MESSAGE FROM THE DISTRICT ADMINISTRATOR / JORDAN SINZ

Wisconsin Heights Parents and Families:

My name is Mr. Jordan Sinz, and it is my distinct pleasure to be serving as the district administrator for the Wisconsin Heights School District. I want to briefly introduce myself and say hello to the community that my family now lives in. Along with my wife (Stephanie) and three children, we are now residents of the Wisconsin Heights Community!

I grew up in central Wisconsin and have lived in the Badger state my entire life. My professional journeys have taken me to a variety of communities throughout the state, and I have filled a variety of educational roles. Most recently, I was the principal at Edgar Middle/High School in Edgar, Wisconsin. While I enjoyed this position a great deal, I also wanted to expand my educational impact through the pursuit of a district administrator position. My search was purposefully narrow as I looked for a district that I felt valued public education and allowed me to maintain my rural Wisconsin roots.

I truly feel fortunate that the Wisconsin Heights School District had an opening as I was exploring job possibilities. As someone that believes in the adage that everything happens for a reason, the timing came together, and I was blessed to be offered the district administrator position in March of 2017. Since then I have relocated my family and have started the process of establishing professional and personal connections in the community I now call home.

Moving forward I promise the following – I will collaborate with the Board of Education with a critical thought in mind. What is best for the students of the Wisconsin Heights School District? We will do this in a fashion that respects stakeholders at all levels such as students, parents, taxpayers, local employers, and district employees.

Clear and consistent communication is the surest road to an informed educational experience. Our district web page can provide a great deal of information for students, parents and community members alike. The school also has a Facebook page – search Wisconsin Heights School District. Please follow us for informational updates and to see examples of the amazing things happening in our district! If you have any questions, feel free to contact me at 608-767-2595 or jsinz@wisheights.k12.wi.us. Together we will ensure that Wisconsin Heights is a positive place for all students to learn!

Sincerely,

Mr. Jordan Sinz
District Administrator
We have been busy this summer getting the buildings, schedules and materials ready for the new school year. The construction on Center Street is progressing and we are hopeful it will be finished before school starts, however, please watch for email updates as the school year approaches. Our teachers have been participating in various professional development activities to continuously improve their skills to better meet the needs of the students. We are also in the process of interviewing and hiring new members of our elementary staff including an Art teacher, 2nd grade teacher, K-2 Reading/Math Interventionist, .5 AM 4K teacher, and four additional Educational Assistants. More information about these new staff members will come out in the next newsletter.

We look forward to seeing everyone on August 16th at registration from Noon to 7:00pm at the MS/HS. Registration packets were mailed home this year. If you have not received your packet, please contact Tammy Shaffer at the District Office. Be sure to bring completed materials with you to registration. All elementary students (Early Childhood - 5th grade) will have their school picture taken on the day of registration, so please bring your student(s) along with you to registration.

Please take a look at the 2017-18 school calendar for your family and school plans. The calendar is available on the newly updated district website.

The 2017-18 classroom supply lists are also available on the district web page on each elementary school home page.

Enjoy the remaining weeks of summer. We look forward to seeing all of you soon!

**Thursday, August 31st, 3:30 - 5:00 PM**

Black Earth and Mazomanie Elementary Schools will be opening their doors early. Parents and students are invited to come and unload those new school supplies into their desks and lockers. School starts on Tuesday, September 5th, and this special night will help alleviate some of the stress that comes with that first day. It will also give parents and students a chance to meet the teachers and see the classrooms.

The Wisconsin Heights Elementary Student/Parent Handbook will be given out and parents will be able to sign up for Parent-Teacher Conferences which will be held October 26th and March 1st and 2nd.

**Elementary Dates:**

- August 16: Summer Registration, MS/HS, 12 noon - 7 PM
- August 31: Back to School Night, 3:30 PM - 5 PM
- September 5: First Day of Classes for Students
- September 7: WHPTO Meeting at Black Earth, 6:30 PM
- September 20: Early Release Day – Elementary students dismissed at 11:25 AM (no EC or 4K classes)
- September 29: Picture Re-Take Day
REMINDER!

2017-18 DISTRICT REGISTRATION

We are looking forward to seeing everyone at District Registration!

When: Wednesday, August 16th
Time: 12:00 noon - 7:00 pm
Where: Middle/High School Cafeteria

⇒ ALL students (EC-12): School photos will be taken at registration. Parents/Guardians: Please bring your child to registration to have their school photo taken. Seniors must also take a school photo for their school ID.

