes 	<p>Un niño es ciego o discapacitado y recibe beneficios de Seguro Social.</p> <p>Un padre esta discapacitado, se retiró, o ha fallecido y su hijo recibe beneficios de seguridad social.</p>
Ingresos de personas <i>fuera</i> del hogar	Un amigo o miembro de la familia extendida que <i>regularmente</i> le da dinero para gastar a un niño.
Ingresos de cualquier otro origen	Un niño recibe ingresos de un fondo de pensiones privado, anualidad, o fideicomiso.

B. Adultos Miembros del Hogar e Ingresos- Escriba el nombre de cada adulto miembro del hogar en los cuadros titulados “Nombres y Apellidos de los Adultos del Hogar” **No incluya a los miembros del hogar que puso en PASO 1.** Escriba un nombre por línea, y escriba el nombre y apellido en cada caja. Si necesita líneas adicionales, agregue una hoja con toda la información requerida para los miembros adicionales del hogar.

Declare el ingreso bruto (cantidad antes de impuestos y deducciones) de cada adulto en la misma línea en la que aparece el nombre. Luego, rellene el circulo para indicar si las ganancias se reciben por semana, quincena (cada dos semanas), 2x mes (2 pagos al mes), o mensual. La guía a continuación da ejemplos de los diferentes tipos de ingresos para los adultos. Si alguien no recibe ingresos, escriba “0” o deje esos cuadros vacíos.

Guía de Ingresos Para Adultos		
Ingresos de Empleo	Asistencia Pública/ Mantención de Menores/ Pensión Matrimonial	Pensiones/Retiro/Otros Ingresos
<ul style="list-style-type: none"> • Sueldos, Salarios, bonos en efectivo • El beneficio NETO del trabajo por cuenta propia (granja o negocio) <p>Si usted está en el Militar EE.UU.:</p> <ul style="list-style-type: none"> • Sueldo básico y bonos en efectivo (<i>no incluya el pago de combate, FSSA, o subsidios de vivienda privatizados</i>) • Subsidios para la vivienda fuera de la base, alimentos y ropa 	<ul style="list-style-type: none"> • Beneficios de desempleo • Compensación del trabajador • Ingresos de Seguridad Suplementario (SSI) • Asistencia en efectivo del Gobierno Estatal o Local • Pagos de pensión matrimonial • Pagos de manutención • Beneficios de veteranos • Beneficios de huelga 	<ul style="list-style-type: none"> • Seguro Social (incluyendo beneficios de retiro, de ferrocarril y de pulmón negro) • Pensiones privadas o de discapacidad • Ingresos regulares de fideicomisos o sucesiones • Anualidades • Ingresos de inversión • Interés ganado • Ingresos de alquiler • Pagos en efectivo regulares fuera del hogar

La parte posterior de esta aplicación ofrece las mismas guías de ingresos.

C. Número total de miembros del hogar y número de seguro social.

Declare el número total de personas en su hogar (todos los adultos y niños) en el primer cuadro.

Declare los últimos 4 números del Número de Seguro Social (SSN) del proveedor principal de ingresos u otro adulto en el hogar. Usted tiene derecho a solicitar beneficios aunque no tenga un Número de Seguro Social. Simplemente deje el espacio vacío y seleccione el cuadro "Indique si no hay SSN"

PASO 4- INFORMACION DE CONTACTO Y FIRMA DE UN ADULTO

Todas las solicitudes deberán ser firmadas por un miembro adulto del hogar. Al firmar la solicitud, ese miembro del hogar certifica (jura) que toda la información ha sido reportada de una manera completa y verdadera.

Favor de firmar, poner la fecha de hoy, e imprimir su nombre.

Provea su información de contacto. Si tiene dirección permanente, escriba su dirección actual en los espacios correspondientes. Si no tiene una dirección permanente, no quiere decir que sus hijos no son elegibles para recibir comida escolar gratuita o de precio reducido. Poner un número de teléfono, correo electrónico, o las dos cosas es opcional, pero nos ayuda a contactarlo rápidamente si necesitamos hacerlo.

INFORMACION OPCIONAL

La parte posterior de esta aplicación ofrece una sección para compartir información acerca de la raza de sus hijos y el origen étnico. Este campo es opcional y no afecta la elegibilidad de sus niños para recibir comida gratis o a precios reducido.

