



Valley Heights News & Notes

August 2010

www.valleyheights.org

Blue Rapids/Waterville, Kansas

Budget Challenges Continue

John Bergkamp | Superintendent

This is the second year we will be posting News and Notes on our website throughout the school year and we hope this is an effective method of communicating with the patrons of the district. The primary purpose of posting the newsletter on the district website is to save money. By not mailing a paper copy the district saves about \$2000. As budget challenges continue, the Board and Administration are constantly looking to implement cuts and reductions to meet those challenges and posting the newsletter online is one way to do that. We are sensitive to the difficult economic times we are all experiencing and want to avoid burdening the taxpayer any more than necessary. Over the past two years budget reductions total over \$300,000.

Even with the budget cuts and a difficult economy, we find ourselves preparing for a brand new school year. Excitement always accompanies a new year and this one is no exception. Part of that excitement is the new people we get to welcome to the district, including staff. New staff this year assigned to the junior/senior high include: Mark Lackey, Language Arts instructor, Kaci Smith, Art instructor, Ines Ugarte, Spanish instructor, and Sammie Parker returns to the district as a Special Education instructor. New teachers in the elementary schools include Kelly Wilkens, Special Education, Mandy Yungeberg, Kinder-Prep, Jill Whitson, 3rd grade, and Dawn Tryon, Kindergarten. Jill and Dawn have been employed by the district in other capacities and will begin new positions this year. Other changes in staff assignments include Kim Oatney as K-12 Music Instructor and Crystal Gordon will return to the elementary buildings for a portion of her day as PE Instructor. Other new staff includes Lee Bresseale as Food Service director, Bob Lindquist will assume the maintenance supervisor position starting September 1st, and Scott Chilson is the new custodian at the Blue Rapids attendance center. Also returning to the district is Lisa Hays as the junior/senior high secretary. Again, we welcome all new and returning staff to the district.

In addition to staff, we also welcome all new students and families to the district. On behalf of the Board of Education we not only welcome you to the district but promise to do all we can to make your children's education a priority. Our Mission Statements says-"The USD #498 Valley Heights Board of Education's mission is to provide an education system that will develop the highest level of achievement for all students, educators, and patrons by managing district policies and efficient use of resources". The board has set the bar high for staff, with the full knowledge they possess the skills necessary to carry out the mission of the district.

Again this year, we continue to make every effort to cut expenses wherever possible. Therefore, we find it necessary to again eliminate the August back-to-school picnic. We are aware that this event has always been appreciated and well attended by the public. We hope you understand our position and our reasoning for making this decision.

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Stop School Violence

Call 1-877-626-8203

This is the toll-free hotline number to anonymously report potential school violence

Valley Heights School District
P.O. Box 89
Waterville, KS 66548
Phone | 785.363.2398
Fax | 785.363.2269
www.valleyheights.org

KSHSAA Rule 52

If you attend any sporting events at USD 498 Valley Heights, please be reminded of KSHSAA Rule 52. USD 498 has adopted and is in support of the general guidelines of this sportsmanship policy. This rule will be enforced by supervising administration relative to good sportsmanship and citizenship at all school activities where Valley Heights is a participant. The rule and its interpretations shall apply to all those in attendance at a Valley Heights activity.

The philosophy of this rule is as follows: Activities are an important aspect of the total education process. They provide an arena for participants to grow, excel, understand, and value the concepts of sportsmanship and teamwork. They are an opportunity for coaches and school staff to teach and model sportsmanship, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of sportsmanship for our youth as respected representatives of society. Sportsmanship is good citizenship in action.

Rule 52 goes on to say:

- All actions are to be for, not against; positive, not negative or disrespectful.
- Be courteous to all – participants, coaches, officials, staff and fans.
- Know the rules, abide by and respect the officials' decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, team, and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Activity Physicals

The Kansas State high School Activities Association requires students to have a physical exam on file with their school before they are allowed to participate in athletics, cheerleading or drill team. These guidelines need to be followed:

- A. A new physical exam is required each new school year.
- B. The earliest date to obtain a physical exam for the 2010-2011 school year is May 3, 2010.
- C. A Physicians' Assistant may perform the exam and sign the form.
- D. The doctor's office will require that the Pre-Participation Physical Evaluation form be completed by a parent or guardian **before** a student sees the doctor. Be sure that the student athlete and a parent **both** sign and date the back of the form.
- E. This physical must be completed and the form turned in to the high school office before athletic practices begin on August 16, 2010.

The Blue Rapids Medical Clinic will provide this service to their regular patients for a fee of \$25. Please call the Clinic to schedule your appointment. Physical forms for the 2010-2011 school year are available at the Valley Heights high School office after August 1st or the Blue Rapids Clinic has a supply available at all times.



Asbestos Notification

The EPA required schools to look for asbestos building materials in 1987. Valley Heights did such an inspection in the spring of 1988 and completed a Management Plan to insure that asbestos is either removed or kept from being friable (cannot be crumbled into a powder). The actual removal was completed in June of 1989.

The first three-year re-inspection was mandated and completed in 1992. META, a Lawrence, Kansas firm, conducted this reinspection. Rules and regulations changed in three years and the reinspection was conducted using the new guidelines. The META inspector found additional tape in a room that houses the air units and related equipment at the gymnasium in Blue Rapids. This tape is identified as friable asbestos. This room, which is not accessible to students or the general public, was properly posted and, unless we find it necessary to do major work on the equipment, we will continue to maintain and monitor this material.