⇒ District Registration is for students who are currently enrolled at Wisconsin Heights. We encourage any new families to the district to call our District Registrar, Tammy Shaffer (767-2586 x3005), to set up individual meetings to enroll their children.

⇒ If you are unable to attend the August 16 registration date, please visit your own school office for late registration on Tuesday-Thursday, August 22-24 or August 29-31 from 7:30 a.m. to 3:30 p.m.

NEW THIS YEAR!

Registration Packets will be MAILED HOME this year, so there will be no need to pick them up as in the past. Please bring the completed packets with you to registration day. You should have received your packets by the end of July.

Reminder to all Middle and High School Students and Parents!

MS/HS Open House
Thursday, August 31, 3:30-5:00 p.m.
See your teachers! Spruce up your locker!
Try out your new locker combination!
Come and visit us before the first day of school!
We hope to see you there!

2017-2018 Athletic Meeting Dates:
Winter: November 1, 2017
Spring: February 28, 2018

HS Fall Practice Start Dates:
Football: August 1st
Girls Swimming: August 8th
Boys/Girls Cross Country: August 14th
Girls Volleyball: August 14th
Boys Soccer: August 14th
Note from the Nurse
Katy Howe, District Nurse

Annual Notice of Medication Procedures in School

**Medications:** Please ensure that emergency medications and daily medications are at school on the first day. Prescription medications require a Medication Consent Form signed by the parent and physician. Non-prescription medications require a Medication Consent Form signed by the parent only. A new form, which can be accessed on the school’s website, is required each school year. Medications must be in the original pharmacy or manufacturer’s container. Please refer to the Annual Notice of Medication Procedures in School, Board Policy 453.4, or your child’s handbook for further information.

Please complete and return the confidential health information card to the school. If your child has asthma, please indicate where his/her inhaler will be kept. The benefit to keeping an inhaler in the school office is that it can always be located. Students sometimes forget to transport them between school and home.

At any given time, viral illnesses are likely to be present at school. Many of these can be combated through good hand washing, getting required immunizations, proper rest and a healthy diet. Don’t underestimate the importance of any of these factors. Attendance is a key factor in school success for both staff and students. Help maximize everyone’s potential by ensuring your child has the proper tools to achieve success!

**Non-Prescription Medications:** State law requires parents/guardians to complete and sign a Medication Consent Form in order for any non-prescription (over-the-counter) medication to be administered in the school. Information required includes the student’s full name, name of the medication, dose, route, frequency, time/conditions, and duration. All medication must be sent to the school office in the original manufacturer’s packaging and labeled with the student’s full name. This includes all over-the-counter medications such as acetaminophen and ibuprofen.

**Prescription Medications:** State law requires that a Medication Consent Form be signed by both a parent/guardian and the prescribing physician/practitioner in order to administer prescription medications to students. Information required includes the student’s full name, name of the medication, dose, route, frequency, time/conditions, and duration. All medication must be in the original pharmacy-labeled package with the correct prescription label attached.

For the safety of all students, no medication may be kept in the student’s possession EXCEPT for the following:

- Students with asthma may possess and self-administer inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have the Medication Consent Form with the signatures of a prescribing practitioner and a parent/guardian on file in the Health Office.

- A student with life-threatening allergies may possess and self-administer epinephrine (EpiPen) for the purpose of preventing or alleviating the onset of a severe allergic reaction. The student must have the Medication Consent Form with the signatures of a prescribing practitioner and a parent/guardian on file in the Health Office.

- Capable and responsible high school students (as determined by the parent/guardian, physician, school nurse, and administrator) may possess and self-administer any medication that is not considered a controlled substance. The student must have the Medication Consent Form with the signatures of a prescribing practitioner and a parent/guardian on file in the Health Office.
The school cannot provide medication for your child. Please send only small quantities/containers (30 tablets or less) of medication due to limited storage space.

Medication Consent Forms are available in each school office and on the district’s website, under Families-Health Services (www.wisheights.k12.wi.us).

