

ALMOND-BANCROFT SCHOOL DISTRICT NEWSLETTER 1336 ELM ST ALMOND, WI 54909 PHONE 715-366-2941 FAX 715-366-2940 WWW.ABSCHOOLS.K12.WI.US

August 2015

OPEN HOUSE August **Dates To** ALMOND-BANCROFT SCHOOLS Remember 1st-12th GRADE -At the Almond School 8/19-Board Of **KINDERGARTEN** -At the Bancroft School Education Meeting, 6:30 pm, (No 4K-Open House this night!) Almond School **AUGUST 25, 2015** Board Room 4:00 pm - 7:30 pm 8/24-Intro to Pre-K Day, 10:00 am-COME MEET THE TEACHERS, GET YOUR CHILD(RENS) SCHEDULES 1:00 pm, Bancroft BRING IN SCHOOL SUPPLIES, TRY LOCKER COMBINATIONS School 4-K Room SEE WHAT THE YEAR HAS TO OFFER..... 8/25-Almond-Bancroft **BRING THE WHOLE FAMILY!** Schools Open House, 4:00-**ATTENTION PARENTS** 7:30 pm OF INCOMING 6TH GRADE AND 9TH GRADE STUDENTS -Mandatory 6th 2015-16: Grade Orientation, 5:30 pm, Almond The mandatory 6th grade orientation meeting will be held at 5:30 pm and the Auditorium mandatory 9th grade orientation will be held -Mandatory at 6:30 pm in the auditorium during Freshman Open House . Orientation, 6:30 pm, Almond Auditorium Intro to Pre-K Day At Bancroft School!

Almond-Bancroft **School District**

Dan Boxx District Administrator

> Jeff Rykal PK-12 Principal

Sandra Ciula PK-12 Dean of Students

School Board

President: **Debbie Bradley** Vice President: Roy Danforth Clerk: Jeanette Wilson Treasurer: Keith Dernbach Directors: Charles Dernbach Catherine Guth Bonnie Warzynski

August 24, 2015 (Note that this is a date and time change).

Take this opportunity to introduce your child to his/her first classroom experience. Meet your child's teacher and classmates during this informal play date followed by a brief informational parent-teacher meeting.

Who: Parents and Children of 4K and Early Childhood Students

When: Monday August 24 (Letters were sent out at 4K Boot Camp) M-W Group will meet from 10:00 am to 11:00 am

T-Th Group will meet from 12:00 to 1:00 pm

-parent teacher meeting will be held while children are playing.

Where: 4K/Early Childhood Classroom at Bancroft Elementary

Ease your child into his/her first classroom experience and learn how you Why: can be involved in your child's education! Bring your child's school supplies to lighten the load on the first day of school. Finalize paperwork necessary for 4K entry: Please bring phone numbers for your doctor; dentist; employer (both parents); and the name & number of two people to contact if you are unavailable in the event that there is an emergency.

Please contact Sandy Barden, 715-366-2941 ext. 329 if you have any guestions about this event or to register your child for school.

2015-16 Almond-Bancroft Elementary School Supply Lists

4K 1" 3-ring binder

New white pillowcase (without zipper)

Patterned pillowcase to be used for sleeping bag storage - provide this even if the sleeping bag comes with a storage bag

New white T-shirt (will need in spring, so buy it larger than your child currently wears)

Child size indoor sleeping bag (no adult size)

1 two-pocket plastic folder

Box of fun kids band aides

4 large size Elmer's Glue Sticks

1 bottle Elmer's glue

1 box gallon size ziplock (slider style) baggies - Monday-Wednesday Class Only

1 box Kleenex - Tuesday-Thursday Class Only

1 canister of disinfectant wipes (Lysol or similar)

Kindergarten

1 bottled glue 12 glue sticks 12 pencils Box of 24 crayon (Crayola) Box of 12 colored pencils (Crayola) 2 small spiral notebooks 2 boxes of fat washable markers (Crayola) 1 good pair of children's scissors (Fiskers) 2 wide -lined spiral notebooks 2 small supply boxes - cigar size 1 school bag or backpack (no wheels) 2 heavy duty plastic two pocket folders (bottom pockets) 2 boxes of snacks (More at the quarters) 2 boxes of Tissues 1 box Zip-Loc bags, quart or gallon 1 box Zip-Loc bags, snack or sandwich 1 tub antibacterial wipes 1 roll clear contact paper (located in store near shelf paper)

First Grade

Backpack or school bag 2 Art boxes

#2 pencils (2 boxes)

Crayons (24 colors)

- 1 box of basic colored markers
- 1 box of colored pencils
- 2 pair of scissors
- 1 pack of dry erase markers in standard colors (red, blue, green, black) 1 pair of labeled head phones (hoping to be able to pass these on to the next
- grade)
- 2 packs of white index cards
- 3 packs of large glue sticks
- 3 or 4 large erasers

Please choose two or more of the following items to send in (unlabeled): Paper/plastic bowls, Clorox or Lysol wipes, 2 boxes of Kleenex, Large Paper Plates, Shaving Cream (Barbasol), Play-dough

Second Grade

White glue Large Glue sticks Crayons (Crayola preferred) Scissors Large eraser Pencil top erasers 2 art boxes Backpack 1" binder 2 Notebooks (wide lines) Colored pencils AND Colored pencil pouch/box Pencil sharpener with cover 4 dry erase markers ~ no yellow or lime AND Dry eraser Anti-bacterial wipes or baby wipes One folder for take home papers Headphones/earphones for netbook use (less expensive ones are fine) 2 packs mechanical pencils (one pack to the teacher) Facial tissue Please choose two or more of the following items: Shaving cream (Barbasol), Small paper plates, 4 pack play dough, plastic spoons, large paper plates, small or medium plastic cups

Third Grade

- 1 box of 24 count crayons
- 1 box of washable markers-classic colors
- 1 box of colored pencils 12 or 24 count
- 12 pencils
- 1 large eraser
- 1 pair of scissors
- 1 highlighter any color
- 1 pencil pouch
- 1 art supply box (cigar box size only larger won't fit in desks)
- 4 large glue sticks
- 3 plain two-pocket folders (without clasps in the middle) 1 red, 1 yellow, and
- 1 orange *(please do not label the folders)*
- 4 wide lined spiral notebooks *(please do not label notebooks)*
- 1 box of 250 count facial tissues
- 1 school bag or backpack

***(If you decide to buy a mechanical pencil for your child, pencils with .9mm lead or larger are best for this age.)

Fourth Grade

Art Supply Box (cigar box sized only) Pencils AND Pencil Pouch Eraser (Pencil top erasers are useful.) 4 folders Crayons **Colored Pencils** Glue Sticks Backpack Highlighter Pair of scissors Washable markers Handheld pencil sharpener with cover 3 wide lined spiral notebooks Ruler - standard/metric Multiplication flashcards It would also be appreciated if you could supply one of the following items:

Box of tissues, Gallon sized storage bags, Antibacterial wipes, Healthy snacks (crackers, pretzels, cereal, etc...)