The new guidelines caused those doing re-inspections to report other materials as "suspect". These materials include 9 x 12 floor tile, the glue that holds the floor tile to the floor, the glue that is used to fasten floor molding to the wall, certain formica counter tops, etc. The reinspection report does indicate we have these materials in various school facilities.

Facilities inspected include the District Office. This particular office contains friable asbestos in a closet that houses the furnace and hot water heater and is posted as required.

As required, a three-year re-inspection was conducted in March of 1995, by Mr. Mike Dalrymple, a licensed professional engineer and certified Industrial Hygienist from Topeka, Kansas. The next three-year re-inspection was conducted in December, 1997 by Mr. Ray Salmon, a certified industrial hygienist who contracts with the North Central Kansas Education Service Center. Mr. Salmon's report did not identify any new materials. As required, the next three-year re-inspection was conducted on June 26, 2001 by North Central Kansas Education Service Center Environmental Compliance Coordinator, Ross Knitter. A re-inspection was conducted on October 21, 2004, by Mr. Robert Michael O'Bryan of NCKESC. Mr. O'Bryan returned to the district and conducted an inspection on April 5, 2007. On April 7, 2010, Mr. Dan Stevens of Southeast Kansas Educational Service Center conducted the latest 3-year inspection. All inspections and other materials relating to this matter are public record and open to patron review at the superintendent's office from 8 am to 4 pm each day school is in session.

Use of School Facilities

The Board of Education encourages the use of school buildings and school grounds by community groups. Use of any school facility or school grounds shall not interfere with the daily school/student routine or any school sponsored activity. Fees and/or rental charges will cover the costs of wages of school personnel involved. Non-profit groups will only be charged the actual overtime rate of pay for custodians, cooks, and any staff utilized for an activity. All other groups and organizations will be charged the actual overtime rate of pay for custodians, cooks, and any staff utilized for an activity plus the building fee as stated below.

Following is a fee schedule for the various facilities:

Kitchens - \$25 plus actual cost of cook on duty

Blue Rapids Gym - \$5 per hour

Wattsville Multi-Purpose Room - \$5 per hour

Single Classroom, any facility - \$5 per hour

High School Gym or Commons - \$5 per hour

Town team basketball games are not to be held in the high school gym. An exception will be made for use of this gym for a fundraising/benefit game supervised by school personnel. Town team basketball will be permitted in the Blue Rapids gym.

Arrangements to reserve a facility, which must be done in advance, should be made through the Valley Heights Jr/Sr High School office.

“Offer or Serve”

The goal of the “Offer or Serve” provision are to minimize food waste and encourage schools to offer more food choices. Selecting the “offer” option means all component food items must be offered to all students. The student chooses the foods that they intend to eat. They must take a full portion of three of the four creditable food items. When the “serve” option is used, students are served the full portion of all component food items. At Valley Heights, the Jr/Sr High School implements the “Offer” option. At the elementary buildings, students are “served” and have no choices to make.



Requirements

The school lunch meal requirements consist of four food components: meat or meat alternative, vegetable and/or fruit, bread or bread alternative, and milk. The vegetable/fruit component must be met by providing two (or more) servings of vegetables, fruits or a combination of vegetables and fruits. For a lunch to be reimbursable under “Offer vs. Serve”, five food items must be offered (made available) to all students.

Senior Citizen Passes

Lifetime Senior Citizen passes are available at the USD #498 Central Office. These passes are for patrons who reside in the Valley Heights school district and who are 65 years of age or older. The pass will permit free attendance to all home school events including sports, music, drama, etc., with the exception of tournaments or Kansas State High School Activities Association (KSHSAA) sponsored events and events that are held for moneymaking purposes.

Stop by the Superintendent’s Office in Wattsville to pick up your pass. These passes need not be renewed unless they are lost or destroyed.



Notification to Parents of Students in Valley Heights

As a parent of a student attending a school that receives federal funds under the “No Child Left Behind” Act, you have the right to know the professional qualifications of each of your child’s teachers. You have the right to ask for the following information about each of your child’s teachers:

- Whether the teacher is certified by the State of Kansas to teach the grades and subjects he or she teaches;
- Whether the teacher is teaching under an emergency or other provisional certificate;
- The teacher’s college major;
- Whether the teacher has any advanced degrees and if so, the subject of those degrees;
- Whether aides or paraprofessionals provide services to your child and if so, the qualifications of the aide or paraprofessional.

