

KOMET REPORT 2023-2024



Student Services

Key Dates



Staff Directory

School Supplies



Bus Route Info

Activities



GENERAL DIRECTORY

WHAT'S INSIDE

General Directory.....	2
District Calendar.....	3
Dates to Remember.....	5
General Information.....	6
Elementary School.....	7
Elementary Supplies.....	9
Middle School.....	11
Middle School Supplies.....	13
High School.....	14
High School Supplies.....	16
Community Ed.....	17
Preschool Supplies.....	19
Preschool Calendar.....	20
Notes from the Nurses.....	21
Transportation.....	22
Notifications.....	24
Taher Food Service.....	31
Educational Benefits.....	33
From the Superintendent....	38

SCHOOL BOARD

Kent Harfmann (Chair)
Angie Richards (Clerk)
Brandon Madery (Treasurer)
Mark Torkelson
Patrick Madery
Amy Olson
Kate Ryan
Sydney Shubert*
Abby Simmons*

***Student Council Board Reps**



SCHOOL DISTRICT POLICIES

ALL Kasson-Mantorville School District Policies are available online by going to www.komets.k12.mn.us and clicking on "District" --> "District Policies."



CONTACT INFORMATION

INTERIM SUPERINTENDENT

Dr. David Thompson.....634 - 1100
 Communications Director/Admin Asst-Karlyn Petersen....634 - 1100

DISTRICT-WIDE STAFF

Accounts Payable - Kortney Miller.....634 - 1142
 Activities Director - Broc Threinen.....634 - 1179
 Activities Secretary - Jessica Schoenfelder.....634 - 1105
 Business Manager - Bob Hasz.....634 - 1175
 Copy Center - Jane Gile.....634 - 1122
 Crossing Guard - Bob Kern.....634 - 1100
 Director of Staff & Student Supports- Ashley Kaplan.....634 - 1157
 District Assessment Coordinator - Lindsey Hess.....634 - 1178
 District Evaluation Manager - Chandra Pagel.....634 - 1117
 English Language Learners - Sara Winkels.....634 - 1234
 Enrollment Specialist - Kortney Miller.....634 - 1142
 Gifted & Talented Coordinator - Jennifer Kujath.....634 - 1234
 Grounds Maintenance - Christian Unger/Matt Wiley.....634 - 1172
 IT Director - Lindsey Hess.....634 - 1178
 Operations & Maintenance Director- JJ Williams.....634 - 1172
 Payroll & Benefits Specialist - Jodie Torkelson.....634 - 1109
 School Nurse - Tammy Richard.....634 - 1108
 School Resource Officer-Jesse Kasel.....634 - 1196
 School Psychologist - Terri Wehrman.....634 - 1657
 School Mental Health Specialist-Ellie Freerksen.....507-884-8027
 Social Worker - Alicia Snow.....634 - 2981
 Special Education Director - Nicole Kujath.....634 - 1101
 Systems Administrator - Michelle Poncelet.....634 - 7044
 Transportation Coordinator - Sarah Clough.....634 - 1177

ELEMENTARY SCHOOL

Principal - Courtney Frie.....634 - 1234
 Secretary - Jennifer Flynn.....634 - 1234
 Secretary - Leah Brogan.....634 - 1234
 Counselor - Karen Besch.....634 - 1565
 Social Worker - Nicole Frantz.....634 - 1564
 School Nurse - Stephanie Servantez.....634 - 1567

MIDDLE SCHOOL

Principal - Josh Larsen.....634 - 4030
 Secretary - Sally Smith.....634 - 4030
 Secretary - Emily Mehling.....634 - 4030
 Counselor - Rachel Bluhm.....634 - 1631
 Social Worker - Lindsey Campbell.....634 - 1664
 School Nurse - Michelle Jacob.....634 - 1608

HIGH SCHOOL

Principal - Trent Langemo.....634 - 2961
 Secretary - Nicky Wilke.....634 - 2961
 Attendance Secretary - Kara McNamara.....634 - 1174
 Counselor - Jason Henslin.....634 - 2981
 Counselor - Vanessa Jones.....634 - 2981
 Guidance Office Secretary - Julie Faulhaber.....634 - 2981

COMMUNITY EDUCATION

Director - Jenny Carrier.....634 - 4464
 Secretary - Amy Myrom.....634 - 4464
 PAC & Recreation Coordinator - Katie Schrodin.....634 - 1302
 Childcare Coordinator - Lauren Asprey.....634 - 1306

DISTRICT CALENDAR

2023-2024 Kasson-Mantorville School Calendar

August 2023

Su	M	Tu	W	Th	F	Sa
		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	TW	TW	TW	TW		

September 2023

Su	M	Tu	W	Th	F	Sa
					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	PLC-P	28	29	30

October 2023

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	PD	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

Su	M	Tu	W	Th	F	Sa
			1	2	QE	4
5	TW	7	8	9	10	11
12	13	14	PLC-A	16	17	18
19	20	21	Comp	23	24	25
26	27	28	29	30		

December 2023

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	PLC-P	14	15	16
17	18	19	20	21	Early	23
24	25	26	27	28	29	30
31						

January 2024

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	QE	TW	20
21	PD	23	24	25	26	27
28	29	30	31			

February 2024

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	PD	20	21	22	23	24
25	26	27	28	29		

March 2024

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	PLC-P	16
17	18	19	20	21	22	23
24	25	QE	TW	28	29	30
31						

April 2024

Su	M	Tu	W	Th	F	Sa
	Comp	PLC-A	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				

May 2024

Su	M	Tu	W	Th	F	Sa
			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	

June 2024













Su	M	Tu	W	Th	F	Sa
						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						

July 2024

Su	M	Tu	W	Th	F	Sa
	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			

DISTRICT CALENDAR KEY

Key

-  Teacher Workday (no school for students)
-  Vacation
-  First Day of School grades 5-12
-  First Day of School grades K-4
-  PLC - Early Dismissal 12:50P HS, 1P ES/MS
-  PLC - Delayed Start 10:00A HS MS/10:10A ES
-  Homecoming
-  Professional Development (no school for students)
-  Quarter End
-  No School/PTC Comp Day
-  Last Day of School
-  Graduation



K-M 2023-2024 Teacher/Student Days

	Teacher HS/MS/ES	Student HS/MS	ES
AUGUST	4	0	0
SEPTEMBER	19	19	17
OCTOBER	21	20	20
NOVEMBER	3	3	3
QTR 1 Totals	47	42	40
NOVEMBER	17	15	15
DECEMBER	16	16	16
JANUARY	13	13	13
QTR 2 Totals	46	44	44
JANUARY	9	7	7
FEBRUARY	21	20	20
MARCH	18	18	18
QTR 3 Totals	48	45	45
MARCH	1	0	0
APRIL	22	21	21
MAY	22	21	21
QTR 4 Totals	45	42	42
School Year Totals	186	173	171

FUTURE SCHOOL DISTRICT CALENDARS ARE DEVELOPED BY THE CALENDAR ADVISORY COMMITTEE AND K-M LEADERSHIP ADMINISTRATIVE TEAM, THEN APPROVED BY THE SCHOOL BOARD. THIS TYPICALLY OCCURS IN OCTOBER EACH YEAR. ONCE FINALIZED, THE NEW SCHOOL YEAR CALENDAR WILL BE SENT TO PARENTS AND POSTED TO OUR WEBSITE.

DATES TO REMEMBER

FIRST QUARTER (42 DAYS-MS/HS & 40 DAYS-ES)

Aug. 24-25.....New Teacher Workdays
 Aug. 28-31.....Teacher Workdays
 Tues. Sept. 5.....First Day of School grades 5-12
 Sept. 5-6.....Conference Days at Elementary School
 Thurs. Sept. 7.....First Day of School grades K-4
 Fri. Sept. 29.....Homecoming
 Wed. Sept. 27..Early Dismissal 12:50p @HS, 1p @MS, & 1:10p @ES
 Thurs. Oct. 19.....No School - Professional Development
 Fri. Oct. 20.....No School - Education MN (MEA)
 Fri. Nov. 3.....Last Day of First Quarter
 Mon. Nov. 6.....No School - Teacher Workday

SECOND QUARTER (44 DAYS)

Tues. Nov. 7.....First Day of Second Quarter
 Wed. Nov. 15...Delayed Start 10a @HS, 9:50a @MS, & 10:20a @ES
 Nov. 22-24.....No School - Thanksgiving Holiday Break
 Wed. Dec. 13...Early Dismissal 12:50p @HS, 1p @MS, & 1:10p @ES
 Fri. Dec. 22.....Early Dismissal 12:50p @HS, 1p @MS, & 1:10p @ES
 Dec. 25-Jan 1.....No School - Winter Break
 Tues. Jan. 2.....School resumes after break
 Thurs. Jan. 18.....Last Day of Second Quarter
 Fri. Jan. 19.....No School - Teacher Workday
 Mon. Jan. 22.....No School - Professional Development

THIRD QUARTER (45 DAYS)

Tues. Jan. 23.....First Day of Third Quarter
 Mon. Feb. 19.....No School - Professional Development
 Fri. Mar. 15.....Early Dismissal 12:50p @HS, 1p @MS, & 1:10p @ES
 Tues. Mar. 26.....Last Day of Third Quarter
 Wed. Mar. 27.....No School - Teacher Workday
 Mar. 28-Apr. 1.....No School - Spring Break

FOURTH QUARTER (42 DAYS)

Tues. Apr. 2.....First Day of Fourth Quarter
 Tues. Apr. 2.....Delayed Start 10a @HS, 9:50a @MS, & 10:20a @ES
 Fri. May 27.....Memorial Holiday - No School
 Thurs. May 30.....Last Day of School
 Fri. May 31.....Graduation/Teacher Workday



All new students to the
 Kasson-Mantorville
 School District must
 enroll online at
www.komets.k12.mn.us

Further assistance is
 available at 634-1142



PARENT-TEACHER CONFERENCES

ELEMENTARY SCHOOL

Nov 16 & 19, 2023

Feb 1 & 6, 2024

3:30-7:30 p.m. (Scheduled
individually)

MIDDLE SCHOOL

Oct 10, 2023

3:30-6:30 p.m. (Scheduled)

Oct 26, 2023

3:30-6:30 p.m. (Open House)

Feb 1, 2024

3:30-6:30 p.m. (Scheduled)

HIGH SCHOOL

Oct 9, 2023

3:30-6:30 p.m.

Dec 11, 2023

3:30-6:30 p.m.

Feb 26, 2024

3:30-6:30 p.m.

GENERAL INFORMATION



CLOSINGS, LATE STARTS, EARLY OUTS

You will be notified of all school closings, delayed starts, and early outs by our SchoolMessenger calling system, our website, email, radio, TV, and social media.

KAAL TV

www.kaaltv.com

KTTC TV

www.kttc.com

WCCO TV

www.wcco.com

KROC AM-1340; FM 106.9

www.kroc.com

KIMT TV

www.kimt.com

ACTIVITIES DEPARTMENT

Activities Director - Broc Threinen.....634-1179

b.threinen@komets.k12.mn.us

Activities Secretary-Jessica Schoenfelder...634-1105

j.schoenfelder@komets.k12.mn.us

For more information about the Activities Department, visit www.komets.k12.mn.us and click on "Activities" --> "Activities Information."



INFINITE CAMPUS ANNUAL UPDATE

Stay Connected with Infinite Campus! ➔

Grades, attendance, schedules, and notifications—all at your fingertips with Infinite Campus, our student information system. Plus, it's not just about information—you can update contact details, pay fees, make purchases, and manage meal accounts with ease using your Infinite Campus Parent or Student Account.

Don't forget! The Annual Update is a must-do for all families each year. It ensures we have the latest home and mailing addresses, contact info, and emergency contacts to reach you if needed. No more paper forms! The Annual Update replaces those during back-to-school open house and conferences, including health forms and field trip permissions.

Mark your calendars! Complete the annual student update for the 2023-24 school year by Friday, Sept. 1. Check out the directions here to access the Annual Update ➔ [click here](#)

Need help? Reach out to your child's school building secretary. And remember, only one parent/guardian per household can complete the Annual Update. Stay connected, stay informed—complete your Annual Update!

SCHOOL RESOURCE OFFICER

Jesse Kasel is the School Resource Officer for Kasson-Mantorville Schools. He is a Police Officer for the Kasson Police Department who is assigned to work full time at K-M Schools. Some of Officer Kasel's responsibilities include law enforcement, criminal investigations, classroom presentations on various topics related to law enforcement and safety, teaching DARE and most importantly, building positive relationships with our awesome students. He has an office in the high school and middle school and is accessible to all schools when needed. If you need to contact Officer Kasel, email j.kasel@komets.k12.mn.us or call 634-1636 (MS) or 634-1110 (HS).



SOCIAL MEDIA



**Follow K-M
Schools on
Twitter:**

@District204



**Check out
K-M Schools'
Facebook page:**

www.facebook.com/District204



**Follow K-M
Schools on
Instagram!**

@kmdistrict204

ELEMENTARY SCHOOL



K-4 CONFERENCE DAYS

September 5-6

Student Conference Days allow teachers to meet individually with students and parents before the start of the school year on Sept. 7. Student Conference Days are Sept. 5-6. Parent/Guardians will have approximately 25 minutes to meet with their child's classroom teacher. During this time, the teacher will share with you important classroom and school information. Please visit [this link](#) to sign up for a time slot.