Fifth Grade

- 1 book bag or backpack-Please, No Trapper Keepers
- 3 wide-lined spiral notebooks
- 3 composition notebooks
- 6 pocket folders
- plastic pocket folders *Please do not label the notebooks or folders
- 1 hand sharpener for pencils
- 2 black fine-tip permanent markers
- 2 pens -2 different colors
- 2 large eraser
- 1 highlighter
- 4 dry-erase markers AND a dry-erase eraser
- 1 box washable markers (Crayola)
- pack of multi-colored 3" x 5" index cards
- 1 pair of scissors
- 2 glue sticks
- 2 Packs of pencils
- 1 ruler, metric and standard
- 1 basic calculator
- 1 art box 1 pair of ear buds
- 1 Package wide lined loose leaf paper
- 1-2 boxes tissues

Choose 1 item from the following list:

1 box Zip-Loc bags, quart or gallon, 1 box Zip-Loc bags, snack or sandwich, 1 tub antibacterial wipes

2015-16 Almond-Bancroft Middle School and High School Supply Lists

Middle School

6th, 7th, and 8th Grades Backpack (no wheels) or book bag Pencils and Pens Pencil top erasers Note card box 1 pkg. 3x5 notecards 7 notebooks (1 per class): Green (Science), red (Math), blue (Social Studies), vellow (Lang.), and 3 notebooks in any color 7 pocket folders (1 per class): Green (Science), red (Math), blue (Social Studies), yellow (Lang.), and 3 folders in any color Protractor and Compass (6th grade only) Calculator, (Scientific T1-30Xa) (7th & 8th grade only) Loose-leaf paper Highlighters (yellow, green, blue, pink) Colored pencils 2 Expo markers Two large boxes of Kleenex Book or novel for silent reading Physical Education Shorts and T-Shirt <u>MS Spanis</u>h 1 notebook. (College ruled) 1 folder (or) 3-ring binder to hold worksheets, notes, and notebook. 1 Spanish/English Dictionary.

High School

Spanish I, II, and Advanced Spanish Classes

 notebook (College ruled)
 folder (or) 3-ring binder to hold worksheets, notes, and notebook.
 Spanish/English Dictionary.

Accounting

Calculator 2" 3-ring binder College Accounting Calculator 2" 3-ring binder Publishing Folder

Geometry

Notebook and calculator Algebra 2/Pre-Calculus/Calculus/Tech Math/Prob&Stats Notebook & scientific calculator

Social Studies

Spiral notebook Folder

All 9-12 Science

Calculator Spiral notebook **Biology** 1 package of 3x5 note cards <u>Chemistry</u> Scientific calculator and an additional notebook for labs

Art 1, Art 2, Art 10-12, 2D Design

Sketchbook Ceramics 5 quart ice cream pail with lid Folder Green scour pad Sponge Painting Set of detail brushes Sketchbook **Crafts** \$15.00 class fee **Stained Glass** \$50.00 class fee **Textiles 1** 2 yards cotton print fabric (for apron/chef's hat) and coordinating thread 1 vard cotton fabric and coordinating thread 1 yard light-medium weight fusible interfacing (for necktie) 1 vard muslin fabric 1 box gulf wax (paraffin) for batik- can be found in canning section 1 white tee shirt for tie dye 1 simple sewing pattern and required supplies as stated on pattern Textiles 2 & 3 Sewing patterns and required supplies as stated on pattern

English 9

2 notebooks 200 3x5 note cards Note cardholder Folder specifically for English 4 highlighters (1 of each color pink or red, yellow, green, and blue) English 10 and 12 1 Notebook 1 1/2" binder **AP English 12** 1 notebook 3" binder English 11 2 notebooks Mythology Folder Tech Ed Safety glasses (may be purchased from the school for \$3)

Tape measure Transportation

Safety glasses Feeler gauge Small tool set-helpful but not required Coveralls-recommended

Physical Education

T-shirt & athletic shorts Athletic shoes (non-marking soles) Cold weather clothes (sweatshirt & sweatpants)

ALMOND-BANCROFT SCHOOL DISTRICT Board Policy

ACCESS TO PUBLIC RECORDS

The School Board believes that it is in the best interest of the District, its employees and the general public to provide the greatest possible access to information regarding the affairs of government and the official records of the District concerning its operation, including the official actions of the Board, its officers and employees.

The Board recognizes that it is the representative of the public, and that the release of information to the public is an essential function of representative government. The Board shall allow persons to have access to school district records in accordance with state law and established procedures.

The District Administrator is designated as the legal custodian of the public records of the District, except that the building principal is designated as the legal custodian of student records. The legal custodian shall safely keep and preserve the records and have full legal power to render decisions and carry out duties related to those public records maintained by the District. The legal custodian may deny access to District records only in accordance with legal provisions.

Public records may be inspected, reproduced and/or abstracted during regular school office hours. Fees may be established in accordance with state law. A list of such fees shall be made available at the District Office.

An official notice of the District's policy and procedures regarding the inspection, release and reproduction of public records of the District shall be displayed in prominent and conspicuous locations throughout the District and made available upon request to any member of the public. All District employees shall also be informed of state law requirements regarding public records and provisions of this policy.

REVISED: 10/15/08

YOUTH OPTIONS PROGRAM

Any eligible student may participate in one or more courses at a University of Wisconsin System institution, a participating tribally controlled college, a participating private, not for profit institution of higher education located in Wisconsin or a Wisconsin Technical College System school under the Youth Option Program. The Board shall determine whether the course(s) satisfies graduation requirements, if the course is comparable to one offered in the District and what, if any, high school credits would be awarded to the student.

If such course(s) is approved for high school credit and the course is not comparable to a course offered in the District, the Board shall pay the tuition and fees for the course.

- The District shall pay for no more than the equivalent of 18 postsecondary semester credits (4 ½ high school credits) per student through the Youth Options Program.
- The District will pay only for the courses successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent/guardian or the student, if an adult, is responsible for reimbursing the District for payment of the tuition and fees paid by the District. If this reimbursement is not made, the student on whose behalf the payment was made is ineligible for any further participation in he Youth Options Program.

Information about the Youth Options Program shall be distributed to ninth, tenth, and eleventh grade students annually in accordance with established procedures.

First Reading: November 19, 2008

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Almond-Bancroft School District Bullying and/or Harassment Policy

Introduction

The Almond-Bancroft School District shall strive to provide a safe, secure and respectful learning environment for all students in school buildings, on school buses, and at school sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The district will continuously and vigorously address bullying so that there is no disruption to the learning environment and learning process.

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involve an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, color, national origin, race, religion, gender, gender identity/expression, sexual orientation, physical attributes, physical or mental ability or disability, social or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting, kicking, hazing, tripping, shoving)
- Verbal (e.g. threatening or intimidating language, name-calling, making false accusations, teasing, put-downs, using profane language towards someone)
- Indirect (e.g. social exclusion and isolation, spreading cruel rumors, retaliating against another student for reporting, gestures, using technology in a hurtful

manner – electronic aggression commonly referred to as cyber bullying) Cyber bullying includes, but is not limited to, the use of email, instant messages, text messages, digital pictures or images, cell phones, or website postings to threaten, harass or intimidate the victim.

Or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment.

Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member. All staff members who take such reports, either verbally or in writing, are obligated to take the report seriously and to document a clear account of the incident. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

An investigation to determine the facts will take place in a timely manner to verify the validity and the seriousness of the report. The district shall keep the complaint confidential to the extent permitted by law for both the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed. If the report is determined to be valid and serious, parents/guardians will be notified of the report and any sanctions imposed on their child.

Sanctions and Supports

If it is determined that students participated in bullying behavior in violation of the policy, the Principal or Dean of Students may take disciplinary action including detention, suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Employees found to have participated in bullying behavior or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by the policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by administration.

