

# School District of Monticello

## Pony News



**August – September 2023**

Monticello's Values Grow World Ready Citizens



### A Message from the District Administrator

I hope this newsletter finds you well and enjoying your summer break. I have some important updates and announcements to share with you regarding the upcoming school year and recent projects in our school district.

Online registration for the new school year will begin on August 1. To encourage early registration, we are waiving all credit card fees until August 15. I highly recommend registering your child early to secure their spot. More registration information will be provided in later sections of this newsletter.

Please take note that the first official day of school in Wisconsin is **September 1**. However, we have scheduled **summer school** days on **August 30** and **August 31** for all students. Although attendance is not mandatory, we highly encourage all students to attend these days. Transportation, lunch, and all services will be provided as if it were a normal school day. Further details about the schedule can be found later in this newsletter.

I am excited to share some incredible news about the recent projects that have taken place within our school district. Thanks to the unwavering support of our community and the success of the August 2022 referendum, we have been able to undertake several significant renovations and improvements throughout our school facilities. You may have already noticed the changes happening to our building and grounds. We have been busy!

One of the notable projects is the completion of the North Hall Classroom Remodel. This renovation has transformed our classrooms into vibrant and engaging spaces for our students to learn and thrive. The upgraded classrooms now feature modern furniture, state-of-the-art technology, and improved storage and flooring, creating an enhanced learning environment. We are confident that these renovations will have a positive impact on our students' educational experiences for years to come. Additionally, this project allowed us to upgrade our teacher workroom (The Wonderful Ms. Paula's room) and create a better space for a staff book/work room.

Another significant project accomplished this summer is the construction of our bus garages. The expanded bus shelter and maintenance shop will undoubtedly contribute to the longevity and reliability of our bus fleet. These improvements aim to ensure the safe and efficient transportation of our students to and from school every day. Importantly, this project also allowed for the expansion and update of our Ag/Tech STEM lab.

Speaking of the Ag/Tech Shop, it has undergone a significant transformation over the summer. As STEM and trade-related careers are in high demand, the remodel includes updated equipment, improved workspaces, and enhanced safety measures. This revamped space will provide our students with a cutting-edge facility to explore and develop their skills in agriculture and technology. We are excited to see the positive impact this remodel will have on our students' hands-on learning experiences and their preparedness for STEM-related careers.

## **A Message from the District Administrator (cont'd)...**

Furthermore, the board of education recently made a decision to invest in a small-scale solar project. In addition to all the other changes and updates, we wanted to be environmentally aware and responsible. Thanks to three major rebates totaling over \$74,000, this project became an attractive investment. We estimate that the solar panels will produce approximately 15% of our total energy usage which equates to real annual savings. They will be located on the south side of the Elmer Lemon Gym. Once installed, our staff and students will have access to a real-time dashboard to use in class, and we will provide a live link on our website.

All of these projects, whether directly or indirectly related to the curriculum, have a direct effect on each student and their learning experience here at Monticello Public Schools. We owe our gratitude to the support and input from our community and the success of the 2022 referendum.

To show case all the changes, I invite you to join us on August 29th from 4 pm to 6 pm for our Back-to-School Open House. It will be an excellent opportunity for you to see firsthand the improvements made and experience the fresh environment we have created for our students. Thank you for your continued support in our efforts to provide the best education and environment for each child.

Lastly, I want to inform you that the School Board meetings are always scheduled for the second Wednesday of each month at 7:30 pm. If you would like to receive the agenda via email, please let me know. I am enthusiastic about the freshness and opportunities we have this year. I am committed to keeping our families and community members informed about the challenges and celebrations we experience every day. Please feel free to stop by or call me anytime if you have any questions or concerns.

#ponyproud

Al Brokopp, District Administrator

## **From the Principal's Desk**

Monticello Pony Families,

I hope that you have all been able to spend some quality time with your families during these summer months. School is right around the corner, and I know that our staff is getting excited to start another school year. There are a few announcements that I would like to touch on:

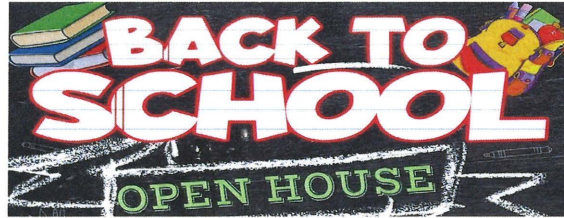
- 1) Make sure to become familiar with our 2023-2024 school calendar (in this newsletter) - there are a few important dates that you need to be aware of and plan for.
- 2) Make sure to take a look at your child's school supply list. If you have any questions feel free to contact the office during the rest of the summer and we can answer any questions that you may have.
- 3) Registration information is also found in this newsletter, and if you have questions about any of the aspects, please do not hesitate to get in touch with the office.

### **ATTENDANCE**

It is no secret that students who miss school on a regular basis eventually struggle academically, as well as socially. One of the best ways for your child to succeed in school is to be present in class. Please review our attendance policy in our student handbook.

Again, there is a lot of important information in this "Back to School" newsletter, please take time to look it over. Have a great rest of the summer and see you soon. GO PONIES!!!

Mr. Gustafson



Students and parents/guardians, you are invited to join us Tuesday, August 29<sup>th</sup> from 4:00pm – 6:00pm to meet your teachers, see your classroom(s), and drop off supplies. The Kona Ice truck will also be here thanks to the Monticello PTO. We can't wait to see you!



If you are registering your child(ren) for the first time in the Monticello School District, please contact Denise Swanson, District Administrative Assistant, at (608) 938-2700 or [swansde@monticello.k12.wi.us](mailto:swansde@monticello.k12.wi.us) to make an appointment (first time enrollment must be done in person).



Online registration will be open ***beginning August 1, 2023 and closing August 19, 2023.***

To access online registration, go to our district website [www.monticello.k12wi.us](http://www.monticello.k12wi.us), go to the PARENTS tab and find the REGISTRATION link. The REGISTRATION PAGE has important information regarding registration.

Click on the REGISTRATION button. This will take you to Family Access. If you do not remember your Family Access user name, you will need to contact Denise Swanson at [swansde@monticello.k12.wi.us](mailto:swansde@monticello.k12.wi.us) or (608) 938-2700. If you know your user name, but not your password, just click on the *forgot password* link on the Family Access login page.

Once you have entered Family Access, please complete each of the steps. Please make sure to complete Step 1 so we have access to current information for your family.