Picture Retake Day

Picture retakes will be on Wednesday, October 11th from 9AM - 12PM.

FIRST DAY OF CLASSES FOR K-4

Thursday, Sept. 7, 2023

KMES participates in a number of programs during the year. With these programs, we either receive products to be used by the school or money that can be used to purchase items for the school. The following is a list of the programs we participate in.

***Target Take Charge of Education** - Every time you use a Target visa or Target Guest Card, we receive 1% of the amount of your purchase.

***Casey's Rewards** - Donate your rewards points toward Casey's Cash for Classrooms.



ATTENTION - Parents of incoming kindergarten students:

Per state law, you must submit dates of your child's immunizations **PRIOR** to the first day of classes, or your child will not be able to attend school. (Legal exemptions are an option for any vaccine for anyone who chooses that option. This requires a signature of a notary along with parent/guardian signature(s). Please list each vaccination exemption by name on [this form](#).)

School policies, "**530 IMMUNIZATION REQUIREMENTS**" & "**533 WELLNESS**" can be found online at www.komets.k12.mn.us by clicking "District" --> "District policies."

KASSON-MANTORVILLE ELEMENTARY SCHOOL

HOURS: 8:10 a.m. - 3 p.m.

PHONE: 634-1234

ADDRESS: 604 16th St. NE
Kasson, MN 55944

Follow KMES on Twitter:
@KMElem



ELEMENTARY SCHOOL

STAFF DIRECTORY



ES OFFICE STAFF

Principal Courtney Frie
c.frie@komets.k12.mn.us
634-1234



Name	Position	Phone	Email
Jennifer Flynn.....	Secretary.....	634-1234.....	j.flynn@komets.k12.mn.us
Leah Brogan.....	Attendance Secretary.....	634-1234.....	l.brogan@komets.k12.mn.us
Jessica Marquardt.....	T&L Coordinator.....	634-1130.....	j.marquardt@komets.k12.mn.us
Karen Besch.....	Counselor.....	634-1565.....	k.besch@komets.k12.mn.us
Nicole Frantz.....	Social Worker.....	634-1564.....	n.frantz@komets.k12.mn.us
Ellie Freerksen.....	School-linked Mental Health...	507-884-8027.....	e.freerksen@komets.k12.mn.us
Terri Wehrman.....	School Psychologist.....	634-4030.....	t.wehrman@komets.k12.mn.us
Stephanie Servantez...	Nurse.....	634-1567.....	s.servantez@komets.k12.mn.us
Jesse Kasel.....	SRO.....	634-1636.....	j.kasel@komets.k12.mn.us
Jake Schmidt.....	Media Tech.....	634-1582.....	jake.schmidt@komets.k12.mn.us

K-M ELEMENTARY SCHOOL STAFF

Kindergarten

Jennifer Anderson.....j.anderson@komets.k12.mn.us
 Karli Buegler.....k.buegler@komets.k12.mn.us
 Brandice Hrtanek.....b.hrtanek@komets.k12.mn.us
 Megan Melhouse.....m.melhouse@komets.k12.mn.us
 Sara O'Reilly.....s.oreilly@komets.k12.mn.us
 Kelly Schmidt.....k.schmidt@komets.k12.mn.us
 Colleen Tentis.....c.tentis@komets.k12.mn.us
 Natalie Tweten.....n.tweten@komets.k12.mn.us

First Grade

Noah Battenfeld.....n.battenfeld@komets.k12.mn.us
 Karlyn Buchanan.....k.buchanan@komets.k12.mn.us
 Heidi Diercks.....h.diercks@komets.k12.mn.us
 Lori Groslie.....l.groslie@komets.k12.mn.us
 Andrea Hegna.....a.hegna@komets.k12.mn.us
 Alicia Meline.....a.meline@komets.k12.mn.us
 Emma Tauchnitz.....e.tauchnitz@komets.k12.mn.us

Second Grade

Danielle Bell.....d.bell@komets.k12.mn.us
 Ava Chesak.....a.chesak@komets.k12.mn.us
 Ryan Haraldson.....r.haraldson@komets.k12.mn.us
 Laura Peck.....l.peck@komets.k12.mn.us
 Brian Sandstrom.....b.sandstrom@komets.k12.mn.us
 Lisa Torgerson.....l.torgerson@komets.k12.mn.us
 Allison Whalen.....a.whalen@komets.k12.mn.us

Third Grade

Courtney Breer.....c.breer@komets.k12.mn.us
 Amy Eichten.....a.eichten@komets.k12.mn.us
 Michael Meeker.....m.meeker@komets.k12.mn.us
 Megan Moses.....m.moses@komets.k12.mn.us
 Drew Paukert.....d.paukert@komets.k12.mn.us
 Caroline Ryan.....c.ryan@komets.k12.mn.us
 Jody Vossen.....jody.vossen@komets.k12.mn.us

Fourth Grade

Paula Dahms.....p.dahms@komets.k12.mn.us
 Sarah Link.....s.link@komets.k12.mn.us
 Kameryn Paukert.....k.paukert@komets.k12.mn.us
 Tracy Schmidt.....t.schmidt@komets.k12.mn.us
 Rachel Spencer.....r.spencer@komets.k12.mn.us
 Gabrielle Wagner.....g.wagner@komets.k12.mn.us

Specialists

Michelle Anderson (ADSI).....m.anderson@komets.k12.mn.us
 Abigail Budin (Music).....a.budin@komets.k12.mn.us
 Sara Darveaux (Media Center).....s.darveaux@komets.k12.mn.us
 Bailey Kennedy (PhyEd).....b.kennedy@komets.k12.mn.us
 Megan Krause (Speech/Lang).....m.krause@komets.k12.mn.us
 Jennifer Kujath (High Potential).....jennifer.kujath@komets.k12.mn.us
 Marissa Mayer (Speech/Lang).....m.mayer@komets.k12.mn.us
 Jessica Meeker (Literacy).....j.meeker@komets.k12.mn.us
 Luann McMahan (PLTW).....l.mcmahan@komets.k12.mn.us
 Jennifer Sheedy (Float).....j.sheedy@komets.k12.mn.us
 Jana Southwick (Intervention).....j.southwick@komets.k12.mn.us
 Nancy Voth (ADSI).....n.voth@komets.k12.mn.us
 Sara Winkels (ESL).....s.winkels@komets.k12.mn.us
 Kris Wishy (Art).....k.wishy@komets.k12.mn.us

Special Education

Sara Bailey.....s.bailey@komets.k12.mn.us
 Aaron Budihas.....a.budihas@komets.k12.mn.us
 Benjamin Latimer.....b.latimar@komets.k12.mn.us
 Lily Snow.....l.snow@komets.k12.mn.us
 Tiffany Swanson.....t.swanson@komets.k12.mn.us
 Moriah Zincke.....m.zinckw@komets.k12.mn.us

Support Staff

Heidi Bradseth.....Assistant
 Amy Buehler.....Assistant
 Eileen Burch.....Assistant
 Brooke Distad.....Assistant
 Crystal Donahoe.....Custodian
 William Harrison.....Custodian
 Sheila Haskin.....Assistant
 Rhonda Hubbard.....Assistant
 Dave Johnson.....Custodian
 Thomas Klinkhammer.....Custodian
 Jenny Mendoza.....Assistant
 Kayla Mulholland.....Assistant
 Alejandra Ochoa.....Assistant
 Elizabeth Olmos.....Assistant
 Allison Peine.....Assistant
 Susan Pongratz.....Assistant
 Jill Riker.....Assistant
 Jacinta Robinson.....Assistant
 Tiffany Vogt.....Assistant
 Porter Sullivan.....Custodian

ELEMENTARY SCHOOL

SCHOOL SUPPLIES LISTS



KINDERGARTEN

- 1 - backpack (large enough to hold a binder and pair of shoes)
- 1 - 1-inch **heavy-duty binder with clear front cover sleeve**
- 1 - **plastic** two-pocket folders with bottom pockets
- 2 - **plastic** three-prong folder
- 2 - wide-lined spiral notebooks, at least 70 pages
- 1 - large pink eraser
- 1 - package Ticonderoga pencils

- 3 - 24-count boxes of **Crayola** crayons
- 2 - packs **Crayola** washable markers (**wide, classic colors**)
- 2 - highlighters
- 4 - **WIDE EXPO** dry erase markers
- 4 - **FINE EXPO** dry erase markers
- 4 - **Elmer's** glue sticks
- 1 - bottle of **Elmer's** glue
- 1 - pair of BLUNT scissors
- 1 - large box of tissues
- 1 - large container of disinfectant wipes

- 2 - containers of Playdoh
- Planner fee \$ 5.00** (Tentis)
- Journal fee \$4.50**

- 1 **set of headphones** in a Ziploc bag for computers/iPads. (No earbuds, no bluetooth earbuds, no angle connectors, straight-end connector only see photo -->



- Girls:** One box of gallon-size **Ziploc** baggies

- Boys:** One box of sandwich-size **Ziploc** baggies

SHOES

Students need to wear non-marring athletic shoes to Physical Education.



ASSISTANCE

If you are in need of assistance, some supplies are available at the elementary office.

FIRST GRADE

- 1 - backpack (no wheels)
- 24 - Ticonderoga #2 pencils (yellow, sharpened)
- 2 - large pencil erasers
- 1 - pencil **box**
- 4 - highlighters
- 8 - **fat Expo low odor**, chisel tip, dry erase markers (red, green, blue, or black)
- 1 - dry erase eraser
- 6 - **large** glue sticks
- 1 - bottle of white glue
- 2 - boxes of (24) crayons
- 2 - pack washable markers

- 2 - 2-pocket, 3-hole punched folders (bottom pockets-no side pockets, not plastic)
- 4 - 3-prong folders with pockets (not plastic)
- 4 - wide-lined spiral notebooks
- 1 - set of scissors (metal blades)
- 1 - large box of tissue
- 1 - container of Lysol wipes
- \$4.50** for a writing journal*
- 1 - set of headphones*
- 1 - art shirt*



***PTA Supply Box does not include these items**

ELEMENTARY SCHOOL

SECOND GRADE

(NOTE: Please label supplies; any supplies not specifically requested will be sent home.)

- 24 - Sharpened Ticonderoga #2 pencils
- 1 - Handheld pencil sharpener with attached shaving reservoir
- 1 - Box of crayons (24 count)
- 4 - Low odor, dry erase markers (black, red, blue, or green; not washable kind)
- 1 - Handheld block pencil eraser

- 1 - 1" 3-ring binder
- 1 - 3-ring binder pencil pouch with zip closure
- 2 - wide-lined spiral notebooks
- 1 - pack 3x3 Post-it notes
- 8 - glue sticks
- 1 - pair of scissors
- 1 - pencil box for desk supplies
- 1 - large box of tissues (200+ count)
- 1 - pack of markers
- 1 - Highlighter



- 1 - pack of colored pencils
- 1 - black sharpie
- 1 - glue bottle
- 1 - art shirt

Everyone will need these additional supplies even if ordering a PTA First Day School Supply Box:

Headphones in a labeled Ziploc bag for computers/iPads. (no angle connectors, straight-end connector only see photo -->

\$5 for a planner



THIRD GRADE

- 3 - folders-blue, red, & purple
- 1 - 1" 3-ring, hard cover binder (light colored)
- 1 - graphing notebook
- 1 - 3-subject, **wide-lined** notebook
- 1 - pair of scissors
- 1 - box of (24 count) crayons
- 1 - cloth, zippered pencil pouch

- 8 - dry erase markers (not washable kind)
- 1 - dry erase eraser or sock
- 1 - box of (200+ count) Kleenex (unscented, non-lotion)
- 12 - Ticonderoga #2 yellow sharpened pencils
- 2 - highlighters
- 2 - small glue sticks
- 1 - box quart-size Ziploc bags

- 1 - plastic, handheld pencil sharpener with filings catcher

Supplies not in Box Kits

- 1 - art/paint shirt
- 1 - pair of headphones
- 1 - backpack

Supplies not specifically requested will be sent home. Most supplies will be community--please do not label.

