



August 2018

## Looking Toward Our Future



**Seymour Community  
School District students  
will report on September  
4, 2018 for their first day of  
school for the 2018-2019  
school year.**

**Classes will begin at 7:55  
am and the school day will  
end at 3:05 pm**

### **Seymour School District Website**

Check the Seymour Community School District website at [www.seymour.k12.wi.us](http://www.seymour.k12.wi.us) for up-to-date school information. Staff lists are available as well as school supply lists, student activities and athletic information, photos from class events, and many other posts by individual classroom teachers and athletic and activities coaches. Also on our website you will find school calendars, lunch and breakfast menus and Student and Family Handbooks.

**Seymour  
Community School  
District**

10 Circle Drive  
Seymour, WI 54165  
Phone: (920) 833-2304  
Fax: (920) 833-6037  
[www.seymour.k12.wi.us](http://www.seymour.k12.wi.us)

August 1, 2018

Dear Seymour Area Community Families,

The beginning of the school year is an exciting time, and one of the many things I love about schools. Each September is a time to start fresh and a time to build new relationships and renew our focus on learning. As a school district we stay focused on continuously improving the academic performance of all students as well as our commitment to a safe environment. While improving student achievement is an important part of our mission, we know it is essential to focus on the social and emotional needs of our students as well.

We recognize that in order to be successful in school, our children need support from home, community and school. We realize that this strong partnership will make a great difference in a child's education. As partners, we share the responsibility for each child's success and want you to know that our staff of highly qualified professional educators and support personnel is committed to providing all students a range of opportunities both inside and outside of the classroom. We encourage you, as parents, or community members, to be active in our student's school lives as well. Please join us at school activities or as a volunteer in one of our schools throughout the year. Also be on the lookout for the roll out of our app for your phone or tablet this fall that will allow you to access information about our district and your child's specific school.

I look forward to another great year! Please do not hesitate to reach out to me with questions, comments, or concerns. You can email me at [lasher@seymour.k12.wi.us](mailto:lasher@seymour.k12.wi.us) or phone at 920-833-2304.

Laurie Asher

Seymour Community School District Superintendent

## **Seymour Community School District 2018-19 Open Houses**

### **Seymour High School**

Freshman and New Students – Wednesday, August 22, 6:30 p.m.

### **Seymour Middle School**

Grade 6 -Transition Camp-Monday, August 27, 2:00-4:30 p.m.

SMS Parent Meeting-Monday, August 27, 4:00 p.m.

### **Black Creek Elementary and Middle School**

4K Wednesday, August 22, 5:00-6:30 p.m.

K-8 Wednesday, August 29, 3:30-5:30 p.m.

### **Rock Ledge Primary and Intermediate**

All students-Wednesday, August 29, 3:30-5:30 p.m.

## **Aquatic and Fitness Center News**

For Aquatic and Fitness Center hours of operation, go to the Seymour Community School District website at <https://www.seymour.k12.wi.us>. Under Community, you may select from a variety of community programs including the Aquatic and Fitness Centers.

## WHEN CALLING THE SCHOOL

Please Refer To The Following Numbers



Aquatic Center .....	833-9704
Seymour Community High School .....	833-2306
Seymour Middle School .....	833-7199
Rock Ledge Intermediate School .....	833-7380
Rock Ledge Primary School .....	833-5155
Black Creek Elementary/Middle School .....	984-3396
Alternative School .....	833-7642
Pupil Services.....	833-5159
Fallen Timbers.....	984-3700
Administrative Office.....	833-2304

[www.seymour.k12.wi.us](http://www.seymour.k12.wi.us)

## School Fees

Grades K-5	\$10.00
Grades 6-12	\$14.00
Physical Education Locks	\$6.00
Music Rentals	\$36.00
Art/Industrial Arts	\$10.00/semester
Student Activity Card (9-12)	\$10.00
Single Student Athletic Ticket	\$2.00
Adult Athletic Ticket	\$4.00
Adult Seasonal Athletic Pass	\$20.00
Family Athletic Pass (Admits Adults and Students grade 8 and under accompanied by parents.)	\$40.00



## School Lunch & Breakfast Prices For 2018-2019

	BREAKFAST	LUNCH
Grades 5K-5	\$1.15	\$2.45
Grades 6-12	\$1.25	\$2.55
Reduced Meal Price	.30	.40
Adult	\$1.80	\$3.20
Extra Milk/Juice Per Carton		.30
*K-5 Milk Break/Year		\$45.00
*K-5 Milk Break/Trimester		\$15.50

## Parents, Please Update Your Child's Medical Information

If you child's medical needs have changed, please contact Tara Walters, Health Services Secretary to update this information. She can be contacted through email at [twalters@seymour.k12.wi.us](mailto:twalters@seymour.k12.wi.us) or by phone at 920-833-2306, Ext 426. We appreciate your help in keeping our records up to date to ensure all students are safe while attending school.

## Milk Break Program

Any family qualifying for free or reduced lunch with children in grades K-5, can receive free milk for milk break. This program is subsidized by the State of Wisconsin.

Children K-5 qualifying for regular lunch may purchase milk at a cost of \$15.50 per trimester or \$45.00 per year.

## Free And Reduced Price Lunch Application

Applications for Free and Reduced priced lunches are printed for your use in the newsletter. Extra copies are available in each of the principals' offices and may be obtained any time during regular office hours. It is very important to complete the application completely and promptly to insure efficient processing and approval for the program. You may also get the instructions and application at our website at [www.seymour.k12.wi.us](http://www.seymour.k12.wi.us) and click on DISTRICT, then Food Service Program. For further information or if you have any questions regarding this application please call 833-2306 Ext. 426.

## It's Against The Law

Checks returned to Seymour Community School District for nonpayment are subject to a service charge of \$30.00. An attempt will be made to contact the check writer; however, if there is no response after 21 days, the matter will be turned over to Financial Crime Services (FCS). Outagamie County has contracted FCS to conduct all investigations.

## Unpaid Meal Policy

Students that have a negative balance of \$8 or more will not be allowed to receive hot lunch or breakfast until a full deposit has been made to the account bringing it above \$0. Students will receive verbal or written notifications that their account has a negative balance. They will be offered a sandwich (cooks choice) and milk for lunch until their account has adequate funds.

## On-Line Payment System Available –No Fees!

The Seymour Community School District is pleased to include a program called **e-Funds for Schools**. This program offers various options for parents/guardians who **choose** to make payments on-line and is extremely user friendly. You can still make payments by cash or check as you have in the past, but now not only will you have the ability to have various school fees and lunch payments electronically withdrawn from your checking account or charged to your credit card, you also have the flexibility to make a payment at any time through the school's website. The district does not request or keep records of family checking or credit card account information.

The **"e-Funds For Schools"** electronic payment service is provided to the school by a third party service provider. The system carries a Non-Sufficient Funds (NSF) charge if the payment is "bad". When you set up your account, please review your options carefully.

You are in full control of your account and can make a payment at any time that is convenient for you. **No payments will be allowed without your knowledge and authorization through this secure payment system.** By providing your home and/or work email address, an email notification informing you of the student's name, purpose of the payment, and the amount of the item will be sent to you each time that a payment is to be processed. The **e-Funds for School** site is secure and uses industry standard data encryption. The link can be found at <http://www.seymour.k12.wi.us/>, on the DISTRICT page.

### How does e-Funds for Schools work?

- Families set up and maintain their own login, password, and payment preferences. Your account information is retained in a password-protected file.
- and help cut costs for both you and the school district
- On-line payments will help eliminate the worry that your children could lose or forget the money intended for school items or that it might be spent on other non-school related items.
- Payments from a credit card or checking account may easily be set up.
- Parents/guardians may establish a reoccurring payment or may opt to make a one-time payment.
- The program offers various types of payment to families that include but are not limited to instructional materials, registration fees, and food service payments. The system may be expanded to include other fees as well.
- Your payment history for the year is available with a click of the mouse along with any past dues.

## Transportation Information

We have included the 2018-2019 bus rules, regulations and disciplinary guidelines which govern all buses. In order to make sure that all students and parents are familiar with the rules and procedures we ask that you review them with your children.

These rules and procedures also appear in the student handbook at each school. We need to stress the importance of prompt and open communication between the parent, bus company and school officials to foster good morale among the students and to insure the highest level of safety is provided to all students.

We also need to encourage students, parents, bus drivers and school officials to establish clear and positive disciplinary routines on the first day of school. This will help maintain a positive disciplinary climate for the balance of the school year. We look forward to the new school year and welcome all students to participate in our transportation program. We will make every effort to insure that your child receives a safe and pleasant bus ride each day.



## Bus Transportation Updates/Changes for 2018/2019

If your child/children have a bus transportation change for the next school year, please contact Kobussen Bus at (920) 221-1029 or go to our website to submit a change form. Examples of changes that could affect your child/children is if there is a change in your child-care situation; your family has moved to a different address; your child no longer requires transportation because your child will be driving their own vehicle or getting a ride to school.