***Between August 1<sup>st</sup> and August 15<sup>th</sup>, all credit card processing fees will be waived. If you choose to register after August 15<sup>th</sup>, you will be responsible to pay all credit card processing fees.***

If you are new to Monticello Schools or do not have access to a computer, please contact Denise Swanson at (608) 938-2700 to set up an appointment.

**All students must register by August 25<sup>th</sup>, 2023.**

## Family Access

Family Access is a secure internet based website that allows parents to easily keep track of almost everything students do while at school. Among other things, this service will allow you to review your child's attendance, food service balance, emergency information, assignments, grades, and schedules. Parents may also sign up for e-mail notifications to alert them when a student is missing from class or when their food service balance is low. This free service is available to all parents.

To get started, go to [www.monticello.k12.wi.us](http://www.monticello.k12.wi.us) and click on the  icon. Then simply enter your user name and password. If you need assistance, please e-mail Denise at [swansde@monticello.k12.wi.us](mailto:swansde@monticello.k12.wi.us).

## Picture Day

**Strawbridge Studio** will be here **Tuesday, September 5<sup>th</sup>** to take pictures of **all students in grades 4K through grade 12**. Visit [strawbridge.net](http://strawbridge.net) for more information about ordering portraits or stop by the office to pick-up an order packet. Online orders start once they're ready for our data information (we'll let everyone know when that is). Use code **FM417066** when ordering. This code is good for five days after picture day. If you don't order within this time frame, you will receive a portrait proof *and a unique ordering code*. Late portrait orders will ship directly home (not to school). You can also call the Strawbridge customer service line at 866-624-6229 to order anytime.

You are under *no obligation to purchase photos*. **We request that ALL STUDENTS in grades 4K through grade 12 have their photos taken** for use as student IDs (used for admission to athletic events, amongst other things), yearbook photos, various classroom projects and as a permanent record in the student cumulative record files.



Don't forget to follow us and "like" our page, **Monticello Schools** AND the **Monticello Ponies Athletics** page, too.  
#ponyproud



## MUSIC NOTES

Important dates to keep in mind...

- Elementary Concert: Thursday, December 15 at 1:00 pm
- MS/HS Band/Choir Concert: Monday, December 18 at 7:00 pm
- Cabaret Fundraiser: Sunday, March 3 at 12:30 pm
- HS Band/Choir Concert: Wednesday, April 24 at 7:00 pm
- State Solo and Ensemble: Saturday, April 27 at UW Platteville
- Elementary Outdoor Concert: Wednesday, May 1 at 6:00 pm
- MS Band Concert/MS Choir Musical: Wednesday, May 8 at 7:00 pm

## Monticello School Supply List 2023-2024

### 4 Year-Old Kindergarten

Full size backpack  
2 pocket folders  
1 binder  
1 box of crayons  
1 box of large tip markers  
1 school supply box  
Scissors  
12 glue sticks  
1 box of ABC FLASHCARDS  
1 set of small paper plates  
2 rolls of paper towels  
1 package of napkins  
1 set of 50 binder sheet protectors  
1 package of white cardstock paper  
Box of snack size Ziploc bags  
Box of gallon size Ziploc bags  
2 containers of Lysol/Clorox Wipes  
1 container of pop up hand wipes  
2 boxes of Kleenex  
1 rest mat (preferably an easily wiped down one)  
Change of clothes in Ziploc bag w/child's name  
Water bottle

### 5 Year-Old Kindergarten

Backpack  
6 glue sticks  
12 #2 sharpened pencils  
Headphones for computer work  
1 large eraser  
1 pocket folder  
2 boxes of 24 crayons  
1 box washable markers  
1 school box  
Scissors  
1 bottle of hand sanitizer  
2 pop-up containers of sanitizing hand wipes  
Change of clothes in a Ziploc bag w/child's name  
Gym shoes to be left at school  
Water bottle

### 1<sup>st</sup> Grade

24 sharpened pencils  
1 large eraser  
Scissors  
6 glue sticks  
2 boxes of 24 crayons  
1 box of markers  
1 supply box  
1 yellow pocket folder  
1 pack of dry erase markers  
1 container of hand sanitizer  
1 container of Wet Ones  
1 set of headphones/earbuds  
Gym shoes  
Water bottle

### 2<sup>nd</sup> Grade

24 sharpened pencils  
2 large erasers  
Small pencil sharpener  
Scissors  
6 glue sticks  
2 boxes of 24 crayons  
1 supply box or bag  
1 yellow pocket folder  
Ruler (inches & centimeters)  
4 pads of 3x3 Post-It notes  
1 bottle of hand sanitizer  
1 container of Wet Wipes  
Headphones/earbuds to be left at school  
Gym shoes to be left at school  
Water bottle  
1 box of Kleenex



### **3<sup>rd</sup> Grade**

1 pkg standard or mechanical pencils  
2 large erasers or 1 pkg pencil toppers  
1 pair of scissors  
2 highlighters  
1 pack of markers  
1 pack of colored pencils  
1 pack of crayons  
1 pack of Expo dry erase markers  
1 dry eraser  
2 glue sticks  
1 supply box to hold colors  
1 package of Post-Its  
1 set each of addition, subtraction, multiplication and division flashcards to be kept at home for practice  
½ inch 3-ring binder and 3 subject dividers/tabs  
1 package wide-lined loose leaf paper  
1 red take home folder  
1 free time folder of any design or color  
Earbuds to be kept at school  
Gym shoes

### **4<sup>th</sup> Grade**

Backpack  
Earbuds/headphones for Chromebook  
Gym shoes (to be left at school)  
1 container of Wet Wipes  
Water bottle  
5 folders any color/design  
5 spirals-single subject, wide rule  
2 or 3 glue sticks  
Colored pencils  
Crayons

### **5<sup>th</sup> & 6<sup>th</sup> Grades**

Red folder & red notebook – labeled “Math”  
Green folder & green notebook – labeled “Science”  
Yellow folder & yellow notebook – labeled “Writing”  
Purple folder & purple notebook – labeled “English/Reading”  
Blue folder – labeled “Social Studies” (no notebook needed)  
Folder of any color for exploratories and notebook (6th grade)  
Headphones or earbuds (must plug into Chromebook)  
Pack of 3x5 notecards (5th grade)  
4 highlighters  
Box of colored pencils  
2 glue sticks  
Pack of 12+ pencils  
2 blue pens  
2 red pens  
Pack of square Post-It notes  
Water bottle