FOURTH GRADE

Please do not label supplies

- 3 - wide-ruled, composition notebooks
- 2 - graph-paper notebook (quadrille-ruled)
- 3 - pocket folders
- 2 - highlighters
- 8+ - dry erase markers
- 1 - dry-erase eraser or sock
- 1 - pack of (8 count) markers
- 1 - box of (24 count) crayons
- 2 - packs of (24 count) sharpened, Ticonderoga pencils

- 1 - pack of (24 count) colored pencils
- 1 - pencil sharpener
- 1 - 3 hole punch Pencil Bag
- 2+ - glue sticks
- 1 - pair of scissors
- 1 - roll of transparent Scotch tape
- 1 - 3-pack of 3x3 Post Its
- 1 - 1" binder
- 1 - block eraser
- 1 - box of (200+ count) Kleenex
- 1 - box of Ziploc bags (any size)

- 1 - container of Clorox wipes
- 1 - set of headphones
- \$5.00 for planner**
- 1 - art/paint shirt
- 1 - clear, plastic shoebox with lid



MIDDLE SCHOOL



MS OFFICE STAFF

STAFF DIRECTORY

Principal Josh Larsen
j.larsen@komets.k12.mn.us
634-4030



Name	Position	Phone	Email
Sally Smith.....	Secretary.....	634-4030.....	sally.smith@komets.k12.mn.us
Emily Mehling.....	Secretary.....	634-4030.....	e.mehling@komets.k12.mn.us
Sarah Simon.....	T&L Coordinator.....	634-4030.....	s.simon@komets.k12.mn.us
Rachel Bluhm.....	Counselor.....	634-1631.....	r.bluhm@komets.k12.mn.us
Lindsey Campbell.....	Social Worker.....	634-1664.....	l.campbell@komets.k12.mn.us
Alicia Snow.....	District-Wide Social Worker.....	634-4030.....	a.snow@komets.k12.mn.us
Ellie Freerksen.....	School-Linked Mental Health.....	507-884-8027.....	e.freerksen@komets.k12.mn.us
Terri Wehrman.....	School Psychologist.....	634-4030.....	t.wehrman@komets.k12.mn.us
Michelle Jacob.....	Nurse.....	634-1608.....	m.jacob@komets.k12.mn.us
Jesse Kasel.....	SRO.....	634-1636.....	j.kasel@komets.k12.mn.us
Chris Cunningham.....	Media Tech.....	634-1612.....	c.cunningham@komets.k12.mn.us
Mark Zahn.....	Media Para.....	634-1618.....	m.zahn@komets.k12.mn.us

Grade 5 and Grade 6

Ryan Christensen (Math).....r.christensen@komets.k12.mn.us
 Matt Erredge (Math).....m.erredge@komets.k12.mn.us
 Paul Mann (Math).....p.mann@komets.k12.mn.us
 Tim Mulrine (Science).....t.mulrine@komets.k12.mn.us
 Matt Nelson (Science).....m.nelson@komets.k12.mn.us
 Joel Olson (Science).....j.olson@komets.k12.mn.us
 Ashley Peterson (Science).....a.peterson@komets.k12.mn.us
 Travis Robertson (Social Study).....t.robertson@komets.k12.mn.us
 Chris Soderberg (ELA).....c.soderberg@komets.k12.mn.us
 Slone Suess (Social Studies).....s.suess@komets.k12.mn.us
 Danica Thornburg (ELA).....d.thornburg@komets.k12.mn.us
 Katie Wohlfel (ELA).....k.wohlfel@komets.k12.mn.us

GRADE 7

Jeff Fague (US History).....j.fague@komets.k12.mn.us
 Madison Hansen (Math).....m.hansen@komets.k12.mn.us
 Isaac Heins (English).....i.heins@komets.k12.mn.us
 Samantha McMillin (Math).....s.mcmillin@komets.k12.mn.us
 Chris Merrigan (History/Global Study).....c.merrigan@komets.k12.mn.us
 Jamie Skala (Science).....j.skala@komets.k12.mn.us
 Erica Meyers (Science).....e.meyers@komets.k12.mn.us

GRADE 8

Dillon Denter (English).....d.denter@komets.k12.mn.us
 Madison Hansen (Math).....m.hansen@komets.k12.mn.us
 Isaac Heins (English).....i.heins@komets.k12.mn.us
 Lucas Kaplan (Math).....l.kaplan@komets.k12.mn.us
 Chris Merrigan (History/Global Study).....c.merrigan@komets.k12.mn.us
 Erica Meyers (Science).....e.meyers@komets.k12.mn.us
 Aaron Wilke (Global Study).....a.wilke@komets.k12.mn.us
 Isaac Ydstie (Science).....i.ydstie@komets.k12.mn.us

SPECIAL EDUCATION

Nicole Kujath.....n.kujath@komets.k12.mn.us
 Heather Hindal.....h.hindal@komets.k12.mn.us
 Kiara Laganieri.....k.laganieri@komets.k12.mn.us
 Kelly Raymond.....k.raymond@komets.k12.mn.us
 Barbara Purrier.....b.purrier@komets.k12.mn.us
 Abigail Root.....a.root@komets.k12.mn.us
 Jodi Smith.....j.smith@komets.k12.mn.us

SPECIALISTS

Jon Buchanan (Careers/PE/Health).....j.buchanan@komets.k12.mn.us
 Erika Erlandson (PE/Health).....e.erlandson@komets.k12.mn.us
 Tony Gierok (PE).....t.gierok@komets.k12.mn.us
 Liz Harwood (Band).....e.harwood@komets.k12.mn.us
 Tyler Isbell (Music/Choir).....t.isbell@komets.k12.mn.us
 Julie Laufenberg (Spanish).....j.laufenberg@komets.k12.mn.us
 Michelle Pearson (ADSI).....m.pearson@komets.k12.mn.us
 Tonya Peterson (float sub).....t.peterson@komets.k12.mn.us
 Jen Schimek (ADSI).....j.schimek@komets.k12.mn.us
 Jared Simon (PE/Health).....j.simon@komets.k12.mn.us
 Jenna Smith-Welch (FACS).....j.welch@komets.k12.mn.us
 Tomi Swanson (Coding/Graphic Arts).....t.swanson@komets.k12.mn.us
 Marie Torkelson (Art).....m.torkelson@komets.k12.mn.us
 Sarah Vinzant (Band).....s.vinzant@komets.k12.mn.us
 Sara Winkels (ESL).....s.winkels@komets.k12.mn.us
 Ryan Mingone (PLTW-CTE).....r.mingone@komets.k12.mn.us

SUPPORT STAFF

Kami Anderson.....Assistant
 Mike Bradford.....Custodian
 Missy Broskoff.....Assistant
 April Hurley.....Custodian
 Trish Morrow-Porter.....Assistant
 Elizabeth Olmos.....Assistant
 Jon Riedel.....Custodian
 Gary Steffen.....Custodian
 Kelly Ware.....Assistant
 Tea Wytaske.....Assistant



MIDDLE SCHOOL

MIDDLE SCHOOL ORIENTATIONS

Fifth Grade and Sixth Grade

Grade 5 orientation is scheduled from 3:30 p.m. to 6:30 p.m. on Wednesday, August 30. Students and their families will sign up for timeslots via SignUp Genius, which will be distributed via Mr. Larsen's Middle School Newsletter. Parents will drop off their students at the scheduled time, and teachers will show them their classrooms and lockers. There will be a separate Grade 5 parent orientation held on Thursday, September 14 from 5:30p.m. to 6:30 p.m.

Sixth, Seventh, and Eighth Grades

Grades 6-8 will have an open house from 3:30 p.m. to 6:30 p.m. on Wednesday, August 30. Parents will drop off their students at the scheduled time, and teachers will show them their classrooms and lockers. There will be a separate Grades 7/8 parent orientation held on Monday, September 18th from 5:30p.m. to 6:30 p.m.

MIDDLE SCHOOL SUPPLY NOTES

The **KMMS School Store** carries many items students may need for classes. The store is in the MS Media Center. If you need assistance attaining school supplies, contact Lindsey Campbell at l.campbell@komets.k12.mn.us or the MS Counselor. Classrooms are always willing to take donations of pencils, glue, scissors,

colored pencils, and markers.

All backpacks must fit in lockers and must not have wheels. Band supply lists were emailed home. If you have questions, contact Mrs. Harwood at e.harwood@komets.k12.mn.us.

*Please remember to **label your students' supplies.**



7:50 a.m. - 3 p.m.

FIRST BELL rings at 7:45 a.m.

Students are expected to be in their seats, ready for class, when the second bell rings at 7:50 a.m.

PARENT DROP-OFF & PICKUP

before and after school is located in the South Lot.

DURING THE SCHOOL DAY all student pickups must be from the MS Office.

ADDRESS: 1400 5th Ave. NE
Kasson, MN 55944

PHONE: 634-4030

Follow KMMS on Twitter:

@KMMS_Larsen



VACCINATIONS: ALL GRADE 7 STUDENTS

Must show proof of Hepatitis B series, 2nd MMR, Td booster, Meningococcal, record of either having had chicken pox or having received 2nd varicella shot before orientation. (Must have physician's signature to verify if student had disease of varicella/chicken pox.)

ALL MS STUDENTS

Bring \$5 to your homeroom teacher (Gr5/6) & (Gr7/8) Period 1 for a planner.

Picture Day

KMMS Picture Day

Wed Sept 13

Retake day is Tue Nov 7



MIDDLE SCHOOL

KASSON-MANTORVILLE MIDDLE SCHOOL SUPPLY LIST 2023-2024



AT KASSON-MANTORVILLE MIDDLE SCHOOL, WE STRONGLY BELIEVE IN STUDENTS COMING PREPARED FOR SCHOOL AND FOR LEARNING EVERY SINGLE DAY. WE WILL IMPLEMENT THE USE OF BINDERS AS A SCHOOL-WIDE METHOD FOR ORGANIZATION. STUDENTS SHOULD BRING ALL MATERIALS AND SUPPLIES WITH THEM ON THE FIRST DAY OF SCHOOL AND WILL ORGANIZE THEIR MATERIALS IN THEIR FIRST HOUR AND THROUGHOUT THE YEAR IN KOMET TIME. IN AN EFFORT TO STREAMLINE SUPPLY PURCHASING FOR OUR K-M FAMILIES, WE HAVE CREATED ONE SUPPLY LIST FOR ALL STUDENTS. WE LOOK FORWARD TO AN AWESOME SCHOOL YEAR! GO KOMETS!

- (2) 2-INCH BINDERS - DIFFERENT COLORS PREFERRED
- (2) 5-PACK POCKET TABBED DIVIDERS OR (10) 3-HOLE PUNCHED FOLDERS
- (6) 3-HOLE PUNCHED NOTEBOOKS
- (1) GRAPHING NOTEBOOK
- PENCIL POUCH FOR 3-RING BINDER
- 12- PACK COLORED PENCILS
- (2) 24-PACK PENCILS
- (2) PAPERMATE ERASERS
- MULTI-PACK HIGHLIGHTERS
- BLACK, BLUE AND RED PENS
- BOTTLE OF ELMER'S GLUE
- (1) BLACK FINE SHARPIE
- 4-PACK DRY ERASE MARKERS
- 8-PACK COLORED MARKERS
- (1) STICKY NOTES
- (4) LINED INDEX CARDS
- COMPOSITION NOTEBOOK
- CALCULATOR: TI-30 XS MULTI-VIEW (GRADES 6-8)
- HEADPHONES - NO BLUETOOTH
- PE STUDENTS: TENNIS SHOES, DEODORANT, CHANGE OF CLOTHES
- MUSIC STUDENTS: 1/2 INCH BINDER
- PLANNER: \$5 - CAN BE PURCHASED AT OPEN HOUSE
- 2 BOXES OF TISSUES (COLLECTED IN KOMET TIME)
- CLOROX WIPES (COLLECTED IN KOMET TIME)

OTHER SUPPLIES MAY NEED TO BE PURCHASED FOR ELECTIVE COURSES

HIGH SCHOOL



HS OFFICE STAFF

STAFF DIRECTORY

Principal Trent Langemo

t.langemo@komets.k12.mn.us

634-2961



Name	Position	Phone	Email
Nicky Wilke.....	Secretary.....	634-2961.....	n.wilke@komets.k12.mn.us
Kara McNamara.....	Attendance Secretary.....	634-1174.....	k.mcnamara@komets.k12.mn.us
Jule Faulhaber.....	Guidance Secretary.....	634-2981.....	j.faulhaber@komets.k12.mn.us
Vanessa Jones.....	Counselor.....	634-2981.....	v.jones@komets.k12.mn.us
Jason Henslin.....	Counselor.....	634-2981.....	j.henslin@komets.k12.mn.us
Eric Schofield.....	T&L Coordinator.....	634-1121.....	e.schofield@komets.k12.mn.us
Alicia Snow.....	District-Wide Social Worker.....	634-2981.....	a.snow@komets.k12.mn.us
Ellie Freerksen.....	School-Linked Mental Health.....	634-1109.....	e.freerksen@komets.k12.mn.us
Terri Wehrman.....	School Psychologist.....	634-1657.....	t.wehrman@komets.k12.mn.us
Tammy Richard.....	Nurse.....	634-1108.....	t.richard@komets.k12.mn.us
Jesse Kasel.....	SRO.....	634-1110.....	j.kasel@komets.k12.mn.us
Michelle Poncelet.....	Systems Administrator.....	634-7044.....	m.poncelet@komets.k12.mn.us