It is important that our bus routes be as accurate as possible in case of an emergency or accident. All eligible children will be assigned to a bus route. Bus drivers cannot transport your child/children unless they are assigned to their bus route.

During the regular school year, a 48 hour notice must be given to the transportation office before any bus route addition or change can go into effect.

Either bus route changes or additions can be done on-line by going to the district website and clicking "Transportation" on the left side of the district home page.

## High School Freshman and Transfer Student Orientation

**SHS Orientation will take place on Wednesday, August 22, 2018, at 6:30 p.m.**

The session will begin with general remarks in the auditorium. Following the orientation:

1. You will then have your picture taken for the yearbook and for student IDs. There is no charge for the yearbook pictures or student IDs, but you may choose to purchase additional picture packages at this one time opportunity.
2. Schedules will then be handed out which will include your locker number and combination.
3. School fees collected – a fee statement will be attached to your schedule.  
Lunch money collected

## High School Fees

**Student Fees** - \$14.00 school fee, \$10.00 art fee per semester, and \$10.00 student activity pass. \$6.00 physical education lockers are available at the ThunderZone.

## ELT Privileges – Senior Release

Permission slips for ELT privileges and Senior Release will be available at schedule pick up on August 14. Juniors and Seniors with Gold Card Applications filled out and returned by August 27 will receive their gold cards the first day of school. Students turning in applications after August 27 will receive their gold cards at a later date. Sophomores will be able to fill out Gold Card Applications in January.

## High School Homerooms

Homeroom will take place every Wednesday starting at 12:49 to 1:21. On Wednesdays, 6th hour will run from 1:25-2:13 and 7th hour will run from 2:17-3:05. All students are scheduled in homeroom and must attend. As a result of homeroom, no ELT will take place on Wednesdays.

## High School Absence Reporting Procedure

Parents/Guardians are to call the high school office to report student's absences or to request early dismissal. For the safety of students, 10:00 a.m. courtesy calls will be made to the parent/guardian of students who are marked absent without a previous parent phone call. Working together, parents and school personnel will know where the student is during school hours. Remember to call the high school office at 833-2306 ext. 429 to report a student's absence or to request early

dismissal. Parents/guardians may call Seymour High School office 24 hours a day and leave a message at extension 429.

Parents are encouraged to schedule medical appointments after 3:05 p.m. When that isn't possible, it is in your child's best interest to schedule medical appointments during study hall. Please provide proof of appointment timeline from medical provider upon returning from appointment. It is recommended to give as much advance notification as possible of appointments to ensure the student will receive their pass allowing them to leave the building. Calling at the last minute may delay the student from receiving notice and permission to leave the building and causing you to wait unnecessarily. High school class periods are as follows:

### BELL SCHEDULE 2018-19

#### Monday, Tuesday, Thursday, Friday

<b>Period 1</b>	7:55 – 8:43
<b>Period 2</b>	8:47 – 9:35
<b>Period 3</b>	9:39 – 10:27
<b>Period 4</b>	10:31 – 11:19
<b>Period 5 - Lunch</b>	11:23 – 11:53 A Mod Lunch
	11:53 – 11:57 A Mod Passing
	11:57 – 12:45 A Mod Class
	11:23 – 12:11 B Mod Class
	12:11 – 12:15 B Passing
	12:15 – 12:45 B Mod Lunch
<b>Period 6</b>	12:49 – 1:37
<b>Period 7</b>	1:41 – 2:29
<b>ELT</b>	2:33 – 3:05

#### Wednesday

<b>Homeroom</b>	12:49 – 1:21
<b>Period 6</b>	1:25 – 2:13
<b>Period 7</b>	2:17 – 3:05

A reminder – ELT is part of the school day. Students are not allowed to leave during this time for employment purposes. This includes students with gold card privileges. The school day ends at 3:05 p.m.

## Senior College Night

Seymour Community High School will be holding a "Senior College Information Night" on **September 13 at 6 p.m.** in the high school auditorium. School counselors will be sharing pertinent information regarding the Technical College and 4-year College information about applications, letters of recommendation, financial aid, scholarships, grants, and loans. A representative from Oneida Higher Education will be on hand to answer individual questions as well. All seniors and their parents are encouraged to attend!



## Backpacks

Seymour Community School District conducted an assessment regarding school safety during the 2017-18 school year. Recommendation from The Wisconsin School Safety Coordinators Association was to institute a no-backpack rule requiring backpacks to be kept in lockers during the school day. Students may carry a pencil bag during the school day. Temporary backpacks will be issued from the office to students with injuries in need of the convenience of backpacks. Pencil cases that measure no larger than 11" x 6" are allowed.

## Thunder Talks

Seymour Community School District provides every student the opportunity to meet throughout their school career with their parents and school counselors in an effort to empower the student in their educational process and future plans.

Parent involvement in Thunder Talks is integral to the development of a child's personal and social growth, their educational and career development, and future transitioning. Although these meetings are not mandatory, we hope parents will take this opportunity to enhance the communication between themselves, their child, and their child's school counselor.

These student-directed conferences, known as Thunder Talks, are scheduled during the school year. Parents will be notified and given the opportunity to schedule their Thunder Talks. Please contact your child's School Counselor with any questions you may have about this process or to schedule your child's Thunder Talk.

**Thunder Talk conference timelines for 2018-2019 school year:**

**Grade 8: December-January**

**Grade 10: February-April**

**Grade 5: April-May**



## ACT Test Date at Seymour Community School District

All Juniors will take the ACT test on February 20, 2019 and the ACT Work Keys test on February 21, 2019. The February testing will be at no cost to the student.

## 2017-18 Sports Eligibility Meetings

Students involved in performance-based, competitive, and/or leadership activities are required to attend an eligibility meeting for the 2018-19 school year with a parent/guardian. This includes Academic Decathlon, Bowling, Fall Play, FFA, FBLA, Forensics, Managers of athletic teams, and the Musical, along with all sports. You are strongly advised to attend a meeting well before the beginning of your activity. At the meeting you will receive paperwork that must be on file in the high school office before your first practice/meeting. All eligibility meetings are held in the high school auditorium.

July 30, Monday 6:30 p.m.

August 7, Tuesday 6:30 p.m.

October 22, Tuesday 5:30 p.m.

November 1, Thursday 6:30 p.m.

February 26, Tuesday 6:30 p.m.

## Senior Pictures

Senior pictures must be submitted for the Seymour High School yearbook by **November 3, 2018**. The photographer will usually take care of this, however you will need to make sure your appointment is scheduled early enough for pictures to be submitted before the deadline. Scheduling your senior portrait sitting before school starts in the fall is generally recommended—check with your photographer.

**Photo requirements** are available on the yearbook website: [http://www.seymour.k12.wi.us/high/shs\\_yearbook.cfm](http://www.seymour.k12.wi.us/high/shs_yearbook.cfm). Be sure to **share these requirements with your photographer prior to your session!** Please contact the high school office, ([skaminski@seymour.k12.wi.us](mailto:skaminski@seymour.k12.wi.us)) with any questions.

## Yearbook Grad Ads

All seniors appear in the yearbook free of charge. However, some families also choose to purchase a grad ad honoring their senior and wishing him or her well. This is a much anticipated section of the yearbook and also helps us keep book prices among the lowest in our area! Many grad ads include a baby picture or more recent photo along with a personalized message.

Purchase and create your own grad ad with easy-to-use templates or upload your own design directly through the Jostens website. Ads cost \$30 for a business card size (1/8 page) or \$50 for a 1/4 page size. More information will be provided in the fall—watch your email and the yearbook website for detailed instructions and deadlines. [http://www.seymour.k12.wi.us/high/shs\\_yearbook.cfm](http://www.seymour.k12.wi.us/high/shs_yearbook.cfm) Please contact the high school office, ([jwussow@seymour.k12.wi.us](mailto:jwussow@seymour.k12.wi.us)) with any questions.

## High School Yearbook

Seymour High School Yearbooks are available for sale NOW! Yearbooks can be purchased in the following ways. (Be sure to specify Seymour, WISCONSIN.)

- online via [jostensyearbooks.com](http://jostensyearbooks.com) (quick and easy!)
- over the phone, call 1-877-767-5217
- through the mail (watch for order forms sent directly from Jostens in the fall)

Buy early and save! The early bird sale price is \$35.00 but only until September 30.

Please contact the high school office

([skaminski@seymour.k12.wi.us](mailto:skaminski@seymour.k12.wi.us)) with any questions.