Disclosure

The policy will be annually distributed in the school's student/parent handbook to all students enrolled in the district, their parents/guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

First Reading:September 15, 2010Second Reading:October 20, 2010

Cell Phone Policy

The Almond-Bancroft School District realizes that cell phone use is commonplace in today's society. However, as today's cell phones have a great capacity to send and receive information in audio, video, and text they present opportunities that are detrimental in nature. The use of cell phones has the potential to increase opportunities for cheating and harassment. Invasion of privacy is also an issue because of the ability of the phones to send pictures and video. Finally, the use of cell phones by students in the event of an emergency has the potential to interfere with the official flow of information. Because of the possible detrimental consequences of student cell phone use, the school district is limiting student cell phone use according to the following guidelines.

- Cell phones are to be turned off and kept in lockers during the instructional day. Cell phones are not to be used without permission from the building administrator from the time the instruction day begins until the instructional day ends.
- Cell phones may never be used in manner that will cause disruption to the educational environment or invade the privacy of another individual.
- The school district will not be responsible for loss, damage, or theft of any electronic device brought to school.
- During school hours the use of cell phones are not permitted on field trips or other activities without permission form the school authorized supervisor/ coach.
- After school hours or overnight trips the use of cell phones during field trips, sporting events, or other activities will be at the discretion of the advisor/ coach.
- Cell phone use by students during the school day may occur only with permission from the building administrator and will take place in the office or some other area approved by the administrator.
- While under the supervision of an authorized school official during the school day or outside the school day, in the event of a district emergency, cell phone use by students will be approved by the instructor/supervisor.

Consequences for violating the Student Cell Phone Use Policy:

1st Offense: The cell phone will be confiscated by school personnel and taken

to the principal. The student will receive a verbal warning and the cell phone will be held until the end of the instructional day.

2nd Offense: The cell phone will be confiscated by school personnel and taken

to the principal. The student will be assigned a detention and the cell phone will held until picked up by parent/guardian.

3rd Offense: The cell phone will be confiscated by school personnel and taken to the principal. The student will receive a half-day in-school suspension and the cell phone will be held until a parent/guardian is able to pick up the cell phone.

4th Offense: The cell phone will be confiscated by school personnel and taken to the principal. The student will receive a full day of in-school suspension and be subject to and offense of the co-curricular code. The cell phone will be held until a parent/guardian is able to pick it up.

Note: The consequences outlined above are for the use of the cell phone. Use of the cell phone in a manner that violates other school policies will carry additional consequences in accordance with the school discipline policy, including further suspension and possible expulsion. If the cell phone was used for illegal activity, the student will be referred to the authorities.

First Reading: May 21, 2008

Second Reading: June 18, 2008

LOCKER SEARCH & SEIZURE

A reminder to all students that the lockers assigned for use are not private property and, therefore, should not be abused in any way. We also reserve the right to search any or all lockers at any time. (Policy: Search & Seizure) Students cannot use any other type of lock on the school lockers. Personal locks will be removed. Any problems with the locks loaned to the middle school and senior high students, should be reported to the office immediately. The school will not be responsible for any item taken from an unlocked locker.

YOUR CHILD WILL BE REQUIRED TO PAY IF THEY NEED TO REQUEST A SECOND PADLOCK FROM THE OFFICE FOR ANY REASON!

The third, fourth and fifth graders may not use any locks on their assigned lockers.

PARKING

There is a two hour parking limit on the south side of Elm Street across from the school. Violators will be ticketed/fined by the Portage County Sheriff's Department.

Students, remember you must park in the student parking lot and your vehicles must be registered in the secondary office. <u>Students may not use automobiles to sit, drive, or ride in during school hours</u>. STUDENTS MUST FOLLOW GUILDLINE OUTLINED IN THE SCHOOL POLICY. (Policy: Student Parking Regulations.)

2015-2016 SCHOOL YEAR NOTIFICATION

As a result of 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. The Almond-Bancroft School District 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 Almond-Bancroft School District were inspected by an EPA accredited inspector, 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, the Almond-Bancroft School District has completed the 3-Year Re-inspections required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year Almond-Bancroft School District conducted the following with respect to its asbestos containing building materials.

The Almond-Bancroft School District has implemented our Operations and Maintenance Program to maintain asbestos building materials in good condition.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. 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.

The Almond-Bancroft School District has a list of the location(s); type(s) of asbestos containing materials found in that school building and a description and timetable 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., at 1-800-642-6730, or by contacting the Almond-Bancroft School District.

Elementary and Secondary Education Act Notices

The federal *No Child Left Behind Act of 2001 (NCLB)* requires schools and districts who receive Title funds to notify parents or legal guardians of various opportunities, informational notices and family rights. The Almond-Bancroft School District receives federal Title funding and provides the following information for your review as part of this mandate. As with all information and notices listed, please contact your building principal for more information or clarification.

Teacher Qualifications

In Wisconsin, a teacher of a core academic subject is "highly qualified" if he or she completed an approved educator preparation program resulting in a regular license to teach that subject. You have a right to know the qualifications of teaching staff by contacting the School District at 366-2941 or finding it on the DPI website by using the following address: www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html

The district is also required to notify parents of students enrolled in a school receiving Title I funds of when their child has been taught for four consecutive weeks by a teacher who is not considered "highly qualified". This notification will be sent home with students who receive direct instruction from the teacher.

Accessing School Performance Data

Detailed district and school information about test results, graduation, attendance, other academic indicators, teacher quality, and much more can be found on the DPI WINSS website. To find test results for the Almond-Bancroft School District, please access the Wisconsin Department of Public Instruction website at <u>www. dpi.wi.gov.</u>

Homeless and Limited English Proficiency Services

The Almond-Bancroft School District offers services for the students who meet the legal definition of Limited English Proficient or homeless. All efforts will be made to identify and serve students meeting this criteria. Please contact the building principal or guidance counselor for more information regarding these programs.

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the Almond-Bancroft School District that no person may be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curriculum, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Almond-Bancroft School District you may contact: Mr. Dan Boxx, District Administrator

Almond-Bancroft School District 1336 Elm Street Almond, WI 54909 (715) 366-2941X 418

ALMOND-BANCROFT SCHOOL DISTRICT COMPULSORY SCHOOL ATTENDANCE POLICY

As per Wisconsin Statute section 118.15 (3) (c), a parent or guardian may excuse a child from school attendance for not more than 10 school days in a school year. Such absences include, but are not limited to: injury/illness, medical/dental appointments, family vacations, college visits, etc. The parent/guardian is to provide the school with a written (or verbal) excuse for each absence including the date of the absence, the number of days absent, and the reason for the absence before the absence is to take place. In order to accommodate unexpected absences, <u>parents are asked to provide the school with a written</u> (or verbal) excuse no later that 9:00 a.m. on the day the absence occurs. The child will be allowed to complete any coursework, including test and quizzes, missed during such as absence. Parents will be asked to provide a doctor's excuse for 3 or more consequtive days missed due to illness.

A student is considered truant from school if he/she is absent from school for part or all of one or more school days during which the school has not been notified of the cause of such absence by the parent/guardian and /or the absence is in excess of the <u>10 days</u> allowed by law and is not a school approved absence.

Parents/guardians shall be notified when a student has an unexcused absence. Notices shall be made by personal contact, telephone call or mail. Notice by personal contact or telephone call shall be attempted prior to notice by mail.