K-M HIGH SCHOOL STAFF

Arneson, Jason (Social Studies).....j.arneson@komets.k12.mn.us
 Averbek, Elizabeth (Social Studies).....el.averbeck@komets.k12.mn.us
 Averbek, Eric (Math).....e.averbeck@komets.k12.mn.us
 Boldt, Tony (Band).....a.boldt@komets.k12.mn.us
 Bromelkamp, Shawn (Social Studies).....s.bromelkamp@komets.k12.mn.us
 Buehler, Bernie (Language Arts).....b.buehler@komets.k12.mn.us
 Carroll-Boldt, Janna (FACS).....j.carrollboldt@komets.k12.mn.us
 Enders, Connie (Language Arts).....c.enders@komets.k12.mn.us
 Erlandson, Zachary (Industrial Tech).....z.erlandson@komets.k12.mn.us
 Faller, Andrew (Choir).....a.faller@komets.k12.mn.us
 Fernholz, Chris (Business Ed).....c.fernholz@komets.k12.mn.us
 Forsthofer, Janelle (Art Ed).....j.forsthofer@komets.k12.mn.us
 Franke, Matt (Math).....m.franke@komets.k12.mn.us
 Gierok, Tony (PE/DAPE).....t.gierok@komets.k12.mn.us
 Hoff, Julie (Spanish).....j.hoff@komets.k12.mn.us
 Jones, John (Industrial Tech).....j.jones@komets.k12.mn.us
 Kujath, Jeff (Science).....jeff.kujath@komets.k12.mn.us
 Laufenberg, Julie (Spanish).....j.laufenberg@komets.k12.mn.us
 Lindquist, Michele (FACS).....m.lindquist@komets.k12.mn.us
 Luggar, Kate (Language Arts).....k.luggar@komets.k12.mn.us
 Matejcek, Nic (Social Studies).....n.matejcek@komets.k12.mn.us
 Meier, Austin (SPED).....a.meier@komets.k12.mn.us
 O'Brien, Isabella (Agriculture).....i.obrien@komets.k12.mn.us
 Olmscheid, Holly (Math).....h.olmscheid@komets.k12.mn.us
 Otterness, Chris (Industrial Tech).....c.otterness@komets.k12.mn.us
 Peine, Andrew (Social Studies).....a.peine@komets.k12.mn.us
 Persick, Allison (Special Ed).....a.persick@komets.k12.mn.us
 Pittman, Jared (Science).....j.pittman@komets.k12.mn.us
 Pocius, Nick (Special Ed).....n.pocius@komets.k12.mn.us
 Rood, Althea (Math).....a.rood@komets.k12.mn.us
 Santjer, Brook (Art Ed/Media Specialist).....b.santjer@komets.k12.mn.us
 Swanson, Alyssa (Special Ed).....a.swanson@komets.k12.mn.us
 Swanson, Tomi (Math/Technology).....t.swanson@komets.k12.mn.us
 Thornburg, Sherri (Academic Skill/ELL).....s.thornburg@komets.k12.mn.us
 Torkelson, Josh (Special Ed).....jo.torkelson@komets.k12.mn.us
 Vinzant, Sarah (Band/Choir).....s.vinzant@komets.k12.mn.us
 Vogel, Malinda (Science).....m.vogel@komets.k12.mn.us
 Voller, David (Health/PE).....d.voller@komets.k12.mn.us
 Walsh, Heather (Language Arts).....h.walsh@komets.k12.mn.us
 Wasylik, Amory (Science).....a.walsh@komets.k12.mn.us
 Worden, Rachel (Language Arts).....r.worden@komets.k12.mn.us
 Ydstie, Susan (Math).....s.ydstie@komets.k12.mn.us

K-M HIGH SCHOOL SUPPORT STAFF

Currier, Brenda.....Media Assistant
 Flickinger, Amy.....Paraprofessional
 Garcia, Steve.....Custodian
 Gile, Jane.....Copy Center Specialist
 Heimer, Beth.....Paraprofessional
 Kreidermacher, John.....Lead Custodian
 Manor, Jacqueline.....Paraprofessional
 Poff, Jim.....Custodian
 Rath, Terry.....Custodian
 Sullivan, Carol.....Media Assistant
 Wiuff, Travis.....Paraprofessional

KMHS HOURS/INFO

8 a.m. to 2:50 p.m.

NEW HS STUDENTS:

Please contact the
Guidance Office to make
an appointment for class
registration

ADDRESS:

101 16th St. NE
Kasson, MN 55944

PHONE:

634-2961

TWITTER:

@KMKometsHS

**HS CONFERENCES:**

Oct. 09 (first quarter)
Dec. 11 (second quarter)
Feb. 26 (third quarter)



HIGH SCHOOL

WELCOME NEW STUDENTS!



OPEN HOUSE AND FRESHMEN ORIENTATION

The High School Open House will be **Wednesday, August 30** from 4:00 p.m. to 7:00 p.m. Families are welcome to come meet the teachers and put supplies in lockers. **Freshmen Orientation** will also be held on Wednesday, August 30 at 5:30 p.m. in the MNWifi Performing Arts Center.

9TH GRADE LINK CREW ASSEMBLY

8 AM, TUESDAY, SEPT. 5, HOME FEDERAL ARENA

This welcome assembly and orientation is for ninth-grade students only! Have fun with your classmates, and junior/senior leaders, participating in small- and large-group activities to get ready for High School! This fun welcome event is during the first day of school at 8 a.m. Tues. Sept. 5, in Home Federal Arena.

ATTENTION: 2024 SENIORS

Make sure to regularly check the SENIOR INFORMATION webpage for important details throughout the school year. You can find the Senior Information webpage by going to www.komets.k12.mn.us and clicking "Schools" --> "KM High School" --> "Office" --> "Senior Information."



K-M DRIVER EDUCATION

K-M continues to offer driver education. Classes fill up quickly. Students may register at age 14, but cannot begin classroom instruction until age 15. Register at the Community Ed Office (634-4464) or online through the Community Ed website. Contact Danica Thornburg or Dillon Denter d.thornburg@komets.k12.mn.us or d.denter@komets.k12.mn.us with questions.

STUDENT PICTURES!

Jostens will be taking student pictures Sept. 19. Retakes are Oct. 26. All students grades 9-11 MUST have a picture taken.



More information will be sent later.

UPCOMING HIGH SCHOOL EVENT DATES

HOMECOMING WEEK: Sept 25-29, 2023

PROM: Saturday, May 4, 2024

GRADUATION: 7:00 p.m. Friday, May 31, 2024, Home Federal Arena

HIGH SCHOOL

HS SUPPLIES LISTS

ALL CLASSES

- 1 - Notebook **per class** (Spiral, College Ruled)
- 1 - Folder **per class**
- 1 - pack Pencils
- 1 - pack Pens (Black or Blue)
- 1 - pack Highlighters
- Book Covers
- 1 - set of Earbuds
- 1 - Planner



GENERAL, CHEMISTRY 1, & COLLEGE

- 1 - set of Chemical Splash Goggles (School Store)
- 1 - Non Programmable Scientific Calculator
- 1 - Lab/Composition Notebook (Non Spiral)
- 2 - Dry Erase Markers

BIOLOGY 1 & BIOLOGY 2

- 1 - Chemical Splash Goggles (School Store)

ALL SCIENCE CLASSES

- 1 - Ruler with Metric Measurements

MATH CLASSES

- 1 - 3-Ring Binder
- 1 - Dry Erase Marker
- 1 - TI-84 Graphing Calculator



ENGLISH 9, ENRICHED, & HONORS ENG

- 1 - Spiral Notebook for Journaling (Worden only)

NONFICTION STUDIES

- 1 - pack of Blue, Pink, & Yellow Highlighters
- 1 - pack of 3x3 Sticky Notes (Post-Its)
- 1 - pack of multicolor page flags

PHY ED

- 1 - T-Shirt
 - 1 - pair of Shorts
 - 1 - pair of Socks
 - 1 - pair of Tennis Shoes
- Skating/Bowling Fee of \$5-10



PERSONAL FINANCE/ACCOUNTING I & II

- 1 - Basic Calculator



ART

- 1 - Sketchbook (9"x 6" spiral bound)
- 1 - pack of Pencils for art class only (2B & 6B)
- 1 - Eraser - kneaded, plastic or rose
- 1 - Ruler - 12" or 18" metal or plastic
- 1 - Palette (plastic pail cover)
- 1 - One-cup size plastic container
- 1 - Old Magazine - with many pictures
- 1 - Plastic bag or small container for supplies
- 1 - Sharpie black felt tip pen



POTTERY 1

(CLASS FEE \$10)

- 1 - Pencil for Pottery only
 - 2 - large plastic bags, labeled
 - 2 - small plastic bags, labeled
 - 3+ - Items for impressing designs in clay
(Ex: buttons, toys, jewelry, leaves, bark)
 - 1 - Shirt to protect clothing
 - 1 - bottle of Hand Lotion
 - 1 - Small Soft Sponge
 - 1 - Smooth Cloth (36"x36" old dishcloth/bedsheet)
 - 1 - Small plastic bowl - size of your fist
 - 1 - Small plastic jar with lid
 - 1 - piece of wood -approx 10"x 10"- 12"x 12"
 - 1 - Sketchbook 9"x 6"
 - 1 - Fine mist spray bottle
 - 1 - Ruler 12" -plastic
- Other materials as needed based on project

GRAPHIC ARTS

- 1 - Sketchbook 9" x 6" spiral bound
- 1 - Pencil for Graphic Art only- 2B
- 1 - Eraser - vinyl or kneaded
- 1 - Ruler - 12" or 18" plastic or metal
- 1 - Plastic container for water
- 1 - Old magazine
- 1 - Newspaper -complete
- 1 - Sharpie black felt tip marker



Some classes have a class fee that will be available to pay in the parent portal of Infinite Campus through the fees tab on the left pane.

Many items can be purchased at the School Store located inside the HS Learning Center during school hours.

COMMUNITY EDUCATION



CE STAFF

STAFF DIRECTORY

Director Jenny Carrier

j.carrier@komets.k12.mn.us

634-4464



Name	Position	Phone	Email
Lauren Asprey.....	Childcare Coordinator.....	634-1306.....	l.asprey@komets.k12.mn.us
Jenny Baker.....	ECSE Teacher.....	634-1503.....	j.baker@komets.k12.mn.us
Mary Bell.....	Preschool Teacher/Screening.....	634-4464.....	m.bell@komets.k12.mn.us
Kallie Bohar.....	PK Preschool Manager.....	634-4464.....	k.plagge@komets.k12.mn.us
Emily Hansen.....	Preschool Coordinator.....	634-4464.....	e.hansen@komets.k12.mn.us
Megan Krause.....	Speech Teacher.....	634-1571.....	m.krause@komets.k12.mn.us
Ally Kelley.....	Program Specialist.....	634-1323.....	a.kelley@komets.k12.mn.us
Amanda Madery.....	ECSE Teacher.....	634-1502.....	a.madery@komets.k12.mn.us
Amy Myrom.....	Secretary.....	634-4464.....	amy.myrom@komets.k12.mn.us
Brandon Myrom.....	Childcare Manager.....	634-1300.....	b.myrom@komets.k12.mn.us
Brook Mobilio.....	Preschool Teacher.....	634-4464.....	b.mobilio@komets.k12mn.us
TBD.....	Parent Educator.....	634-4464.....	TBD
Madi Owen.....	Preschool Teacher.....	634-4464.....	m.owen@komets.k12.mn.us
Katie Schroden.....	PAC & REC Coordinator.....	634-1302.....	k.schroden@komets.k12.mn.us

DISCOVER K-M COMMUNITY EDUCATION

Kasson-Mantorville Community Education is devoted to lifelong learning that inspires community and educational excellence, while serving residents of the K-M School District from birth through the retirement years.

The Community Education office is located in the K-M Community Education Building, which is attached to the east end of the K-M Elementary School. Class catalogs and brochures are delivered to the homes of all Kasson and Mantorville residents throughout the year. A full listing of classes, camps, activities, and events is available by going online:

<http://www.kmcomedu.new.schooltoday.com>

Community members interested in serving on the Community Education Advisory Council or becoming an instructor/coach may contact us at 634-4464.

PROGRAMMING OPPORTUNITIES

- Early Childhood Family Education
- School Readiness Preschool (ages 3-5)
- Early Childhood Screening
- Project Beginnings Infant/Toddler Care
- Project Kids Child Care
- Early Childhood Special Education
- Adult Enrichment & Recreation
- 24/7 Fitness Center
- After School & Summer Youth Enrichment Classes
- Youth Gymnastics
- Sports Camps & Athletics
- Community Trips & Events
- Adult Basic Education/GED/English Language Learners/Distance Learning

CE SUPPORT STAFF

Savanna Baxter.....Project Kids Staff
 Heather Binner.....Preschool Assistant
 Karen Cole.....Project Beginnings Staff
 Jen Craft.....Project Beginnings Staff
 Jacie Dublin.....Project Kids Staff
 Nita Eggert.....ECSE Assistant
 Nora Finley.....Project Kids Staff
 Chloe Germundson.....Project Kids Staff
 Brandylynn Gwost.....Preschool Assistant
 Morgan Hamlin.....Preschool Assistant
 Marissa Hegna.....Project Kids Staff
 Brian Hunn.....Project Kids Staff
 Patience McAndrew.....Project Kids Staff
 Ron McAndrew.....ECSE Assistant
 Tom McKay.....Project Kids Staff
 Taylor Mommer.....Project Beginnings Staff
 Heather Overson.....ECSE Assistant
 Suzy Pedersen.....Project Kids Staff
 Chris Pixley.....Project Kids Staff
 Amanda Ramer.....Project Kids Staff
 Mati Ruehmann.....Project Beginnings Staff
 Kresta Schultz.....Project Kids Staff
 Joyce Swanson.....Preschool Assistant
 Emily Threinen.....ECSE Assistant
 Kristi Tottingham.....Project Beginnings Staff
 Hannah Wright.....Project Beginnings Staff
 Theresa Woodbeck.....Project Kids Staff

STAY UP TO DATE

Follow Kasson-Mantorville Community Ed!

Twitter @KM_CommunityEd

Facebook facebook.com/KMCommunityEducation

Instagram @kmcommunityed

ADDRESS: 606 16th St. NE, Kasson, MN 55944
PHONE: 634-4464

COMMUNITY EDUCATION

PROJECT BEGINNINGS & PROJECT KIDS CHILD CARE

Age Six weeks through Sixth Grade

Project Beginnings Child Care (Ages 6 weeks-33 months) is a newly licensed infant and toddler program at KMCE, serving children ranging in ages from 6 weeks to 33 months. Project Beginnings is focused on creating a nurturing, safe, and inclusive environment for your child to grow and develop. Available Monday-Friday from 6:15 a.m. to 6 p.m.