## Yearbook Photo App

*Send us your photos!*

You could be a yearbook photographer! Anyone in the community can take pictures at high school events/activities and upload them directly to the yearbook staff via **replayit.com**. Be sure to specify Seymour, WISCONSIN. The **ReplayIt mobile app** is also available to conveniently upload pictures directly from your Apple or Android device *Send us your photos!*

## Need a Senior Photo? Photographers too expensive?

The Yearbook Staff will take a photo for you to use in the yearbook for free!

This includes:

- One 15-20 minute session
- On location around the high school
- One digital file for you to use for printing, if you choose a portrait to use for the yearbook

\*Please note--we are not professional photographers. We will use our professional camera and do our best to get a nice photo. This is an opportunity to have a non-school ID photo in the yearbook.

Please email Mrs. Kaminski to schedule an appointment!

If you are interested [skaminski@seymour.k12.wi.us](mailto:skaminski@seymour.k12.wi.us)

## College Credit OPTIONS In High School

There are several college courses taught at the high school by our teaching staff. See the coursebook or the school counselors for more information.

The Early College Credit Program (ECCP) is an opportunity for high school students who are in good standing to attend a Wisconsin post-secondary institution for the purpose of taking one or more courses for high school and/or college credit.

The Start College Now Program (SCN) allows juniors and seniors who are in good standing the opportunity to take college courses at Wisconsin Technical Colleges.

## YOUTH APPRENTICESHIP

The Youth Apprenticeship program which is available to juniors and seniors combines classroom instruction and paid on-the-job training. Applications are due March 1 for the following school year. Questions can be directed to Student Services.



Photos by Mary Tesch

## SHS Band Summer Trip

The 2018 Seymour High School Band summer trip was a once in a lifetime opportunity and experience. Being able to see all of our hard work pay off during two different performance opportunities was very rewarding. Playing at the Martin Luther King Jr. Memorial and marching in the National Independence Day Parade was something very special for everyone on the trip. Beside our performance opportunities, we were also able to see many famous places and learn more about the history behind them. We were able to do a great amount of sightseeing on a wonderful night tour of many monuments and memorials, including the Lincoln Monument, Washington Monument, the WW2 Memorial, and many others. All of the students and chaperones thoroughly enjoyed our dinner on The Spirit of Mount Vernon, across the Potomac River.

You hear people all of the time say that they went to Washington D.C. We as members of Seymour High School band can say that, yes, we went on a trip to Washington D.C. We can also say that we marched in the National Independence Day Parade, we played in front of the MLK Memorial, and our very own school was able to lay a wreath at the Tomb of the Unknown Soldier. Not many other bands can say that they have done that.

The band trip this year was extremely fun, exciting, humbling, and rewarding. I think I can say this for all of the participants that were on the trip, students and adults, we will never forget our time spent in Washington D.C, with the Seymour High School Band.

By Danielle Milheiser







## Outdoor Pursuits

Seymour Community High School students participating in the high school summer school Outdoor Pursuits class met the Boundary Waters challenge and are mentally and physically stronger because of it. Way to go!!!!

## Seymour Middle School Open House for Grades 7 & 8

Seventh and eighth grade students and their parents are invited to attend the Seymour Middle School Open House on Wednesday, August 29 from 3:45 – 5:30 p.m. During the Open House students will be able to meet some of their teachers, find their lockers, and pay school fees.

For any students planning to participate in extra-curricular sports, an information meeting will be held at 5:30 p.m. in the gymnasium. Please remember that you need a physical or alternate card on file or with you in order to practice. Sports forms can be found on the Seymour Middle School webpage.

### SEYMOUR MIDDLE SCHOOL 2018-2019 TOOLS FOR LEARNING

\*Mark all items with student's name\*

#### Grade 6

1. binder (3-ring binder with 3-inch O-rings and 5-color tabbed expanding file Velcro closure--Case-it! Is a good brand name for a binder that lasts the school year)
2. zippered art bag (holds scissors, markers, glue, etc.) (boxes break open too easily)
3. 1 SINGLE subject notebook for science
4. 1 SINGLE subject notebook for math
5. three composition notebooks 2 for language arts; 1 for math
6. 1 package of graph paper for math
7. 48 lead pencils (#2 lead)
8. 2 packages of black or blue pens. NO NEON COLORS
9. 4 pack of highlighters
10. colored pencils – 12 color set
11. markers (set of fine **AND** wide point)
12. 1 pack post-it notes (reading)
13. 2 glue sticks (optional)
14. large eraser (optional)
15. scissors
16. metric ruler
17. 2 boxes of tissue
18. backpack – no wheels
19. computer earbuds (required)

\*Tap booster shot or waiver form is required for all 6<sup>th</sup> grade students\*

#### Grade 7

1. Colored Pencils – 12 color set
2. Binder (3-ring binder with 3-inch O-rings and 5-color tabbed expanding file Velcro closure--Case-it! is a good brand name for a binder that lasts the entire school year.
3. 6 spiral notebooks
4. 2 blue and/or black Pens
5. metric ruler
6. 5 pocket folders
7. set of markers
8. pencil or art box/zippered art bag
9. 48 no. 2 pencils
10. post-it-notes
11. 3 glue sticks
12. scissors
13. 2-boxes of tissue
14. computer ear buds
15. flash drive (optional)
16. highlighters

It is encouraged to re-use supplies from year to year (Ex: Binder, art bag/box, calculator, earbuds, flash drives, rulers, etc...)

#### Grade 8

1. scissors
2. 2 boxes of pencils
3. 1 box of colored pencils, markers, OR crayons
4. scientific calculator (preferably Texas Instruments 2 line display)  
**\*\*Label with student name; cell phones will NOT be allowed to be used as a calculator!**  
**\*ALGEBRA students will not need to purchase a calculator\***
5. 4 large glue sticks
6. 6 spiral notebooks (separate notebooks)
7. 1 three-subject notebook (for language arts)
8. 5 folders
9. computer ear buds
10. 6 blue/black pens
11. red pens (for language arts)
12. 4 pack of highlighters (assorted colors)
13. 1 pack graph paper or graph paper notebook
14. 2 boxes of tissue
15. ruler
16. protractor

#### Physical Education

Requires shorts, t-shirt, sweatshirt, sweatpants, socks, and sneakers.

**\*\*Students must have a school purchased Phy. Ed. padlock for their Phy. Ed. locker--purchased in 6<sup>th</sup> may be used for rest of school years through HS.**

**\*ALL girls will need a one piece swimsuit for Phy. Ed. swim unit\***

#### Fees

School Fees - \$14.00  
Phy Ed Padlock - \$6.00\*\*  
Band Instrument Rental - \$36.00 per school year (school instruments have limited availability)

**\*Please check with your child periodically throughout school year to see if any supplies need replenishing. Thank you**



## Rock Ledge Primary Playground Has a New Look

Rock Ledge Primary students will be excited to play on the primary playground this Fall. The Playground has received a new surface called Rubberbond that is inclusive for all students to play on and enjoy! Our incoming 5K students had the first opportunity to play on the new surface during summer school.

## Rock Ledge Primary & Intermediate Center Back-to-School Open House

Rock Ledge Primary & Intermediate Centers are inviting all students and their parents to tour the school, meet their teacher, and see their new classroom. This event will take place on Wednesday, August 29, from 3:30 – 5:30 p.m. Please feel free to bring in your completed forms, fee payments, and school supplies to put in your student's desk for the first day of school! We can't wait to see all of you back at RLP & RLI!

### MIDDLE SCHOOL TRANSITION CAMP

Students will meet with 6<sup>th</sup> grade teachers, interact with classmates, while exploring their new middle school surroundings.

Students will participate in the following activities:

- ❖ Tour the building and learn different classroom locations
- ❖ Schedule — learn how to read and follow their schedule
- ❖ Turn in necessary middle school forms and pay school fees
- ❖ Team Building Activities
- ❖ Review the handbooks and supply lists
- ❖ Daily planners — learn how to fill it out correctly and discuss Wednesday folders

Monday, August 27, 2018

(Students) 2:00 pm— 4:30 pm

(Parents) 3:30pm\*\* - 5:30pm

\*\*4:00 PM parent meeting in gym

Parents will have an opportunity to meet with teachers, attend a question/answer session, turn in all necessary middle school forms, and pay school fees on August 27<sup>th</sup> from 3:30-5:30 pm. Parent session in gym at 4:00pm. After, will be a time to meet teachers and tour school.

Please contact the Middle School office with any questions at 920-833-7199. More details will be sent out during the summer...

#### Middle School Transition Camp Registration

☐ Please enroll my child, \_\_\_\_\_, in the Middle School Transition Camp on August 27<sup>th</sup>.

☐ No, my child, \_\_\_\_\_, will not be in attendance for transition to the middle school.

Parent/Guardian Signature: \_\_\_\_\_

Clip and return this portion to your child's teacher no later than Friday, May 25<sup>th</sup>.