If you would like to receive any or all of this information please contact:

Superintendent John Bergkamp

P.O. Box 89

Wattsville, KS 66548

Phone: (785) 363-2398



USD #498 Board Policy on Racial Harassment (JGECA)

The board of education is committed to providing a positive and productive learning and working environment free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin (“racial harassment”) shall not be tolerated in the district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee’s obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district’s discrimination complaint procedure (See KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but, do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district’s obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student’s status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

USD #498 Board Policy on Sexual Harassment (JGECA)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with the principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status nor will it affect grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

IMPORTANT NUMBERS

Contact Information

VALLEY HEIGHTS USD 498 BOARD OF EDUCATION

Chad Parker

Home: 363-2131

Parker CPA Office: 363-2263

Stephen Hendrickson

Home: 363-2012

Citizens State Bank: 363-2521

Terry Roepke

Home: 363-2063

Blue Valley Trailers: 363-2224

Tim Manley

Home: 363-7337

Ryan Woodyard

Home: 363-7110

Joe O'Toole

Home: 363-7216

Kenneth Steinfort

Home: 363-7232

BR State Bank: 363-7721

USD #498 Central Office

363-2398

YOUR LOCAL LEGISLATORS

Senator Mark Taddiken

Room 143-N, State House

Topeka, KS 66612

(785) 296-7371

e-mail: taddiken@senate.state.ks.us

***Representative Sharon
Schwartz***

Room 110-S, State House

Topeka, KS 66612

(785) 296-7632

e-mail: sschwartz@house.state.ks.us

Student Accident Insurance-Change in Coverage

Don Potter | Junior/Senior High Principal

In this article I wanted to make certain that all parents were aware of insurance changes for their students at Valley Heights.

In the past, any student who was injured while participating in a school-sponsored activity or event was covered by a supplemental plan that helped pay for bills which the parents' medical insurance did not pay. If an injured student was uninsured, the school insurance paid the entire balance (up to the policy limits). Unfortunately, due to costs, this is no longer the case.

Beginning with the 2010-11 school year, Valley Heights has partnered with United Healthcare Insurance Company to utilize a deductible format. If a student is injured, the parents' insurance is utilized first. After that, the parents are responsible for \$3,500 of any unpaid balance. Any remaining amount after the parents pay the \$3,500 will be paid according to the policy by United Healthcare.

Fortunately, United Healthcare offers an affordable accident policy parents may purchase to help bridge this gap. This "Student Accident Only Insurance" has options for 24-Hour accident coverage, and football coverage. A policy to cover a high school student for 24 hours a day can be purchased for only \$62 per year. At-school coverage only can be purchased for \$15 per year. The cost for football coverage is \$ 106 per year. Extended Dental coverage is available for \$7 per year.

These options and answers to frequently asked questions can be found at www.k12StudentInsurance.com. Some general information regarding questions to this new accident coverage can be found at www.valleyheights.org.

If you wish to enroll in this insurance, you may access information online at www.k12StudentInsurance.com or you may pick up the appropriate information at the Jr./Sr. High School.

A student must report an accident to a staff member at the time the accident occurs and seek medical attention within thirty (30) days of the injury. If your student has an injury that exceeds \$3,500, contact Don Potter, Valley Heights High School principal, to obtain the necessary paperwork for filing a claim with the school insurance. If there are any questions regarding this new coverage, please contact Don Potter at 785-363-2508.

**USD #498 Board of Education's Mission is to provide
an education system that will develop the highest
level of achievement for all students, educators, and
patrons by managing district policies and efficient use
of resources.**

USD #498 Drug Free Schools (JDDA)

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L.102-226, 103 St.1928.

Student Conduct: As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

1. First Offense: a first time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension;
 - b. Suspension from all student activities for a period of not less than one month;
2. Second Offense: A second time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension;
 - b. Suspension from all student activities for a period of not less than one semester or four months;
 - c. A student placed on long-term suspension under this policy may be readmitted on a Probationary status if the student agrees to complete a drug and alcohol rehab program. (Name(s) of acceptable programs are on file with the board clerk.)
3. Third and Subsequent Offense: A student who violates the terms of this policy for the third time, and any subsequent violation, shall be subject to the following sanctions:
 - a. A punishment up to and including expulsion from school for the remainder of the school year;
 - b. Suspension from participation and attendance at all school activities for the year;
 - c. A student who is expelled from school under the terms of this policy may be re-admitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehab program at an acceptable program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If the student agrees to enter and complete a drug education or rehab program, the cost of such program shall be borne by the student and his or her parents.]

A list of available programs, along with names and addresses of contact persons for the program is on file with the board clerk. Parents and students should contact the directors of the program to determine the cost and length of the program. (cf. JCDA and JDD) A copy of this policy will be provided to all students and the parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

REMINDER TO USD #498 PATRONS:

It is USD 498 Board policy that the use of all tobacco products and alcohol in any school buildings, in school owned vehicles and on any school property is prohibited. Smoking, or the use of any tobacco product, is not allowed in the athletic complex at Valley Heights Jr/Sr High School or outside the Jr/Sr High School or in or around the Blue Rapids Gymnasium during volleyball or basketball games.



USD #498 Board Policy on Complaints (JCE)

Complaints Regarding Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination, including acts of harassment, shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment of, in the district's programs and activities, is prohibited. The principal, Don Potter, 2274 6th Road, Blue Rapids, KS 66411 at 785 363-2508, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures. (See KN)

Complaints Regarding School Rules

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Bad Weather/School Reach

Ice, blizzards, heavy snowfall, and other conditions that make it unsafe to transport students, or hold classes, can occur with very little warning in our area. The first priority in bad weather situations is the safety of our students. It is easy to make mistakes when trying to "second guess" Kansas weather. If we do err in our decisions this winter, it is our hope that we make our mistakes on the side of student safety.