**Immunizations**

Immunizations are an essential part of keeping the school population healthy. The Wisconsin Student Immunization Law requires that all students meet a minimum number of required immunizations prior to school entrance. These requirements can be waived only for health, religious or personal conviction reasons. (A Student Immunization Record form with the waiver option can be found on the District website.) Every school year, reports regarding immunization compliance must be submitted to the Local Health Department and the District Attorney. **All incoming Kindergartners and 6th graders have additional immunizations that are required.** Please see the chart below for the required immunizations by age/grade.
Youth Options Program
Information for Students and Parents
Wisconsin Department of Public Instruction
Tony Evers, State Superintendent

Program Overview
The Youth Options program allows public high school juniors and seniors who meet certain requirements to take postsecondary courses at a Wisconsin technical college, a UW System college or university, a Wisconsin tribally controlled college, or a Wisconsin private, nonprofit college or university.

The program provides opportunities for high school students to get a head start on a technical certificate or an associate or bachelor’s degree, to learn more about a field or career of interest, and/or to develop specific skills for entering the workforce immediately after high school graduation.

Through the Youth Options Program, a school board will determine if a desired college course can be taken for high school credit and is not comparable to a current course offered by the district. In such cases, and unless the student fails to complete or get a passing grade in the course, the district will pay the cost of tuition and fees and the student will receive both high school and college credit. This high school credit will then count toward the student meeting high school graduation requirements needed to earn a high school diploma.

Eligibility
The Youth Options Program is available to Wisconsin public school juniors and seniors who meet the following requirements:
- Have completed the 10th grade.
- To attend a technical college, are in good academic standing and have an acceptable disciplinary record.
- Apply to the postsecondary institution in the school semester prior to the one in which the student plans to attend the postsecondary course.
- No later than March 1 for a course to be taken in the fall semester or October 1 for a course to be taken in the spring semester, submit form PI-8700-A notifying the school board of the student’s intention of enrolling in a postsecondary institution.
- Maintain satisfactory attendance and comply with the compulsory school attendance law under §118.15(1)(a), Wis. Stats.

Students with a Disability
Students with a disability are encouraged to participate in the Youth Options program. The school board may, however, refuse to permit a student with a disability to attend a technical college if the cost would impose an undue financial burden on the school district.

College Responsibilities
Colleges participating in the Youth Options Program must:
- Notify the school board if the student is admitted to the postsecondary institution.
- Notify the school board if the student is registered to attend a postsecondary course.

Applying for Youth Options
Students need to complete a Youth Options Program Plan and Report form PI-8700-A and submit it to their current district school board following all instructions on
the form. The form is available from the district or the DPI Youth Options website.

Students can find the Youth Options forms under “Resources” and their school district Youth Options Coordinator under “Contacts” at the DPI Youth Options website.

Applying at the College
After getting district approval on their PL-8700-A, students will need to complete admissions forms for their selected college. These forms can be acquired from the selected college or may be available from the high school counseling office.

Determining High School Credit and Comparability
The school board determines whether a postsecondary course is eligible for high school credit, how much high school credit may be awarded, and whether the course is comparable to a course offered at the school district.

Payment of Tuition and Fees
The school board must pay for any course that is taken for high school credit and that is not comparable to a course offered in the school district.
A student must pay for any postsecondary course taken that is comparable to a course offered at the school district.
A student must pay for a postsecondary course that is not used for high school credit.
A student must pay for incidental college fees (such as a parking permit) and for equipment, tools, supplies and consumables (notebooks, workbooks, uniforms) which will become the property of the student.
The school board must pay for the cost of any books and fees for all approved courses and materials for students attending an IHE. The school board may require the return of books and materials in a useable form.
The school board cannot expect the student to pay the cost of tuition, books, and fees then reimburse the student if the student passes the course.
The student may be required to reimburse the school district for tuition and fees if the student drops or fails the course.

Appeals
A student may appeal the school board’s decision about awarding high school credit or comparability of a postsecondary course to the State Superintendent of Public Instruction within 30 days of receiving notification from the school district.

Transportation
Parents or students are responsible for transportation between the school and the postsecondary institution.

Transportation assistance is available from the DPI for low-income families (eligible for free/reduced lunch under the federal school lunch program). Transportation costs may only be reimbursed if the student is taking a postsecondary course for high school credit.

A claim for transportation reimbursement form (PI-8701) must be submitted to the DPI no later than 30 days after the end of the college semester to which the claim pertains. Students are to use the least expensive, safe means of transportation possible.

The PI-8701 is available from your school or from the DPI Youth Options webpage.

Additional Information
Youth Options Program information and materials, including forms, answers to common questions, timelines, contact persons, the Youth Options State Statute, and administrative rules, are available at:
http://dpi.wi.gov/youthoptions

Frequently Asked Questions
Q. Can a high school refuse to participate in the Youth Options Program?
A. No. The law requires all Wisconsin public high schools to participate.