A student is considered a habitual truant if he/she is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester. The parent/guardian of a student who is at risk of being a habitual truant shall be notified by certified or registered mail. Legal proceedings may be brought against a student for habitual truancy or against the parent/guardian for failure to cause the student to attend school regularly.

Parents are also asked to call the Stucker Bus Company at 715-366-2737 before 7:00 A.M. any day your child will not be riding the bus. This will prevent the busses from making unnecessary stops.

SLD Notification for Schools as Required by PI 11.36(6)(c)2

Wisconsin's rule for identifying students with specific learning disabilities (SLD) has changed. No later than December 1, 2013, all initial SLD evaluations of public school students will use information from interventions to make eligibility decisions.

This article is to notify you that beginning on September 1, 2015 initial SLD evaluations at Almond-Bancroft schools will begin using information from a student's response to intensive, scientific research based or evidenced based interventions when making special education eligibility decisions.

This change in qualification procedures will be implemented in our district by using a system known as 'Response to Intervention (RTI)'. RTI encompasses academics and behaviors for all students. RTI is designed to catch student struggles, in academics and behaviors, early on and to provide interventions that have been proven to work. You may have heard of our initiative called 'PBIS' which has increased positive behaviors in our district. RTI is often thought of as the academic side of PBIS, however it really is the over-arching system that includes academics and behaviors.

For more information on RTI and PBIS, please visit our school website and click on the link for "RTI/PBIS". If you have any questions or would like more information, please contact either of the following individuals at 715-366-2941.

Andria Bena, Director of Special Education/ RTI Coordinator x123

Jeff Rykal, 4K-High School Principal x416



PARENT - STUDENT HANDBOOK....

Each student (PreK-12) will receive a handbook which is a source of information for students and parents/guardian. <u>Please</u> <u>keep a copy of the handbook where you can refer to it readily</u>. There are state laws pointed out in the handbooks and forms you may need to use during the school year. There is a parent - student handbook for Elementary and one for Middle

School/High School. Handbooks have changes from year to year, so please check them out!

An emergency card will be sent home with each student. We need an emergency card for each student annually, <u>therefore it should be</u> <u>filled out and sent back to the office right away!</u> Make sure the back is also filled out as that gives us information on who to contact if we can't get a hold of a parent/guardian.

WHO TO CALL IF YOU NEED INFORMATION

Something that takes place in your child's classroom, call the TEACHER.

Something that takes place in school that your child attends call our PreK-12 PRINCIPAL, Mr. Rykal. School rules, schedules, special events, etc., call the PRINCIPAL.

Policies and other matters of district wide nature, call the SCHOOL DISTRICT ADMINISTRATOR, Dan Boxx. School board policies, items on the school board agenda, and issues being discussed by the board, etc; call the District Administrator, Dan Boxx.

WHEN YOU FEEL THE ANSWERS you have been given are not satisfactory or when the actions taken are not satisfactory : If you have talked with a teacher and you wish to go further with a request or complaint, call the PRINCIPAL. If you talked with the PRINCIPAL and you wish to go further with a request or complaint, call and ask to have your call referred to the DISTRICT ADMINISTRATOR.

The School telephone numbers are, Almond School : 715-366-2941 Bancroft School: 715-335-4411



MESSAGE BOARD

If your child is in Middle School or High school, the secondary office has a message board on their window where they will put your message. The message will have the student's name on it.

THIS IS THE ONLY WAY THEY WILL GIVE A MESSAGE TO THE 6TH-12TH GRADE STUDENTS.

MEDICATION GIVEN AT SCHOOL.....

Parents, whenever your child has a prescription medication that must be given to him/her at school, <u>you must have a signed form from your physician</u>. These forms can be picked up at the school, or from most doctor offices. There is a form in the Elementary and Secondary Form Packets. In addition, please request that the pharmacist prepare two labeled containers for the medication. This allows properly labeled medication to be given at home and at school. Parents should not send their child's medication to school wrapped in baggies, aluminum foil, or whatever else they can find. This increases the risk of medication errors by school personnel.

Parents are encouraged to bring their child's medication to the school office.

Your compliance with this policy will help school personnel, and other health professionals safely and correctly administer medications in the school setting. At the end of the school year, left over medication MUST be picked up by the parent. Thank you for your help.

NON-PRESCRIPTION MEDICATION FOR STUDENTS. If you want the school to give your child nonprescription medication, if needed, you must provide the medicine, a note including your child's name, the dose you want him/her to have and your signature. The Elementary and Secondary School Forms Packet have a nonprescription medication permission form you may use.



How can you help your student improve their school performance? Have them start their day with BREAKFAST!

It is a proven fact that:

- Eating breakfast can help improve math, reading, and standardized test scores.
- Children who eat breakfast are more likely to behave better in school and get along with their peers than those who do not.
- Breakfast helps children pay attention, perform problem-solving tasks, and improves memory.
- Children who eat school breakfast are likely to have fewer absences and incidents of tardiness than those who do not.
- Behavioral and emotional problems are less prevalent among children who consistently have access to regular meals.
- Consumption of breakfast improves children's performance on demanding mental tasks and reaction to frustration.
- Almond-Bancroft Schools serves breakfast from 7:55 am to 8:10. am every school day.

ANNUAL FERPA, CHILD FIND (IDEA and 504) NOTICES

Student Records Notice (state and federal law) – The Federal Family Educational Rights and Privacy Act (FERPA) requires school districts to provide annual notice of student and parents rights regarding student records; the existence of the Student Records' Policy (347) and where copies can be obtained; and, of the opportunity to file a complaint with the Family Policy and Regulations Office of the Department of Education.

Parents/guardians/adult students have the legal right to request a review and/or copy of the contents of the permanent school records of their children. They may also request the amendment of the student's records if it is believed that the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Such a review and/or request for an amendment must be made by scheduling an appointment with the principal. If copies are requested, there will be a charge based on actual cost. If the District decides not to amend the record, the district will notify the parent, guardian or adult student of the decision and the right to a hearing regarding their request. Additional information regarding the hearing procedure will be provided in the event of a hearing request.

Directory Data Notification

If a School Board has designated directory data in accordance with 118.125 of the Wisconsin State Statutes, the Almond-Bancroft District must notify parents, legal guardians or guardians ad litems of the categories of information, which the Board has designated as directory data, which may be released without the prior consent of the parent, legal guardian or guardian ad litem.

Almond-Bancroft defines directory data as a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, degrees and awards, and school of most recent attendance.

Upon request, the Almond-Bancroft District may release a student's name, address, and school grade of attendance to requesting agencies (such as State technical colleges, State colleges and universities, alumni reunion committees, the United States Military Services {seniors and students who drop out of school}, photographers for senior pictures, driver's education facilities, publications sponsored by the Almond-Bancroft School District, etc.).

Upon request, student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, degrees and awards, and school of most recent attendance may also be released to publications sponsored by the Almond-Bancroft School District, area newspapers, and appropriate private and public sponsored magazines.

Parents or guardians of minor children and adult students have the right to consent to the disclosure of personally identifiable information contained in their student records, except as allowed by state and federal law.

In accordance with the law, the Almond-Bancroft District forwards upon request student records to another school without consent for purposes related to the student's enrollment or transfer.