### **7<sup>th</sup> and 8<sup>th</sup> Grades**

Red folder & red notebook – labeled “Math”  
Green folder & notebook – labeled “Science”  
Blue folder – labeled “Social Studies”  
Yellow folder (required) & notebook (optional) - labeled “Writing/English/Reading”  
Folder of any color for exploratories  
Headphones/earbuds, must plug into Chromebook  
Scientific calculator (doesn't have to be expensive)  
4 highlighters  
Box of colored pencils  
2 glue sticks or 1 Elmer's white school glue  
Scissors  
Pencils  
Pencil bag  
2 blue pens  
2 red pens  
Pack of 3x5 notecards  
Pack of square Post-It notes  
Gym clothes and gym shoes  
Water bottle  
1 box of Kleenex for homeroom teacher

### **High School Spanish Students**

3 ring binder  
1 subject notebook

**A huge THANK YOU to PTO  
for providing Kleenex, paper  
plates, napkins, Ziploc bags,  
paper towels plastic utensils  
and Clorox wipes!**

## MONTICELLO SCHOOL FEES FOR 2023-2024 SCHOOL YEAR

### SCHOOL FEES

		<u>Reduced</u>
Elementary: 4-Year Old Kindergarten	\$20.00	\$5.00
Elementary: 5-Year Old Kindergarten - Grade 5	\$35.00	\$5.00
Middle School: Grades 6-8	\$45.00	\$7.00
High School: Grades 9-12	\$45.00	\$7.00

### LOCKS FOR MS/HS

	<u>New</u>	<u>Used</u>
	\$6.00	\$3.00

### ATHLETIC FEES

Middle School: Grades 7-8	\$40.00
High School: Grades 9-12	\$55.00

### INSTRUMENT RENTAL

For all students using district owned instruments, including percussion \$75.00

### HIGH SCHOOL MATERIAL FEES

Foods Classes	\$10.00 per Semester
Art	\$10.00 per Semester
Photography/Video	\$10.00 per Semester
Ag/Tech Ed Classes	\$15.00 per Semester

### BREAKFAST AND LUNCH FEES

Elementary Lunch	\$3.05	Adult	\$4.55
Middle School/High School	\$3.35	Student Breakfast	\$2.05
Middle School/High School	\$3.80	Adult Breakfast	\$2.45
		Milk per carton	\$0.60

	<u>School Days</u>	<u>K-5 Grade Milk</u>	<u>K-5 Breakfast</u>	<u>Elementary</u>	<u>Elementary</u>	<u>MS/HS</u>	<u>MS/HS Lunch</u>	<u>MS/HS Lunch &amp;</u>
Q1	42	\$25.20	\$86.10	\$128.10	\$239.40	\$86.10	\$140.70	\$226.80
Q2	42	\$25.20	\$86.10	\$128.10	\$239.40	\$86.10	\$140.70	\$226.80
Q3	43	\$25.80	\$88.15	\$131.15	\$245.10	\$88.15	\$144.05	\$232.20
Q4	44	\$26.40	\$90.20	\$134.20	\$250.80	\$90.20	\$147.40	\$237.60
	171	\$102.60	\$350.55	\$521.55	\$974.70	\$350.55	\$572.85	\$923.40

	<u>School Days</u>	<u>4K Milk</u>	<u>4K Breakfast</u>	<u>4K Lunch</u>	<u>4KTotal</u>
Q1	33	\$19.80	\$61.05	\$100.65	\$181.50
Q2	34	\$20.40	\$62.90	\$128.10	\$211.40
Q3	35	\$21.00	\$64.75	\$106.75	\$192.50
Q4	35	\$21.00	\$64.75	\$106.75	\$192.50
	137	\$82.20	\$253.45	\$417.85	\$777.90



## Transportation Information

Each year we review the lists of students requiring transportation to and from school. Changes in pickup times and assignments may be made in order to make student transportation more efficient.

**All students who ride a bus need to register each year** either online or by calling Andrea Trumpy, District Secretary, at 938-2701 to make sure that you have been added to the proper bus route. If your child needs transportation to and/or from a daycare provider or to a residence other than home, you must complete a special transportation request form. A copy of this form is available on the school website or from the district office.

### Who is my bus driver?

Northeast side of town – Bus 4 /Horse Bus Driver: Jill Wennesheimer  
Southeast side of town – Bus 6/Chicken Bus Driver: John Blumer  
Northwest side of town – Bus 1/Pig Bus Driver: Mark Ostby  
Southwest side of town – Bus 2/Cow Bus Driver: Rich Rufer

### What # do I call in the a.m. if my child isn't riding the bus?

***Always call 938-4194 and talk to someone. If you leave a message, it may not get listened to in time.***

**\*The bus route lists with approximate pick-up times will be posted in the hallways during Open House\***

## Bus Safety

### **\*Tips for a Safe Ride**

While school buses are, by far, the safest way for students to travel, children need to do their part to stay alert and aware of their surroundings to prevent injury. The National Safety Council urges parents to teach their children the following safety rules for getting on and off the bus, and for exercising good behavior while riding.

#### **Getting on the Bus:**

- When waiting for the bus, stay away from traffic and avoid roughhousing or other behavior that can lead to carelessness
- Do not stray onto the street, alleys or private property
- Line up away from the street or road as the bus approaches
- Wait until the bus has stopped and the door opens before approaching the bus
- Use the handrail when boarding

#### **Behavior on the Bus:**

- Don't speak loudly or make loud noises that could distract the driver
- Stay in your seat
- Don't put your head, arms or hands out the window
- Keep aisles clear of books and bags
- Use of profanity is unacceptable, as is vandalism
- Get your belongings together before reaching your stop
- Wait for the bus to stop completely before getting up from your seat



**Getting off the Bus:**

- Use the handrail when exiting
- If you have to cross in front of the bus, first walk at least 10 feet ahead until you can see the driver
- Make sure the driver can see you
- Wait for a signal from the driver before crossing
- When the driver signals, look left, right, then left again. Walk across the road and keep an eye out for sudden traffic changes
- If your vision is blocked, move to an area where you can see other drivers and they can see you
- Do not cross the center line of the road until the driver signals it is safe
- Stay away from the rear wheels of the bus at all times

**Remember that bus riding is a privilege – not a right. For the safety of all riders, students who fail to follow bus rules or disobey the driver will be suspended from bus transportation.**