Preschool Project Kids Child Care (Ages 3-5) is an enrichment program designed to provide Kasson-Mantorville's preschool students with a full-day child care experience around their school readiness preschool program. The program works closely with the K-M School Readiness staff.

Project Kids School Age Care (Grades Kindergarten - Grade 6) offers child care before and after school as well as on most non-school days.

Project Kids runs year round and is open 6:15 a.m. to 6 p.m. Monday through Friday. It is located in the Community Education Building.

FOR MORE INFORMATION:

<https://sites.google.com/komets.k12.mn.us/kmprojectkids/home>

MEET THE TEACHER AND PICTURE DAY

KoMet Kids & KoMet Connections, Sept 7-9

On Sept. 6th, 7th and 8th, parents and students will meet with their teacher before the start of the school year.

Parents of preschool students will receive an email detailing signup for scheduling a time to meet with the teacher.



Preschoolers will begin classes for the year during the week of Sept. 11.



KOMET KIDS (3 & 4 YEARS OLD) is a preliminary school readiness preschool program. The curriculum is centered around five key domains that have been shown to be most predictive of kindergarten readiness: oral language development, phonological awareness, alphabet knowledge, mathematics, and social-emotional development. KoMet Kids class is for children usually two years before kindergarten.

KOMET CONNECTIONS (4 & 5 YEARS OLD) is a developmentally appropriate school readiness program focusing on academics and each child's individual needs to be 'Ready to Learn' in kindergarten. Our curriculum provides intentional instruction in all learning domains: social-emotional development, oral language and vocabulary, beginning reading, beginning writing, mathematics, science, social studies, fine arts, physical development, and technology. Classes are taught by certified Early Childhood teachers. KoMet Connections class is for children usually one year before kindergarten.



ALL K-M COMMUNITY ED INFORMATION

WEBSITE: www.kmcomedu.new.rschooltoday.com



COMMUNITY EDUCATION

PRESCHOOL SUPPLIES LISTS

BACKPACKS

We recommend using a regular size backpack (at least 16 inches high). They are the perfect size for artwork, and your child can zip them shut in order not to lose any of their precious creations. This size backpack is also very helpful in the winter when your child's shoes need to fit inside them. Please write your child's first name on the outside of the bag.



IMMUNIZATIONS



Please bring a copy of your child's current immunization record to your Meet the Teacher appointment in September.

SHOES

We will be going outside and using the gym throughout the year. For your child's safety, tennis shoes and socks should be worn everyday.



CHANGE OF CLOTHES

We would like for each child to bring a change of underwear and a pair of pants in a Ziploc bag (labeled with their name) to keep at school.

Occasionally we have "accidents" and the children feel more comfortable having their own clothing available to change into.

SNACKS

We will be using Taher snack cart program for preschool this year and only asking parents to contribute one snack item for the year to help keep our cupboards stocked. The snack cart fee has been included in your monthly payments. If you would like to bring a special treat for your child's birthday, please let your child's teacher know in advance.

PRESCHOOL

Note: Supplies will be used by the class, no need to write the child's name on supplies.

1- box Classic Color Crayola Washable Markers

1 - box of Crayola Crayons

1 - container Clorox wipes

1 - large box Kleenex

2 - watercolor paint sets

- Change of clothes in Ziploc with name

1 - Jumbo Size Glue Stick (washable disappearing purple works best)

1 - \$20 for classroom parties and field trips

1 - large backpack with zipper - should be large enough to fit art projects, paper, and a folder

1 - Snack for a class of 17: examples cereal, animal crackers, goldfish crackers

Last names A-I bring:

1 - Pack of Dry Erase Markers

1 - box Sandwich Ziploc bags

Last names J-Q bring:

1 - 5 pack Black Sharpies

Last names R-Z bring:

1 - 4 pack Play-doh

1 - Shaving Cream



COMMUNITY EDUCATION

2023-2024

Preschool Calendar

K-M Community Education
606 16th Street NE, Kasson, MN 55944
Phone: 507-634-4464
Fax: 507-634-1320



Meet the Teacher



First Days of Pre-School

No School

No A.M. Preschool

No P.M. Preschool



Picture Retakes: October 11 & 12



Last Days of Preschool

Parent Teacher Conferences

November 20, 21

March 25, 26

(no preschool during conferences)

Morning Preschool: 8:30-11:00

Afternoon Preschool: 12:00-2:30

Early Childhood Screening

October 2

November 20

December 4

January 15

February 5

March 4

April 15

July '23						
Su	M	Tu	W	Th	F	Sa
						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					

August '23						
Su	M	Tu	W	Th	F	Sa
		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		

September '23						
Su	M	Tu	W	Th	F	Sa
						1
3	4	5				9
10			13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10			13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
Su	M	Tu	W	Th	F	Sa
			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		

December '23						
Su	M	Tu	W	Th	F	Sa
					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						

January '24						
Su	M	Tu	W	Th	F	Sa
	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			

February '24						
Su	M	Tu	W	Th	F	Sa
				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		

March '24						
Su	M	Tu	W	Th	F	Sa
					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						

April '24						
Su	M	Tu	W	Th	F	Sa
	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				

May '24						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22			25
26	27	28	29	30	31	

June '24						
Su	M	Tu	W	Th	F	Sa
						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						

FROM THE NURSES

VISION AND HEARING SCREENING

So much learning is accomplished through the senses of hearing and vision. For this reason, screenings are essential to help identify any barriers that may impair a student's ability to learn. The local Lion's Club will screen at the Elementary during Meet-the-Teacher and at the Middle School during Open House night. A student is always welcome to receive a screening at any point during the school year. Parents and teachers should call your school's building nurse with any concerns that you may have.

EARLY CHILDHOOD SCREENING

Minnesota State Law requires all children to be screened before entering Kindergarten and recommends Early Childhood Screening between the ages of 3 and 4-1/2 years old. This process identifies normal aspects of health development and potential problems for further evaluation. Early Childhood Screening includes developmental screen and vision, hearing, weight, and immunization review. You can register your child for screening on the K-M Community Education website. There is no charge for screening. Screening dates will be 10/2/23, 11/20/23, 12/4/23, 1/15/24, 2/5/24, 3/4/24, & 4/15/24, and are listed on the Preschool Calendar.

IMMUNIZATIONS

***Failing to abide by state law will result in your child not being able to attend school.** Prior to your student's first day of attending school, records must be submitted to the school.

*Legal exemptions are an option for any vaccine for anyone who chooses. This requires a signature of a notary along with the parent/guardian signature(s). Please list each vaccination exemption by name on this form: <chrome-extension://efaidnbmninnibpcapjpcglclefindmkaj/https://www.health.state.mn.us/people/immunize/basics/imzform.pdf>

MEDICATIONS AT SCHOOL

Medication forms are available to you online on our school's website: www.komets.k12.mn.us. Click on Services--> Health Services. You must complete physician and parent authorization forms if your child will be taking medications during the school day. All medications must be brought in and left in the nurse's office (this includes non-prescription meds like Tylenol, etc.). The school will not supply over-the-counter medication. Please contact the school nurse with further questions.

DENTAL & FLU SHOT CLINICS

Dental Clinics: Oct 16 & 17, 2023
Flu Shot Clinic: Oct 11, 2023



VOLUNTEERS are appreciated for Early Childhood Screening days. If interested, please call Community Ed at 634-4464.

Early Childhood Screening Nurse

Jennifer Langemo

Elementary School Nurse

Stephanie Servantez
634-1567

Middle School Nurse

Michelle Jacob
634-1608

District-Wide Licensed School Nurse

Tammy Richard
634-1108

SCHOOL POLICIES

All K-M School Policies, including **530 Immunization Requirements, 516 Student Medication, and 533 Student Wellness**, can be found on the school website at www.komets.k12.mn.us--> "District"--> "District Policies."

DOES YOUR CHILD HAVE ASTHMA, FOOD ALLERGIES, DIABETES, OR DEPRESSION?

Please share this information with the School Health Office, so we can care for your child at school. Please complete a health form update yearly and whenever your child's health status changes.



TRANSPORTATION



TRANSPORTATION POLICY

K-M's transportation policy for walking distance to and from school is as follows:

Grades K-4.....am/pm no limitations
 Grades 5-8.....am/pm 1.25 miles
 Grades 9-12.....am/pm 1.5 miles

REMINDER: If you have changes to your student's transportation needs, please contact Sarah Clough via email at transportation@komets.k12.mn.us or phone at 634-1177.


 **Stay informed with Stopfinder!** 

Busing information will be posted in the StopFinder App based on what families have indicated within the Infinite Campus Annual Update.  Bus numbers, stops, and times have changed for many this year, so use the Stopfinder app for the most current information. Download for FREE from App Store or Google Play. An invitation for registration will be sent in August to the primary guardian in Infinite Campus. 


Parents, it's essential to update Infinite Campus yearly to indicate your busing needs. If you do not have information posted in Stopfinder, please ensure your Infinite Campus Annual Update has been completed.




REQUIRED BUS SAFETY TRAINING FOR STUDENTS

Safety first, students! The State of Minnesota mandates that all riders must undergo bus safety training and pass a test to continue enjoying regular, sport, or field trip buses.  Remember, riding the bus is a privilege, not a right! Let's ace those competencies:

- 1 Understand it's a privilege, not a right.
- 2 Know district conduct and safety policies.
- 3 Show appropriate conduct on the bus.
- 4 Explain school bus danger zones.
- 5 Master safe loading and unloading procedures.
- 6 Nailed it? Demonstrate safe crossing procedures.
- 7 Be ready for bus evacuation and emergencies!

 Learn the ropes! These competencies will be taught during the first week of school—both in class and on buses.

Heads up! Those not yet proficient will join special classes with our Transportation Director. But no worries, you can still get back on track! By the third week, we need everyone to be bus safety pros. 

If needed, an evening class for parents and students will be scheduled. Together, we'll make bus riding safe and fun!



Sarah Clough
 Transportation Director
s.clough@komets.k12.mn.us
 634-1177

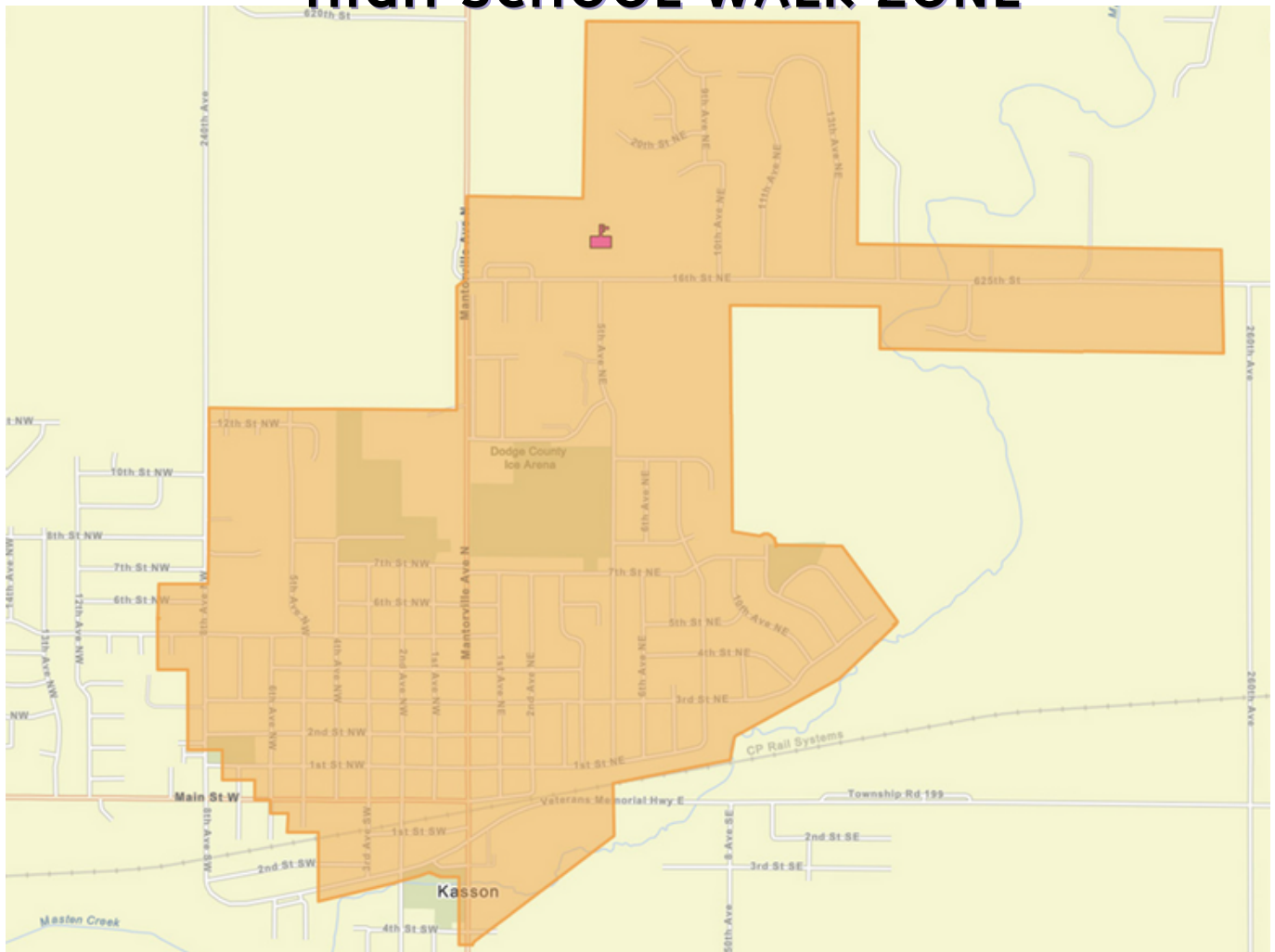
Anderson, Kami
 Bjergum, Marbie
 Boyum, Tarra
 Brambrink, Barb
 Brambrink, Greg
 Brambrink, Mark
 Brannan, Dale
 Brannan, Mark
 Currier, Ike
 Christensen, Jon
 Delzer, Paul
 Freerksen, LaVonne
 Hill, Lena
 Hodge, Al
 Martin, Richard
 McAdams, Judy
 Meeker, Larry
 Mulholland, Kayla
 Poff, Jim
 Poffenberger, Krissie
 Reker, Jerry
 Richards, Adam
 Schmidt, Jeff
 Stucky, Greg
 Thompson, Rob
 Walker, Tena
 West, Marsha
 Wytaske, Tea