One procedure schools in Kansas use is to start school one or two hours late in the morning. This gives school personnel the opportunity to better assess weather conditions in daylight hours as well as to allow township maintainers more time to clear rural roads. Valley Heights has used this practice in the past and will again, if it is in the best interest of student safety. On the days that we do not hold classes, or dismiss early, we will have no athletic practices, contests, or other activities after dismissal time.

The decision to cancel school or alter the school day is the primary responsibility of the superintendent. In making a weather-related decision regarding school hours, Superintendent Bergkamp will contact neighboring schools' administrators. Together they will decide on a plan as it regards school closure or early dismissal or late start. Although not all districts will decide to follow the same plan for a specified day, discussions between all parties is very helpful.

If school is to be closed during a regular school day, or if the decision is made to cancel school for the next day, a "School Reach" automated message will be sent to all households of our district patrons. The phone number used is the one provided by patrons to school building offices during enrollment or subsequent requests by offices for such phone numbers. The School Reach message will state what is happening, why, and when. In case of early dismissal or cancellation, the following radio and TV stations will also be notified:

KNDY Radio, Marysville – AM 1570/FM 95.5

KCLY Radio, Clay Center – FM 100.9

WIBW Radio, Topeka – FM 94.5

Channel 13 WIBW TV

Channel 27 KSNT TV

Channel 49 KTKA TV

Reassurance

Rhonda Trimble | Elementary Principal

Summer is always a fun time for children but seems to go by way too fast. It's very enjoyable to observe children in their summer activities such as ball games, the play, swimming, the Early Childhood Summer Program, etc. Educators are amazed at the beginning of every school year how much students mature and grow over the short time of the summer months because of everything they are involved in. These summer activities enhance the learning of all children by allowing them to experience success and build self-confidence. The stronger sense of self-confidence a child has, the easier it will be to tackle learning challenges in the classroom and develop relationships.

Building respectful relationships is an extremely important factor to a more learning-friendly environment, therefore, educators must build positive rapport with students to achieve more. The more we know about a child the more we can build learning environments and curriculums that are going to work specifically for them. Understanding how a child operates allows the teacher to further individualize their curriculum and find fun, creative ways to help the student successfully grasp the material.

Valley Heights Elementary guarantees to create a fun environment where each child feels safe, secure, and willing to step out of their comfort zone to take their individual learning to the highest level. Our goal is to keep children passionately looking forward to learning as they grow older, because brain research tells us that when the fun stops.... often learning does too. To ensure this fun and creative learning environment, educators and students will continually emphasize the importance of The Five Guiding Principles:

1. I am responsible for my actions.
2. I show respect and courtesy for myself and others.
3. I contribute to a positive learning environment.
4. I strive for excellence
5. I leave it better than I found it.

These principles are known and practiced within all school buildings among USD 498 Valley Heights. By focusing on these Five Guiding Principles on a daily basis, our entire school community has and will continue to accomplish wonderful things.

Parents, we encourage you to make sure that your children are physically prepared with plenty of sleep, exercise and nutritious meals so that they are able to learn to the best of their ability. We also appreciate your support throughout the school year - great things are obtained when the school and parents work together with the child's best interest at heart. Our children deserve a quality education with teachers and parents that believe all children can learn. The staff at Valley Heights is committed to ensuring the success of your child. Thank you very much for allowing us to learn with your children - it's an honor. Enjoy the rest of your summer!

In-House Training Class Looking for Projects

The In-House Training class at Valley Heights High School, taught by Emily Gunn, is seeking projects for their classroom requirements. They will create documents, brochures and pamphlets; set up spreadsheets; design basic web pages; and do PowerPoint presentations of all types.

If you are not sure that your project fits this scope, please call Mrs. Gunn at 363-2508 or e-mail her at egunn@valleyheights.org to find out more. All types of projects are welcome and most are done with minimal or no charge.



Valley Heights "Back-to-School" Events

Enrollment

August 9th & 10th
8am - 1pm & 4pm - 7pm
ALL BUILDINGS

New Teacher Orientation

August 12th & 13th

Building Level Workday for Staff

August 16th

PreSchool/Kprep Open House

August 16th

Staff Professional Development

August 17th & 18th

First Day

August 19th - 1/2 day
Dismiss at 12 noon

Back-To-School Dance

August 20th @ VHHS - 8-11pm

Pre-School/KinderPrep

1st Day - August 24th

Fall Sports

Football, Volleyball, Cross Country - First practice date - August 17th
Gatorade Football scrimmage - August 27th - 6pm

School Breakfast & Lunch

The first day for school breakfast will be on Thursday August 19. No lunch will be served on that day. First day for school lunch will be Friday, August 20. Breakfast is served from 7:45-8:10am. The cost for breakfast is \$1.30 for students and \$2.00 for adults. The cost of lunch is \$2.05 for elementary students, \$2.25 for Jr/Sr High students, and \$3.10 for adults. The milk price for K-12 will be \$.50. Free and Reduced meal applications are available in all school buildings an on page 15 of this newsletter. Reduced rates are \$.30 for breakfast and \$.40 for lunch.

Textbook fees

Textbook fees are payable at enrollment or special arrangements need to be made at that time. Fees for K-6 are \$35.00. Junior and Senior High fees vary according to classes taken.

Student Immunizations

Must be up to date before a student can attend school. Further, state law requires a physical assessment be done on children up to the age of 9 years old before they enroll in a Kansas school for the first time. The assessment must have been done within the past 12 months, prior to school starting.