**SCHOOL BUSES WITH OVERHEAD**

**Red and Yellow Lights**  
(With or Without Bus Stop Signs)

- ▶ **Yellow lights are flashing:**  
Prepare to stop
- ▶ **Red lights are flashing:**  
Stop no closer than 20 feet from the bus
- ▶ **Red lights turned off:**  
Proceed



**SCHOOL BUSES WITH OVERHEAD**

**Red Lights**

(With or Without Bus Stop Signs)

- ▶ **Red lights are flashing and bus is stopped:**  
Stop no closer than 20 feet from the bus
- ▶ **When red lights are turned off:**  
Proceed



**ALL SCHOOL BUSES**

**Yellow Lights**

- ▶ **Yellow hazard warning lights are flashing:**  
Proceed with caution



# PONY PREP NEWS!



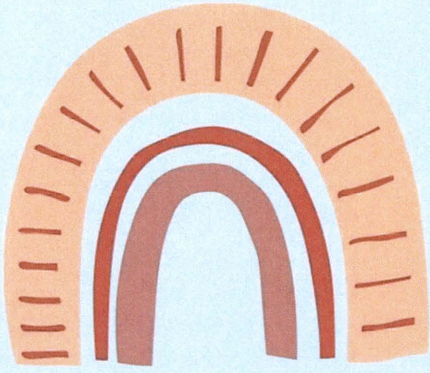
Pony Prep summer school is coming up!

July 31st- August 10th  
(Monday-Thursday only)

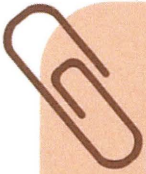
Few important things to know:

- Haven't signed up yet? You still can... Email Nurse Carolyn ASAP [schwacar@monticello.k12.wi.us](mailto:schwacar@monticello.k12.wi.us)
- Drop off is on the playground at 8:00am
- Pick up is also on the playground **promptly at noon**
- Breakfast and lunch will be served (Free for all students)
- All grade levels (including incoming 4K) are encouraged to attend!

**SEE YOU SOON!**



Welcome to  
4K



### CLASSROOM NEWS

Hello! We are looking forward to starting the school year with your child! We have a lot of fun things planned starting with our Pony Prep Kickoff- Lets jumpstart the school year early! Over the course of the year we are going to explore all of the world around us, stories, mathematics, science, art, our emotions, foods, and lots of amazing other things. I am so excited to work with your children!

### TEACHER CONTACT INFO

If you have any questions regarding our 4K Program or want to enroll your child please contact the office or Alma Street (4K Teacher)

Monticello School Office :  
608-938-4194

Alma Street: 608-938-2707  
mentzal@monticello.k12.wi.us

### REMINDERS

- ✓ Pony Prep Summer school is from July 31st,- August 10th. Monday-Thursday Only from 8:00-12:00
- ✓ School starts for 4k on Tuesday September 5th, School is only Monday-Thursdays from 7:50-3:00 for 4K.

### EVENTS

**July 31-August 10th**

Pony Prep summer school (Monday-Thursday only)

**August 29th**

Open House/Meet the teacher night

**Tuesday**

**September 5th**

School Starts for 4K



# PONY ROUND-UP

## SUMMER SCHOOL INFO!!!



**When?** ~ August 30th and 31st

**What?** ~ Summer school days that all students (Grades 5K-12th) are HIGHLY ENCOURAGED to attend.

### Details for August 30th

- Buses will be running normal AM and PM routes
- Breakfast and lunch will be served
- Normal school day hours for elementary and middle school

#### **Elementary students grades 5K-5th:**

- Get to know your teachers, classmates, classrooms, and school routine

#### **Middle school students grades 6-8th:**

- Will be headed to Bethel Horizons in Dodgeville for a rope course challenge
- **Students MUST be PRE-REGISTERED in order to attend**
- Lunch will be provided
- Please sign up by **AUGUST 14th** at the following link (*Please fill out this link, even if you signed up with summer school registration, as this will also be our permission slip for the trip*)

<https://forms.gle/Nswk8Q2txXAchJKy5>

#### **Freshman:**

- **Will be having a VERY IMPORTANT MHS Freshman Orientation**
- Freshman and families ~ Please watch your email for further details from Mr. Gustafson

#### **Students grades 10-12th:**

- It's a DROP IN DAY!
- Stop in at any time to get your schedule, meet with your teachers, find and fill your locker, etc.. :)

## Details for August 31st

- Buses will be running normal AM route
- **PM bus route will run ONE HOUR LATER**
- Breakfast and lunch will be served

### **Elementary students grades 5K and 1st:**

- Are headed to **Palmer Park in Janesville** for playground and wading pool fun!
- Lunch will be provided
- Student's will need to be **PRE-REGISTERED** in order to attend by filling out the attached link/permission slip at the following link by **August 14th**.

<https://forms.gle/okqAvjFFPb34wU1x8>

### **Elementary students grades 2nd-5th:**

- Are headed to the **MILWAUKEE ZOO!**
- Students must be **PRE-REGISTERED** in order to attend (We need to buy tickets ahead of time)
- Lunch will be provided
- Please sign up by **AUGUST 14th** at the following link *(Please fill out this link, even if you signed up with summer school registration, as this will also be our permission slip for the trip)*

<https://forms.gle/J7YwuGvEnsZZdyBK8>

### **Middle school students grades 6-8th:**

- Get to know your teachers, classrooms, and middle school routine
- And enjoy an afternoon of fun outside activities and team building with our middle school staff! Be prepared for anything!

### **High school students grades 9-12th:**

- Are invited to our Milwaukee Zoo trip!
- Students must be **PRE-REGISTERED** in order to attend (We need to buy tickets ahead of time)
- Lunch will be provided
- Please sign up by **AUGUST 14th** at the following link *(Please fill out this link, even if you signed up with summer school registration, as this will also be our permission slip for the trip)*

<https://forms.gle/J7YwuGvEnsZZdyBK8>



It's never been more apparent than this year how giving Monticello's community is. I'm not sure if everyone realizes just how many people donate and give to our school. Below is an attempt (please forgive me if we've missed someone) to THANK and recognize those who have given in some way. The community of Monticello truly blesses our students and staff.