Upcoming dates for 6<sup>th</sup> grade students:

- April 30<sup>th</sup>: 5<sup>th</sup> grade introduction to music presentation at SMS
- May 16<sup>th</sup>: Band fittings for upcoming 6<sup>th</sup> grade band students at RLI
- August 27<sup>th</sup>: 6<sup>th</sup> grade transition camp (SMS)
- Sept 4<sup>th</sup>: First day of school (all students)
- Sept 7<sup>th</sup>: Picture Day (SMS students)

## Rock Ledge Primary and Intermediate Absence Reporting Procedure



Students who are absent from the **Rock Ledge Primary** will need to be called in to the school office before 9:00 p.m. in the morning on our absent line, (920) 833-5155, and dial 1. Students who are absent from **Rock Ledge Intermediate** will need to be called in to the school office before 9:00 a.m. in the morning on our absent line, (920) 833-7380, **option #1**. For the safety of students, if our office does not receive a phone call, we will make a courtesy call to the parent/guardian to verify the student's absence. Please remember to inform our office as to when your child will be absent.

## RLP & RLI Office Phone Calls

Please remember that our students are here to learn. Students can come to the office first thing in the morning to change their normal way home. Disrupting the learning environment affects every student. We ask that you limit calls to deliver messages to students in the classroom. Any calls must be made by **2:30 p.m.** to ensure that the message can be delivered. Please plan ahead so your child knows what he or she is doing at the end of the day. Thank you for your cooperation in making Rock Ledge a great place for students to learn!

## RLP & RLI Attendance

Good attendance is crucial to good learning. Please make sure that your child is at school on time every day possible. Every minute that is missed is another opportunity that can never fully be made up. Discussion, opportunity and learning happen every day at Rock Ledge! We are excited that your child can be a part of that every day!

## Rock Ledge Arrival and Dismissal Procedures

**ARRIVAL PROCEDURE:** School starts at 7:55 a.m. Students may be dropped off as early as 7:45.

**Parent Drop Off and Walkers:** Students should arrive no earlier than 7:45 at the front of the Rock Ledge Primary Center. There are two lanes in the front of the school. Parents should use the right lane to pick up/drop off their child and immediately enter/ exit into the left lane. Please have your child exit the vehicle on the sidewalk side to avoid going into traffic. The left lane is for travel only, not to stop and pick up or drop off. If parents need to enter the building, they should park in the lot in front of the school. Please walk your child across the lot to the front sidewalk for safety.

**4 year old Kindergarten:**

- **AM Session-** The am session is from 7:55-11:00. Students who attend the am session will line up on the playground before school.
- **PM Session-** The pm session is from 12:00-3:05. Students should arrive at Door # 1 (Rock Ledge Primary Center entrance) no earlier than 11:50. Supervision will remain outside until students are brought in to school at 11:55.

**Kindergarten and 1st Graders:** students should proceed to the Primary playground.

**Second-Fifth Graders:** Grade 2 - 5 students should be dropped off by door #4 where they can walk on the east side of the building to the Intermediate playground behind the school.

**BUS:** Students will be dropped off at the end of Wiedemann Drive (near Aquatic Center.) Kindergarten and first grade students will proceed to the Primary playground. Second through 5th graders will proceed to the Intermediate playground.

**DISMISSAL PROCEDURE:** Dismissal is at 3:05. To avoid congestion in the halls, we ask that parents please set up a meeting location outside of school to pick up your child.

**Parent Pick Up:** Parents may pull up using the inside lane to pick up their child and exit immediately without leaving the vehicle. If parents need to enter the school they will need to park in the lot. The inside lane is for pick-up and drop-off only.

The students will be dismissed out the following doors:

**4 & 5 year old Kindergarten** students will be dismissed out the Primary playground door (Door #17) and can be pick up near the playground sidewalk.

**1st and 2nd grade** students will be dismissed out the Primary entrance (Door #1).

**3rd-5th grade** students will be dismissed out the Intermediate entrances (Doors #2, #3, and #4).

**Bus:** Students will load the busses on the Intermediate playground.

## Fourth Grader Honored

Bree Schuettpelez, a fourth grader at Rock Ledge Elementary, was honored for her illustrations in her book, "A Friend That's Yours Forever", on April 28, 2018 at the Crowne Plaza Hotel in Madison, Wisconsin. Bree is the daughter of Amy and Bryan Schuettpelez of Seymour.

Bree competed in the Mary Jo Nettesheim Memorial Literary Competition. Her book was selected by the Delta Kappa Gamma Omicron Chapter, based in the Fox Cities. Her book was then entered at the state level





where she received the Drawing - Illustrator Award. Bree received a medal, ribbon and a certificate at the Delta Kappa Gramma exhibit. Her book was showcased with other books from around the state. Bree's book focused on the friendship between a girl and her dog. When the girl was sick and in the hospital, her faithful friend found a way to get in, helping the girl to recover. Her teacher at Rock Ledge Intermediate, Todd Lowney says, "Bree is such a talented student. She excels in her writing ability; finding creative ways to keep the reader's attention. And her illustrations just enhance the wonderful words that she puts on the paper. She's just an amazing and talented student!"

Past Mary Jo Nettlesheim winners include: Carleigh Leisgang, Emma Thomas, Britta Sevcik, and Danielle Leisgang.

## **Black Creek School News**

### **Open House**

Our Back to School Open House is on Wednesday, August 29 from 3:30 p.m. to 5:30 p.m. This is a great time to meet your child's classroom teacher, drop off school supplies, learn about the curriculum, and maybe even see and visit with some of your friends at the TAFTE ice cream social. We are also reminding you to stop by and pay your school fees and locker fees (6<sup>th</sup> grade only) at some point.

### **Lunch and Brain Boost Breakfast**

Remember to take advantage of our wonderful food service program. This year all students K – 8 grade will have the opportunity to eat both lunch and breakfast. Stop by the office or call in to see if your family can benefit from the district's free and reduced lunch meal programs.

### **Safety**

Remember to always use the crosswalks. It is very difficult for drivers to see, especially, when all the busses are parked in the front.

Please; read all the signage at the entrance and on the streets around the rear round-about, as we are always up-dating security measures.

### **New Student School Day Hours (7:55-3:05) for 2018-2019**

The school day will be 7:55-3:05

Brain Boost Breakfast will be 7:55-8:25

Dismissal will be 3:05

Office hours will remain the same

### **4 Year Old Kindergarten**

The 4K programing will continue to have AM and PM sessions for this school year.

The AM session will be 7:55 to 11:10.

The PM session will be 11:50 to 3:05.

4K families will be able to set-up an account in the office to purchase milks during snack time if families so choose.

Stop by the office or call in to see if your family can benefit from the district's free and reduced lunch meal programs.

### **First Day for 2018-2019**

The First day of school is September 4. All students should be here by 7:55 a.m. Brain Boost breakfast will once again take place from 7:55 a.m. – 8:25 a.m. If you need copies of the school supply list, they are located at the school's front desk, at most stores, and on the district website.

This year dismissal for all students will be 3:05 p.m. The 4K-pm students can be picked-up at 3:00 p.m. to assist them in their transition. Once again, all students walking home;

riding a bike home; or being pick-up by family will exit the back of the building. The bus riding students will leave from the front.

### **Black Creek students and staff carry new dinosaur to his playground home.**



**For School Supply Lists, please check our website at <https://www.seymour.k12.wi.us>. Select your school from the drop down list and click on the Supply List 18-19, or select the grade level on the right hand side of page.**

# **RULES AND REGULATIONS FOR BUS RIDERS**

## **SEYMOUR COMMUNITY SCHOOL DISTRICT**

**Please keep in mind that riding the school bus is a privilege**, and that this privilege can be taken away if your child is not willing to follow the regulations necessary to insure the safety and comfort of all passengers. Video camera monitors may be used on any bus to document student behavior problems and may be used to assist the school administrators in determining the proper disciplinary action.

### **THE BUS RIDER:**

1. shall conform to the same standards of conduct that are expected of them at school.
2. is expected to obey the driver the same as other school staff and be respectful of other students.
3. or his/her parent or guardian shall be financially responsible for damage done to the seats or other bus equipment..
4. shall remain in assigned seat and not engage in horseplay on or around the bus.
5. shall not put any part of their body out of a window.
6. shall be absolutely quiet when approaching a railroad crossing stop.
7. shall not throw anything in the bus or out the window.

### **BUS SAFETY PROCEDURES:**

1. The bus rider is expected to be on time at the designated bus stop. The bus cannot wait for students.
2. The bus rider should wait at the end of their driveway until the bus comes to a complete stop.
3. If the bus rider crosses the road, he/she shall do so in front of the bus after making sure that the highway is clear, and after receiving a signal from the bus driver. The student shall stay at least ten (10) feet in front of the bus while crossing the road.
4. The bus rider is expected to get on and off the bus at their regular stop unless a parent or guardian sends a written request to the building principal.
5. When stepping off the bus, students are to proceed directly to their driveway. Do not go to the mailbox, paper box, etc.
6. Unnecessary distractions may cause confusion and divert the driver's attention which may result in a serious accident.
7. The bus rider will not be allowed to use the last two seats in the rear of the bus unless the bus is at capacity.