Esta sección también incluye información importante acerca de la privacidad y los derechos civiles. Favor de leer estas declaraciones antes de entregar la solicitud.

INSTRUCTIONS

Sources of Income

Sources of Income for Children	
Type of Income	Examples
Earnings from work	A child has a job where they earn a salary or wages.
Social Security - Disability payments - Survivor Benefits	A child is blind or disabled and receives Social Security benefits. A parent is disabled, retired, or deceased and their child receives social security benefits.
Income from persons <u>outside</u> the household	A friend or extended family member <u>regularly</u> gives a child spending money.
Income from any other source	A child receives income from a private pension fund, annuity or trust.

Sources of Income for Adults		
Earnings from Work	Public Assistance/ Alimony/Child Support	Pensions/Retirement/All Other Income
<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: - 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 - Workers 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 - 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.

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

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, 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: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Guía de Ingresos Para Niños	
Tipo de ingreso	Ejemplos
Ingresos de empleo	Un niño tiene un trabajo en el que gana un sueldo o salario.
Seguro Social: -Pagos de discapacidad	Un niño es ciego o discapacitado y recibe beneficios de Seguro Social.
-Beneficios de Sobrevivientes	Un padre esta discapacitado, se retiró, o ha fallecido y su hijo recibe beneficios de seguridad social.
Ingresos de personas fuera del hogar	Un amigo o miembro de la familia extendida que <i>regularmente</i> le da dinero para gastar a un niño.
Ingresos de cualquier otro origen	Un niño recibe ingresos de un fondo de pensiones privado, anualidad o fideicomiso.

Guía de Ingresos Para Adultos		
Ingresos de Empleo	Asistencia Pública/Mantenión de Menores/ Pensión Matrimonial	Pensiones/Retiro/Otros Ingresos
<ul style="list-style-type: none"> - Sueldos, salarios, bonos en efectivo - El beneficio NETO del trabajo por cuenta propia (ganja o negocio) 	<ul style="list-style-type: none"> - Beneficios de desempleo - Compensación del trabajador - Ingresos de Seguridad Suplementario (SSI) - Asistencia en efectivo del Gobierno Estatal o Local - Pagos de pensión matrimonial - Pagos de manutención - Pagos de veteranos - Beneficios de huelga 	<ul style="list-style-type: none"> - Seguro Social (incluyendo beneficios de retiro, de ferrocarril y de pulmón negro) - Pensiones privadas o de discapacidad - Ingresos regulares de fideicomisos o sucesiones - Anualidades - Ingreso de inversión - Interés ganado - Ingresos de alquiler - Pagos en efectivo regulares fuera del hogar
<p>Si usted está en el militar EE UU:</p> <ul style="list-style-type: none"> - Sueldo básico y bonos en efectivo (<i>no incluya el pago de combate, FSSA, o subsidios de vivienda privatizados</i>) - Subsidios para la vivienda fuera de la base, alimentos y ropa 		

OPCIONAL

Identidades Raciales y Étnicas de los Niños

Estamos obligados a solicitar información sobre la raza de sus hijos y el origen étnico. Esta información es importante y ayuda a asegurarse de que estamos sirviendo plenamente a nuestra comunidad. Es opcional responder a esta sección y no afectara la elegibilidad de sus niños para comida gratuita o a precio reducido.

Etnicidad (Marque Uno):

Hispano o Latino No Hispano o Latino

Raza (Marque uno o más):

Indio Americano o Nativo de Alaska Asiático Negro o Africano Americano Nativo de Hawái u Otro Isla del Pacifico Sur Blanco

La **Ley de Almuerzo Escolar Nacional Richard B. Russell**, requiere la información en esta solicitud. Usted no tiene que dar la información, pero si no lo hace, nosotros no podemos autorizar que sus hijos reciban comidas gratis u a precio reducido. Usted debe incluir los últimos cuatro dígitos del número de seguro social del miembro adulto del hogar que firma la solicitud. No se exigen los últimos cuatro dígitos del número de seguridad social cuando está llenando la solicitud para un hijo de crianza o usted anota el número de caso para el Programa de Asistencia de Nutrición Suplementaria (SNAP), Asistencia Temporal para Familias Necesitadas (TANF) o el Programa de Distribución de Alimentos en Reservaciones Indígenas (FPIPR) u otro identificador FDPFR para su hijo o cuando usted indica que el miembro adulto del hogar que firmo la solicitud no tiene un número de seguro social. Nosotros usaremos su información para determinar si su hijo es elegible para recibir comidas gratis u a precio reducido, y para la administración y ejecución de los programas de almuerzo y desayuno. PODRIAMOS compartir su información de elegibilidad con programas de educación, salud y nutrición para ayudarles a evaluar, financiar o determinar beneficios para sus programas, audítores para revisar programas, y personal de justicia para ayudarles a investigar violaciones de las normas del programa.