Advanced Heating and Cooling  
Altmann Family  
Bank of New Glarus  
Rick Baebler  
Bob Voss Family  
Casey's of Monticello  
Culver's of New Glarus  
Phil and Becky Clark Family  
Don Roe Family  
Excellence in Education Foundation  
Edelweiss Golf Course  
FFA Alumni  
Four Wings Trucking  
Gempeler's  
Gustafson Family  
Greenwoods State Bank  
Grossen Family  
Hilliard Excavating and Concrete  
In Honor of John Winzenried  
Integra Construction/Klossner Family  
Johnny O's  
John Ponysciany  
Kim and Joni Buehl  
Larry Harkey  
Tyler and Leslie Smith

Marvin and Darlene Becker  
Maple Leaf Inc.  
Mt Pleasant Prairie Middleton Mutual Insurance  
Monticello Foundation  
Monticello PTO  
Monticello Lions and Lioness Club  
Monticello Music Parents  
Monticello Sports Boosters  
Monticello Community Club  
Monroe Clinic Foundation  
Milk Marketing Board/Fuel Up to Play 60  
Milk Specialties -Karen Gierhart  
Nancy Aquino  
New Glarus Brewery  
Patterson Family  
Pleasant Grain LLC  
Randall Smith  
Richard Smith  
Ron Blumer  
Sarah Quade Family  
Bud and Carol Schultz Family  
Swiss Colony  
Tri-Insure  
Wes Cash  
Wisconsin Beef Council  
Zilliox Family

Sincerely,

Allen Brokopp, Monticello Staff, and School Board

## Summer Rec

Summer ball filled our softball and school diamonds again this summer many, many nights! A huge THANK YOU to the following coaches for all of their help this summer: Christina Karlen, Shawn Johnson, Amanda Krier, Jaelyn Ryan, Steven Meyer, Tristin Pitman, Rich Wachholz, David Patchen, and all other parents that volunteered. Coaches at all levels put in SO MUCH TIME to help our young athletes! **Please let them know they are appreciated!** Thank you also to parents who offer to help out in any capacity - coaching, working concession stands... Summer rec takes a lot of help! Our umpires are also a big part of the season so thank you to all the umpires who helped out during the summer!

## **Monticello Public Schools Staff 2023-2024**

Atkinson	Jodi	Paraprofessional
Aulik	Sara	High School Special Education
Baade	Savannah	Speech and Language
Babcock	Dawson	Instrumental Music
Bailey	Rich	Director of Technology
Becker	Kimberly	Vocal Music
Bernardo	Tara	Grades 5-6
Blumer	John	Custodian
Brokopp	Allen	District Administrator
Burk	Paul	High School English
Burton	Kim	K-7 Physical Education
Bussey	Candace	Paraprofessional
Bussey	Rick	Custodian
Collins	Chris	High School Math/Science
Cregan	Jami	K-12 Guidance Counselor
Daniels	Aurora	ELL Coordinator, Elementary Library
Delwiche	Molly	5-8 Science
DeNure	Ann	Grade 2
Derke	Rebecca	Food Service Director
Fahey	Teri	5-Year Old Kindergarten
Francois	Carley	Director of Pupil Services
Freitag	Deb	5-8 Social Studies
Golembiewski	Jodi	Grade 1
Gordinier	Amy	Grade 3
Gustafson	Mark	PK-Grade 12 Principal & Director of Instruction
Harrison	Lani	Elementary Special Education
Homb	Kirsten	Elementary Math Coordinator
Indergand	Jody	K-12 Reading Specialist/Title I
Indergand	Ryan	Agriculture Education
Itzenhauser	Stephen	Paraprofessional
Karlen	Christina	District Bookkeeper
Larson	Mary	Librarian
Lawson	Tanya	Speech and Language
Marty-Watson	Julia	Paraprofessional
Mentz	Alma	4-Year Old Kindergarten
Meyer	Carolyn	Paraprofessional
Meyer	Kristin	Paraprofessional
Olson	Mark	Business Education
Pickett	Chris	Middle School Math
Quade	Sarah	Spanish
Righter	Abby	Kitchen Staff
Ritschard	Paula	Paraprofessional
Root	Janet	Occupational Therapist
Rufer	Rachel	Family and Consumer Education; K-12 Art
Sarbacker	Mackenzie	Middle School Special Education
Schwartzlow	Carolyn	School Nurse/Wellness Director, Athletic Director
Shulka	Lauren	Kitchen Staff

Siegenthaler	Trevor
Steele	Kevin
Stoehr	Anita
Swanson	Denise
Swinehart	Tonia
Theden	Tyler
Titus	Greg
Trumpy	Andrea
Ula	Tara
Wahl	Jesse
Wells	Andrea
Wichser	Katie
Willson	Elizabeth
Wittmann	Cassie
Woolsey	Joe

8 -12 Physical Education/Health  
 High School Social Studies  
 Custodian  
 District Administrative Assistant  
 Middle School English, Psychology  
 Technology Education  
 Head Custodian  
 District Secretary, Transportation/Sub Coordinator  
 5-Year Old Kindergarten  
 High School Advisor  
 Grade 4  
 Elementary Special Education  
 Paraprofessional  
 Physical Therapist  
 High School Science

*Educational staff assignments are subject to change as needed*

### **Bus Drivers**

Blumer	John
Ostby	Mark
Rufer	Rich
Wennesheimer	Jill

Bus 6  
 Bus 1  
 Bus 2  
 Bus 4

Blumer	Ron
Brokopp	Allen
Smith	Randall
Smith	Tyler

Substitute, extra-curricular  
 Substitute  
 Substitute, extra-curricular  
 Substitute, extra-curricular

### **Board of Education**

Smith	Randall
Clark	Becky
Smith	Tyler
Roe	Sally
Aquino	Mike
Constantini	Elise
Eyler	Laura

President  
 Vice President  
 Treasurer  
 Clerk  
 Member  
 Member  
 Member

## **Monticello Foundation Scholarships Available**



College students continuing their post-secondary education are urged to apply for one of the scholarships being awarded in late October by The Monticello Foundation, Inc. Students must have earned 24 college credits and be a graduate of Monticello High School to apply. Applicants are judged based on need, local community service, grades and leadership roles. Application forms and directions are available on [The Monticello Foundation's website](#), on Facebook at [Monticello Schools](#) or on the school's website at [monticello.k12.wi.us](http://monticello.k12.wi.us). Applications will be accepted between August 1 and September 15, 2023. Applications should be emailed to [themonticellofoundationincwisc@gmail.com](mailto:themonticellofoundationincwisc@gmail.com).



## Phone System

The School District of Monticello has a fully automated phone system for your convenience. **Messages left for students should be kept to a minimum. Students will not be called out of class *except for emergencies*. If you need to pull your child out of school for an appointment, please let us know in advance so your child is ready to leave on time.**

Calls to teachers should be placed either **before or after school** or **during the teacher's prep time** to prevent disrupting the classroom. Absences should be reported by calling 938-4194, option 1.