### **DISCIPLINARY GUIDELINES:**

If a violation of the above rules occurs, the driver will fill out a conduct report and return it to the building principal within 24 hours of the offense. The report will state the date of the offense, student name, offense committed and the driver's signature and route number.

The following disciplinary actions will be taken by the school administration, depending on the nature of the report.

1. The school official will inform the parent or guardian of the offense and discuss possible disciplinary measures to correct the situation or,
2. The school official could recommend that the Board of Education expel the student from bus service for the remainder of the school year.

### **IN CONCLUSION:**

Parents or guardians and students are to be aware that in any of the preceding actions, they have the right to due process.

Drivers may refuse to transport a student only if an immediate report of the circumstances is made to the school principal on the next trip to the school. No students shall be put off the bus except at the school or at his/her home. The driver may not put a student off the bus unless authorized by the building principal or school official.

The bus driver or school official has the authority to assign riders to designated seats.

## SHARING INFORMATION WITH OTHER PROGRAMS

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Dear Parent/Guardian:

2018-19 School Year

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 **Colleges and Universities**.
- ☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **ACT, SAT, PSAT, Accuplacer, other testing agencies**.
- ☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **Oneida Yes Program**
- ☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with \_\_\_\_\_.

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: \_\_\_\_\_

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For more information, you may call **Tara Walters** at 920-833-2306 Ext 426, or e-mail at **twalters@seymour.k12.wi.us**.

Return this form to: **Seymour Community School District, Attn: Health Services, 10 Circle Drive  
Seymour, WI 54165.**



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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.



# FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS FOR SCHOOL YEAR 2018-19

Dear Parent/Guardian:

Children need healthy meals to learn. **Seymour Community School District** offers healthy meals every school day. **Breakfast costs \$1.15 (4k-5) & \$1.25 (6-12)**; lunch costs **\$2.45 (4K-5) & \$2.55 (6-12)**. 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, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

**1. WHO CAN GET FREE OR REDUCED PRICE MEALS?**

- All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPIR)], or W-2 cash benefits are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may qualify to receive free or reduced price meals if your household's income is at or below the limits on the Federal Income Eligibility Guidelines.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2018-2019			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	22,459	1,872	432
2	30,451	2,538	586
3	38,443	3,204	740
4	46,435	3,870	893
5	54,427	4,536	1,047
6	62,419	5,202	1,201
7	70,411	5,868	1,355
8	78,403	6,534	1,508
Each additional person:	7,992	666	154

- 2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail **Pupil Services Director at 920-833-5159 Ext.732; [awachewicz@seymour.k12.wi.us](mailto:awachewicz@seymour.k12.wi.us)**
- 3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Seymour Community High School, Attn. Health Services, 10 Circle Drive, Seymour WI 54165.**
- 4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS?** Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact **Health Services, 10 Circle Drive, Seymour, WI 54165, 920-833-2306 Ext. 426, [twalters@seymour.k12.wi.us](mailto:twalters@seymour.k12.wi.us)** immediately. If your household was notified it qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.
- 5. DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION SCHOOL (CEP)?** If your child attends a school that participates in CEP, receipt of free breakfast and lunch meals does not depend on returning this application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through **October 15, 2018**. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals, but it is based on income. Please send in an application.
8. MY CHILD(REN) QUALIFIES FOR BADGERCARE PLUS OR MEDICAID. CAN MY CHILD GET FREE MEALS? Children with BadgerCare Plus, Medicaid, or subsidized insurance may be eligible for free or reduced price meals, but it is based on income. Please send in an application.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
10. 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.
11. 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: **Food Service Director, 10 Circle Drive, Seymour WI 54165; 920-833-2304 Ext. 508.**
12. 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.
13. 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.
14. 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.
15. 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. Do not include any combat pay resulting from deployment as income.
16. WHAT IF THERE IS NOT 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.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

If you have other questions or need help, call 920-833-2306 Ext. 426.

Sincerely,

*Tara Walters*



# HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS for 2018-19 School Year

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 **Seymour Community School District**. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order. If at any time you are not sure what to do next, please contact **Health Services** at 920-833-2306 Ext. 426 or **twalters@seymour.k12.wi.us**.

If your child attends a *Community Eligibility Provision School (CEP)*, receipt of *free breakfast and lunch meals* does not depend on returning this application; however, this information is necessary for other programs.

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

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

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

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

- Children age 18 or under AND are supported with the household's income; and
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth, or enrolled in a Head Start program.

A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.	B) Enter the grade and the name of the school the child attends or mark n/a if not in school. Enter the grade level of the student in the 'Grade' column.	C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the children's names. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.	D) Are any children homeless, migrant, runaway or enrolled in a Head Start program? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway or Head Start" box next to the child's name and complete all steps of the application.
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## STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FoodShare, W-2 Cash Benefits OR FDIPIR?

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

- The Supplemental Nutrition Assistance Program (SNAP) or FoodShare.
- Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits.
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs:	B) If anyone in your household participates in any of the above assistance programs:
<ul style="list-style-type: none"> <li>• Leave STEP 2 blank and go to STEP 3.</li> </ul>	<ul style="list-style-type: none"> <li>• Write a case number and name of the assistance program you or any member of the household participates for FoodShare, W-2 Cash Benefits, or FDIPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your case worker. Medicaid and BadgerCare case numbers do NOT qualify for free meals.</li> <li>• Go to STEP 4.</li> </ul>

## STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

**How do I report my income?**

- Use the charts titled "**Sources of Income for Children**" and "**Sources of Income for Adults**," printed on the back side of the application form, to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents. Gross income is the total income received before taxes. Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.



<ul style="list-style-type: none"> <li>• Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.</li> <li>• Mark how often each type of income is received using the boxes to the right of each field.</li> </ul>			
<b>3.A. REPORT INCOME EARNED BY CHILDREN</b>			
<b>A) Report all income earned or received by children.</b> Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's personal income if you are applying for them together with the rest of your household.			
<b>What is Child Income?</b> Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.			
<b>3.B. REPORT INCOME EARNED BY ADULTS</b>			
<b>List adult household members' names.</b> <ul style="list-style-type: none"> <li>• Print the name of each household member in the boxes marked "Name of Adult Household Members (First and Last)." When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.</li> <li>• <b>Do NOT include:</b> <ul style="list-style-type: none"> <li>o People who live with you but are not supported by your household's income AND do not contribute income to your household.</li> <li>o Infants, children and students already listed in STEP 1.</li> </ul> </li> </ul>			
<b>C) Report earnings from work.</b> Report all total gross income (before taxes) from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.	<b>D) Report income from public assistance/child support/alimony.</b> Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.	<b>E) Report income from pensions/retirement/all other income.</b> Report all income that applies in the "Pensions/Retirement/All Other Income" field on the application.	<b>H) Provide the last four digits of your Social Security Number (SSN).</b> An adult household member must enter the last four digits of their SSN in the space provided. You are eligible to apply for benefits even if you do not have a SSN. If no adult household members have a SSN, leave this space blank and mark the box to the right labeled "Check box if no SSN."
<b>What if I am self-employed?</b> Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.	<b>G) Report total household size.</b> Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.		
<b>STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE</b>			
<b>An adult member of the household must sign the application. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.</b>			
<b>A) Provide your contact information.</b> Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.	<b>B) Print or sign your name.</b> The adult filling out the application must print or sign their name in the signature box.	<b>C) Return completed form to:</b> Tara Walters 10 Circle Drive Seymour, WI 54165	<b>D) Share children's racial and ethnic identities (optional).</b> On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.



## FOR EACH ADULT HOUSEHOLD MEMBER:

### Who should I list here?

#### When filling out this section, please include all members in your household who are:

- Living with you and share income and expenses, *even if not related and even if they do not receive income of their own.*

Do **not** include people who:

- Live with you but are not supported by your household's income **and** do not contribute income to your household.
- Children and students already listed in Step 1.

### How do I fill in the income amount and source?

#### FOR EACH TYPE OF INCOME:

- Use the charts in this section to determine if your household has income to report.
- Report all amounts in **gross income** ONLY. Report all income in whole dollars. Do not include cents.
  - Gross income is the total income received before taxes or deductions.
  - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will be counted as zeroes. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, your application will be verified for cause.
- Mark how often each type of income is received using the check boxes to the right of each field.

**B) List Adult Household member's name.** Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Do not list any household members you listed in STEP 1. If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.

**C) Report earnings from work.** Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

#### What if I am self-employed?

If you are self-employed, report income from that work as a **net** amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

**D) Report income from Public Assistance/Child Support/Alimony/SSI/VA Benefits.** Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income that applies in the "Public Assistance/Child Support/Alimony/SSI/VA Benefits" field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only court-ordered payments should be reported here. Informal but regular payments should be reported as "other" income in the next part.