USD #498 Board Policy on Weapons (JCDBB)

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive devise, or any facsimile of a weapon.



Definition of Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or destructive devise shall include, but not be limited to:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon;
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device intended for use in converting any device into an destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing stars;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward downward, or centrifugal thrust or movement.
- any electronic devise designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or superintendent's designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to SRS or the Commissioner of Juvenile Justice.

Approved: 7/12/04

Immunization Requirements for the 2010-2011 School Year

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a childcare program operated by a school. There are changes in requirements for immunizations for the upcoming school year. Please carefully review the requirements below. The usual number of doses required are listed, however there are exceptional circumstances that could alter the number of doses a child needs. If you have questions about your child's immunization status, contact your child's primary care provider or the local health department. Proof of receiving or being in the process of receiving the immunizations must be provided to the school within 90 days from the August commencement of the school year.

Early Childhood Program-Ages 4 & Under

Vaccine	Required
DTaP/DT (diphtheria/tetanus/pertussis)	4 doses
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	1 dose
Varicella (chickenpox)	1 dose*
Hepatitis A	2 doses
Hepatitis B	3 doses
Hib (haemophilus influenza type B)	3 doses
prevnar (pneumococcal conjugate)	4 doses

Kindergarten and Grade 1

Vaccine	Required
DTaP/DT (diphtheria/tetanus/pertussis)	5 doses
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses

Grades 2 - 6

Vaccine	Required
DTaP/DT (diphtheria/tetanus/pertussis)	5 doses
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	1 dose**
Hepatitis B	3 doses

Grade 7

Vaccine	Required
Tdap	1 dose***
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	1 dose**
Hepatitis B	3 doses

Grade 8 - 10

Vaccine	Required
Tdap	1 dose***
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	1 dose**
Hepatitis B	3 doses

Grade 11-12

Vaccine	Required
Tdap	1 dose****
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses

Recommended Immunizations: Meningococcal vaccine (MCV4)- 1 dose of vaccine at 11 years of age; Human Papillomavirus (HPV)- 3 doses for males & females at 11 years of age; Influenza- yearly vaccination for all ages over 6 months. These are not school requirements, only recommendations.

* Varicella (chickenpox) vaccine is not required if child has had chickenpox and disease is documented by a physician signature. Without physician signature, vaccine is required even if you believe your child has had chickenpox.

** Although 1 dose of varicella is required for school attendance, 2 doses are recommended by the ACIP (Advisory Committee on Immunization Practices).

*** All 7th graders are required to have 1 dose of Tdap if it has been more than 2 years since their previous dose of Td (tetanus/diphtheria). This change is to improve pertussis (whooping cough) immunity, due to pertussis outbreaks.

**** All 8th-12th graders are required to have 1 dose of Tdap when it is time for a Td booster, usually at 12-15 years of age or 10 years after the previous dose of Td (tetanus/diphtheria). This change is to improve pertussis (whooping cough) immunity, due to increasing outbreaks.

Annual Notification of Privacy Rights

This notice informs parents and eligible students (18 or older) of their rights concerning access to educational records, limitations on disclosure of record information, the opportunity to challenge the content of educational records, and provisions for filing a complaint with H.E.W. These rights are spelled out in Public Law 98-380 as amended by Public Law 93-568, and in regulation published by the Dept. of H.E.W. in the June 17, 1976 Federal Register.

The law and regulations published in the Dept. of H.E.W. require educational institutions to:

- Provide parents and eligible students the opportunity to inspect educational records by contacting the school principal;
- Provide parents opportunities for a hearing to challenge the content of the student’s education record when they believe it contains information that is inaccurate, misleading or in violation of the student’s right to privacy. (Grades are not subject to challenge.)

Schools will limit disclosure of information from the student’s records to those who have the consent of the parent or eligible student, to officials specifically permitted within the law, such as local school officials, those of other schools in which the students seeks to enroll, and under certain conditions and for specific purposes, local, state and federal officials.

Parents of dependent students will have access to the educational record. This agency will assume that the student is dependent on their parent(s) (claim as a tax exemption) until we are otherwise notified.

This agency will publish directory information, collective, or individually, unless a parent/eligible student, within ten days after this notice, informs the privacy officer, in writing, that any or all of the categories listed below should not be released without prior written consent. Directory Information: name, address, telephone listing, date and place of birth, major field of study, dates of attendance, participation in officially recognized activities, sports (weights/heights of athletic team members), degree, awards received, and most recent previous educational institution attended.

Copies of district policy and implementation procedures are available upon request from the superintendent.

Parents or eligible students may file a complaint with the H.E.W. if they believe their rights, under this law, have been violated and efforts to resolve the situation through MCPS appeal channels have not proved satisfactory. Complaints should be addressed to F.E.R.P.A., H.E.W., Room 514E, 200 Independence Ave. SW, Washington,D.C. 20201.

U.S.D #498 Valley Heights Schools

We Are Listening.....