Student records shall be made available to Almond-Bancroft School District employees who are required by the state to hold a teacher's license and to other school district officials only if they have a legitimate educational or safety interest in the records. Employees and district officials have a legitimate educational or safety interest in the record if the individual needs to review an education record in order to provide educational service or to fulfill some aspect of his or her professional responsibilities.

Administrators have the discretion to refuse the release of individual student phone numbers and addresses for the safety of the student.

IF PARENTS OR GUARDIANS DO NOT WISH TO HAVE ANY OR ALL OF THE CATEGORIES OF INFORMATION RELEASED, THEY MUST NOTIFY THE SCHOOL IN WRITING WITHIN 14 DAYS OF THIS NOTICE BEING PROVIDED. Directory data shall be considered public information and may be released to appropriate persons and media in accordance with Board of Education policy unless the parent(s) or adult students refuse the release in writing by notifying their respective school principal. Forms for this purpose will be available at each school.

Parents/guardians may file a complaint with the Family Policy and Regulations Office of the Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20201 if they feel their rights have been violated.

Student Records (Wisconsin Law) (*The notice directly above incorporates this information and is an appropriate notice for publication.*) - If a school district has designated student directory data in accordance with §118.125 of the state statutes, the district must notify parents, legal guardians or guardian ad litems: (1) of the categories of information that the board has designated as directory data with respect to each student; and (2) that they have 14 days to inform the school that all or any part of the directory data may not be released without the prior consent of the parent, guardian or guardian *ad litem*. The district must allow the parent, guardian or guardian ad litem 14 days to provide this response before any student directory data is released. This notice is required by §118.125(2)(j) of the state statutes. (Continued on next page)

ANNUAL FERPA, CHILD FIND (IDEA and 504) NOTICES (Continued)

Recruiter Access to Students/Records (*The notice directly above incorporates this information and is an appropriate notice for publication*) - Districts receiving federal education funds are required to notify parents of secondary school students:

- 1. that a secondary school student or the parent of the student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent; and
- 2. that the district must comply with such request. School districts receiving federal education funds are required to provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings unless access to such information has been restricted by the secondary school student or the student's parents as outlined above. Federal guidelines issued to implement this requirement state that if a school district does not designate student names, addresses and/or telephone listings as directory data it must still provide all three items to military recruiters and institutions of higher education upon request.

Child find obligation and Student Services: Under the state and federal laws governing students "at risk" or with disabilities under IDEA and/or Sec. 504 of the Rehabilitation Act, districts must undertake activities to "find" children with disabilities eligible for federally funded services, and must advise of the alternative educational programming opportunities. The following is an appropriate notice for annual publication in the first class notice section of the district's official newspaper:

Child Find and Student Services – The Almond-Bancroft School District must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the Almond-Bancroft District and who have not graduated from high school. Upon request, the Almond-Bancroft District will screen any resident child who has not graduated from high school to determine whether a special education referral is appropriate. A request may be made by contacting: Andria Bena, Director of Special Education at 715-366-2941 x123 or by writing her at: 1336 Elm Street, Almond WI, 54909.

Children, ages three to twenty-one, suspected of having a disability should be referred to the Director of Pupil Services, who in turn will see that all necessary evaluations are conducted. Evaluations will be completed by the IEP (Individual Education Program) team members after parental permission has been secured. The IEP team will determine if the child has a disability and is in need of special education services. An appropriate placement will be made by the IEP team including parent(s)/guardian(s) and appropriate required school personnel. All procedures followed in the identification and provision of service to children with a disability will be conducted in accordance with state and federal laws and regulations.

Programs have been designed to improve and expand educational opportunities for students including homebound instruction, gifted and talented enhanced opportunities, and children at risk, following compulsory school attendance guidelines as stated in Wis. Stat. §118.15. Parent(s)/guardian(s) may request, in writing, program or curriculum modifications to a child's current academic program, a school work training or work study program, enrollment in an alternative public school or program or in any nonsectarian private school or program located in the Almond-Bancroft District which complies with certain federal requirements, and enrollment in any public educational program located outside the District pursuant to a contractual agreement between the school districts in accordance with state and federal laws and regulations. Requests shall be directed to the school principal. A written decision of a request will be provided within 90 days, except a decision will be rendered within 30 days if a child has been evaluated and determined to be a child with a disability. A child's parent or guardian may request the school board to review any decision made.

Almond-Bancroft School District Mission Statement

The Almond-Bancroft School District, with support of families and community members, will provide a safe and supportive learning environment, which challenges and prepares each student for success today and tomorrow.

Almond-Bancroft School District Vision Statement

We are a collaborative community focused on continued growth in opportunities, choices, and expectations for all students. We prepare self-motivated and responsible students to become well-rounded and successful citizens.

ALMOND-BANCROFT BUS TRANSPORTATION 2015-2016



Generally, bus transportation will be provided for students who attend the Almond School if he/she resides outside the village limits. Students attending the Almond School who reside within the village limits will walk to school. Students who attend the Bancroft School will be transported to school, based on a predetermined radius from the school. <u>Once the bus routes have been established, students who are new to the district, or are the first child in a family to attend school will be notified by the bus company in regard to pick-up and drop-off times and the number of the bus the child will be riding. The district has a bus transportation policy that references specific guidelines. The policy can be obtained by contacting the district office. If you have a child attending Almond-Bancroft Schools and are uncertain if your child will ride a bus or walk to school, please contact the Stucker Bus Company at 715-366-2737. This process applies to students attending both the Almond and Bancroft Schools.</u>

Kindergarten and 4K students who ride the bus will be taken to the Almond School where an adult will assist them in transferring to a bus that will transport them to the Bancroft School. An adult will ride on the bus with the students to the Bancroft School as well as from the Bancroft School back to the Almond School at the end of the day. An adult will then assist the kindergarten/4K students in switching to the appropriate bus for the ride home. Parents who wish to pick up their kindergarten/4K child at the Bancroft School may do so at 3:00 p.m.

If a parent wants his/her child dropped off at a location other than home, the bus company will consider such a request as long as the alternate drop off point is along the established bus route and is consistent. If you wish to make such a request, please contact the bus company AND send a note with your child to be given to the bus driver.

The policy of the school and bus company prohibits allowing students to ride a different bus or for students who do not normally ride the bus from doing so. If an emergency situation should arise and you would like to request an exception to this policy, contact your child's principal. Such requests will be handled on an individual basis and be granted only on an emergency basis.

Finally, if your child will not be riding the bus to school on any day, please contact the bus company the night before he/ she will not be riding and leave a message or call the night before or before 7:00 a.m. on the day he/she will not be riding so the driver does not need to stop for that child.

Riding a school bus is a service provided to the student. We expect students to insure safe transportation to and from school by obeying the following rules:

RULES FOR SCHOOL BUS SAFETY

1. Commit no act to take the driver's attention away from his/her driving.

2. Each student should remain in the seat assigned to him/her by the bus driver from the time they board the bus until they reach their destination.

- 3. The students will face forward in the bus and feet will not be in the aisle.
- 4. Students will not move around while the bus is in motion.
- 5. No horse-play is allowed on the bus.
- 6. There should be no name calling or indecent language used on the bus.
- 7. Getting on and off the bus should be done in an unhurried fashion.
- 8. Students should take pride in their bus and keep it clean.
- 9. The use of controlled substances, drinking alcoholic beverages or smoking is forbidden at any time on the buses.

<u>REMINDER-Students</u> are reminded that there is no eating or drinking on the route buses. Your cooperation with this detail is appreciated.