**E) Report income from Pensions/Retirement/Social Security/All other income.** Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income that applies in the "Pensions/Retirement/Social Security, Other Income" field on the application.

**F) *Special Situations.*** For seasonal workers and others whose income fluctuates and usually earn more money in some months than others. In these situations, project the annual rate of income and report that. This includes workers with annual employment contracts but may choose to have salaries paid over a shorter period of time. This includes school employees.

**G) *Report total household size.*** Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number **MUST** be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household determines your income cutoff for free and reduced price meals.

**H) *Provide the last four digits of your Social Security Number.*** The household’s primary wage earner or another adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled “Check if no SSN.”

### Sources of Income for Adults

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

### STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

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

**A) *Provide your contact information.*** Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

**B) *Sign and print your name.*** Print your name in the box “Printed name of adult completing the form.” And sign your name in the box “Signature of adult completing the form.”

**C) *Write Today’s Date.*** In the space provided, write today’s date in the box.

**D) *Share children’s Racial and Ethnic Identities (optional).*** On the back of the application, we ask you to share information about your children’s race and ethnicity. This field is optional and does not affect your children’s eligibility for free or reduced price school meals.



Complete one application per household. Please use a pen (not a pencil).

<b>STEP 1 List ALL infants, children, and students up to and including grade 12 who are Household Members</b>													<b>If more spaces are required for additional names, attach another sheet of paper.</b>																				
<b>Definition of Household Member:</b> "Anyone who is living with you and shares income and expenses, even if not related."																																	
<b>Child's First Name</b>				<b>MI</b>	<b>Child's Last Name</b>								<b>Grade</b>	<b>School the child attends or NA if not in school</b>				<b>Foster Child</b> <input type="checkbox"/> <b>Homeless Migrant Runaway Student</b> <input type="checkbox"/> <b>HSA d</b> <input type="checkbox"/> <b>Head of Household</b> <input type="checkbox"/>															
													Check all that apply																				

  

<b>STEP 2 Do any Household Members (including you) currently participate in any of the following assistance programs: FoodShare, W-2 Cash Benefits, or FDPIR?</b>
Yes / No <input type="checkbox"/> Yes / <input type="checkbox"/> No

**If you answered NO > Complete STEP 3. If you answered YES > Write a case number here, then go to STEP 4 [Do not complete STEP 3]**

Case Number	Program Name (Required)
<input type="text"/>	<input type="text"/>

Write only one case number in this space.

Medicaid & Badger Care does not qualify

---

**STEP 3 Report Income for ALL Household Members (skip this step if you answered 'Yes' to STEP 2)**

Flip the page and review the charts titled "Sources of Income" for more information.

**A. Child Income**

Sometimes children in the household earn income. Please include the TOTAL income earned by all infants, children and students up to and including grade 12 listed in STEP 1 here.

\$ \_\_\_\_\_

Child income

Weekly	Bk Weekly	2x Month	Monthly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How often?

<b>B. All Adult Household Members (including yourself)</b>																												
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income (before taxes) for each source in whole dollars only (no cents). If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.																												
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<b>STEP 4    Contact information and adult signature    Return completed form to your school.</b>		Seymour Community School District 10 Circle Drive Seymour, WI 54165	
<p>"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."</p>			
<div>Street Address (if available)</div> <div></div>		<div>Apt #</div> <div></div>	<div>City</div> <div></div>
		<div>State</div> <div></div>	<div>Zip</div> <div></div>
		<div>Daytime Phone and Email (optional)</div> <div></div>	
<div>Printed Name OR Signature of Adult Completing this Application—REQUIRED</div> <div></div>			
<div>Today's Date <i>Mo / Day / Yr</i></div> <div></div>			

INSTRUCTIONS Source of Income

Sources of Income for Children	
Sources of Child Income	Example(s)
- Gross earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
- Social Security	- A child is blind or disabled and receives Social Security benefits
- Disability payments	- A parent is disabled, retired, or deceased, and their child receives Social Security benefits
- Survivor's benefits	- A friend or extended family member regularly gives a child spending money
- Income from person outside the household	- A child receives regular income from a private pension fund, annuity, or trust
- Income from any other source	

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 (FDPRI) case number or other FDPRI 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 conducted or funded by USDA.

The above address is for discrimination complaint purposes only. Please return this complete application to your school, not to USDA.

This institution is an equal opportunity provider.

Fax: (202) 690-7442, or  
Email: program.intake@usda.gov

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](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:  
Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington, D.C. 20250-9410

Sources of Income for Adults		
Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
- Gross salary, wages, cash bonuses - Net income from self-employment (farm or business); <b>FARM</b> —refer to line 18 of the 1040 or line 34 from Schedule F; <b>BUSINESS</b> —refer to line 12 of 1040 or line 31 from Schedule C. 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	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - Child support payments - Veteran's benefits - Strike benefits	- Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household

Do not fill out For School Use Only

Total Income	How often?				Household Size	Categorical Eligibility	Eligibility			Date Denied	Reason for Denial or Withdrawal
	Weekly	Bi-Weekly	2x Month	Monthly			Yearly	Free	Reduced		
Determining Official's Signature		Date Mo./Day/Yr.		Confirming Official's Signature		Date Mo./Day/Yr.		Verifying Official's Signature		Date Mo./Day/Yr.	
Required for Verification process only				Required for Verification process only				Required for Verification process only			



# Public Notices

## ***Student Records***

Seymour Community School District designate as directory data a student's name, parents' name, address, telephone listing, date of birth and photographs. Directory data shall be considered public information and may be released to appropriate persons and media unless parents or adult students refuse the release, in writing, of their own initiation. Refusal of such release must be made no later than two weeks after the opening of school or of enrolling in the case of those entering after the school year has started.

Concerns regarding the school records should be taken up with the appropriate building principal or may be filed with the Family Policy and Regulations Office of the U.S. Department of Education.

## ***Certification Regarding Drug-Free Workplace Requirements Grantees Other Than Individuals***

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988. 34 CFR Part 85, Subpart F. The regulations, published in the January 31, 1989, Federal Register, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Sections 85.615 and 85.620).

The grantee certifies that it will provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition:

b) Establishing a drug-free awareness program to inform employees about:

1. The dangers of drug abuse in the workplace.
2. The grantee's policy of maintaining a drug-free workplace.
3. Any available drug counseling, rehabilitation, and employee assistance programs; and
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace:

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a):

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

1. Abide by the terms of the statement; and
2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

(e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction:

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

1. Taking appropriate personal action against such an employee, up to and including termination; or
2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency:

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraph (a), (b), (c), (d), (e) and (f).

Seymour Community School District #59-WI-89-1502.

## ***Screening And Evaluation Of Possible Special Needs Students***

The Seymour Community School District provides evaluations and special services to those students identified as handicapped in accordance with the state and federal guidelines. Each child between birth to 21 years of age is entitled to screening for, and evaluation of, suspected handicapping conditions. These services are at no cost to the parents or student identified. Child Development Days, a screening for special needs children between three to five years of age, is held in October and April of each school year. In addition screening of other students will be done at parental request. Requests can be made by contacting the building principal or by contacting Amy Wachewicz, Director of Pupil Services, 833-7199 ext. 308.

## ***Notification Of Non-Discrimination Policy***

The Seymour Community School District prohibits all forms of unlawful discrimination against students and other persons in all aspects of the District's programs and operations. Accordingly, consistent with section 118.13 of the state statutes, no person shall unlawfully be denied admission to any public school in this District, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, or physical, mental, emotional or learning disability. The District likewise requires and enforces nondiscrimination in a manner consistent with the rights and obligations established under all applicable federal civil rights laws, including the current provisions of Titles IV and VI of the Civil Rights Act of 1964 (race, color, religion, sex, or national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act (disability), the Americans with Disabilities Act (including Title II of the ADA, which prohibits discrimination on the basis of disability in state and local government services), and the civil rights provisions associated with the District's participation in federal meal programs.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) as identified under federal law shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide legally-required accommodations and appropriate educational services or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

All District career and technical education opportunities are offered to students on a nondiscriminatory basis. Additional information regarding such program offerings and the applicable admission/participation criteria can be obtained on the District's website or by contacting any school's guidance office.

When acceptable to the complaining party, the District encourages informal resolution of discrimination complaints and related concerns. However, a formal complaint resolution procedure is available to address allegations of unlawful discrimination and/or any alleged violation of the District's equal educational opportunities policies.

Any questions concerning this notice, the District's nondiscrimination and equal educational opportunities policies, policy compliance, or the District's complaint procedures may be directed to the District's equal educational opportunities compliance office.