If you have questions, concerns, or suggestions, please send your comments to:

**Superintendent John Bergkamp
Box 89
Waterville, KS 66548**

Optional:

Name: _____

Address: _____

Valley Heights Elementary

2010-2011 Classroom Supply List Kindergarten - 6th

Kindergarten

2 - 24 count crayons	Back Pack (no wheels)	4 large glue sticks
3 - #2 pencils	1 large box Kleenex	1 pkg. dry erase markers (chisel tip)
1 - wide-ruled spiral notebook	1-pocket folder	
<i>Boys</i> - 1 box snack Ziploc baggies & 1	pkg. baby wipes	
<i>Girls</i> - 1 box quart Ziploc baggies & 1	pkg. disinfecting wipes	

1st Grade

1- 24 count crayon	2 large glue sticks	2 boxes Kleenex
Small school box	1 pkg. #2 pencils	2 large erasers
1 pkg. eraser tops	Colored pencils (optional)	Wide-ruled spiral notebook
3 pocket folders	Back Pack (no wheels)	Markers (optional)
<i>Boys</i> - 1 box gallon Ziploc baggies & 1	pkg. disinfecting wipes	
<i>Girls</i> - 1 box quart Ziploc baggies & 1	pkg. baby wipes	

2nd Grade

2 large glue sticks	2 large erasers	1 pkg. eraser tops
12 yellow #2 pencils	24-count crayons	Small school box
2 boxes Kleenex	Colored pencils	Wide-ruled spiral notebook
1 pocket folder	Back Pack (no wheels)	
<i>Boys</i> - 1 box gallon Ziploc baggies & 1	pkg. baby wipes	
<i>Girls</i> - 1 box quart Ziploc baggies & small	pkg. dry erase markers	

3rd Grade

12 pencils	2 glue sticks	1 box Kleenex
Big pink eraser	Colored pencils	Small box of crayons
Scissors	markers	Pencil box or pencil case
Elmer's glue bottle	2 pocket folders	Baby wipes (optional)
<i>Boys</i> - 1 box gallon Ziploc baggies		Hand sanitizer (optional)
<i>Girls</i> - 1 box quart Ziploc baggies		

4th Grade

School scissors	2" 3-ring binder	Colored Pencils
Eraser	2 glue sticks	2 pkgs. wide-lined loose-leaf
Spiral notebook	1 ream white printer paper	notebook paper
12-No. 2 pencils (No Mechanical)	3 boxes Kleenex	

5th - 6th Grades

School Scissors	12-No. 2 Pencils	2" 3-ring binder
Eraser	2 pkgs. Wide-lined Loose Leaf	Box of 24 crayons
Spiral notebook for journals	Notebook Paper	5 pocket folders
Pencil bag (with 3 holes to insert	2 glue sticks	3 boxes Kleenex
in binder)	Colored pencils	1 ream white printer paper

NOTE TO PARENTS:

Consumable supplies will need to be replenished throughout the year. The teacher will notify you if your student needs to replace supplies.

School Entry Physicals & Self-Administration of Medications

School Entry Physicals

Any new student, under the age of 9 years, including preschool and/or kindereprep, who is attending a Kansas public school for the first time, will need a school entry physical completed by a Kansas physician. This physical must have been done within the last 12 months. Documentation of this physical must be provided to the school within 90 days after the August commencement of the school year.

Self-Administration of Medications

The self-administration of medications is allowed for eligible students in grades K-12. “Medications” in this instance refers only to a medicine used for the treatment of asthma, including but not limited to an inhaled bronchodilator or auto-injectable epinephrine. There are requirements which a student must meet. They are:

1. A written statement from the student’s health care provider (physician, advanced registered nurse practitioner or a licensed physician’s assistant) stating the name and purpose of the medication.
2. The prescribed dosage.
3. The time the medication is to be regularly administered.
4. Any additional special circumstances under which the medication is to be administered.
5. The length of time for which the medication is prescribed.
6. The student shall also demonstrate to the health care provider and the school nurse the skill level necessary to use the medication and any device that is necessary to use the medication and any device that is necessary to administer the medication as prescribed.

The health care provider shall prepare a written treatment plan for managing the student’s asthma and for medication use by the student during school hours. The parents/guardian shall annually complete and submit to the school any written documentation required, including the treatment plan prepared by the student’s health care provider.

All teachers responsible for the student’s supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parents that the school district shall not be liable for damage, injury or death resulting directly or indirectly from the self-administration of medication. The parents shall sign this statement, acknowledging by their signature that they will indemnify and hold such school district harmless.

These additional requirements are also necessary:

- The school district shall require that any back-up medication provided by the student’s parents/guardian be kept at the student’s school in a location to which the student has immediate access if there is an asthma emergency.
- The school district shall require that all necessary and pertinent information be kept on file at the school in a location easily accessible if there is an asthma emergency.
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district.
- The board may adopt policy or handbook language spelling out under what circumstances the student’s authorization for self-administration may be revoked.

A “Permission for Self-Administration of Medication” form is available in each building’s office. Also available in each office is a “Permission for Medication” form which parents need to complete and sign, allowing a school secretary or other employee to administer prescribed medications to students. These medications are not allowed in the student’s possession but are stored in the school office.

USD #498 Valley Heights

Dear Parent/Guardian:

Your child may be eligible to receive healthy school meals at a reduced price or free. Following are questions and answers about who is eligible and how to apply.