## Closed Campus Policy

Students are expected to be engaged in school-related or sponsored activities during the time designated by the Board as the school day. Students are not permitted to leave school or engage in non-school related activities during the school day without the knowledge and permission of the school administrator or his/her designee. However, **Juniors and Seniors who have earned RP** (maintained a 3.25 GPA) will be allowed to leave during lunch with parent permission.

## Student/Parent Handbook & Activity Code

If your child is in Middle School or High School, it is important that you take some time to read over the policies and procedures in the Student/Parent Handbook and Activity Code before the school year begins.

You will also find an explanation of the services we offer and our educational expectations for our students, along with, specific directions for implementing any procedures necessary for your child's involvement in our school or school sponsored programs. We hope you find these handbooks helpful and meaningful throughout the year.

## High School Advisor News

Soon we will start another school year. Many decisions will have to be made by our seniors. If they intend to continue their education beyond high school, a decision will have to be made as to where this education will take place. Once that decision is made or narrowed down, applications need to be completed and sent. Monticello's goal is to have all applications sent by the first part of October.

Most schools begin accepting applications September 15<sup>th</sup>. If you are applying to a school that is competitive in admissions (i.e. UW-Madison), a program that fills up fast (Madison College art or health programs), or if your G.P.A. or ACT scores are lower, you need to get your application in as early as possible.

**Seniors**----If you would be interested in retaking the ACT test in October, please send Jesse Wahl an email at [wahlje@monticello.k12.wi.us](mailto:wahlje@monticello.k12.wi.us) in the next couple of weeks so she can register you for the test----you would have to pay to take the test this time----fee \$52.

## Dual Credit Courses

Monticello High School offers a wide range of opportunities for high school students to take advanced placement and dual credit courses. In many cases, tuition is charged by the university or technical college. The tuition cost is often much less than full time students enrolled in the university or technical college would pay. Tuition costs are payable upon registration. Our school board is also proud to continue our local scholarship opportunity for these students. **The school will reimburse half of the cost of tuition for any student earning a 95 or above in both semesters of a dual enrollment course.**

Students are able to drop/withdraw a UW System college credit course and receive a tuition refund if the student completes the drop/withdraw form by the deadline set by the UW System. This deadline is established by the UW System and usually falls within the second week of October. If the class is dropped after the deadline, the student will receive an "F" on their college record and will not receive a refund for the course.

Any questions regarding dual enrollment classes should be addressed to Mr. Collins, Dual Credit Coordinator.

## School Based Mentoring Program

There will either be a representative from **Big Brothers Big Sisters** be available at Open House to answer any questions you have regarding the weekly after school program or we will have papers available to fill-out (does not mean your child has to commit to the program). Please stop by and complete an application if you think this program would benefit your child. High School students who are interested in being a "Big" can also fill out an application and receive additional information.

## 3-Year Old Services

School districts in Wisconsin are required to provide early intervention services for children beginning at age 3. Referrals for services come to the school district from physicians, parents, and county Birth-to-Three agencies. The Monticello School District may also refer a child following **Child Development Day**. If you have a concern with an area of your child's development (speech and language, fine or gross motor skills, cognition or behavior), please contact the school. Early intervention services are currently provided in the district's Early Childhood Program. Prior to receiving services, your child must meet eligibility requirements. Please contact our Pupil Services Director, Carley Francois at 938-2797 if you have concerns regarding your child's development.

## Student Locker Policy

Lockers will be assigned to students for their convenience. The privilege of using a locker is intended on the basis that it is kept clean and in good condition. **All lockers should be kept locked.** Locks for these lockers are to be purchased from the school and kept by the student throughout the student's middle school/high school years. No unauthorized locks will be permitted. School-approved locks are available in the office for \$6.00. If locks other than those purchased from the school are used on school lockers, they will be removed. The student will be financially responsible for any damage to the locker.

School lockers are the property of the School District of Monticello. At no time does the school district relinquish the exclusive control of the lockers provided for the students. Periodic general inspections of lockers may be conducted by school authorities (e.g. district administrator, principal, or designee) for any reason, at any time, without notice, without student consent, and without a search warrant.

**Students should refrain from storing valuable items and/or large sums of money in their lockers. We strongly urge all students to lock their lockers. *The District accepts NO responsibility for items missing from unlocked lockers.***

Unauthorized or illegal items found in a locker are presumed to be the property and/or responsibility of the person assigned to the locker. Any item deemed to be in violation of school rules, unsafe, dangerous, or illegal found in the locker may be removed. At the discretion of the administrator or designee, unauthorized items removed from the locker will be held by the school and may be returned to the parent(s)/guardian of the student after the consequences of any disciplinary proceedings. Illegal items will be turned over to law enforcement officials. The adult student and/or the parent(s)/guardian of a minor student shall be notified of the illegal items removed from the locker and turned over to law enforcement officials. The district administrator, or designee, can authorize drug detection teams to use canines trained for drug detection to conduct random searches of school buildings and grounds.

## Accident Insurance

The School District of Monticello *does not carry accident insurance for any student or athlete.* Parents or guardians are responsible for carrying accident insurance on their child or dependent. If a student wishes to participate in athletics, he or she *must provide proof of insurance coverage.*

## Visitor Procedures

Visitors to Monticello Schools should enter through the building at the main entrance of the High School/District Office. Doors are locked between 8:00 a.m. and 3:00 p.m. during which time individuals must request admittance through a buzzer system. This procedure is for the safety of students and staff. Except for special events held during the day, visitors who are not registered students or district employees are required to stop in the District Office to sign in and receive a visitor's badge. This process provides a safer learning environment for students and staff.