Pupil Services Director  
Seymour Community School District  
10 Circle Drive, Seymour, WI 54165  
920-833-2304 or 920-833-5159

Discrimination-related complaints may be filed with the Compliance Officer. The Compliance Officer also serves as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints) and Section 504 and Americans with Disabilities Act Coordinator (disability rights and disability-based discrimination issues) for all student and all non-employment related matters.

By following all required procedures and timelines, complaints of unlawful student discrimination may also be filed externally with the Wisconsin Department of Public Instruction, the Chicago office of the U.S. Department of Education's Office for Civil Rights, or, in appropriate circumstances, with any state or federal court or other agency of competent jurisdiction.

## ***Equal Education Opportunities***

The Seymour Community School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Complaints regarding the interpretation or application of this policy shall be referred to the Seymour Community School District Administrator and processed in accordance with established procedures. Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each school building in the district. In addition, a student nondiscrimination statement shall be included on student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

## ***Complaint Procedures***

A person may submit a complaint and attempt to resolve his/her complaint by using (1) the District's informal complaint resolution option; and/or (2) the District's formal complaint procedure, as further defined in this rule, whenever the person believes that:

1. The District has inadequately complied with section 118.13 of the state statutes and the statute's implementing regulations, or with the current federal laws and/or regulations under Titles IV and VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act, or the Americans with Disabilities Act (including Title II of the ADA, nondiscrimination on the basis of disability in state and local government services);
2. A student has in some other way been unlawfully discriminated against on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability, or other legally-protected status;
3. That there has been a violation (including violations by other students) of any of the Board's student nondiscrimination, anti-harassment/anti-bullying, or other equal educational opportunities policies; or
4. Another Board policy or rule directs or allows the use of these complaint procedures.

In special circumstances, such as certain complaints involving the District's application of the Individuals with Disabilities Education Act, the District may re-route the complaint to a more legally-appropriate venue or procedure.

The following individual serves as the District's Equal Educational Opportunities Compliance Officer ("Compliance Officer") in connection with these complaint procedures:

Pupil Services Director  
Seymour Community School District  
10 Circle Drive, Seymour, WI 54165  
920-833-2304 or 920-833-5159

The Business Manager or District Administrator shall perform the duties of the Compliance Officer if the Compliance Officer is temporarily unavailable or if a complaint involves any alleged improper conduct by the Compliance Officer.

Any person presenting a report or complaint under these procedures who has concerns about safety, confidentiality, or retaliation should discuss those concerns with the Compliance Officer as early as possible in the process — preferably at or even prior to the time that the detailed report or complaint is made.

In conjunction with the District's receipt of notice of any report or complaint of alleged discrimination, harassment, bullying, or retaliation under these procedures, the District shall consider (and the complainant may affirmatively request consideration of) any interim measures that should be taken before the final outcome of an investigation (e.g., safety planning or other steps needed to protect the complainant and ensure equal access to the District's education programs and activities).



## **INFORMAL RESOLUTION OF A COMPLAINT OR CONCERN**

The District strongly encourages, but does not require, the informal resolution of complaints and concerns regarding the implementation and monitoring of the laws, regulations, and local policies that facilitate the provision of equal educational opportunities and that prohibit discrimination.

To pursue the informal resolution of a complaint or concern, a person may contact either the appropriate building principal or the District's Equal Opportunities Compliance Officer at the office location identified above. The person should expressly indicate that they would like to explore informal means of resolving a complaint or concern involving the District's equal educational opportunities policy or another District nondiscrimination policy.

Informal methods for attempting to resolve a complaint or concern may include the scheduling of meetings among relevant parties; meetings or communications mediated by an administrator or other individual selected by the District who was not directly involved in the issue; or, following a presentation and initial assessment of the issue(s), the offering of one or more options for changes to be made in the relevant circumstances. If, at any time, the person seeking an informal resolution becomes dissatisfied with the process or outcome, he/she may initiate a formal complaint according to the steps listed below.

In the event the building principal addresses or resolves an informal complaint that the principal determines involves an alleged violation of the state or federal student nondiscrimination law, the principal shall provide the Compliance Officer with a written version of the nature of the complaint and a summary of any responsive action taken on the informal complaint.

## **FORMAL COMPLAINT PROCEDURES**

Step 1: A written statement of the complaint shall be prepared by the complainant, signed and presented to the Compliance Officer, who shall acknowledge receipt of the complaint within 10 business/school days. The Compliance Officer or a designee shall further investigate the complaint and, in a manner consistent with applicable student records laws, issue a written determination to the complainant and any other appropriate parties indicating the extent to which the complaint was or was not substantiated and including such other information as may be appropriate under the circumstances. The District will attempt to provide the administrative determination of the complaint within 60 calendar days of the date that the complaint was filed.

Step 2: Any actual party in interest to the complaint who disagrees with the administration's decision in the matter may, within 10 calendar days of being notified of the administration's determination, file a written request for reconsideration with the office of the District Administrator. The request for reconsideration shall state any specific reason(s) why the complainant believes the administrative determination should be modified. The District Administrator will issue a written decision on reconsideration no later than 90 calendar days after the date that the complaint was originally filed, unless all relevant parties have agreed to an extension of the time. The decision of the District Administrator shall include information about the complainant's opportunity to appeal a negative determination to the School Board and/or to the State Superintendent of Public Instruction.

Step 3: Optional Appeal to the School Board. If any actual party in interest to the complaint (including any alleged victim/target or any alleged responsible party) disagrees with an adverse determination of the complaint that has been issued by the District Administrator upon reconsideration, the person may either (1) treat the District Administrator's decision as the District's final decision and consider an appeal under Step 4; or (2) submit an appeal to the Board prior to considering an appeal under Step 4.

Any appeal to the Board shall be filed in care of the School Board Clerk at the Office of the District Administrator within 10 calendar days of receipt of the District Administrator's decision, and the request shall state the reasons the decision is being appealed. The Board will provide a written response to the appeal, which may or may not involve a meeting with any of the relevant parties and/or any further investigation. The decision of the Board shall include a notice to the complainant of his/her right to appeal the determination to the State Superintendent of Public Instruction.

Step 4: The complaining party may appeal any negative final decision of the District (the decision either at Step 2 or Step 3) to the State Superintendent of Public Instruction. Using the procedures identified in [Chapter PI 1](#) of the Wisconsin Administrative Code, such appeals must be filed in writing within 30 calendar days of the District's final decision and sent to the Department of Public Instruction, Equal Educational Opportunity Office – Pupil Nondiscrimination, P.O. Box 7841, Madison, WI 53707.

### **DEADLINE FOR FILING AN INITIAL COMPLAINT**

There is no absolute deadline for the initial filing of a complaint under these procedures. The District always has an interest in being made aware of potential concerns with prohibited discrimination, harassment, bullying or retaliation. However, a person with a complaint or concern involving such a matter is encouraged to notify the District of the issue or to pursue the complaint as soon as reasonably possible after the occurrence of the relevant events. Any gap in pursuing a complaint or concern can affect the extent to which it is practical to investigate the matter, and a delay may also limit the range of possible remedies and resolutions that are reasonably available. Notwithstanding the lack of a single, fixed deadline, the District, acting through the District Administrator or a designee, may determine that any complaint filed more than 300 days after the alleged act(s) occurred, or more than 300 days after the last occurrence of an ongoing condition, will not be processed through these procedures for lack of timeliness (although the District may follow-up on the issues presented through other means if appropriate). A decision to dismiss a complaint because it is untimely may be appealed to the Board under Step 3, and the Board may either affirm the dismissal of the complaint for lack of a timely filing or remand the complaint for further processing.

### **SPECIAL PROCEDURE FOR COMPLAINTS INVOLVING THE DISTRICT ADMINISTRATOR**

In the event that a complaint to be filed under these procedures concerns the actions of or decisions made directly by the District Administrator, the complainant may file the complaint in writing at the District's main administrative office, directed to the attention of the Board President, who shall work with District legal counsel in order to process the complaint.

### **Seymour Community School District NOTICE OF STUDENT ACADEMIC STANDARDS THAT ARE IN EFFECT FOR THE 2016-17 SCHOOL YEAR**

State law requires the District to provide the parents and guardians of all enrolled students with notice of the academic standards in mathematics, science, reading and writing (i.e., English Language Arts), geography, and history that have been adopted by the School Board and that will be in effect during each school year. The District academic standards that will be in effect for this school year in these content areas are listed below. Electronic links to a complete statement of the applicable standards are provided, if available.