Meal Charges	Elementary		Middle or Jr. High		High School	
	Full Price	Reduced Price	Full Price	Reduced Price	Full Price	Reduced Price
<input checked="" type="checkbox"/> Lunch	2.05	.40	2.25	.40	2.25	.40
<input checked="" type="checkbox"/> Breakfast	1.30	.30	1.30	.30	1.30	.30
<input type="checkbox"/> After School Snack						

1. **Do I need to fill out an application for each child?**
Use one application for all students in your household (except foster children; see instructions on page 2). Enter all required information and return the completed application to: **Principal Don Potter, Valley Heights Jr/Sr High School, 2274 6th Rd, Blue Rapids, KS 66411 or Principal Rhonda Trimble, 508 Chestnut St., Blue Rapids, KS 66411 or Principal Rhonda Trimble, PO Box 389, Waterville, KS 66548.**
2. **Who can get free meals?**
Students in households getting Food Assistance, Temporary Assistance for Families (TAF), or Food Distribution Program on Indian Reservations (FDPIR), and most foster children can get free meals regardless of your income. Also, students in your household can get free meals if your household income is within the free limits on the Federal Income Eligibility Guidelines.
3. **Can a homeless, runaway or migrant student get free meals?**
If you have not been informed that the student will get free meals, please contact the school's Homeless Liaison or Migrant Coordinator: **Superintendent John Bergkamp at 785-363-2398 .**
4. **Who can get reduced price meals?**
Students in your household can get reduced price meals if your household income is within the reduced price limits on the Federal Income Eligibility Guidelines (see chart on the back of the application form).
5. **Should I fill out an application if I received a letter this school year saying my children are approved for free meals?**
Please read the letter carefully and follow the instructions. If you have questions, contact the Determining Official: **Principal Don Potter 785-363-2508 or Principal Rhonda Trimble 785-363-2530 or 785-363-7693**
6. **My child's application was approved last year. Do I need to fill out another one?**
Unless the school told you that your child is approved for the new school year, you must send in a new application.
7. **I get WIC. Can my child(ren) get free meals?**
Students in households participating in WIC may be eligible for reduced price or free meals. Please fill out an application.
8. **Will the information I give be checked?** Yes, we may ask you to send written proof.
9. **If I don't qualify now, may I apply later?** Yes, you may apply at any time during the school year.
10. **What if I disagree with the school's decision about my application?**
Talk to the Determining Official. You may also request a hearing by contacting the Hearing Official: **Superintendent John Bergkamp at 785-363-2398.**
11. **May I apply if someone in my household is not a U.S. citizen?**
Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for reduced price or free meals.
12. **Who should I include as members of my household?**
Include yourself, all children who live with you and all people living in your household, related or not (such as grandparents, other relatives, or friends).
13. **What if my gross income is not always the same?**
List the amount that you normally get. For example, if your normal gross income is \$1,000 each month, but you missed some work last month and only got \$900, put down that you get \$1,000 per month. If you normally get overtime, include it, but only if you regularly work overtime.
14. **We are in the military. Do we include our housing allowance as income?**
If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.
15. **My spouse is deployed in a combat zone. Is his/her combat pay counted as income?**
Combat pay is not counted as income if it is received in addition to basic pay and it wasn't received before deployment.
16. **My family needs more help. Are there other programs for which we can apply?**
Contact the Kansas Department of Social and Rehabilitation Services at 1-888-369-4777 or visit www.srs.ks.gov.

If you have other questions or need help, call: 785-363-2398

Si necesita ayuda, por favor llame al teléfono: 785-363-2398

Si vous voudriez d'aide, contactez nous au numero: 785-363-2398

How to Apply for Reduced Price or Free School Meals

If you are applying for a **FOSTER CHILD**, follow these instructions:

Part A: Use a separate application for each foster child.

- Check the box on line 1.
- Enter the student's first and last name, school and grade.
- If the student has zero personal use income, check the zero income box.
- If the student has personal use income, enter the amount and circle the Frequency code that shows how often the income is received.

Part B: Sign and date the form. A Social Security number is not necessary.

If your household gets **Food Assistance, TAF or FDPIR**, follow these instructions:

Part A: Enter the following information:

- Each household member's first and last name.
- Each student's school and grade.
- Food Assistance, TAF or FDPIR case number for any household member receiving benefits. A Medicaid number cannot be accepted.

Part B: Sign and date the form. A Social Security number is not necessary.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

Part A: Report the names and GROSS income for all household members from last month. Gross income is the amount earned BEFORE taxes and any other deductions. This is NOT the same as take-home pay. The gross amount should be listed on the pay stub.

- **Students:**
 - Enter the student's first and last name, school and grade.
 - Check the zero income box if the student has **no income**.
 - If the student has income, record the amount in the column that best describes the source of the income (i.e. Earnings from Work or Other Regular Income) and circle the Frequency code that shows how often the income is received.
- **All Other Household Members:**
 - List the first and last name of each person living in your household, related or not (such as grandparents, other relatives, or friends). Include yourself and all children living with you who are not already listed as students. Attach another sheet of paper if more space is needed.
 - Check the zero income box if the person has **no income**.
 - List the **gross income** the person earned from work and circle the Frequency code that shows how often the income is received.
 - List the amount the person got last month from other income including welfare, child support, alimony, retirement pensions, Social Security, Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME. Circle the Frequency code that shows how often the income is received.
 - If the household has **income from self-employment** (such as from a self-owned business, farm or rental income), report net income in the Earnings from Work columns. See the back side of the application form for instructions on reporting self-employment income.
 - If the household is in the **Military Housing Privatization Initiative** or gets combat pay, do NOT include these allowances as income.
 - Check the box if this person is temporarily not working due to strike, lay-off, injury or short-term disability.