Q. Does the program apply to courses offered during evenings or weekends?
A. Yes. A student may take a postsecondary course during or after regular school hours as long as the course is offered during the high school’s regular academic year (i.e., not during the summer session).

Q. Can a student attend a postsecondary institution in lieu of high school?
A. Yes. If the postsecondary institution offers all of the courses a student needs in order to meet his or her high school graduation requirements, he or she could attend the postsecondary school full time.

Q. How many postsecondary semester credits equal one high school credit?
A. Four. One semester credit offered for a postsecondary course is equivalent to ½ high school credit.

For more Information Contact:
Your high school counselor, local college admissions representative, or call:
Kevin Miller, 608-267-3161 or 800-441-4563
Kevin.miller@dpi.wi.gov
Wisconsin Department of Public Instruction
October 2015

The Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation or disability.
YOUR FOOD SERVICE PROGRAM
Taher, and your Food Service Team at WHSD, welcome you to the 2017-2018 school year! For over 36 years, Taher has been managing and operating food service programs. Now in more than 150 school districts nationwide, we implement programs that correspond with each district’s mission and goals. Taher is committed to providing the Wisconsin Heights School District with an exciting and nutritionally-balanced school food service program.

HARVEST OF THE MONTH – “HEALTHY TO A T” NEWSLETTER
As part of Taher’s educational initiative, we promote our Harvest of the Month Program to expose our students to fresh, healthy foods and get them to try something they may not normally try at home. Featured items may be used in an “On Display” chef demonstration, included in the Fruit & Vegetable Bar, or given out as samples for students and staff to try! Weekly educational fact flyers are prominently displayed in the café with fun facts aimed to garner interest and attention to the food.

In addition to the weekly education fact flyers for the Harvest of the Month, look for our “Healthy to a T” newsletter each month on the District’s Food Service webpage. Taher’s corporate dietitian Melanie Wirth, MBA, RDN, LD, incorporates tips on a healthy lifestyle in her article, and we’ll feature interesting facts and a recipe from corporate chef Brian Renz for you to try at home for either the featured fruit, vegetable, spice or herb.

PROMOTIONS
We are excited to add promotions to our elementary school lunch menu each month to enhance the lunch experience for your students. Promotions will be highlighted on the posted menu and different food items will be featured. For secondary students, we will add a new featured entrée each month. In addition, we will also feature and promote new A la Carte items.

USDA-DIRECTED GUIDELINES
Per the menu requirements for school meals, students who choose a complete meal will enjoy fruits and vegetables from our Fruit & Vegetable Bar. With Offer versus Serve, students must select at least 3 of the 5 components to make a full meal with 1 of those components being a full serving of fruit or vegetable. Anything less than a full meal will be charged using A la Carte prices. A minimum of ½ cup of fruit and or vegetable will be required.

The school nutrition program needs the support of parents to succeed! Parents can support our healthy eating initiative by encouraging your child to give healthier meals a try or by joining your child for lunch and talking about the healthy options on the menu.

FREE AND REDUCED APPLICATIONS
The applications are located on the WHSD website or by contacting the Food Service department. If you should find your family situation to be that of financial hardship, we encourage you to apply for free/reduced meals. Families who qualify to receive free or reduced lunch also receive free or reduced breakfast.

If you have any questions or concerns, please feel free to contact us. We are here to help!

Amanda Grief, Food Service Director • (608)767-2595 ext.1008

**2017-18 MEAL PRICES**

**BREAKFAST**
- K-5: $1.60
- 6-12: $1.75
- Extra Milk: $0.45
- Adult: $2.10

**LUNCH**
- Elementary: $2.90
- MS/HS: $3.15
- Milk: $0.45
- Adult: $4.30
HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in Wisconsin Heights School District. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order. If at any time you are not sure what to do next, please contact Wisconsin Heights School District; 608-767-2595.

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

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

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

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

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

A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

B) Enter the grade and the name of the school the child attends or mark n/a if not in school. Enter the grade level of the student in the 'Grade' column.

C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the children's names. If you are applying for foster children, after finishing STEP 1, go to STEP 4. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.

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

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FoodShare, W-2 Cash Benefits OR FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:
- The Supplemental Nutrition Assistance Program (SNAP) or FoodShare.
- Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits.
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs:
- Leave STEP 2 blank and go to STEP 3.