De acuerdo con la ley federal de derechos civiles y el Departamento de Agricultura (USDA) reglamentos de derechos civiles y políticas, el USDA, sus Agencias, oficinas y empleadas, y las instituciones que participan en o administran los programas del USDA de Estados Unidos tienen prohibido discriminar por motivos de raza, color, origen nacional, sexo, discapacidad, edad o represalia o venganza para actividades antes de los derechos civiles en cualquier programa o actividad llevada a cabo o financiada por el USDA.

Las personas con discapacidad que requieran medios alternativos de comunicación para la información del programa (por ejemplo, Braille, letra grande, cinta de audio, Lenguaje de Signos Americano, etc.) deben ponerse en contacto con la Agencia (estatal o local) donde solicitaron beneficios. Las personas sordas o con problemas de audición o discapacidades del habla pueden comunicarse con el USDA a través del Servicio de Retransmisión Federal al (800) 877-8339. Adicionalmente, la información del programa puede estar disponible en otros idiomas además del inglés.

Para presentar una queja de discriminación del programa, favor de completar el Formulario de USDA Queja de discriminación del Programa, AD-3027, que se encuentra en línea en http://www.ascr.usda.gov/complaint_filing_cust.html, y en cualquier oficina del USDA, o favor de escribir una carta dirigida USDA y favor de poner en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de queja, llame al (866) 632-9992. Envíe el formulario completado o una carta al USDA por: (1) correo: Departamento de Agricultura, Oficina del Secretario Adjunto de Derechos Civiles, 1400 Independence Avenue, SW, Washington, DC 20250-9410 EE.UU.; (2) Fax: (202) 690-7442; o (3) Correo Electrónico: program_intake@usda.gov.

Esta institución es un proveedor de igualdad de oportunidades.

SHARING INFORMATION WITH OTHER PROGRAMS

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify. For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

- Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **any program that will provide school supplies or uniforms for my child.**

- Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **any program that will provide a athletic scholarship for my child.**

- Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **any program or organization that can benefit my child or my family.**

If you checked yes to any or all of the boxes above, fill out the form below to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, you may call **Jacqueline Soto** at **623-247-6095** or e-mail at **jsoto@maryvaleprep.org**

Return this form to: **6301 W Indian School Rd Phoenix, AZ 85033** by **August 10, 2016.**

INTERCAMBIO DE INFORMACION CON OTROS PROGRAMAS

Estimado Padre/Tutor:

Para ahorrarle tiempo y esfuerzo, la información que usted provee en la solicitud para Comidas Gratis o a Precio Reducido puede ser compartida con otros programas para los cuales sus niños podrían calificar. Para los siguientes programas, debemos tener su permiso para compartir su información. El enviar esta forma no cambiara el que sus hijos reciban comidas gratis o a precio reducido.

- SI! **SI DESEO** que los funcionarios escolares compartan la información en mi solicitud para Comidas Gratis o a Precio Reducido con **cualquier programa que proporcionará materiales escolares o uniformes para mi hijo.**
- SI! **SI DESEO** que los funcionarios escolares compartan la información en mi solicitud para Comidas Gratis o a Precio Reducido con **cualquier programa que proporcionará una beca deportiva para mi hijo.**
- SI! **SI DESEO** que los funcionarios escolares compartan la información en mi solicitud para Comidas Gratis o a Precio Reducido con **cualquier programa u organización que puede beneficiar a mi hijo o mi familia.**

Si usted marco si en cualquiera o todos los cuadros anteriores, llene el formulario a continuación. Su información será compartida solamente con los programas que usted marco.

