



2022-2023 BACK TO SCHOOL INFORMATION AND REGISTRATION

This packet contains policies and information that have traditionally been a part of the Back to School Packet. In an effort to collect information through a simplified registration process we have created this digital document and included all policies and information on our registration website. Parents can read policies and information and make approvals through the one-page registration sheet. The one-page registration can be returned to a school office at open house our before the start of school. Hard copies of the information are available for those who do not have access to a computer or device that allows them to complete the online registration.

Page	Content
1	Back to School Letter
2-3	Student Data Privacy Information
4	Asbestos, Pesticides, and Air Quality Notification
5	Transportation Information
6-7	School Lunch and Meals Information
8-11	Application for Benefits
12-14	Student Insurance Information
15	School Calendar
16-17	MCA Testing Schedule
18	Internet Permission Information
19	Handbook Links and Paper Request Form
20	Activity Pass and Fee Information
21-26	School Supply Lists
27	Backpack Program Information
28	Education Expenses Tax Information



Luverne Public Schools

Learn · Live · Lead

Office of the Superintendent
Craig Oftedahl - Superintendent
c.oftedahl@isd2184.net

August 10, 2022

Dear Parents:

Welcome Back to the 2022- 2023 School Year! As we begin the new year, we plan to continue to share most of our information electronically through email. Most of the family and student information will remain the same in our student information system. Families will be required to complete a one-page registration form to confirm that they have received all the appropriate information from the district. The one-page form must be completed by all families and can be returned at open house or to any school office. All documents will be emailed directly to parents and made available on the school website: https://www.isd2184.net/parent_links/back_to_school_registration. Paper copies of all policies, handbooks, and permission forms are available by parent request.

Key points and logistical information as we begin the school year include:

- The first day for students in grades 1-12 will be **Tuesday, September 6**. The school day will begin at **8:00 and will run until 3:15** each day. Elementary students can report to their classroom on the first day of school. HS/MS students can report to their first hour class.
- Open house for both schools will be on **Wednesday, August 31**. Elementary from 4:00 – 6:00. HS/MS from 4:00-7:00.
- Teacher assignment letters will be sent from the elementary school and should arrive on **Saturday, August 13**.
- MS/HS student schedules will be made available on Infinite Campus on **Monday, August 15**.
- The federal program providing meals for all students **WILL NOT** continue this year. We will return to the family lunch account system in which families deposit money for lunches. We ask that families take care of any outstanding lunch balances from the prior year(s).
- We still encourage all families to complete an application for educational benefits (Free and Reduced Application). Completed applications help generate compensatory aid which helps provide extra funding for classrooms and programs at Luverne Public Schools.
- Plenty of new things are present on the entire campus. We hope that families will enjoy the new amenities and take advantage of all that the Luverne Schools have to offer.

We are excited to get another year started! We look forward to building relationships with the students and with you, the parents.

Have a GREAT year!

Craig Oftedahl

A handwritten signature in black ink that reads 'Craig Oftedahl'.

Superintendent of Schools

STUDENT DATA PRIVACY INFORMATION

August 2022

Dear Parent:

Much attention has been focused on student records, computerization of data, individual rights of privacy, and the needs of your School District to obtain information concerning each student.

ANY PARENT OR STUDENT, 18 YEARS OF AGE OR OLDER, MAY REFUSE TO HAVE DIRECTORY INFORMATION RELEASED including release of information to military recruiters. A WRITTEN REQUEST STATING SUCH REFUSAL MUST BE SUBMITTED TO THE BUILDING PRINCIPAL BY SEPTEMBER 15th. FURTHER INFORMATION IS FOUND IN THE SCHOOL DISTRICT POLICY HANDBOOK.

Your Board of Education has adopted Data Privacy Guidelines and the School administration has developed procedures to inform parents and students of their rights, of the informational needs of the District, and of the measures taken by the School District to protect your rights. These procedures are explained in the Data Privacy Guidelines.

While the School District must obtain and use certain information about each student to plan the best possible educational program, this need is balanced with the right of each student and parent to privacy. Access to student information by third parties is limited and controlled as specified by law.

Our Data Privacy Guidelines specify the types of information collected and how that information is maintained, summarized, or released. They also describe safeguards available to insure privacy of student records.

If you have any questions, please contact me at 507-283-8088.

Sincerely,



Craig Oftedahl
Superintendent of Schools

CO/bt

ANNUAL PARENT NOTIFICATION OF STUDENT INFORMATION

WHAT STUDENT INFORMATION IS COLLECTED?