The bus driver is responsible for student discipline on the bus. As a parent, your cooperation is extremely important in helping us provide a safe transportation system. Our drivers have misconduct slips on their buses and will report any violations directly to the Principal on the day they occur.

Please help us maintain an excellent safety record.

<u>NOTE:</u> Parents, please contact your bus contractor when the student being picked up isn't riding the bus in the morning. (715-366-2737)

Almond-Bancroft Schools Emergency Alert Notification

Almond-Bancroft Schools has an Emergency Alert Notification System in place. This system can be used to notify you, your family members, and/or guardian(s) in the event of a school closing, school emergency, or other school-related alert. Code Red, an emergency communication network, places automated phone calls to up to four (4) phone numbers per family in the event of a school closing, school emergency, or other school-related alert.

To Register for Almond-Bancroft Schools' Emergency Alert Notification System go to <u>http://www.abschools.k12.wi.us</u> and follow the instructions.

If you do not have computer access, you can call Trina Warzynski, 715-366-2941 x422, and provide her with your full name and up to four (4) telephone numbers you wish to have called. The first contact number you provide should be the telephone number of the first person you want to be notified regarding a school closing, emergency, or alert.

If you are currently receive Emergency Alert Notifications and wish to be removed from the call list please contact Trina Warzynski, 715-366-2941 x422 or twarzynski@abschools.k12.wi.us, and we will remove your contact information.

ALMOND-BANCROFT SCHOOL DISTRICT REFUSAL OF THE RIGHT TO PUBLISH

If you wish **not** to grant Almond-Bancroft Public Schools the right to publish your student's image (including audio, moving image, or photography) for educational programs, websites, newsletters, and promotion of Almond-Bancroft programs, please provide us with the following information.

Please Print Parent/Guardian Name:	Phone:
Address:	
Student(s) Name:	Grade:

Parent/Guardian Signature: _____

This request is valid for the course of one school year and needs to be resubmitted to the District Office at the start of each school year if you wish not to have your student's image published in promotion of Almond-Bancroft programs.

Date:

Dear Parent/Guardian:

Children need healthy meals to learn. Almond-Bancroft Schools offers healthy meals every school day. Breakfast costs \$1.20 (4K-12th grade); lunch costs \$1.90 (4K-5th grade), \$2.20 (6th -12th grade). Your children may qualify for free meals or for reduced price meals. Reduced price is Free for breakfast and \$.40 (4K-12th grade) 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.

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 receive free or reduced price meals if your household's income is within the limits on the
 - Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL	ELIGIBILITY INCOM	IE CHART For School	Year 2015-2016
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	21,775	1,815	419
2	29,471	2,456	567
3	37,167	3,098	715
4	44,863	3,739	863
5	52,559	4,380	1,011
6	60,255	5,022	1,159
7	67,951	5,663	1,307
8	75,647	6,304	1,455
Each additional person:	7,696	642	148

- HOW DO I KNOW IF MY CHILDREN QUALIFY AS homeless, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **Jeff Rykal**, **715-366-2941 x 416**, **jrykal@abschools.k12.wi.us**.
- 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: **Trina Warzynski**, **1336 Elm Street Almond**, **WI 54909**.
- SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Trina Warzynski**, **715-366-2941 x 422**, **twarzynski@abschools.k12.wi.us** immediately.
- CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application.
- 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. You must send in a new application unless the school told you that your child is eligible for the new school year.

- I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC <u>may</u> be eligible for free or reduced price meals. Please send in an application.
- *Will the information I give be checked?* Yes. We may also ask you to send written proof of the household income you report.
- *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.
- 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: Trina Warzynski, 1336 Elm Street Almond, WI 54909, 715-366-2941x 422, twarzynski@abschools.k12.wi.us.
- 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.
- What if my income is not always the same? List the amount that you <u>normally</u> 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.
- 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 <u>also</u> be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you <u>meant</u> to do so.
- 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, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
- WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **Trina Warzynski**, **1336 Elm Street Almond, WI 54909, 715-366-2941 x 422, twarzynski@abschools.k12.wi.us** to receive a second application.
- *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 715-366-2941.

Sincerely,

Dan Boxx, District Administrator

La versión española de la Almond-Bancroft que la aplicación de Comidas de Precios Libre y Reducida puede ser provee por la petición. Por favor llame Trina Warzynski en 715-366-2941 extensión 422 si le gustara recibir la versión española. Gracias.

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in Almond-Bancroft 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! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Trina Warzynski, 1336 Elm Street Almond, WI 54909, 715-366-2941 extension 422, <u>twarzynski@abschools.k12.wi.us</u>.

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

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

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

Who should I list here?
When filling out this section, please include all members in your household who are:
Children age 18 or under and are supported with the household's income;
In your care under a foster arrangement, or qualify as homeless, migrant, runaway youth, or Head Start;
Students attending Almond-Bancroft Schools, regardless of age.

A) List each child's name. For each child, print their first name, middle initial and last name. Use one line of the application for each child. When writing names, print 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) List the name of the school the child attends or N/A if the child does not attend school.

C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. Foster children who live with you may count as members of your household and should be listed on your application. If you are only applying for foster children, after completing STEP 1, skip to STEP 4 of the application and these instructions.

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

E) Are any children in Head Start? If any child is enrolled in a Head Start Program, check the Head Start box after the child's name and complete all steps of the application.

STEP 2: Do ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: FoodShare, W-2 Cash Benefits, OR fdpir?

If anyone in your household participates in 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:

Circle 'NO' and skip to STEP 3 on these instructions and STEP 3 on your application.

Leave STEP 2 blank.

B) IF ANYONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:

Circle 'YES' and provide a case number for FoodShare, W-2 Cash Benefits, or FDPIR. You only need to write one case number. If you participate in one of these programs and do not know your case number, contact your case worker. You <u>must</u> provide a case number on your application if you circled "YES". Please note: A Badger-Care case number cannot be used on this application, only the programs listed above.

Skip to STEP 4, leave STEP 3 blank.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

A) Report all income earned by children. Refer to the chart titled "Sources of Income for Children" in these instructions and report the combined gross income for ALL children listed in Step 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household. It is optional for the household to list foster children living with them as part of the household.

What is Child Income?

Child income is money received from outside your household that is paid **directly** to your children. Many households do not have any child income. Use the chart below to determine if your household has child income to report.

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

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."

Sour	ces of Income for Ad	lults
Earnings from Work	Public Assistance/ Child Support /Alimony	Pensions/Retirement/All Other Income
Salary, wages, cash bonuses Net income from self- employment (farm or busi- ness) Strike benefits 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,	Unemployment benefits Worker's compensation Supplemental Security Income (SSI) Cash assistance from State or local government Alimony payments Child support payments Veteran's benefits	Social Security (including rail- road retirement and black lung benefits) Private Pensions or disability Income from trusts or estates Annuities Investment income Earned interest Rental income <i>Regular</i> cash payments from outside household

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.