Nombre del niño: _____ Escuela: _____

Nombre del niño: _____ Escuela: _____

Nombre del niño: _____ Escuela: _____

Nombre del niño: _____ Escuela: _____

Firma Del Padre/Tutor: _____ Fecha: _____

Nombre en Letra de Molde: _____

Direccion: _____

Para recibir más información, usted puede llamarle a **Jacqueline Soto** al **623.247.6095** o **mandar un correo electrónico al jsoto@maryvaleprep.org.**

Regrese esta forma a: **6301 W Indian School Rd. Phoenix, AZ 85033, soto@maryvaleprep.org** antes del **10 de agosto de 2016.**



MARYVALE PREPARATORY ACADEMY

A Great Hearts Academy

PARENT SERVICE ORGANIZATION (PSO) OVERVIEW

SCHOOL YEAR 2016-2017

Dear Parents,

At Maryvale Prep, we believe that ongoing partnership with our families is critical to the success of our students. Thus, we have established the Maryvale Prep Parent Service Organization (PSO) to facilitate this partnership. The Maryvale Prep PSO is a collection of committees and each provides a unique service to the school. Each committee has a chair and the chairs will work closely with the school to ensure that all parents are able to plug into an area that best matches their passion, skills, and availability. Please let us know of your volunteering interests and availability by completing a Parent Volunteer Interest Form (see the last page of this document for a copy). **At this time, we are in need of chairpersons to lead each PSO committee to have a PSO team fully running.**

Below you will find a list of the committees and their descriptions. **Please review the list carefully and identify one or more places that you can serve. Then, you can simply contact Mrs. Soto jsoto@maryvaleprep.org and she will provide with more information on getting involved in that committee. If you are interested in being the chairperson for a committee please let us know!**

We look forward to having you working alongside of us to provide the best education possible for our children. If you have any questions about the Maryvale Prep PSO, please contact me, Jessica Calderon, PSO president at jessicajcalderon@gmail.com.

Best,

Jessica Calderon, PSO President

COMMITTEES

Fundraising Committee: The Fundraising Committee is responsible for organizing, promoting, and managing various merchant partnerships that allow Maryvale Prep to receive a percentage cut from products and services rendered. Fundraising will provide students will opportunities to go on field trips, school supplies and other school projects and events.

Events Committee: The Events Committee is responsible for planning family and student socials. In addition, volunteers will provide support to schoolwide events such as open house, curriculum nights, family night, book drives and fairs, and other events throughout the year.

Teacher Appreciation Committee: The Recognition Committee is responsible for actively appreciating and caring for Maryvale Prep teachers, families, and students. Appreciation acts can include ideas such as faculty lunches, birthday celebrations, gifts to families in need, etc.

Meal Time Committee: The Meal Time Committee is responsible for assisting the school with conducting the breakfast and lunch programs, such as through food distribution, monitoring proper eating, and behavior, and



MARYVALE PREPARATORY ACADEMY

A Great Hearts Academy

cleaning the cafeteria. Both breakfast and lunch shifts are available and parents are permitted to sign up for single or multiple days based on their availability.

Playground Assistance Committee: The Playground Assistance Committee is responsible for assisting the faculty in monitoring the playground to ensure student safety, enjoyment, and well-being. Both recess and lunch time shifts are available and parents are permitted to sign up for single or multiple days based on their availability.

Carline Committee: The Carline Committee is responsible for serving during the drop-off and pick-up of students to help ensure the safety and efficiency of these processes. Duties include gathering the student(s) from their classrooms lines and delivering the child(ren) safely to the awaiting authorized drivers. Both before and after school shifts are available and parents are permitted to sign up for single or multiple days based on their availability.

Office & Health Support Committee: The Office and Health Support Committee is responsible for volunteering in the office when Mrs. Soto or Ms. Alvarez is away or when there are special projects that require extra help. Volunteers would also provide first aid support to our students when they are ill or injured.

Yearbook Committee: The Yearbook Committee is responsible for working with an outside vendor to create an annual yearbook. You will coordinate with Maryvale Prep staff acquire creative copy and photos and possibly take photos at various school events.