REMINDERS FOR RIDING THE BUS

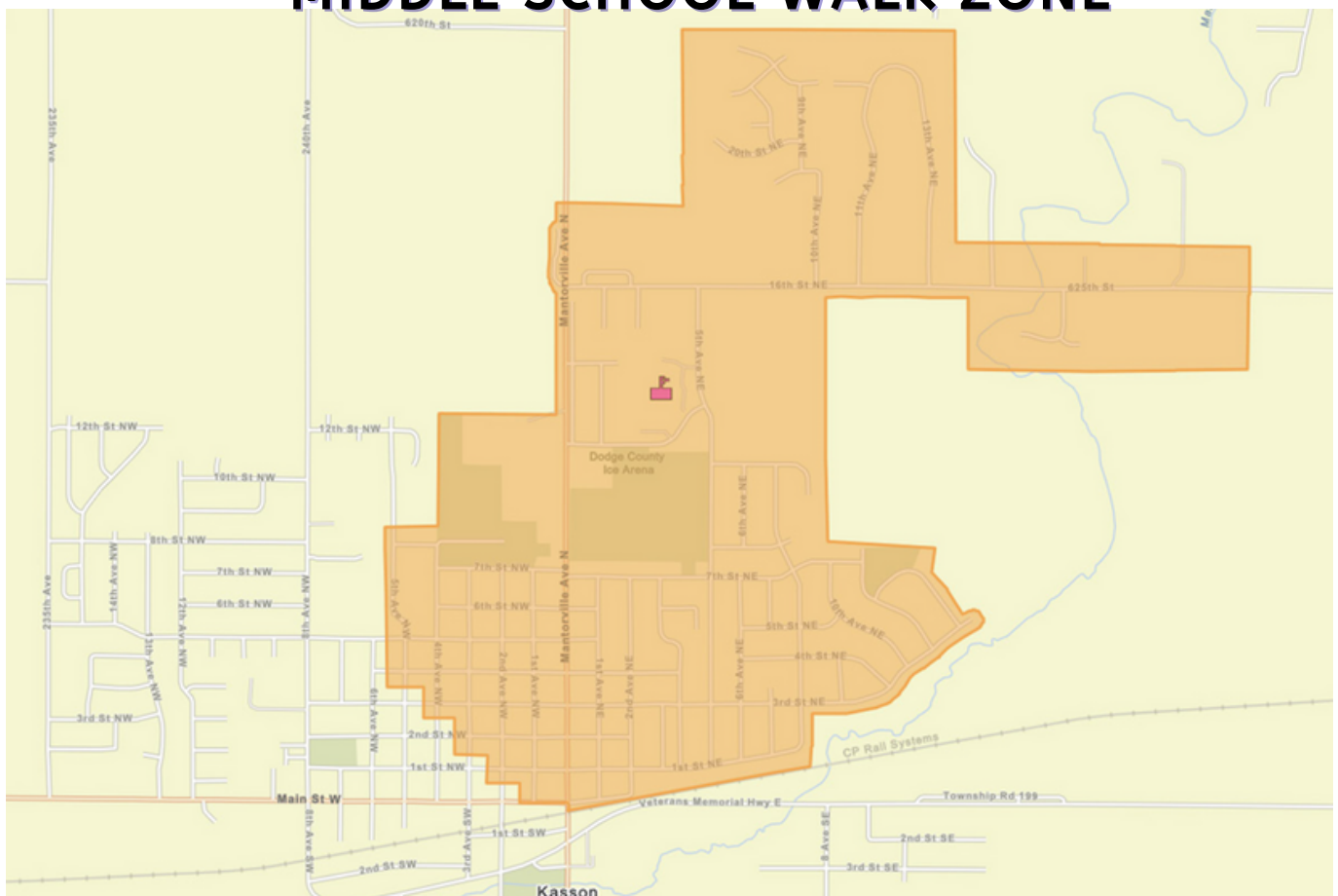
- Students should be at bus stops five minutes before the bus comes.
- During the first week of school, the bus drivers ask that students please come to their bus stops 10 minutes early.
- All students who need to cross the road at their bus stop, please wait for the bus driver to signal you across.
- Students must act responsibly and show respect for property at all bus stops.

TRANSPORTATION

HIGH SCHOOL WALK ZONE



MIDDLE SCHOOL WALK ZONE



NOTIFICATIONS

PHOTOGRAPH AND AUDIO/VIDEO TAPE PERMISSION

Each year, the Kasson-Mantorville School District and the Zumbro Education District provide information to the newspaper and other media outlets to share school activities with the community. We send names and photos to the newspaper to add interest and to recognize the students. Students may also be audio/videotaped during their concerts and various other programs or photographed or audio/videotaped for instructional, education, or publicity purposes.

If you **DO NOT** want such information made available to newspapers, etc., please sign the form below, and return to school. **NOTE:** If this form is not returned to school, the School District will assume you give permission to include your student in publicity activities.

Thank you for your cooperation. Please complete and return to the building front office, where your child attends school.

_____ No, I do not give permission to include my child(ren) in publicity activities, photos, or audio/videotaping.

Student Name(s)	Grade	Signature of Parent/Guardian	Date
-----------------	-------	------------------------------	------

SCHOOL BOARD POLICIES

Including 515 Protection and Privacy of Pupils Records, 722 Public Data and Data Subject Requests, 503.4 Homeless Students, can be found on our website at www.komets.k12.mn.us by clicking "District" --> "District Policies"

MILITARY RECRUITER ACCESS TO STUDENT DATA

An amendment to the Data Practices Act, M.S. 13.32, Subd. 5a provides the following: A secondary institution shall release to military recruiting officers the names, addresses, and home telephone numbers of students in grades 11 and 12 within 60 days after the date of request, except as otherwise provided by this subdivision. A secondary institution shall give parents and students notice of the right to refuse release of this data to military recruiting officers. Notice may be given by any means reasonably likely to inform the parents and students of the right. Data released to military recruiting officers, under this subdivision: (1) may be used only for the purpose of providing information to students about military service; and (2) shall not be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Pursuant to the requirements of ISD #204 regarding "military recruiter access to student data" (M.S. 13.32, Subd. 5a) the above constitutes the School District's annual notification to parents and students regarding military recruitment.

This notification must be given to the building principal within thirty (30) days of the publication notice.

_____ No, I do not give permission to release my child(ren)'s data to military recruiting officers.

Student Name(s)	Grade	Signature of Parent/Guardian	Date
-----------------	-------	------------------------------	------

Please complete and return to the KMHS Guidance Office, 101 16th St. NE, Kasson, MN 55944.

NOTIFICATIONS

DISTRICT SURVEYS TO COLLECT STUDENT INFORMATION; PARENT NOTICE AND OPPORTUNITY TO OPT OUT

Pursuant to the requirements of ISD #204 regarding "District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out" (Minn. Stat. § 121A.065), the school district gives parents and students notice of policy 520 Student Surveys. Parents will be informed at the beginning of the school year, if the district has identified specific or approximate dates for administering surveys and will give parents reasonable notice of planned surveys scheduled after the start of the school year.

The district will give parents direct, timely notice when their students are scheduled to participate in a student survey by U.S. mail, email, or another direct form of communication. The district will give parents the opportunity to review the survey and to opt their students out of participating in the survey. This notification constitutes the school district's annual notification to parents and students regarding student surveys.

HS SURVEYS

MN Student Survey (every three years; gr. 5, 8, 9, & 11) - next in 2025

MS SURVEYS

Student Wellness Survey - September & March

SAEBRS (Social, Academic, & Emotional Behavior Risk Screener) - September, January, & May

Student Engagement Survey - March/April

Student Life Survey - May

ES SURVEYS

Healthy Kids Survey - October & April/May

SAEBRS (gr. 2-4) - September, January, & May

UPDATE! DIRECTORY & YEARBOOK INFORMATION

NEW THIS YEAR!

Notice is hereby given: Kasson-Mantorville District School Board Policy **515 PROTECTION AND PRIVACY OF PUPIL RECORDS:** under Minnesota law, **a school district may NOT designate a student's home address, telephone number, email address, or other personal contact information as "directory information."** Directory information at Kasson-Mantorville Schools does **NOT** include:

- >a student's social security number, telephone listing, electronic mail address, date and place of birth, student's parent(s)' address, telephone number;
- >a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
- >a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
- >personally identifiable data which references religion, race, color, social position, or nationality; or
- >data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

STUDENT DATA PRIVACY

Kasson-Mantorville Public Schools uses a variety of digital tools to support student learning. Technology vendors and software are utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world.

We have an inventory of our curriculum, testing, and assessment tools posted on our Technology website: <https://sites.google.com/komets.k12.mn.us/k-m-technology/home> This list includes an outline of the student data elements within each tool. This list is maintained and communicated annually to all families at the start of the school year.

Please contact us with questions regarding specific digital tools used in classrooms.

NOTIFICATIONS

2023-2024 SPECIAL SERVICES AVAILABLE THROUGH KM SCHOOLS

Kasson-Mantorville Schools provides support to students through a full range of special education services. Students with disabilities are eligible for special education and related services when they meet IDEA's definition of a "child with a disability" in combination with state and local policies. IDEA's definition of a "child with a disability" lists 13 different disability categories under which a child may be found eligible for special education and related services.

If a student is identified as having a disability, an Individualized Educational Program (IEP) is developed cooperatively between parents and school staff.

The special services provided by Kasson-Mantorville Schools include the following:

- **Audiology**
- **Autism Spectrum Disorders (ASD)**
- **Developmental Adapted PhyEd (DAPE)**
- **Developmental Cognitive Disability (DCD)**
- **Developmental Delay (Early Childhood)**
- **Emotional/Behavioral Disorders (EBD)**
- **Extended School Year (ESY)**
- **Hearing Impaired (HI)**
- **Occupational Therapy (OT)**
- **Other Health Disability (OHD)**
- **Physical Therapy (PT)**
- **Physically Impaired (PI)**
- **School Psychological Services**
- **School Health Services**
- **School Social Worker Services**
- **Specific Learning Disabilities (SLD)**

• **Speech/Language Therapy (SL)**

• **Visually Impaired (VI)**

State of Minnesota and federal funds are used to help support special education programs. Parents and community members may review applications, reports, and evaluations of District activities supported by these funds.

For general information or if you suspect that your child (age birth through 21) may be in need of special services, contact District Special Education Director, **Nicole Kujath at 101 16th St. NE, Kasson, MN 55944, n.kujath@komets.k12.mn.us or 634-1101.**

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act which prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- 1) has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- 2) has a record of such impairment; or
- 3) is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the K-M School District has the

responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the district.