By state law, Minnesota Public Schools must collect school census information on all students in public or private schools if the parents reside in their district. Census information includes student and parent names, address, telephone, schools attended, grade, school transportation information and special education program assignments. Other information typically collected for public school students includes district-wide testing data, subject marks, attendance, and in some instances, with approval, special tests or evaluations by professional staff. Financial aid to the school district is based on census and other information sent to the State Department of Education.

WHERE IS STUDENT RECORD INFORMATION KEPT?

While a student is enrolled in a public school, official records are kept in the student's Cumulative Record Folder. This folder holds the official student records and other data school officials believe is needed to provide the best instructional services for each student. Census and related administrative information is kept at the district's central office.

WHO MAY SEE STUDENT RECORDS?

Access is limited to the following:

- * Parents or legal guardians who present proper identification
- * Students age 18 and over who present proper identification
- * Staff members of the public school, such as the principal, teachers, counselors, school social workers, nurses and other authorized professional personnel.
- * Other schools, upon request, when a student graduates, transfers, or withdraws, unless otherwise restricted.
- * Other third parties (employers, social agencies, law enforcement, etc.) may have access to records only with written permission of adult students, parents, or legal guardians.

EXCEPTIONS:

Directory information (name, address, school, birthdate, dates of attendance, awards, pictures, extra-curricular information) is public information and may be released.

HOW LONG ARE RECORDS KEPT?

Most records are destroyed when they no longer are needed by professional personnel to plan the most appropriate instructional programs for students. Many evaluative records are destroyed after one year. Contents of the Cumulative Record Folder (less the permanent records) usually are destroyed within five years of the time a student leaves the school system. However, a summary of census information along with certain grade reporting and attendance data is kept permanently when students leave the school system, as required by law. These permanent files are kept to fill requests for information from former students who later need to verify school-related information from their own records.

WHAT HAPPENS WHEN A STUDENT LEAVES?

When a student leaves the school system (graduates, moves away, withdraws), contents of the Cumulative Record Folder are forwarded to other school systems, colleges, vocational institutes, at student request unless the parent (or adult student) signs a form specifically directing the Public School not to release information to other schools. This form may be obtained from the school at the time the student leaves. After the student leaves, the academic record and health form is forwarded to the school district's central office, where these records are preserved.

WHAT ARE YOUR RIGHTS REGARDING STUDENT RECORD INFORMATION?

- * State and federal laws governing school records allow parents, legal guardians, and adult students (age 18 and over) to examine and/or obtain copies of their records or those of their children upon proper identification.
- * The law requires release of student information to a non-custodial parent. Exceptional circumstances should be referred to the superintendent.
- * You may challenge the accuracy of the record. You may request that school officials change it. After consultation, school officials may decide whether to alter the record. If you disagree, you have the right to a hearing.

WHOM SHOULD YOU CONTACT REGARDING QUESTIONS ON RECORDS PROCEDURE?

The superintendent is the person authorized by the district to receive concerns about student records and may be contacted at the central office. We ask your support and cooperation with these procedures. If you have questions or comments on any of these matters, please call the superintendent.

ASBESTOS, PESTICIDE, AND AIR QUALITY NOTIFICATIONS

LUVERNE PUBLIC SCHOOLS ASBESTOS NOTICE FOR PARENTS OR GUARDIANS

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Luverne Public Schools has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the District shall continue to maintain a safe and healthful environment for our community's youth and employees. In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Luverne Public Schools were inspected by EPA accredited inspectors, and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, Luverne Public Schools has completed their 3-Year Reinspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year, Luverne Public School conducted and implemented the MacNeil Environmental Operations and Maintenance Program with respect to its asbestos containing building materials. Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be reinspected three years after a management plan is in effect. MacNeil Environmental, Inc., will accomplish this under contract.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians, and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

Luverne Public Schools has a list of the location(s), type(s) of asbestos-containing materials found in that school building and a description and time table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to MacNeil Environmental, Inc., Burnsville, Minnesota, at 800-232-5209 or by contacting the Luverne Schools.

LUVERNE PUBLIC SCHOOLS GENERAL PESTICIDE NOTICE FOR PARENTS OR GUARDIANS

A Minnesota state law went into effect in the year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule, please contact the District Office at 507-283-8088.