How can it be time for back-to-school?!?! I hope all our students and families have had an enjoyable and healthy summer and are happily anticipating returning to school! A few reminders and some back-to-school checklist items:

- **If your child is not feeling well or is ill in any manner, please keep him/her home from school.** This is for the benefit of our whole school family, and a day or two of rest may be just what your child needs. If your child is not feeling well, he/she won't be able to learn. Remember to call our Pony Attendance Line at 608-938-4194 to report the absence and reason for the absence, including any symptoms of illness. Here are some reminders of when your child should not attend school due to illness:
  - **Respiratory symptoms:** Please do not send your child to school if coughing, having significant nasal drainage or congestion, sore throat, extra fatigue, out of the ordinary headaches, fever/chills, and/or body aches.
  - **Fevers (temp >100.4 degrees):** Students should stay home until 24 hours fever free (without the use of any fever-reducing medication such as ibuprofen or acetaminophen/Tylenol).
  - **GI symptoms only (nausea, vomiting or diarrhea):** Please keep your child home until he/she is able to keep down food from at least the evening before and breakfast that morning and no further diarrhea.
  - **Bacterial illnesses like strep throat, pink eye, and impetigo:** Students can return to school after being on antibiotics for 24 hours.
- **Immunizations** – Please make sure your children are up-to-date, especially those students entering 4K, 5K and 7<sup>th</sup> grade as there are state required immunizations due for these ages. **We will host an in-school flu clinic for students in the fall.** Watch for information coming home regarding this.
- **Physicals** – Yearly medical exams are important for all kids. Don't forget sports physicals, as well, for students grades 6 and up who plan to participate in any of our school sports. They are good for 2 years! The Monroe Clinic Branches have the needed forms for sports physicals. Forms are also available in the district office.
- **Dental exams** – Cleaned up and polished teeth for the start of a new school year! Bridging Brighter Smiles will again be offering services to our students this coming school year. We will also have another option this year for dental care at school called Seal-A-Smile. Please see information in this newsletter regarding these options and reach out if you have any questions.
- **Water bottles** – A good idea for our students to bring a water bottle to school- labeled with his/her name.
- **Health information** - When registering your child, please make sure to look over the health information section and make any updates, if needed. Please let school know if your child has any particular health concerns.
- **Emergency contacts** – At registration, please make sure all emergency contacts and phone numbers are current and up-to-date. Be prepared to supply the district with at least one additional emergency contact name/number other than parents. Please ensure that you have a plan in the event your child needs to be picked up from school due to illness/injury.
- **Pony Packs** - We will again be offering weekly bags of nonperishable food to any student who qualifies for free or reduced lunch. Food is sent home on Fridays (or last day of school prior to days off/vacation) in each student's backpack and is dispersed in a confidential manner. If this is of interest to your family, please fill out the application during registration.
- And let's not forget all the other important usual health information :).....

#### **What else can you do to help keep your child healthy this school year?**

- **Handwashing** ~ Please remind your child to wash his/her hands with soap and water for 20 seconds after using the bathroom and before eating. Hand sanitizer works in a pinch, but nothing beats soap and water to kill germs. And there is something to be said for good hygiene in general! Daily showers and baths. :)
- **Sleep** ~ Is very important! Run down, tired kids are more likely to get sick. According to the American Academy of Pediatrics: 3-5 years olds need 10-13 hours of sleep per day, 6-12 year olds need 9-12 hours of sleep per day, and teens need 8-10 hours per day. Bedtime routines and a consistent bedtime will help set the stage for a great night's rest. It is recommended that electronics be turned off an hour before bedtime.

- **Great nutrition** ~ Builds strong immune systems! Please ensure your child is starting the day with a filling and nutritious breakfast and are filling plates each day with fruits, veggies, lean proteins, whole grains, and dairy products. School offers a great breakfast and lunch program that is available free of charge or at a reduced rate to qualifying families. Please call the office for more details regarding our school nutrition programs.
- **Keep them moving** ~ 2 hours a day of physical activity builds strong, healthy bodies!
- **Take care of those teeth!** ~ Healthy kids have healthy teeth! Brushing twice a day, flossing once a day, and regular dentist check-ups are important! Bridging Brighter Smiles is returning to school this year to do dental cleanings. Please contact me for more details on how to sign up.
- **What about head lice?** Head lice are a common childhood issue and can be spread wherever children are together, including schools. Please see our school website for more information about basic lice facts and what families can do to help control head lice.

### **What about head lice?**

Head lice are a common childhood issue and can be spread wherever children are together, including schools.

Here are some basic facts regarding head lice:

- Head lice are most common in preschool- and elementary school-aged children. Each year millions of school-aged children in the United States get head lice. However, anyone can get head lice.
- Head lice are crawling insects. They cannot jump, hop, or fly. The main way head lice spread is from close, prolonged head-to-head contact. There is a very small chance that head lice will spread by sharing items such as combs, brushes, and hats.
- Head lice can be a nuisance and annoying but they have not been shown to spread disease. They do not make kids sick.
- Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

What can families do to help control head lice?

- Please monitor your children for head lice. Search “Head Lice” on the following websites for great details on the specifics of lice and what to look for: <https://www.healthychildren.org> or <https://www.cdc.gov>. Our school’s policies and practices regarding head lice are based on recommendations from these organizations.
- If you are concerned your child has head lice or would like me to screen your child, please contact me at school, and I will confidentially check your child.
- If your child does have head lice, please treat them with an appropriate lice treatment before returning to school. Check with your child's doctor before beginning any head lice treatment. The most effective way to treat head lice is with head lice medicine. After each treatment, using the comb-out method every 2 to 3 days for 2 to 3 weeks may help remove the lice eggs.
- Never use dangerous products like gasoline or kerosene or medicines made for use on animals. Also, do not use home remedies, such as petroleum jelly, mayonnaise, tub margarine, herbal oils, or olive oil, because no studies prove they work.
- Please wash your child's clothes, towels, hats, and bed linens in hot water and dry on high heat if they were used within 2 days before head lice were found and treated.
- Let close contacts know that your child has head lice, but please do not point fingers or spread rumors regarding who has or where head lice came from or started. This will only hurt kids and cause continued stigma regarding head lice.

### **Great resources for any kids’ health concerns!**

[www.healthychildren.org](http://www.healthychildren.org)

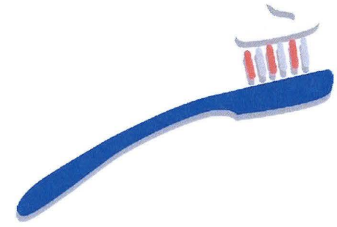
Kidshealth.org

I am so very excited for this coming school year!!!! Please feel free to drop me an email at [schwacar@monticello.k12.wi.us](mailto:schwacar@monticello.k12.wi.us) or give me a call at 608-938-2736 with any questions or if I can offer you assistance in any way. Have a fabulous rest of the summer, and see everyone soon!

Nurse Carolyn

# Dental care right at school!!!!

\*This year, we will have two options for school-based dental care for interested families.