B) If anyone in your household participates in any of the above listed programs:
- Write a case number for FoodShare, W-2 Cash Benefits, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your case worker. Please note, a BadgerCare case number is not a qualifier for free meals.
- Go to STEP 4.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

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

**A) Report all income earned or received by children.** Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's personal income if you are applying for them together with the rest of your household.

**What is Child Income?** Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

**3.B REPORT INCOME EARNED BY ADULTS**

List adult household members' names.

- Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.

- **Do NOT include:**
  - People who live with you but are not supported by your household's income AND do not contribute income to your household.
  - Infants, Children and students already listed in STEP 1.

- **C) Report earnings from work.** Report all total gross income (before taxes) from work in the "Earnings from Work" field on the application. This is usually the money received from working at a job. If you are a self-employed business owner or farm owner, you will report your net income.

- **What if I am self-employed?** Report income from work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

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

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

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

- **E) Report income from pensions/retirement/all other income.** Report all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

- **H) Provide the last four digits of your Social Security Number (SSN).** An adult household member must enter the last four digits of their SSN in the space provided. You are eligible to apply for benefits even if you do not have a SSN. If no adult household member has a SSN, leave this space blank and mark the box to the right labeled "Check if no SSN."

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**STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE**

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

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

- **B) Print and sign your name.** Print the name of the adult signing the application and that person signs in the box "Signature of adult."

- **C) Write today's date.** In the space provided, write today's date in the box.

- **D) Share children's racial and ethnic identities (optional).** On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.
FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. Wisconsin Heights School District offers healthy meals every school day. Breakfast costs $1.60 (grades K-5) and $1.75 (grades 6-12); lunch costs $2.90 (grades K-5) and $3.15 (grades 6-12). Your children may qualify for free meals or for reduced price meals. Reduced price is $0.30 for breakfast and $0.40 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?
   - All children in households receiving benefits from FoodShare, The Food Distribution Program on Indian Reservations (FDPIR), or W-2 cash benefits are eligible for free meals.
   - Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
   - Children participating in their school’s Head Start program are eligible for free meals.
   - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
   - Children may receive free or reduced price meals if their household’s income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

   **FEDERAL ELIGIBILITY INCOME CHART For School Year 2017-2018**

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<th>Weekly ($)</th>
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</table>

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call 608-767-2595 ext. 1008.

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Amanda Griep, 10173 US Hwy 14 Mazomanie, WI 53560.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Amanda Griep, 10173 US Hwy 14 Mazomanie, WI 53560, 767-2595 ext. 1008, Taher@wisheights.k12.wi.us immediately.

5. DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION SCHOOL (CEP)? If your child attends a school that participates in CEP, receipt of free breakfast and lunch meals does not depend on returning this
application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.

6. **CAN I APPLY ONLINE?** Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit: www.wisheights.k12.wi.us to begin or to learn more about the online application process.

7. **Contact Amanda Griep, 608-767-2595 ext.1008, Taher@wisheights.k12.wi.us** if you have any questions about the online application.

8. **MY CHILD’S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. Your child’s application is only good for that school year and for the first few days of this school year, through **September 30**. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

9. **I GET WIC. CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

10. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.

11. **IF I DON’T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

12. **WHAT IF I DISAGREE WITH THE SCHOOL’S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You also may ask for a hearing by calling or writing to: Jordan Sinz, District Administrator, 10173 US Hwy 14 Mazomanie, WI 767-2595, jsinz@wisheights.k12.wi.us

13. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

14. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $500, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

15. **WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

16. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization initiative, do not include your housing allowance as income. Do not include any combat pay resulting from deployment as income.

17. **WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?** List any additional household members on a separate piece of paper and attach it to your application.

18. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

   If you have other questions or need help, call 608-767-2595 ext. 1008.

Sincerely,

Amanda Griep, Food Service Director of Wisconsin Heights District, Taher@wisheights.k12.wi.us
2017-2018 Application for Free and Reduced Price School Meals

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

In Community Eligibility Schools (CEP), receipt of free breakfast and lunch meals does not depend on returning this application; however, this information is necessary for other programs.

**STEP 1** List ALL infants, children, and students up to and including grade 12 who are Household Members if more spaces are required for additional names, attach another sheet of paper.

Definition of Household Member: "Anyone who is living with you, and shares income and expenses, even if not related."