Part B: An adult household member must sign the form and list his or her Social Security number or write "NONE" if he or she does not have one.

2010-2011 Application for Child Nutrition Program Benefits

Important! Important! Carefully follow instructions. An incomplete application cannot be approved. Complete one application per foster child OR household. Return completed application to school.

A. HOUSEHOLD MEMBERS				GROSS INCOME BEFORE ANY DEDUCTIONS					
Check if Foster Child	List Names of ALL Household Members		Complete these columns ONLY for students enrolled in <Enter Sponsor's Name.>			Check if ZERO Income		Check if TEMPORARILY not working due to strike, lay-off, injury or short-term disability.	
	First Name	Last Name	School Name	Grade	Food Assistance, TAF or FDP/IR Case Number	Earnings from Work			Other Regular Income
						Amount	Circle Frequency	Amount	Circle Frequency
1. <input type="checkbox"/>						\$	W E2 2M M Y	\$	W E2 2M M Y
2.						\$	W E2 2M M Y	\$	W E2 2M M Y
3.						\$	W E2 2M M Y	\$	W E2 2M M Y
4.						\$	W E2 2M M Y	\$	W E2 2M M Y
5.						\$	W E2 2M M Y	\$	W E2 2M M Y
6.						\$	W E2 2M M Y	\$	W E2 2M M Y
7.						\$	W E2 2M M Y	\$	W E2 2M M Y
8.						\$	W E2 2M M Y	\$	W E2 2M M Y
9.						\$	W E2 2M M Y	\$	W E2 2M M Y
10.						\$	W E2 2M M Y	\$	W E2 2M M Y

B. ADULT HOUSEHOLD MEMBER INFORMATION – Refer to the Privacy Act Statement on the reverse side of this application.

Print Name _____ Daytime Phone _____ Evening Phone _____
 Address, City, State, Zip _____ Email _____

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will receive Federal and State funds based on the information I give; school officials may verify the information; and if I purposely give false information, my child(ren) may lose meal benefits and I may be prosecuted under applicable Federal and State criminal statutes.

Sign Here X _____ Social Security Number (SSN) _____ OR write NONE if you have no SSN _____ Date _____

FOR SCHOOL USE ONLY. DO NOT WRITE BELOW.

Application Type (check one)

- Total Household Income: \$ _____ Household Size: _____
 Household's Income Frequency – Circle ONE: W E2 2M M Y Multiple=Yearly
 Food Assistance or TAF or FDP/IR
 Foster Child – Annual personal use income: \$ _____

Application Status

- Approved..... Free OR Reduced Price
 Temporarily Approved... Free OR Reduced Price
 Denied Income over allowed amount Incomplete/missing:
 Notes: _____

Determining Official's Signature: _____

Approval/Denial Date: _____

Notification Date: _____

Processor's Initials: _____

Confirming Official's Signature (ONLY for applications to be verified): _____

Review Date: _____

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

Federal Income Eligibility Guidelines					
Household size	Yearly	Monthly	Twice a Month	Every 2 Weeks	Weekly
1	20,036	1,670	835	771	386
2	26,955	2,247	1,124	1,037	519
3	33,874	2,823	1,412	1,303	652
4	40,793	3,400	1,700	1,569	785
5	47,712	3,976	1,988	1,836	918
6	54,631	4,553	2,277	2,102	1,051
7	61,550	5,130	2,565	2,368	1,184
8	68,469	5,706	2,853	2,634	1,317
Each additional person:	6,919	577	289	267	134

Income from Self Employment: Self-employed persons may use income tax records for the preceding calendar year as a base to project the current year's net income, unless the current monthly income provides a more accurate measure. Report income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home payments, medical expenses, and other similar non-business deductions are not allowed in reducing gross business income. Additional income from other kinds of employment must be treated as separate and apart from the income generated or lost from your business venture. For example, if you operated a business at a net loss, but held additional employment for which a salary was received, the income for purposes of applying for reduced price or free meals would be the income from the salary only. The loss from the business cannot be deducted from a positive income earned in other employment. For purposes of this application, it is not possible to report a negative income from any business venture. The least income possible is zero (no income). The necessary information for arriving at allowable income from private business operation may be taken from your most recent U.S. Individual Income Tax Return - Form 1040. Add together the amounts reported on the following lines:

LINE 12	\$ _____	Business Income or (Loss)
LINE 13	\$ _____	Capital Gain or (Loss)
LINE 14	\$ _____	Other Gains or (Losses)
LINE 17	\$ _____	Rental real estate, royalties, partnerships, S corporations, trusts, etc.
LINE 18	\$ _____	Farm Income or (Loss)
TOTAL	\$ _____	Report yearly income in Part 1, Gross Income Before Any Deductions.

Privacy Act Statement: This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for reduced price or free meals. You must include the Social Security number of the adult household member who signs the application. The Social Security number is not required when you apply on behalf of a foster child or you list a Food Assistance, Temporary Assistance for Families (TAF) 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 reduced price or free meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.