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2015-2016 Application for Free and Reduced
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Complete one application per household. Please use a pen (not a pencil)
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SIEP 1 List ALL infants, children	, and students up to	ding grade 12 who are Household Members	(If more spaces are required for additional names, attach another sheet of paper.
Lemmon of Househood member. Anyone who is inving with you and shares moone and expenses. Child's First Name MI Child's Lis	winn you and shares moome MI	a and expenses, even if not related. Child's Last Name	School the Child Attends or Nerret Marret, were NA if not in school Faster Marret, were
STEP 2 Do any Household Members (including you) currently pa	rs(including you) c	urrently participate in any of the following assistance programs: Food Share, W-2 Cash	Irams: Food Share, W-2 Cash Benefits, or FDPIR ? Yes / No
If you answered NO > Complete STEP 3. If you	answered YES > Write	Case Number: If you answered NO > Complete STEP 3. If you answered YES > Write a case number here, then go to STEP 4 (<u>Do not complete STEP 3</u>)	Program Name:
		Wirfle only	Write only one case number in this space. Note: Do not include BadgerCare in Step 2
STEP 3 Report Income for ALL H	Household Membe	Report Income for ALL Household Members (Skip this step if you an swered "Yes' to STEP 2)	
A. Child Income Sometimes children in the household earn income. Please incluc including grade 12 of all Household Members listed in STEP 1 here.	e. Please include the TOTAL in STEP 1 here.	OTAL income earned by all infants, children and students up to and \$	Child Income How often?
B. All Adult Household Members (including yourself) List all Household Members not listed in STEP 1 (including yourself)	lingyourself) cluding yourself) even if tl	B. All Adult Household Members (including yourself) 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, report total income for each source in	Secial Shuations Seasonal Workers, Annual Seasonal Workers, Annual Seasonal Workers, Annual
whole dollars only. If they do not receive income from any source, write '0'. If you enter '0' or How	m any source, write '0'. If C.	leave any fields b often? D	tirement/ burity.
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G. Total Household Members (Children and Adults)	H. Last Four Digits of Primary Wage Ear	H. Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member	Check if no SSN
STEP 4 Contact information and adult signature	id adult signature		
"I certify (promise) that all information on this application is true and that all income is reported. I understand false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Fr	ue and that all Income Is report nay be prosecuted under applic		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 setal laws."
Street Address (if a vailable)	Apt#	City State Zip	Daytime Phone and Email (optional)
Printed name of adult completing the form		Signature of adult completing the form	Today's date

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OPTIONAL Children's Racial and Ethnic Identities	hnic Identities			
We are required to ask for information about your children's race and ethnicity. This information is important and h Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.	ut your children's rac does not affect your (e and ethnicity. This inforn children's eligibility for free	nation is important and helps or reduced price meals.	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 (checkone):	Race (checkone or more):	r more): □ American Indian or Alaskan Native	r Alaskan Native	Black or African American
Not Hispanicor Latino	Asian	Native Hawaiian o	Native Hawaiian or Other Pacific Islander	
The Richard B. Russell National School Lunch Act requires the information on this application.	Act requires the informa	tion on this application.	in any program or activity con	in any program or activity conducted or funded by the Department. (Not all prohibited bases will
You do not have to give the information, but if you do not, we cannot approve your child for free or	to not, we cannot appro	ve your child for free or	apply to all programs and/or employment activities.)	employment activities.)
reduced price meals. You must include the last four digits of the social security number of the	our digits of the social s	seaurity number of the		
adult household member who signs the application. The last four digits of the social security	on. The last four digits	of the social security	IT you wan to the a Civil Right	Civil Rights program complaint of discrimination, complete the USUA
number is not required when you apply on behalf of a foster child or you list a Supplemental	ff of a foster child or yo	ou list a Supplemental	Program Discrimination Complaint Form, found online	plaint Form, found online
Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF)	ary Assistance for Ne	edy Families (TANF)	at http://www.ascr.usda.gov/o	at <u>http://www.ascr.usda.gov/complaint_filing_cust.html</u> , or at any USDA office, or call (866)
Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other	Reservations (FDPIR)	case number or other	632-9992 to request the form.	632-9992 to request the form. You may also write a letter containing all of the information
FDPIR identifier for your child or when you indicate that the adult household member signing the	that the adult househo	old member signing the	requested in the form. Send y	requested in the form. Send your completed complaint form or letter to us by mail at U.S.
application does not have a social security number. We will use your information to determine if	r. We will use your info	rmation to determine if	Department of Agriculture, Dir	Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W.,
your child is eligible for free or reduced price meals, and for administration and enforcement of the	, and for administration (and enforcement of the	Washington, D.C. 20250-941	Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at <u>program.intake@usda.gov</u> .
lunch and breakfast programs. We MAY share your eligbility information with education, health,	ur eligibility information	with education, health,	Individuals who are deaf, harc	Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an
and nutrition programs to help them evaluate, fund, or determine benefits for their programs,	nd, or determine benet	fits for their programs,	EEO or program complaint ple	EEO or program complaint please contact USDA through the Federal Relay Service at (800)
auditors for program reviews, and law enforcement officials to help them look into violations of	nt officials to help them	I look into violations of	877-8339 or (800) 845-6136 (in Spanish).	(in Spanish).
program rules.			Persons with disabilities who	Persons with disabilities who wish to file a program complaint, please see information above on
The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers.	bits discrimination again	nstits customens,	how to contact us by mail dire	how to contact us by mail directly or by email. If you require alternative means of
employees, and applicants for employment on the bases of race, color, national origin, age.	bases of race, color, na	ational origin, age,	communication for program in	program information (e.g., Braille, large print, audiotape, etc.) please contact
disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital	d, where applicable, po	litical beliefs, marital		USDA's TARGET Center at (202) 720-2800 (voice and TDD).
status, familial or parental status, sexual orientation, or all or part of an individual's income is	n, or all or part of an inc	dividual's income is		
derived from any public assistance program, or protected genetic information in employment or	otected genetic informa	tion in employment or	USDA is an equal opportunity provider and employer.	provider and employer.

	DO NOT FILL OUT THIS PART. THIS IS FOR SCHOOL USE ONLY.
Annual	Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12
Total Income:	Per: D Week, D Every 2 Weeks, D Twice A Month, D Month, D Year Household size:
Categorical Eligibility:	Income Eligibility: FreeReducedDenied
Date Withdrawn:	Reason for denial or withdrawl:
Determining Official's Signature:	Date:
Confirming Official's Signature:	Date:
Verifying Official's Signature:	Date:

ALMOND-BANCROFT 2015-2016 SCHOOL CALENDAR

AUGUST 2015

S	Μ	Т	W	Т	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug 20 New Employee Orientation Aug 25 .5 In-Service 12:15-3:30 .5 Open House 4:00-7:30 Aug 26 & 27 In-Service

JANUARY 2016

S	Μ	Т	W	Т	F	S
					Χ	Χ
Χ	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	Х	23
24	25	26	27	28	29	30
31						

Jan. 4 School Resumes Jan 21 End of Semester 46 Days Jan 22 No School In-Service

19

SEPTEMBER 2015

S	Μ	Т	W	Т	F	S
		1	2	3	4	5
6	Χ	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2015

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18	19	20	21	22	Х	24
25	26	27	28	29	30	31

Oct 23 No School In-Service

21

45 days

21

Sept 1-First day for students	
Sept 7-No School-Labor Day	

ept 1-First day for students	
ept 7-No School-Labor Day	

		1	2	3
7	7	8	9	10
	14	15	16	17
	21	22	23	24

28 29

FEBRUARY 2016 S M T W

Feb 25 No School-In-service Feb 26 No School

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MARCH 2016

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March 24 End of 3rd Quarter 42 days March 25-March 28 No School-Easter Vacation

21

NOVEMBER 2015

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29	30					

Nov 4 End of 1st Quarter 45 days Nov 12 & 17 P/T Conf. 4:00-7:30 p.m. Nov 25-29 No School Thanksgiving Vacation

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APRIL 2016 C

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24	25	26	27	28	29	30

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DECEMBER 2015

Jan 22, Feb 25

May 30.