<table>
<thead>
<tr>
<th>Child’s First Name</th>
<th>MI</th>
<th>Child’s Last Name</th>
<th>Grade</th>
<th>School the child attends or NA if not in school</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**STEP 2** Do any Household Members (including you) currently participate in any of the following assistance programs: FoodShare, W-2 Cash Benefits, or FDPIR?

- [ ] Yes
- [ ] No

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

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Program Name</th>
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<tbody>
<tr>
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</tbody>
</table>

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

1. [Tip the page and review the charts titled "Sources of Income" for more information.]
2. [Check if no SSN]

**A. Child Income**

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

<table>
<thead>
<tr>
<th>Name of Child Household Members (First and Last)</th>
<th>Weekly Income</th>
<th>Monthly Income</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**B. All Adult Household Members (including yourself)**

List all Household Members not listed in STEP 1 (including yourself), even if they do not receive income. For each Household Member listed, indicate how much gross income (before taxes) for each source in whole dollars only (no cents), if they do not receive income from any source with a "X". If you enter "X" on a box with a backslash, you are certifying (swearing) that there is no income to report.

<table>
<thead>
<tr>
<th>Name of Adult Household Members (First and Last)</th>
<th>Earnings From Work</th>
<th>Soc. Sec.</th>
<th>Other Income</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Weekly Income</td>
<td>Monthly Income</td>
<td>Weekly Income</td>
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</tbody>
</table>

**STEP 4** Contact information and adult signature

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

<table>
<thead>
<tr>
<th>Street Address (if available)</th>
<th>Apt #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Daytime Phone and Email (optional)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Printed Name of Adult Completing the Form: ________________________________

Signature of Adult Completing the Form: ________________________________

Today's Date Mo/Day/Yr: ________________________________
### INSTRUCTIONS

**Sources of Income for Children**

<table>
<thead>
<tr>
<th>Sources of Child Income</th>
<th>Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings from work</td>
<td>A child has a regular full or part-time job where they earn a salary or wages</td>
</tr>
<tr>
<td>Social Security</td>
<td>A child is blind or disabled and receives Social Security benefits</td>
</tr>
<tr>
<td>Disability payments</td>
<td>A parent is disabled, retired, or deceased, and their child receives Social Security benefits</td>
</tr>
<tr>
<td>Survivor’s benefits</td>
<td></td>
</tr>
<tr>
<td>Income from person outside the household</td>
<td>A friend or extended family member regularly gives a child spending money</td>
</tr>
<tr>
<td>Income from any other source</td>
<td>A child receives regular income from a private pension fund, annuity, or trust</td>
</tr>
</tbody>
</table>

**Sources of Income for Adults**

<table>
<thead>
<tr>
<th>Earnings from Work</th>
<th>Public Assistance / Alimony / Child Support</th>
<th>Pensions / Retirement / All Other Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary, wages, cash bonuses</td>
<td>Unemployment benefits</td>
<td>Social Security (including railroad retirement and black lung benefits)</td>
</tr>
<tr>
<td>Work income from self-employment (farm or business) calculated by subtracting total operating expenses of your business from its gross receipts or revenue; refer to Schedule C or F. If you answer yes to this question you may also answer yes to Unemployment benefits.</td>
<td>Worker's compensation</td>
<td></td>
</tr>
<tr>
<td>If you are in the U.S. Military:</td>
<td>Supplemental Security Income (SSI)</td>
<td>Private pensions or disability benefits</td>
</tr>
<tr>
<td>Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</td>
<td>Cash assistance from State or local government</td>
<td>Regular income from trusts or estates</td>
</tr>
<tr>
<td>Allowances for off-base housing, food and clothing</td>
<td>Alimony payments</td>
<td>Annuities</td>
</tr>
<tr>
<td></td>
<td>Child support payments</td>
<td>Investment Income</td>
</tr>
<tr>
<td></td>
<td>Veteran's benefits</td>
<td>Earned Interest</td>
</tr>
<tr>
<td></td>
<td>Strike benefits</td>
<td>Rental Income</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Regular cash payments from outside household</td>
</tr>
</tbody>
</table>

### OPTIONAL

**Children's Racial and Ethnic Identities**

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

- **Ethnicity**
  - Hispanic or Latino
  - Not Hispanic or Latino

- **Race**
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are 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 health, education, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additional program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027), found online at [http://www.ascr.usda.gov/complaint_filing_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit a completed form or letter to USDA by:

- **Mail:** U.S. Department of Agriculture
  - Office of the Assistant Secretary for Civil Rights
  - 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- **Fax:** (202) 690-7442; or
- **Email:** program.intake@usda.gov.