LUVERNE PUBLIC SCHOOLS INDOOR AIR QUALITY NOTICE FOR PARENTS OR GUARDIANS

The Luverne School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission - educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily makes decisions and performs activities that affect the quality of the air we breathe. School staff, students, and parents can obtain checklists or self-help information so they can properly evaluate their child's home or other out of school situation by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance, and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child's symptoms by contacting the school. The Luverne School District Indoor Air Quality contact person is Phil Paquette, School Nurse. If there are any questions regarding the school's IAQ Program, please feel free to contact the school at 507-283-8088.

TRANSPORTATION INFORMATION

For those students who qualify, transportation will be furnished by the District. Bus drivers will be notifying parents of transportation arrangements and pick-up times. Bus drivers will also review with parents and students the regulations for conduct and safe bus ridership at this time.

The Board of Education requests your cooperation in controlling the excess use of our in-town bus service by students who are not eligible to ride. The district receives transportation aid for elementary pupils who reside one mile or more from school, and for secondary pupils who reside two miles or more from school. What has been happening over the past several years is students who are not eligible were riding the bus when they could be walking to school. This type of situation creates real problems for scheduling of routes and is a safety concern for the district. Therefore, we are asking that during the fall and spring seasons, members of your family who are in grades 6-12, and not eligible for transportation, are to walk to school when the weather is nice. We in turn will, during the cold winter months, provide transportation for those in grades 6-12 who need a ride.

Since the school district furnishes transportation, there will be no payments made to individuals who transport pupils. Should some students wish to furnish their own transportation, the cost of that transportation will be theirs. The district encourages every student who is entitled to transportation to ride the bus at least twenty times per year so that the district can realize maximum state transportation aid.

IMPORTANT: Every student that rides a district school bus will be trained and show competence in seven areas of safety and conduct. The seven competencies are: 1) Know that transportation by bus is a privilege and not a right; 2) know the district student conduct and safety policies; 3) know appropriate conduct on the school bus; 4) know the danger zones around a school bus; 5) know safe boarding and disembarking procedures; 6) know safe vehicle land crossing procedures; 7) know safe bus evacuation and other emergency procedures. Students not able to demonstrate and apply the above competencies by October 15 of each school year are subject to having their transportation privileges denied. Students will be trained this fall.

Parents and students are reminded that bus transportation is a privilege. Regulations governing safe and courteous conduct while riding the bus are posted in each bus and are listed below. Individuals that cannot abide by these ridership regulations may lose their ridership privileges. Bus drivers are responsible for the safe and courteous conduct of all students. We encourage our drivers to contact parents when a problem is developing and before it gets out of hand. However, if all else fails, the offending student(s) can lose riding privileges either temporarily or permanently. In cases where property has been damaged or destroyed or a violation of the law is suspected, the district will notify county law enforcement for investigation and if necessary, prosecution.

FOLLOW THESE BUS RULES

1. Load and unload buses only when stopped.
2. Remain seated when the bus is in motion.
3. You may talk to the driver when the bus is not moving.
4. Know all bus emergency exits and procedures.
5. Use inside voices when talking on the bus.
6. Listen and follow directions given by the driver. Show respect to the bus driver, other passengers, and the bus.
7. No profanity, suggestive language, throwing objects, hanging out the window.
8. Bus aisles must be kept free.
9. No person may walk behind the bus when it is loading or unloading (Recommended safety zone is 10 feet on all sides)
10. The bus driver has the authority to assign seats.
11. Students may have food and beverages on the bus providing wrappers and containers are disposed of properly (if approved by Driver). If abuse of rules occur, all riders may lose these privileges.
12. Drivers will make every attempt to be on schedule to promote safety.
13. No weapons will be permitted on school buses.
14. Clothing bearing messages of violent or sexual nature may not be worn.
15. For the safety of all: Avoid horseplay, avoid distracting the driver, line up in an orderly manner when entering/exiting the bus and remain outside the bus safety zone - if you can touch the bus, you are too close.
16. School district policy prohibits the following: Tobacco, alcohol, and controlled substances; the use of profanity, and harassment of any kind
17. Generally the same behavior is expected of the school bus riders as is expected of the student in the classroom. T
18. No nuisance articles are allowed.
19. All students will be instructed in proper bus safety.