The student's school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent/guardian disagrees with the determination made by the staff of the district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights

and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the district refuses to make the amendment. If there are questions, please feel free to contact one of the following 504 coordinators:

Nicole Frantz (ES).....634-1564
Lindsey Campbell (MS)..634-1664

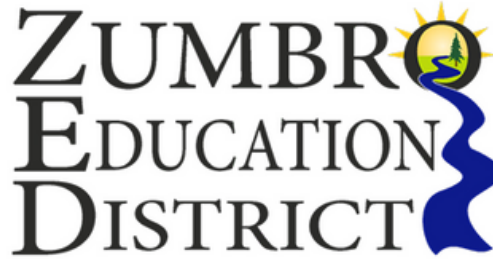
NOTIFICATIONS

SERVICES PROVIDED THROUGH ZUMBRO EDUCATION DISTRICT

Zumbro Education District (ZED) provides many required services for special education as well as additional services for regular education. Since districts have so few students in some of these areas, it is more efficient to provide these through ZED. Services provided to the ZED member districts (Blooming Prairie, Byron, Hayfield, Kasson-Mantorville, Stewartville, and Triton) include the following:

SPECIAL EDUCATION SERVICES/STAFF

- Special Education Director (must have Director's License)
- School Psychologist
- Autism/Behavior Specialist
- Early Childhood Specialist
- Education Coordinator
- Early Childhood Evaluation Manager
- Birth to three Speech/Language Pathologist
- Assistive Technology Consultant
- Teacher for Visually Impaired
- Orientation and Mobility Services
- Teacher for Deaf-Hard of Hearing
- Educational Audiology Services
- Physical Therapy Services
- Occupational Therapy Services
- Physical Health Disabilities
- Licensed Consultant
- Extended School Year center-based program
- Child Find Activities/Federal Child Count
- Specialized Special Education Staff Development to Meet Identified Training Needs
- Third Party Billing Services Specialist and training



- Special Education due process and file compliance training

PROGRAMS

- ZED Campus (setting IV program for special education students grades K-12)
- Transition 2 Success (transition program for special education students ages 18-21)
- Birth-3 (home-based programming for special education students ages birth to 3 years old)
- Area Learning Center (alternative programming for students in grades 6-12)

GENERAL EDUCATION SERVICES/STAFF

- Multi-tiered Systems of Support Consultant
- Reading Interventionist
- Ongoing training in Curriculum-Based Measurement (FAST) and Problem Solving Model
- Carl Perkins Grant coordinator (career technical education initiatives)
- Minnesota Career Information Systems
- Traveling Art Show
- Gifted and Talented Specialist
- Professional Staff Development
- Dodge County Family Services Collaborative mandatory partner
- Community Child Find Activities
- Child Care Provider Trainings

- Region 10 Projects Fiscal Host
- English Learner Interventionist and consulting
- Parapro Assessment Testing Center

MEETINGS/COUNCILS

- Special Education Coordinator meetings
- Superintendent Council
- Governing Board
- Principal Leadership
- ZED Advisory Council (general education staff, general education administration)
- ZED SPED Advisory Council (SPED staff, SPED parents)
- Gifted/Talented Committee
- Interagency Early Intervention Committee

MEETINGS/COUNCILS

- ZED Activity Day
- Career Resource Fair
- Guardianship information night for parents
- Birth-to-six family activities (Fall Family Event, Family Fun Night)
- Creative Writing Contest
- Academic Triathlon
- Science fair
- Choral Festival
- Summer Academy
- Transition Fall Rec/Leisure Day Special Education
- Bootcamp (SPED orientation for new SPED teachers)

For more information about ZED programs and services, visit our website at www.zumbroed.org You can also subscribe to our electronic newsletter when you visit our homepage.

NOTIFICATIONS

MINNESOTA K-12 EDUCATION TAX CREDIT & SUBTRACTION



Save Receipts For Your Child's Education Expenses

If you're buying school supplies for your children in kindergarten through 12th grade, you may qualify for one or both of these tax relief programs:

- K-12 Education Subtraction
- K-12 Education Credit

Save your receipts, because both programs can help lower your taxes and may provide a larger refund when filing your Minnesota income tax return.

Last year, more than 17,500 families received the K-12 Education Credit and saved an average of \$282. Over 138,000 families received the K-12 Education Subtraction with an average subtraction of \$1,285.

Common Expenses That Qualify:

- School supplies (pencils, paper, calculators)
- Educational computer hardware and software
- Tutoring K-12 curriculum by a qualified instructor
- Rental or purchase of musical instruments used during school

Expenses That Do Not Qualify:

- School supplies not used in education (backpacks, tissues, organizers)
- Clothing, including school uniforms (except required gym clothes)
- School lunches
- Family trip to museum or zoo

Do I qualify?

To qualify for either the credit or subtraction, both of these must be true:

- You purchased educational services or materials to assist with your child's education
- Your child is attending kindergarten through 12th grade at a public, private, or home school

Income limits for Each Program

K-12 Education Credit: Your adjusted gross income must be below the levels shown here. If you qualify for the credit, you must file a Minnesota return to claim a refund.

Number of qualifying children in K-12:	Adjusted gross income must be less than:
1 or 2	\$76,000
3	\$79,000
More than 3	\$79,000 plus \$3,000 for each additional child

K-12 Education Subtraction: There are no income limits for the education subtraction.

For more information on these programs and other valuable tax information, visit www.revenue.state.mn.us and enter **K12** in the Search box or call us at 651-296-3781 or 800-652-9094.



NOTIFICATIONS

TITLE I NOTIFICATION

The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. Title I also ensures that all children will reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

Title I is a program funded by the Federal Government to give students extra help in reaching and mathematics. At Kasson-Mantorville Elementary, Title I is a targeted assistance program, which means all teachers are considered Title I and all students are Title I students. The intent of the program is to provide supplemental instruction to students not yet successful in achieving standards at their grade level.

Any students may receive help in Title I. Teacher recommendations, classroom performance, and test results are used to select children who could benefit from instruction. Teachers work in small groups or individually. Title I attempts to further the child's education through more practice and more small group instruction to raise their level of achievement.

Parents have the right to access information on the professional qualifications of the student's classroom teachers including the following: whether the teacher is licensed for the grades and subjects assigned; whether the teacher is teaching with a waiver; the academic preparation of the teacher; and whether their child is provided services by a paraprofessional and their qualifications. If you would like to discuss the Title I program, please call Mrs. Courtney Frie at 634-1234.



NOTICE OF NON-DISCRIMINATORY POLICY

Kasson-Mantorville Schools is committed to providing equal education and employment opportunities to all persons and does not discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, with regard to public assistance, disability, or any other group or class against which discrimination is prohibited by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Minnesota Statutes Chapter 363, and other applicable state or federal laws. Inquiries regarding compliance should be referred to School District Human Rights Officer, District-Wide Social Worker Alicia Snow.

HOMELESS EDUCATION

The McKinney-Vento Homeless Assistance Act defines "homeless children and youth" as "individuals who lack a fixed, regular, and adequate nighttime residence." If your family lives in any of the following situations, your school-aged children may qualify for certain rights and protections under the federal McKinney-Vento Act: in a shelter; in a motel or campground due to the lack of an alternative adequate accommodation; in a car, park, or abandoned building; or doubled up with other people due to loss of housing or economic hardship. If you believe your children are eligible, contact Lindsey Campbell, KM Homeless Liaison, at l.campbell@komets.k12.mn.us or 634-1664.

HEALTH & SAFETY INDOOR AIR QUALITY

Kasson-Mantorville Schools has an indoor air quality management plan. The management plan outlines specific policies and procedures that will be used to address indoor air quality issues. If you have any questions concerning indoor air quality, or would like to use the EPA tools for schools checklists, please contact the district indoor air quality coordinator, JJ Williams at 634-1172 or jj.williams@komets.k12.mn.us

NOTIFICATIONS

LEAD IN WATER TESTING

Per Minnesota Statutes 2016, section 123B.595, subd. 4, all public school districts are required to accurately and efficiently test for the presence of lead in water in public school buildings serving students in kindergarten through grade 12. Kasson-Mantorville Schools tested all potable drinking water sources on March 31, 2017. Of the 114 samples collected District-Wide, one sample came back above the EPA recommended action level of 20 parts per billion. That sample was located at the Middle School Kitchen. The fixture was replaced and retested. The test once again came back over the threshold. The fixture/sink has been taken out of service and tagged as unusable. The district will continue to test all potable water sources once every five years, and testing is scheduled for this year (2023). A copy of the district's lead in water policy will be reviewed annually, is located in the Buildings & Grounds Office, and can be viewed, without cost or restriction, during normal working hours. Copies can be obtained for a fee of \$.25 per page. Any questions concerning this notice or an explanation of our Lead in Water Policy can be directed to JJ Williams, Buildings & Grounds Director, at 634-1172.

AHERA ANNUAL

ASBESTOS NOTIFICATION

During the past school year, the following asbestos management plan activities have been completed. These activities are pursuant to the Environmental Protection Agency 40 CFR Part 763- "Asbestos Containing Materials in Schools; Final Rule and Notice."

- Semi-Annual (2) Periodic Surveillance Inspections
- Notification of Asbestos Locations for Short-Term Workers (Electricians, Plumbers, etc.)
- Training of District Personnel

Kasson-Mantorville Schools has contracted through the Southeast Service Cooperative with the Institute for Environmental Assessment to provide environmental consulting services.

The complete updated Asbestos Management Plan for Kasson-Mantorville Schools can be found in the Buildings & Grounds Office or in the administrative office.

The Management Plan can be viewed, without cost or restriction, during normal working hours. Copies can be obtained for a fee of \$.25 per page. Any questions concerning this notice or an explanation of our Asbestos Management Plan can be directed to JJ Williams at 634-1172.



KASSON-MANTORVILLE SCHOOLS PESTICIDE NOTICE

All Minnesota schools are required to inform parents/guardians and school employees that they may request to be notified prior to pesticide application on school property. Pesticides include chemicals that are used to control insects, weeds, rodents or other pests as defined by the law (M.S. 123B.575, Subd. 9). In order to provide the required information, schools must maintain a list of parents/guardians and school employees who request notification. Schools must also provide information about individual pesticide applications upon request, including the name of the pesticide product and the time and location of the planned application. An estimated schedule of pesticide applications is available for review or copying at the Buildings & Grounds Office. Pesticides and non-chemical treatments may be used in combination in and around schools for a variety of reasons, including the control of pests that have the potential to bite, sting, spread disease, cause asthma, and/or trigger an allergic reaction. Pesticides may also be used to prevent or control damage to materials within the school building or to the school building itself, or to control pests or weeds that are seen as a nuisance. 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. Children may be more susceptible to pesticides than adults due to their smaller size and rapid growth and development. Also, their playful behavior may expose them to more pesticide residue. To limit the potential pesticide exposure, this school follows safety regulations to ensure pesticides are applied properly. All pesticide products, which are used in and around school buildings, are required to be registered with the Minnesota Department of Agriculture and the U.S. Environmental Protection Agency. In addition, school employees and certified and licensed applicators are required by state and federal law to comply with all requirements of the pesticide label, including building sites, application rates, re-entry intervals, posting, use of personal protective equipment, use restrictions, and disposal on the product label. To be notified about pesticide applications, please contact JJ Williams at 634-1172 or jj.williams@komets.k12.mn.us

TAHER FOOD SERVICE

2023-2024 LUNCH PRICES

Starting school year 2023-2024, lunch and breakfast meals are free for all students.

STUDENT MEALS / A LA CARTE PURCHASES

MEALS are defined as a tray containing three of the five following components:

- 1) Meat/meat alternatives
- 2) Grain
- 3) Fruit
- 4) Vegetable
- 5) Milk

Any tray not containing the required components will be charged full price. Food Service staff will make every effort to assist students in meeting the component requirement, so their meals are free.

Any other a la carte items or extra items will be charged to the student's lunch account, i.e. extra milk, extra meals, cookies, drinks, fruit snacks, etc.

Students that bring a cold lunch from home that would like milk or any other beverage will pay full price for that beverage.

Students must have a positive lunch account balance to purchase a la carte items. A la carte are considered extra items and are NOT included in free meals.

All snacks sold at school (Middle and High School) must meet the Alliance for a Healthier Generation Guidelines. If you would like more information about these guidelines, go to www.healthiergeneration.org

If you do not want your student to purchase extra breakfast or lunch meals, or a la carte items, please call the Food Service office (634-4462) or send an email to hs.kitchen@komets.k12.mn.us to place your request. A block will be placed on your child's account, and he/she will not be able to purchase a la carte on their lunch accounts. Blocks will carry over year to year, unless we receive notice from a parent/guardian.



OUR MISSION

Recognizing that good nutrition has a positive effect on learning and good health, our mission and commitment is to provide high quality, fresh wholesome foods and nutritionally-balanced and appealing menu selections to every student and staff at K-M Schools. We will strive to offer foods which are minimally processed, minimizing trans fats and reducing saturated fat, added sugars and artificial ingredients. We incorporate fresh, regionally-grown produce whenever feasible. Our menus are analyzed for nutrient balance, and each of our recipes meets our stringent standards promoting the wellbeing of our customers. Additionally, we commit to assist in educating our elementary customers to adopt a more nutritious lifestyle with classroom education by our Food Service Director, a Registered Dietitian. Menus and their nutritional analysis are posted monthly on the KoMet website under "Food Service Department." The lunch program utilizes a computerized lunch ticket system with picture IDs.

Breakfast is offered daily at all schools before the start of school. There is no charge for breakfast for any students this year.

Elementary students have a choice of a hot lunch, salad meal, or sandwich meal along with a wide variety of fruits and vegetables. All meals meet the USDA recommendations for the new food guidelines.

The **Healthy Snack Cart** is a snack program where students receive a healthy snack each day, eliminating the need to bring a snack from home.

The cost for this program is \$100 per school year. Elementary students can sign up with their teacher at the open houses. **Parents can now pay for the snack cart on the parent portal or via check at the Elementary School.**

Middle School and High School students and staff have the choice of regular hot lunch, deli sandwiches, Grab & Go salads, and a wide variety of fresh choices on our salad bar. We offer homemade Taher pizza on our Pizza Parlor line on specific week days. This meal includes a slice of pizza, choice of fruit, vegetable and milk.