This institution is an equal opportunity provider.

### Do not fill out

For School Use Only

<table>
<thead>
<tr>
<th>Total Income</th>
<th>Household Size</th>
<th>Categorical Eligibility</th>
<th>Eligibility</th>
<th>Data Denied</th>
<th>Reason for Denial or Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly</td>
<td>Weekly</td>
<td>Free</td>
<td></td>
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</tr>
<tr>
<td>Bi-Weekly</td>
<td>Bi-Weekly</td>
<td>Reduced</td>
<td></td>
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<tr>
<td>2x Month</td>
<td>2x Month</td>
<td>Canceled</td>
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<tr>
<td>Monthly</td>
<td>Monthly</td>
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<td>Yearly</td>
<td>Yearly</td>
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</tbody>
</table>

Determining Official's Signature: Date Mo./Day/Yr: Confirming Official's Signature: Date Mo./Day/Yr: Verifying Official's Signature: Date Mo./Day/Yr:

For schools participating in CEP only: Are all students on this application from a CEP school? YES ☐ NO ☐

If YES, the processing of this application cannot be paid for by the nonprofit school food service account. Only non-CEP applications are used for selecting the verification sample, conducting an independent review of applications, and the Certification and Benefit Issuance portion of the Administrative Review.
# Wisconsin Heights 2017-2018 School Calendar

**BoE approved 2/17/2017**

## Inservice - New Teachers No School

<table>
<thead>
<tr>
<th>Inservice-No School</th>
<th>First Day of School</th>
<th>Early Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>No School</td>
<td>Parent / Teacher</td>
<td>Last Day of</td>
</tr>
<tr>
<td></td>
<td>Conferences</td>
<td>School</td>
</tr>
</tbody>
</table>

## Registration Dates

- **Aug 16**: Registration Day (12:00 PM-7:00 PM)
- **Aug 23-24**: Inservice - New Teachers only
- **Aug 28-31**: Inservice - All Teachers

## Other Important Dates

- **Aug 31**: Open House
- **Sept 4**: NO SCHOOL
- **Sept 5**: First Day of School (PK-12)
- **Sept 20**: Early Release
- **Oct 9**: NO SCHOOL (Teacher PD Day)
- **Oct 26**: PT Conferences; NO SCHOOL
- **Oct 27**: NO SCHOOL
- **Nov 8**: End of 1st Quarter (6-12)
- **Nov 22-24**: NO SCHOOL
- **Nov 30**: End of 1st Trimester (PK-5)
- **Dec 25 - Jan 1**: WINTER BREAK
- **Jan 15**: NO SCHOOL (Teacher PD Day)
- **Jan 19**: End of 2nd Quarter (6-12)
- **Jan 22**: NO SCHOOL (Teacher Work Day)
- **Feb 19**: NO SCHOOL (Teacher PD Day)
- **Mar 1**: End of 2nd Trimester (PK-5)
- **Mar 2**: PT Conferences: Regular School Day for Students, Conferences Held 4:00 PM - 8:00 PM
- **Mar 23**: End of 2nd Quarter (9-13)
- **Mar 26-30**: SPRING BREAK
- **Apr 18**: Early Release
- **May 16**: Early Release
- **May 28**: Last Day of School - Full Day
- **June 6**: End of 3rd Quarter and 3rd Trimester
- **June 7**: Snow make-up day, if needed

## Notes

1. Early Release Times:
   - K-5: 11:25 AM
   - MS/HS: 11:45 AM
2. Staff Development on Early Release Days:
   - 12:30 PM - 3:30 PM
3. Parent-Teacher Conferences:
   - October 26: 12:00 PM - 8:00 PM
   - March 1: 4:00 PM - 8:00 PM
   - March 2: 8:00 AM - 12:00 PM

*Teachers are off in the afternoon*

## Staff Notes:

- 75 Instruction Days
- 2 PT Conference Days
- 7 Inservice Days
- 1 Teacher Workday
- 3 Paid Holidays (Labor Day, Thanksgiving, Memorial Day)
- 188 Contract Days

Teachers choose which workday they work between January 22nd or the day after the last day of school.
August/September Athletic Events
RICH MOYER, ASSISTANT PRINCIPAL & ATHLETIC DIRECTOR

The following must be turned in to the office before a student is allowed to participate in extra-curricular activities:

- Current physical or 2nd year card
- Concussion Form
- Emergency Contact Form
- Fees Paid

**HS Volleyball**
8/14 -- FIRST DAY OF PRACTICE
8/19 -- JV2/V Scrimmage @ Lancaster - 9:00
8/22 -- JV2/V Scrimmage @ River Valley - 5:00
8/26 -- V Invitational @ Monroe - 9:00
8/31 -- JV2/V v. Waterloo - 5:15/6:30
9/5 -- JV2/V @ Cambridge - 5:15/6:30
9/7 -- JV2/V v. Belleville - 5:15/6:30
9/9 -- V Invitational @ Kettle Moraine Lutheran - 8:30
9/12 -- JV2/V v. Marshall - 5:15/6:30
9/14 -- JV2/V @ New Glarus - 5:15/6:30
9/16 -- V Invitational @ Middleton - 8:00
9/19 -- JV2/V @ Waterloo - 5:15/6:30
9/26 -- JV2/V @ Cambridge - 5:15/6:30
9/30 -- V Invitational v. Multiple - 8:30

**HS Boys Soccer**
8/14 -- FIRST DAY OF PRACTICE
8/22 -- JV/V v. Monroe - 5:00/7:00
8/29 -- JV/V v. River Valley - 5:00/6:45
8/31 -- JV/v v. Lodi - 5:00/6:45
9/5 -- JV/V v. Platteville - 5:00/6:45
9/7 -- JV/V @ Lake Mills - 5:00/6:45
9/12 -- JV/V @ Lakeside Lutheran - 5:00/6:45
9/14 -- JV/V @ Sauk Prairie - 5:00/7:00
9/16 -- V Quad v. Multiple - 9:00
9/19 -- JV/V v. Columbus - 5:00/6:45
9/21 -- JV/V @ Luther Prep - 4:30
9/26 -- V @ Wisconsin Dells - 5:00
9/30 -- JV Tournament @ Driftless United - 9:30

**HS Cross Country**
8/14 -- FIRST DAY OF PRACTICE
8/28 -- V Invitational @ Monroe - 4:00
9/2 -- V @ Darlington - 8:45
9/9 -- V Invitational @ River Valley - 8:30
9/16 -- V Invitational @ Belleville - 9:00
9/23 -- V Invitational @ Fennimore - 8:30
9/30 -- V Invitational @ Platteville - 9:00

**MS Volleyball**
9/5 -- FIRST DAY OF PRACTICE
9/18 -- 7/8 v. Lodi - 4:15
9/21 -- 7/8 @ Sauk Prairie Middle - 4:15
9/25 -- 7/8 @ Mount Horeb Middle - 4:15
9/28 -- 7/8 @ Badger Ridge Middle - 4:15

**Football**
8/1 -- FIRST DAY OF PRACTICE
8/11 -- JV/V Scrimmage v. Abundant Life Christian, Williams Bay - 9:00
8/18 -- V @ Oakfield - 7:00
8/26 -- V @ Westminster Christian - 1:00
8/28 -- JV v. Williams Bay - 5:00
9/9 -- V v. Abundant Life Christian - 1:00
9/11 -- JV @ Oakfield - 5:00
9/16 -- V v. Phillips - 3:00
9/18 -- JV @ Williams Bay - 5:00
9/21 -- V v. Oakfield - 7:00
9/25 -- JV v. Oakfield - 5:00
9/29 -- V @ Maranatha Baptist Academy

**LODI GIRLS SWIM CO-OP**
8/8 -- FIRST DAY OF PRACTICE
8/17 -- V @ Edgerton - 6:00
8/29 -- V @ Waunakee - 6:00
9/5 -- V v. DeForest - 6:00
9/7 -- V @ Platteville - 6:00
9/9 -- V v. Multi - 10:00
9/12 -- V @ Waunakee - 6:00
9/16 -- V @ Milton - 10:00
9/19 -- V v. Portage - 6:00
9/26 -- V @ River - 6:00

**MS Cross Country**
9/5 -- FIRST DAY OF PRACTICE
9/14 -- 6/7/8 @ Mount Horeb - 4:00
9/18 -- 6/7/8 v. Multiple - 4:15
9/28 -- 6/7/8 @ Verona - 4:15

Schedules subject to change.
For current up to date information go to [http://www.capitolconferencesouth.org/public/genie/487/school/1/](http://www.capitolconferencesouth.org/public/genie/487/school/1/)