Open House-Aug 26

S	Μ	Т	W	Т	F	S
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13	14	15	16	17	18	19
20	21	22	23	Χ	Χ	Χ
Χ	Χ	Χ	Χ	Χ		

New Employee Orientation- Aug 20 Teacher In-Service-Aug 25, 26, 27, Oct 23,

No School-Sept 7, Oct 23, Nov 25, 26, 27. Dec 24-Jan 3, 22, Feb 25, 26, March 25, 28,

Last Day-June 2, 1/2 day for students AM

Parent Conferences Nov 12 & 17 4:00-7:30 p.m.

Dec 24-Jan 3 No School Christmas Vacation

MAY 2016

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22	23	24	25	26	27	28
29	Χ	31				

May 30 No School Memorial Day

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JUNE 2016

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			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

June 2 Last Day of School ¹/₂ day for students AM End of 4th Quarter-47 days

2





Eagles Athletic Events

- 8/21-NC Varsity Football Home vs. Fall River, 7:00 pm
- 8/23-NC Varsity Volleyball Scrimmage @ Wautoma, 9:00 am
- 8/27-NC HS Volleyball @ Amherst, 4:00 pm
- 8/28-NC Varsity Football Home vs. Rio Community, 7:00 pm
- 8/31-JV Football Home vs. Manawa, 6:00 pm

*Schedule is subject to change.

High School Dates To Remember

<u>August 3, 2015</u> -6:30 pm HS Football/Volleyball Meeting -7:00 pm All HS Fall Sports Meeting <u>August 4, 2015</u> Fist day for HS Football Practice <u>August 17, 2015</u> Fist day for HS Volleyball Practice

State Track 2015

Reegan Anderson



Reegan's final jump of his career at Almond-Bancroft took place at the state meet in La Crosse. His jump height of 6'2" put him in 6th place in division 3. Congratulations Reegan!

Middle School Football will start with a very important, short Parent Meeting on Wednesday, August 19th at 6:00 pm. All players and parents are strongly recommended to attend! We will discuss team rules and expectations, answer any questions, and go over all the necessary paperwork that is required to participate. Immediately following the meeting we will begin with our first padless practice to run until 7:30. Pad-less practices will be held in the afternoons starting on Thursday, August 20th through Tuesday, August 25th. Contact practices will begin on Wednesday the 26th. Wednesday's practice will run from 9-11 due to the district open house in the afternoon. All practices will be held, starting the 20th, at 3:30 each afternoon and run until 5:30 daily throughout the season, except for Wednesday the 26th. Practice times and details are subject to chance, notifications of time changes will be sent out.

PLEASE make sure that if your student-athlete is in need of a physical, you have that requirement completed prior to the first day of practice. Physicals are only necessary once every two years. Physical forms can be picked up anytime in the school office. Note: there is no fee for participating in school sponsored sports. Players should be using the summer to actively prepare themselves for the season! We are looking forward to another terrific season!

-Middle School Football Coaching Staff: Luke Steuerwald, Brad Baumgartner, and Scott Kollock

Middle School Volleyball

We hope you had a relaxing summer and are ready to WORK and HAVE SOME FUN! Here's some reminders for you:

1ST PRACTICE: 8/17/15 9am-11am- Physical cards and Emergency contact forms due that day! It is VERY important to attend practices, we will be moving along quickly. If you have an issue with getting a ride to or from practice, please let us know and we will help you make arrangements.

Remember to follow the school dress code for practice clothes and please bring a water bottle, tennis shoes, and any other gear necessary with you to practice. We will issue school-owned knee pads to anyone who does not own a pair.

We can't wait to see everyone and start working on a successful volleyball season!

Coach Winn <u>715-366-4446</u> or cell: <u>715-340-0114</u> Coach Blanke (school) <u>715-366-2941</u> ext. 116



A-B Youth Football & Cheerleading:

Our new season starts with a PARENT MEETING and EQUIPMENT HANDOUT on <u>Sunday, August 2nd at 6:30pm</u>. We will discuss team rules, expectations, NEW practice times and go over all the necessary paperwork that is required to participate. PLEASE make sure that if your student-athlete needs a physical, you get it done prior to the first day of practice. Our first day of practice will be **Monday, August 3rd at 6:30pm**. MOST of our practices will be 6:30pm to 8:00pm until school starts. We are looking forward to another terrific season! And remember, IT'S NOT TOO LATE TO JOIN OUR TEAM!! All kids entering 3rd thru 6th grade are eligible to participate. We have a lot of FUN!! Please contact Spence Bunders at <u>715-366-4028</u> or <u>715-498-1637</u> if you are interested.

Thank you!



Food Service News

The start of the 2015-16 school year will soon be upon us. We are looking forward to the new year, although with the start of the new year brings a few changes. Almond-Bancroft lunch prices will be increasing due to mandated Federal guidelines. PreK-5th grade lunch will increase to \$1.90, 6th-12th grade lunch will increase to \$2.20, and adult lunch will increase to \$3.10. Breakfast will be increasing to \$1.20 for students PreK-12th grade and \$1.95 for adults. Morning milk will not increase.

Included in this publication is an application for free or reduced meals, please complete and return the application to the district office if your household income falls below the Federal Eligibility Income Guidelines located on the frequently asked questions page. If you qualified for free or reduced meals last year remember a new application needs to be submitted at or before the start of each school year. If you have any questions regarding the application please don't hesitate to call Trina Warzynski at 715-366-2941 ext. 422.

A few other reminders, when sending in food service payments please put them in an envelope labeled lunch money and include your child's name on the envelope. Also, if you do not want your child charging ala carte items (whole grain snacks, fruit, etc.) to your family account you need to notify Trina Warzynski in writing, otherwise they will be allowed to charge these items if your family account has a positive balance. They also have the option to pay cash for them in the lunch line.

We hope you enjoy the rest of your summer!

Connie Kaehn, Teresa Gutke, Lynn Baird & Trina Warzynski "This institution is an equal opportunity provider"

Due To Mandated Federal Guidelines, Almond-Bancroft Schools Lunch Prices Have Increased To:

PreK-5th - \$1.90 6th-12th - \$2.20 Adults- \$3.10

Almond-Bancroft Cub and Boy Scouts News

The Almond-Bancroft Scouting program is welcoming boys and their families to join for the upcoming school year.

Cub Scouts is open to any boy entering grades 1-5 Boy Scouts is open to any boy who has completed the 5th grade or are ages 11-18.

Boys of all abilities are eligible to join. Achievement and advancement are done at each boy's own pace and to the best of his ability.

A sample of our activity calendars will be given out with the BSA flyer in September.

We participate in fundraising throughout the year to help offset scouting costs. Financial assistance may be available. For information or questions contact Jeff Rykal at <u>715-366-2941</u> or email jrykal@abschools.k12.wi.us You may also contact Karrie or Matt Sterling at <u>715-213-6835</u> or email karrieannster@gmail.com for more information or if you are interested in joining.

Almond-Bancroft School 1336 Elm St Almond, WI 54909 Non-Profit Org. US Postage Paid Almond, WI 54909 Permit #1 "PRSRTD." "ECRWSS"

BOXHOLDER