**District 2184 Busses may periodically be equipped with video cameras

BREAKFAST AND LUNCH INFORMATION

Food Service is a **PAY IN ADVANCE PROGRAM**. Families are encouraged to deposit money into their account PRIOR to the first day of school. You will be notified when there is a negative balance of \$5.00 during the school year by e-mail (if available), phone/School Messenger, or by mail in accordance with Policy 534.

ONLINE payments may be made to your family lunch account. Choose the "Infinite Campus" link located on the parent links page on the school district's web page: www.isd2184.net.—Students who take a carton of milk to drink with a *sack lunch will be charged* \$0.40 per carton. Students who choose to purchase extra cartons of milk or juice at breakfast or lunch will be charged \$0.40 per carton through the family account.

You will have ONE family lunch account regardless of the number of students in your family. Students may turn money in to either the Elementary School office or the Middle/High School Attendance office. You may view your family's account balance and charges through the Infinite Campus Parent Access link located on the School District's web page. All insufficient fund checks and unpaid balances will be forwarded to a collection agency and will be charged a \$30.00 processing fee.

MIDDLE/HIGH SCHOOL STUDENTS WILL BE ABLE TO CHARGE ALACARTE ITEMS TO THE FAMILY ACCOUNT. If you DO NOT want your child to have the ability to make these charges to the family account, please contact the District Office. Families who have a negative account balance will not be able to charge ala carte items.

FREE and REDUCED-PRICE MEAL application forms can be found here

You MUST re-apply each year. Please return the application form BEFORE school begins

Lunches will be served on the first day of school. **Breakfast will start with the second day of school.** Lunches for students in grades K-5 will sell for \$17.50 for one week. Lunches for students in grades 6-12 will sell for \$18.75 for one week. Breakfast will be served at a cost of \$1.50 per day for students in grades 1-12.

Kindergarten students will not be charged for breakfast.

Offer Vs. Serve School Meal Provision

As a parent or guardian of children in grades K-12, your child(ren) may or may not partake in our school meal program. If and when they do, I would like to remind you of the "offer vs. serve" provision in which your child(ren) is eligible to participate.

The "offer vs. serve" provision is the regulation that allows students to choose fewer than all of the five food component groups served on the lunch line. The regulation requires that students be offered all five food items of the lunch. Students must choose at least three of these items for their lunch. Declining one or two items does not relieve students from paying the full price for the school lunch, or further reduce the charge paid by students determined eligible for reduced-price lunches.

If you have any questions concerning this provision, please feel free to contact the District Office.

UNPAID MEAL POLICY – DISTRICT POLICY CODE NO. 534

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$25.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or ala carte items until the negative account balance is paid. Families may add money to students' accounts through electronic payment options or pay at the school office.
- B. If the school district receives school lunch aid under Minn. Stat. 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- D. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal will be charged to the student's account or otherwise charged to the student.
- E. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches -\$5.00. Families will be notified by automated calling system, email, or letters sent home.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than -\$25.00, not paid prior to the end of the school year, will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

V. COMMUNICATION OF POLICY

- A. This policy and pertinent supporting information shall be provided in writing (i.e. back –to-school packet) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

APPLICATION FOR EDUCATIONAL BENEFITS

FREE AND REDUCED MEALS

Dear Parent/Guardian:

Our school provides healthy meals each day. **Breakfast costs \$2.00; lunch costs \$3.50 for K-5 and \$3.75 for 6-12.**

Your children may qualify for free or reduced-price school meals. To apply, complete the enclosed Application for Educational Benefits following the instructions. A new application must be submitted each year. At public schools, your application also helps the school qualify for education funds and discounts.

State funds help to pay for reduced-price school meals, so all students who are approved for either free or reduced-price school meals will receive school meals at no charge. State funds also help to pay for breakfasts for kindergarten students, so all participating kindergarten students receive breakfasts at no charge.

LUVERNE PUBLIC SCHOOLS
BRENDA TEAL – DISTRICT OFFICE
709 NORTH KNISS AVENUE
LUVERNE MN 56156

Who can get free school meals? Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), Minnesota Family Investment Program (MFIP) or Food Distribution Program on Indian Reservations (FDPIR), and foster, homeless, migrant and runaway children can qualify without reporting household income. Alternatively, children can qualify if their household income is within the maximum income shown for their household size on the instructions.

COMMON QUESTIONS:

I get WIC or Medical Assistance. Can my children qualify? Children in households participating in WIC or Medical Assistance do not automatically qualify. Children may be eligible depending on other household financial information. Please fill out an application.