The District has adopted the Wisconsin Model Academic Standards in the following content areas:

Social studies, using the 4<sup>th</sup>, 8<sup>th</sup>, and 12<sup>th</sup> grade bands established by the standards. See [http://cal.dpi.wi.gov/cal\\_ss-standards](http://cal.dpi.wi.gov/cal_ss-standards)

Science, using content and performance standards for the 4<sup>th</sup>, 8<sup>th</sup>, and 12<sup>th</sup> grade bands, additionally supplemented by the NEXT GENERATION SCIENCE STANDARDS™\*. See <http://dpi.wi.gov/science/standards> and <http://www.nextgenscience.org/next-generation-science-standards>

Additional subjects, other than Math and English Language Arts. See <http://dpi.wi.gov/standards> for the list of various other subjects and content areas.

The District has adopted the Wisconsin State Standards in the following content areas:

English Language Arts (K-12). See <http://dpi.wi.gov/ela>

Mathematics (K-12). See <http://dpi.wi.gov/math>

To the extent a parent or guardian would like to review a copy of any of the District's adopted academic standards in an alternative format or has any questions about the District's student academic standards or this notice, please contact the Director of Curriculum.

\* NEXT GENERATION SCIENCE STANDARDS is a registered trademark of Achieve.

**PUBLIC RELEASE**  
**NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS, SPECIAL MILK PROGRAM**

This is the public release that we will send to:

sent on July 25, 2018

**RELEASE STATEMENT**

The Seymour Community School District today announced its policy for children unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program or milk for split-session students served under the Special Milk Program. Each school office and the central office has a copy of the policy, which may be reviewed by any interested party.

The following household size and income criteria will be used for determining eligibility. Children from families whose annual income is at or below the levels shown are eligible for free and reduced price meals or free milk if a split-session student does not have access to the school lunch or breakfast service.

**FAMILY SIZE INCOME SCALE**  
**For Determining Eligibility for Free and Reduced Price Meals or Milk**

Family (Household) Size	ANNUAL INCOME LEVEL			MONTHLY INCOME LEVEL		
	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>		Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>	
1	\$15,782	\$ 15,782.01	and \$22,459	\$ 1,316	\$1,316.01	and \$1,872
2	21,398	21,398.01	and 30,451	1,784	1,784.01	and 2,538
3	27,014	27,014.01	and 38,443	2,252	2,252.01	and 3,204
4	32,630	32,630.01	and 46,435	2,720	2,720.01	and 3,870
5	38,246	38,246.01	and 54,427	3,188	3,188.01	and 4,536
6	43,862	43,862.01	and 62,419	3,656	3,656.01	and 5,202
7	49,478	49,478.01	and 70,411	4,124	4,124.01	and 5,868
8	55,094	55,094.01	and 78,403	4,592	4,592.01	and 6,534
For each additional household member, add	+ 5,616	+ 5,616	and +7,992	+ 468	+ 468	and + 666

Application forms are being sent to all homes with a notice to parents or guardians. To apply for free or reduced price meals or free milk, households must fill out the application and return it to the school (unless notified at the start of the school year that children are eligible through direct certification). Additional copies are available at the office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by agency or other program officials. Applications may be submitted at any time during the year.

To obtain free or reduced price meals or free milk for children in a household where one or more household members receive FoodShare, FDIPIR, or Wisconsin Works (W-2) cash benefits, list the FoodShare, FDIPIR or W-2 case number, list the names of all school children, sign the application, and return it to the school office.

For the school officials to determine eligibility for free or reduced price meals or free milk of households not receiving FoodShare, FDIPIR or W-2 cash benefits, the household must provide the following information requested on the application: names of all household members, total number of household members, and the adult signing the application form must also list the last four digits of his or her Social Security Number or mark the box to the right of "Check if no SSN". Also, the income received by each household member must be provided by amount and source (wages, welfare, child support, etc.).

Under the provisions of the free and reduced price meal and free milk policy Amber Thompson at the Seymour Community School District Health Services will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he/she may wish to discuss the decision with the determining official on an informal basis. If the parent/guardian wishes to make a formal appeal, he/she may make a request either orally or in writing to: Pete Kempen, Seymour Community School District, 10 Circle Drive, Seymour WI 54165 at 920-833-2304.

If a hearing is needed to appeal the decision, the policy contains an outline of the hearing procedure.

If a household member becomes unemployed or if the household size changes, the family should contact the school. Such changes may make the household eligible for reduced price meals or free meals or free milk if the household income falls at or below the levels shown above, and they may reapply at that time.

Children formally placed in foster care are also eligible for free meal benefits. Foster children may be certified as eligible without a household application. Households with foster children and non-foster children may choose to include the foster child as a household member, as well as any personal income available to the foster child, on the same application that includes their non-foster children.

The information provided by the household on the application is confidential. Public Law 103-448 limits the release of student free and reduced price school meal eligibility status to persons directly connected with the administration and enforcement of federal or state educational programs. Consent of the parent/guardian is needed for other purposes such as waiver of text book fees.

**Non-discrimination Statement:**

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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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

Updated 2018

PI-1404-REN

Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410  
Fax: (202) 690-7442, Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).  
This institution is an equal opportunity provider

Any questions regarding the application should be directed to the determining official.



**THE SEYMOUR COMMUNITY SCHOOL DISTRICT**  
**NOTICE OF EDUCATIONAL OPTIONS FOR CHILDREN WHO RESIDE IN THE SCHOOL DISTRICT**

The Seymour Community School District offers students a variety of educational options to children who reside in the District. It is our mission to create a cooperative community of people committed to constantly improving learning environments which enable students to demonstrate their uniqueness as persons who are active learners caring members of society, creative artists, ethical stewards, involved citizens, and productive workers.

The District's primary educational pathway and instructional program for students involves a progression from 4-year-old kindergarten through grade 12, leading to a high school diploma.

The District's schools are listed below:

<u>Elementary Schools</u> <u>Grades 4K*-5</u>	<u>Middle Schools</u> <u>Grades 6-8</u>	<u>High Schools</u> <u>Grades 9-12</u>
Rock Ledge Primary (4K-2)	Black Creek Middle School	Seymour High School
Rock Ledge Intermediate (3-5)	Seymour Middle School	Seymour Alternative HS
Black Creek Elementary (4K-5)		

Some of the specific education programs offered to eligible students who are enrolled in and attending the District's schools include the following:

- Early childhood special education (for students who are at least 3 years old but not yet school-age)
- Special education for students with disabilities
- English language learner/bilingual-bicultural education
- Gifted and talented education
- Career and Technical Education (CTE) programs
- Individualized program and curriculum modifications
- Alternative High School education program
- Fallen Timbers Environmental Classroom
- Summer school programming
- Post-secondary course options
- Articulated classes offering dual credit with area Universities and Colleges

The full version of the District's most recent school and school district accountability report, as issued by the Wisconsin Department of Public Instruction under section 115.385 of the state statutes, can be accessed via the following page on the District's website (if the report has been issued by DPI):

Educational options for students who are enrolled in the Seymour Community School District that involve part-time attendance at an educational institution other than a school of the Seymour Community School District include the following:

- The Early College Credit Program and the Student College Now Program which
  - provide opportunities to apply for approval to take up to 2 courses at a time at another educational institution;
  - are subject to state and local eligibility requirements, including the limitation that the courses must satisfy a high school graduation requirement; and
  - include certain District-approved dual credit opportunities that the District offers in conjunction with a partner institution of higher education.

Additional educational options for children who reside in the District that involve full-time enrollment/attendance at a school, program, or other educational institution that is not a school or instrumentality of the Seymour Community School District include the following:

- High school students meeting certain age and other eligibility requirements may be permitted to attend a technical college or certain other programs for the purpose of completing a program leading to the student's high school graduation or to a high school equivalency diploma.
- Full-time Open Enrollment involving physical attendance in a public school of a nonresident schooldistrict or attendance through a virtual charter school that is associated with a nonresident school district.
- Beginning in the 2016-17 school year, a child with a disability who meets the program's specific eligibility requirements may apply to attend an eligible, participating private school under a scholarship awarded through the state's "Special Needs Scholarship Program," as established under section 115.7915 of the state statutes.
- Enrollment in a private school of the family's choosing (at the family's own cost, as applicable).
- Enrollment in a home-based private educational program as provided under state law.
- Enrollment in a tribal school.

Educational options for children who reside in the Seymour Community School District but who are enrolled in and attending a private school, tribal school, or home-based private educational program include the following:

- Such students have the opportunity to attend summer school classes/programs offered in the District.
- Private school and tribal school students in the high school grades have the opportunity to apply for approval to take up two courses per semester in a District school, pursuant to section 118.145(4) of the state statutes.  
Students who are enrolled in a home-based private educational program have the opportunity to:
  - Apply for approval to take up two courses per semester in public schools as provided under section 118.53.
  - Participate in District interscholastic athletics and other District extracurricular activities as provided under section 118.133.

For more information about any of the educational options listed in this notice, please contact the District's main administrative office at (920)833-2304 or the Wisconsin Department of Public Instruction.

## **Inside is published for residents of the Seymour Community School District**

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Seymour Community School District provides equal opportunity regardless of sex, race, color, age, handicap, or national origin.