PARENT SERVICE ORGANIZATION (PSO)

INTEREST FORM

2016-2017 SCHOOL YEAR

Dear Parents,

At Maryvale Prep, we believe that ongoing partnership with our families is critical to the success of our students. Thus, we have established the Maryvale Prep Parent Service Organization (PSO) to facilitate this partnership. The Maryvale Prep PSO is a collection of committees and each provides a unique service to the school. Each committee has a chair and the chairs will work closely with the school to ensure that all parents are able to plug into an area that best matches their passion, skills, and availability. If you are interested in being in a particular committee or lead a committee please let us know through this form. You can email it to jsoto@maryvaleprep.org or drop it off at the school office.

CONTACT INFORMATION

Name _____ Phone # _____

E-Mail _____

AVAILABILITY

Please specify your availability
(check all that apply):

- | | |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> Morning | <input type="checkbox"/> Monday |
| <input type="checkbox"/> Day | <input type="checkbox"/> Tuesday |
| <input type="checkbox"/> Afternoon | <input type="checkbox"/> Wednesday |
| <input type="checkbox"/> Evening | <input type="checkbox"/> Thursday |
| | <input type="checkbox"/> Friday |
| | <input type="checkbox"/> Saturday |
| | <input type="checkbox"/> Sunday |

Child(ren)'s name and grade(s)

SERVICE AREAS

- | | |
|--|--|
| <input type="checkbox"/> Yearbook | <input type="checkbox"/> Room Parent (Take-home Projects) |
| <input type="checkbox"/> Breakfast Service (no cooking required) | <input type="checkbox"/> Room Parent (Community Service Project) |
| <input type="checkbox"/> Lunch Service (no cooking required) | <input type="checkbox"/> Playground Support |
| <input type="checkbox"/> Health Office Volunteer | <input type="checkbox"/> School Event Support |
| <input type="checkbox"/> School Office Volunteer | <input type="checkbox"/> Family/Student Socials |
| <input type="checkbox"/> Tardy Assistance | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Traffic Team: Morning Drop-Off | <input type="checkbox"/> Teacher Appreciation |
| <input type="checkbox"/> Traffic Team: Afternoon Pick-Up | <input type="checkbox"/> Kindergarten Promotion Celebration |
| <input type="checkbox"/> P.E. Support | <input type="checkbox"/> I want to lead a committee |
| <input type="checkbox"/> Room Parent (in-class support) | <input type="checkbox"/> I want to support a committee |
| | <input type="checkbox"/> Other: _____ |

MARYVALE PREPARATORY ACADEMY

STUDENT LOCKER USE AGREEMENT

- **Purpose:** Lockers will be assigned to middle school students for the purpose of storing backpacks, books, school supplies, outerwear, and sports clothing. All items stored in lockers must comply with school policies, including being void of messages or images. Student use of lockers can be revoked for lack of compliance to this agreement.
- **Locks:** Students are responsible for obtaining their own combination locks and remembering their combinations. Locks that require keys are not allowed. Students must also record their combination on this agreement (see below). Students are not permitted to share their lockers or locker combinations with other students.
- **Backpacks:** Students need to store their backpacks in their lockers throughout the school day. They will not be permitted to carry bags with them into their classes. Backpacks need to be small enough to fit in the lockers. The locker dimensions are 12.5” (width) x 22.5” (height) x 16.5” (depth).
- **Cell Phones:** Students need to keep their cell phones turned off (not just on vibrate) and in their backpacks for the entire day. Students are not permitted to turn on their phones during the day. Students who need to call home will do so from the main office.
- **Locker Care & “No Decoration” Policy:** Students are expected to keep lockers clean and free from damage. Students are not permitted to decorate their lockers with posters, mirrors, stickers, etc. nor write on or otherwise deface school lockers, inside or out.
- **School Property:** The lockers will remain the property of Maryvale Prep and school officials have the right to open and inspect lockers at any time, without notice or consent.
- **Access Times:** Students are only permitted to access their lockers during the following times during the school year (these times are subject to change). Please note that lockers will not be accessible in the evenings and over the weekend, as the campus is locked at these times. Students will be required to carry their books and materials for 2-3 periods at a time during the school day.
 - Before School: Students need to arrive by 7:50 a.m.
 - Morning Break: After 2nd period (Full School Days)
 - Before Lyceum: After 4th period (Full School Days)
 - Afterschool: During Study Hall

By signing below, I understand and agree to the terms of this agreement.

Student Name

Student Signature

Parent Signature

Date

Date

Locker Number: _____ **Locker Combination:** _____