Who should I include as household members? Include yourself and all other people living in the household, related or not (such as grandparents, other relatives, or friends).

May I apply if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens for your children to complete an application.

What if my income is not always the same? List the amount that you normally get. If you normally get overtime, include it, but not if you get overtime only sometimes. For seasonal work, write in the total annual income.

Will the income information or case number I give be checked? It may be. We may also ask you to send written proof.

How will the information be kept? Information you provide on the form, and your child's approval, will be protected as private data. For more information see the back page of the Application for Educational Benefits.

If I don't qualify now, may I apply later? Yes. Please complete an application at any time if your income goes down, your household size goes up, or you start getting SNAP, MFIP or FDPIR benefits.

Please provide the information requested about children's racial identity and ethnicity, which helps to make sure we are fully serving our community. This information is not required for approval.

If you have other questions or need help, call 507-283-8088.

Sincerely,



Craig Oftedahl, Superintendent

How to Complete the Application for Educational Benefits

Complete the Application for Educational Benefits form for school year 2022-23 if any of the following applies to your household:

- Any household member currently participates in the Minnesota Family Investment Program (MFIP), or the Supplemental Nutrition Assistance Program (SNAP), or the Food Distribution Program on Indian Reservations (FDPIR) or
- The household includes one or more foster children (a welfare agency or court has legal responsibility for the child) or
- The total income of household members is within the guidelines shown below (**gross earnings before deductions**, not take-home pay). Do not include as income: foster care payments, federal education benefits, MFIP payments, or value of assistance received from SNAP, WIC, or FDPIR. Military: Do not include combat pay or assistance from the Military Privatized Housing Initiative. The income guidelines are effective from July 1, 2022 through June 30, 2023.

Maximum Total Income

Household size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	25,142	2,096	1,048	967	484
2	33,874	2,823	1,412	1,303	652
3	42,606	3,551	1,776	1,639	820
4	51,338	4,279	2,140	1,975	988
5	60,070	5,006	2,503	2,311	1,156
6	68,802	5,734	2,867	2,647	1,324
7	77,534	6,462	3,231	2,983	1,492
8	86,266	7,189	3,595	3,318	1,659
Add for each additional person	8,732	728	364	336	168

Step 1: Children

List all infants and children in the household, their school and grade if applicable, and birthdate. Attach an additional page if needed to list all children. Check the box if a child is in foster care (a welfare agency or court has legal responsibility for the child).

Step 2: Case Number

If any household member currently participates in SNAP, MFIP or FDPIR, write in the case number and then go to Step 4. If you do not participate in any of these programs, leave Step 2 blank and continue on to Step 3.

Step 3: Adult and Child Incomes / Last 4 Digits of Social Security Number

- **Social Security Number/Total Household Members.** An adult household member must provide the last four digits of their Social Security number or check the box if they do not have a Social Security number. Report the total number of household members and ensure all household members are listed individually on the application in the child or adult section as applicable.
- **Child Income.** If any children in the household have regular income, such as SSI or part-time jobs, list the total amount of regular incomes received by all children, and check the box for the frequency: weekly, bi-weekly, twice a month, or monthly. Do not include occasional earnings like babysitting or lawn mowing.
- **Adult income.** Report the names of adult household members and income earned in this section.
 - List all adults living in the household not listed in Step 1, whether related or not, such as grandparents, relatives, or friends.
 - **Gross Earnings from Work.** This is usually the money received from working at jobs where a paycheck is received. For each income, check the box to show how often the income is received: weekly, bi-weekly, twice per month, or monthly.
 - List gross incomes before deductions, not take-home pay. Do not list an hourly wage rate. For adults with no income to report, enter a '0' or leave the section blank. For seasonal work, write in the total annual income.
 - **Are you Self-Employed or a Farmer?** List the net income per month or year after business expenses. Do not list the same income twice on the application. A loss from farm or self-employment must be listed as 0 income and does not reduce other income.
 - **Any Other Gross Income.** List gross incomes before deductions from all other sources, such as SSI, unemployment, child support, public assistance, social security, rental income or annuities.

Step 4: Signature and Contact Information An adult household member must sign the form. If you do not want your information to be shared with Minnesota Health Care Programs, check the "Don't share" box in Step 4.

Optional: Please provide the information on ethnicity and race that is requested on the second page of the form. This information is not required and does not affect approval for school meal benefits. The information helps to ensure we are meeting civil rights requirements and fully serving our community.