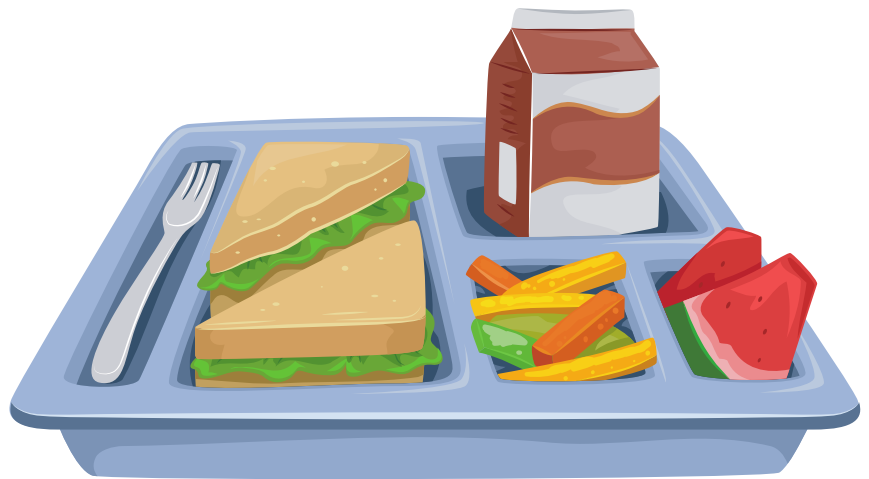
TAHER FOOD SERVICE

TAHER continued from page 31

LUNCH ACCOUNT & LOW BALANCE NOTIFICATION

All students receive an individual lunch account. Students are assigned a lunch number that carries over year to year. If you do not use your account, please call our office to have it inactivated. All active lunch accounts will receive low lunch balance notifications via email, when balances fall below \$6 and each subsequent day the balance remains below that amount. Students will be reminded at Point of Sale that their balance is below \$6. Parents will be called weekly when the account hits a negative balance of \$10 and will be asked to bring a bag lunch after a negative balance of \$25. Parents can view their child's lunch purchases and lunch balance on the Parent Portal at any time. No a la carte items are sold to students with a negative balance.

Payments are accepted at all three schools and online payments are available on the Infinite Campus Parent Portal. If you are paying by check, please send to: Taher, Inc. (located at the Kasson-Mantorville Middle School) 1400 5th St. NE, Kasson, MN 55944. One check is acceptable for all children in your family. In the memo section on your check, please note student name(s) and/or how the check should be divided. If no name is in the memo, the amount will be automatically split between all students in your family. Please request a cash receipt when paying with cash. The Food Service Department is not responsible for cash payments without a receipt. Our staff will be set up at the various schools during Open Houses to accept lunch payments and answer questions about our program.

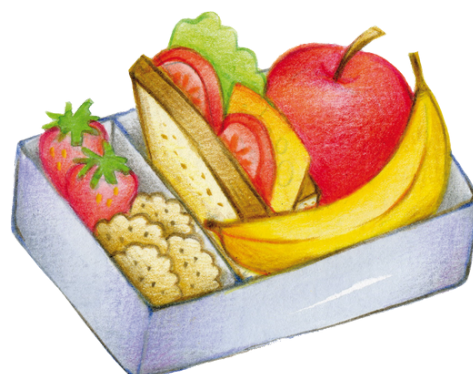


LACTOSE INTOLERANT STUDENTS

Parents of lactose-intolerant students can make a written request to have the school provide lactose-reduced milk for their students. The written request should be directed to the Food Service Office, and we will arrange for the individual school site to order lactose-reduced milk from our vendor for those students involved. We cannot offer juice as a substitute for milk.

PEANUT AND OTHER FOOD ALLERGIES

Please contact the Food Service Office if your child has special diet needs. In order to provide a special diet, we will need a note from your child's physician. We will make every attempt at providing a substitution within reason. We do not serve items with peanuts or peanut butter at the Elementary and Middle Schools. If an item at the High School contains peanuts or peanut butter, it will be appropriately labeled.



FRAM Applications for Educational Benefits should still be completed by families to qualify for educational benefits, such as reduced class fees, reduced activity fees, program scholarships, and more.



Applications for educational benefits are accepted at any time during the school year and are available on the Food Service website or page 35 of this KoMet Report. If you have a new application, please submit it to the District Office prior to school starting if you would like to receive educational benefits beginning on the first day of school. Please keep in mind that applications may take a few days to process.

Please pay any negative lunch balances that carried over from the previous school year before school starts. Parents and students can view their lunch transactions and lunch balance at any time on the Parent Portal:

<https://kassonmantorville.infinitecampus.org/campus/kassonmantorville.jsp>

EDUCATIONAL BENEFITS

**ALTHOUGH NO APPLICATION IS REQUIRED TO
RECEIVE FREE MEALS THIS YEAR,
FILLING OUT THE APPLICATION FOR EDUCATION
BENEFITS IS STILL IMPORTANT!**

Dear Parent/Guardian:

Our school offers healthy meals each day. Starting school year 2023-24, we are joining Minnesota's Free School Meals Program. All students can get one breakfast and one lunch free of charge each day at school. Although no application is required to receive this free meal benefit, filling out the Application for Education Benefits is still important! Your child(ren) may qualify for other benefits like reduced program, class, and activity fees, and more. Your application also helps the district to receive additional funding, which supports various educational opportunities and provides grants and scholarships for our students and families.

To apply, complete the enclosed Application for Educational Benefits and return it to: K-M Schools, attn: Karlyn Petersen, 101 16th St. NE, Kasson, MN 55944.

Who should complete this application?

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 for additional non-meal benefits without reporting household income. Alternatively, children can qualify for additional non-meal benefits if their household income is within the maximum income shown for their household size in the instructions on the next page below.

I get WIC or Medical Assistance. Can my children get non-meal educational benefits?

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 you 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 634-1100 or email Karlyn Petersen at k.brewington@komets.k12.mn.us

FREE MEAL BENEFITS

HOW TO COMPLETE THE APPLICATION FOR EDUCATIONAL BENEFITS

Complete the Application for Educational Benefits form for school year 2023-24 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 (**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, 2023 through June 30, 2024.

MAXIMUM TOTAL INCOME

House size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	26,973	2,248	1,124	1,038	519
2	36,482	3,041	1,512	1,404	702
3	45,991	3,833	1,917	1,769	885
4	55,500	4,625	2,313	2,135	1,068
5	65,009	5,418	2,709	2,501	1,251
6	74,518	6,210	3,105	2,867	1,434
7	84,027	7,003	3,502	3,232	1,616
8	93,536	7,795	3,898	3,598	1,799
Add each +1	9,509	793	397	366	183

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 "Do not 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.

Complete one application per household for all children. Please use pen (not a pencil). Mail or return completed form to: (School/District Information)

Definition: A Household Member is "Anyone living with you and shares income and expenses, even if not related." Read *How to Complete the Application for Educational Benefits* for more information. Adults over grade 12 living in the same household should be reported in Step 3, if your children attend different districts or charter/nonpublic schools, return an application at each one.

Child's First Name (list all children in household)	MI	Child's Last Name	School	Grade	Birthdate	Foster Child (v)
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

If YES > Enter SNAP, MFIP or FDIIR Case Number (between 4-9 digits, do not report EBT card number) _____ then go to STEP 4 (Do not complete STEP 3)

A. Last Four Digits of Social Security Number (SSN) of Adult Household Member: XXX-XX- Or Check if Adult has No SSN: ☐ Total Number of All Household Members (Children + Adults)

Sometimes children in the household earn or receive income, such as from a part time job or SSI. Please include the TOTAL income received by all children listed in STEP 1. Do not include income received by adults in the box to the right.

Total Income Received by All Children	Weekly	Bi-weekly	2x Month	Monthly
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. **All Adult Household Members (including yourself).** For each Household Member listed, if they do receive income, report total gross income only. If they do not receive income from any source, write "0" or leave any fields blank. You are certifying (promising) that there is no income to report. Not sure what income to include here? Flip the page and review "Sources of Income" for information. "Sources of Income" will help you with the Child Income section and All Adult Household Members section.

Names of All Adult Household Members (First and Last)		Gross Earnings from Working at Jobs					Are you Self-Employed or a Farmer?			Any Other Gross Income							
List all Household members not listed in STEP 1 (including yourself) even if they do not receive income. Include children who are temporarily away at school or in college.		Weekly	Bi-weekly	2x Month	Monthly	Report income before deductions or taxes in whole dollars (no cents).	Monthly	Yearly	Net income from Farm or Self-Employment. Do not duplicate elsewhere.	Weekly	Bi-weekly	2x Month	Monthly	SSI, Unemployment, Public Assistance, Child Support, and others on Page 2			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	<input type="checkbox"/>		<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	\$
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	<input type="checkbox"/>		<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	\$
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	<input type="checkbox"/>		<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	\$
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	<input type="checkbox"/>		<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	\$

☐ I have checked this box if I *do not* want my information shared with Minnesota Health Care Program as allowed by state law.

Printed name of adult signing form	Daytime Phone#		
Address (if available)	Apt#	City	Zip
SIGN HERE: Signature of Household Adult			
			Date

Do Not Fill Out: For School Office Use Conversions to Annualize All Income:		<input type="checkbox"/> Verified? Attach Tracker	<input type="checkbox"/> No change	<input type="checkbox"/> Free After Verified	<input type="checkbox"/> Reduced After Verified	<input type="checkbox"/> Denied After Verified
All Total Income (include child and adult income)	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> 2X Month <input type="checkbox"/> Monthly <input type="checkbox"/> Annualize	Household Size:	<input type="checkbox"/> Categorical Eligibility	<input type="checkbox"/> Free	<input type="checkbox"/> Reduced	<input type="checkbox"/> Denied
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determining Official Signature:		Date:				
Confirming Official Signature:		Date:				

OPTIONAL: Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility. Respond to both Step One, *Ethnicity* and Step Two, *Race*.

Step One: Ethnicity (check one): ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Step Two: Race (check one or more): ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

INSTRUCTIONS: Sources of Income

Sources of Income for Children

Sources of Child Income	Examples
<ul style="list-style-type: none"> Earnings from work Social Security Disability Payments <ol style="list-style-type: none"> Survivor's Benefits Income from person outside the household Income from any other source 	<ul style="list-style-type: none"> A child has a regular full or part-time job where they earn a salary or wages A child is blind or disabled and receives Social Security A Parent is disabled, retired, or deceased, and their child receives Social Security benefits A friend or extended family member regularly gives a child spending money A child receives regular income from a private pension fund, annuity, or trust

Sources of Income for Adults

Earnings from Work	Public Assistance / Alimony / Child Support	All Other Income
<ul style="list-style-type: none"> Salary, wages, cash bonuses (before deductions or taxes) Net income from self-employment (farm or business) If you are in the U.S. Military: <ol style="list-style-type: none"> Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) Allowances for off-base housing, food and clothing 	<ul style="list-style-type: none"> Cash Assistance from State or local government Supplemental Security Income Unemployment benefits Worker's compensation Alimony payments Child support payments Veteran's benefits Strike benefits 	<ul style="list-style-type: none"> Social Security Disability benefits Regular income from trusts or estates Annuities Investment income Rental income Regular cash payments from outside household

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

At public school districts, each student's school meal status also is recorded on a statewide computer system used to report student data to MDE as required by state law. MDE uses this information to: (1) Administer state and federal programs, (2) Calculate compensatory revenue for public schools, and (3) Judge the quality of the state's educational program.

Nondiscrimination statement: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
(2) **fax:** (833) 256-1665 or (202) 690-7442; or
(3) **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

FREE MEAL BENEFITS

FOOD FOR FRIENDS

KASSON-MANTORVILLE FOOD FOR FRIENDS

What is Food for Friends?

Food for Friends is a program that provides nutritious, child-friendly, and easy-to-prepare foods to Kasson-Mantorville students who would benefit from additional assistance on weekends and on school breaks. There is no cost to the student or family to participate in Food For Friends.

- Preschool and Elementary: Students receive a backpack filled with food on a weekly basis.
- Middle School: Students can access an in-school food shelf on a weekly basis.
- High School: Students can access an in-school food shelf on a weekly basis.

How can I sign my student up?

Application is below or can be picked up in the Elementary/Middle School Office or by contacting Lindsey Campbell at 634-1664 or l.campbell@komets.k12.mn.us. HS students can contact the Guidance Office.

Interested in donating to Food for Friends? Make an online payment at:

<http://stjohnskasson.org/food-for-friends/>

Checks can be made payable to Food for Friends and dropped off in the offices at KMES, KMMS or St. John's Lutheran Church.

FOOD FOR FRIENDS APPLICATION

If you are interested in receiving Food for Friends, please complete, sign, and return the bottom of this form to the office or mail the form to the address below:

K-M ELEMENTARY SCHOOL

c/o Nicole Frantz
604 16th St. NE
Kasson, MN 55944

K-M MIDDLE SCHOOL

c/o Lindsey Campbell
1400 5th Ave NE
Kasson, MN 55944

You will be contacted at a later date about eligibility and start dates. If you have any questions or concerns, please feel free to contact Lindsey Campbell at l.campbell@komets.k12.mn.us or 507-634-1664.

Sincerely, Lindsey Campbell, MSW, LICSW, School Social Worker

FOOD FOR FRIENDS PROGRAM

Please indicate children who live in your household for the 2023-2024 school year Student

Name(s): _____ Grade: _____ Teacher: _____

Student Name(s): _____ Grade: _____ Teacher: _____

Student Name(s): _____ Grade: _____ Teacher: _____

Student Name(s): _____ Grade: _____ Teacher: _____

Parent(s) Name: _____ Phone Number: _____

Address: _____

Allergies: _____

*I give my permission to share this information to Food for Friends committee members and St. John's Lutheran Church for the purpose of meeting program needs and delivering food to students.

Parent Signature: _____ Date: _____