PARENT PERMISSION LETTER FOR INTERNET, TECHNOLOGY & ELECTRONIC MAIL

We are pleased to offer students of Luverne Public Schools access to the district computer networks for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission and must indicate permission on the back to school registration paperwork.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Luverne Public Schools support and respect each family's right to decide whether or not to apply for access.

District Internet and E-Mail Rules

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility. Unethical and unacceptable behavior is just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any activity through which an individual participates. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

As outlined in Board policy and procedures on student rights and responsibilities, copies of which are available in school offices, the following are not permitted:

1. Sending, receiving or displaying offensive messages or pictures;
2. Using obscene language;
3. Harassing, insulting or attacking others;
4. Damaging computers, computer systems or computer networks;
5. Violating copyright laws;
6. Using others' passwords;
7. Trespassing in other's folders, work or files;
8. Intentionally wasting limited resources;
9. Employing the network for commercial purposes;
10. Stealing data, equipment or intellectual property;
11. Invading the privacy of individuals;
12. Posting anonymous messages; and,
13. Violating any policy of the Luverne Public Schools.

Violations may result in a loss of access as well as other disciplinary or legal action. Parents can formally give permission by checking the Acceptable Use Policy question on the registration and permission page.

STUDENT HANDBOOKS AND DISTRICT POLICIES

PARENT REQUEST FOR PAPER COPIES

Student handbooks include information concerning individual school policies and procedures. In order to become more efficient, the district will NOT be mailing out full handbooks. All handbooks can be found on the school website or by clicking on the links below Paper copies of handbooks and policies are available to all families upon request. Please contact a school office or complete this form if you would like a paper copy of a handbook mailed to you.

I would like to have the following sent to me:

- [Elementary Parent-Student Handbook](#)
- [HS/MS Parent-Student Handbook](#)
- [District Policy Book](#)
- [District Digital Learning Handbook](#)

Name: _____

Address: _____

Signature _____

Date _____

This form can be completed and returned to any school office and copies of requested handbooks will be sent.

ACTIVITY PASS AND FEE INFORMATION

All students in grades K-12 will be issued a pass to all LHS events. This includes all home sporting events and concerts throughout the school year. The pass DOES NOT include playoff events or away events. Students in grades K-5 MUST be accompanied by an adult when attending events.

Activity passes will be distributed at open house or on the first day of school. Elementary students can pick up their activity pass at their classroom. High School and Middle School students can pick up their activity pass from their advisory teacher.

Other ticket prices and activity fees include:

Item	Price
Student Single Game Ticket – Visitor Students	\$4.00
Adult Single Game Ticket	\$6.00
Adult Season Pass	\$85.00
Family Season Pass	\$200.00

Item	Price
High School Sports Activity Fee (Per Sport)	\$75.00
High School Other Activity Fee (Per Activity)	\$35.00
Middle School Sports Activity Fee (Per Sport)	\$45.00
Middle School Other Activity Fee (Per Activity)	\$35.00
Family Maximum Activity Fee	\$250.00

BACKPACK PROGRAM INFORMATION

Dear Luverne School Families:

In cooperation with the Luverne Backpack Program, we will once again participate in a special program called the "BackPack Program." This is a special program that requires the response to an online registration form below. At the end of each week, your child will be given a backpack of nutritious, easy-to-prepare foods for the weekend helping your family stretch its food buying dollar. This will begin on Friday, September 17 and continue until the end of the school year. In the elementary, the bags will be discreetly distributed to their locker on Fridays by the end of the school day by your child's teacher.

At the middle school/high school, your child will be allowed to pick the food they wish to receive. Additional details will be provided once enrollment is completed, however it will be your child's responsibility to pick their food each week.

There are only two requirements that you must meet for your child to receive the bags:

1. You must complete the permission and registration form below
2. You must qualify for the free and reduced meal program
(It is easiest to complete this form at the same time as the free and reduced form)

This program is highly confidential! The Luverne Backpack Program will not know which children receive the bags. We will simply provide the bags of food. If you would like your child to participate, please complete the google form below as soon as possible. If you have any questions concerning the program you can contact:

Ms. Zoe DeBates at the Elementary School – 507-283-4497 ext. 3580 – z.debates@isd2184.net

Mrs. Stacy Schepel at the MS/HS – 507-283-4491 ext. 2070 – s.schepel@isd2184.net

Registration form can be found here:

<https://forms.gle/TB8xUCtFE1STjeq78>