## 1. Bridging Brighter Smiles

- Provides the following services by a dental hygienist:
  - Oral screenings
  - Dental sealants
  - Oral Health Education
  - Fluoride application/varnish
  - Dental cleanings
  - Referral assistance
- **Bridging Brighter Smiles accepts Forward Health (BadgerCare) only.** No other dental insurance is accepted or billed.
- **If you do not have Forward Health, you will be billed for their services**
- If you are paying out of pocket, rates are at a reduced rate. Bridging Brighter Smiles bills for all services provided unless your child has Forward Health coverage.
  - Oral Screening \$19.00
  - Cleaning \$43.00
  - Fluoride Application \$23.00
  - Sealants \$28.00/ Tooth
  - Silver Diamine Fluoride (SDF) \$28 for 2 Application \*\*2 Applications Required

## 2. Seal-A-Smile

- Provides the following services by a dental hygienist
  - Oral screenings
  - Dental sealants
  - Oral Health Education
  - Fluoride application
  - Dental cleanings
  - Referral assistance
- **Seal-A-Smile services are free to all students- either billed to Medicaid, billed to private dental insurance, or free.**

## Which dental option is best for my student?

1. Does your child have Badgercare/Forward Health/Medicaid insurance coverage?

Yes ~ Sign up for either Bridging Brighter Smiles or Seal- A -Smile

No ~ Sign up for Seal-A-Smile

2. Does your child have private dental insurance?

Yes ~ Sign up for Seal- A- Smile

No ~ Sign up for Seal-A-Smile

3. If your child does not have any dental insurance, are you willing to pay out of pocket for dental services?

Yes ~ Sign up for Bridging Brighter Smiles or Seal-A-Smile

No ~ Sign up for Seal-A-Smile only

4. Any other questions? Please contact Nurse Carolyn ~ [schwacar@monticello.k12.wi.us](mailto:schwacar@monticello.k12.wi.us) or 608-938-2736

**\*\*\*\*If your child has NO dental insurance of any kind, sign up for Seal-A-Smile**

Sign up at:

Bridging Brighter Smiles ~ <https://enrollment.bbsmiles.org/>

Seal-A-Smile ~ <https://rebrand.ly/CHS-SAS-CONSENT>

# Medications at School

Stocked medications will again be available for all students grades 4K-12. These medications will be available at school for students who have a signed parental consent to receive these medications as needed. Medications that will be available to students are: ibuprofen (oral tablets and chewable), acetaminophen (oral tablets and chewable), diphenhydramine (oral tablets and chewable), topical hydrocortisone, topical antibiotic ointment, throat lozenges (grades 3 and above only), and calcium carbonate antacid tabs.

**Parents must complete the medication consent form during registration in order for these medications to be given at school.** We do ask that if your child frequently takes one of these medications, that you would continue to provide school with a bottle of medication labeled with your student's name. If your child is in need of any other non-prescription medication at school, families will need to provide this medication in the original container, and a medication consent form will need to be signed by a parent/guardian. **If your child requires a prescription medication during the school day, a medication consent form will need to be signed by both prescribing medical provider and parent/guardian.** The medication will need to be provided to school in its original container. No student is allowed to carry and self-administer any prescription or over the counter medications while at school or any school function, with the exception of EpiPens and albuterol inhalers, with parent and medical provider permission. Please contact Nurse Carolyn with any questions about our medication administration policies.

## AD Corner

A few items to note regarding our Pony Athletics!

- If you have a middle school or high school student who planned to participate in any of our school sports this year, reminder that **athletic forms (including sports physical or alternate year card) and fees will need to be turned in prior to practice starting.** All athletic forms except physical and alternate year physical cards will be included on our online registration this year. Don't delay in making appointments for sports physicals, which are needed every other year. Unsure if your student needs a physical this year? Give school a call, and we will check for you.
- **We are excited for our fall sports season which will be starting very soon!**
  - New Glarus- Monticello Football (high school)
  - New Glarus- Monticello boys and girls cross country (middle and high school)
  - Pony girls volleyball (middle and high school)

**If your student is interested in participating in any of these sports and you have not connected with coaching staff yet, please contact Nurse Carolyn ASAP....**
- **Come cheer them on!**
  - All Monticello students receive **FREE admission** to our home games!
  - Adult admission is \$5.00
  - Pony Passes!! Are back! For \$50, you will receive admission to all our home volleyball and boys and girls basketball games. Sign up during online registration, at the office, or at the admission table at our home games.
  - Senior passes~ If you are of a certain age, you are entitled to FREE admission to ALL Six-Rivers athletic events. Stop at our district office to sign up for your pass.
- **Livestream will still be available for our high school home games, too!!!!**
  - It was so popular, we are going to keep it! Thanks to the Monticello Foundation and the Monticello Booster Club for sponsoring our continued streaming of our high school home volleyball and basketball games!! Check them out on our school Youtube channel... By all accounts, we have one of the best game livestreams around thanks to our great tech guy Mr. Bailey and our great play-by-play people. :)
- **Reminder to please be positive fans** ~ Coaches and officials are becoming increasingly harder to find. Remember that they are humans who are offering to help our students who are participating in a healthy extracurricular activity. Coaches, officials, and our players put in lots and lots of time and effort~ Please support them by being positive in and out of the stands. Keep some perspective and do not allow adult emotions to negatively impact our youth sports... This is the best way to be #ponyproud!

# MONTICELLO PTO

The PTO and Community Club will be providing paper products to our students to help parents offset the expense of these school supplies. During the school year, PTO keeps track of these supplies and restocks as they are depleted in order for teachers to have them available to use for their students.

List of paper products that **will** be supplied by PTO and Community Club:

- Kleenex
- Paper plates
- Napkins
- Ziploc bags (snack, sandwich, gallon)
- Paper towels
- Plastic forks and spoons
- Clorox wipes

**PLEASE JOIN US!!** We look forward to a new school year and our goal is to support the students, teachers and staff however that may look in the future! Our first back to school meeting will be **September 18, 2023 at 7:15pm in the HS library**, but for the rest of the school year, we will meet the **third Monday of the month at 7:15pm..**

If you would like to be added to our email list, please email me at [trumpan@monticello.k12.wi.us](mailto:trumpan@monticello.k12.wi.us). Thank you for considering joining us!

Andrea Trumpy

## Pony Trot

Our 2023 Pony Trot 1k and 5k races during Monticello Homecoming this year had a nice turn out! A huge **Thank You** to everyone who volunteered their time to help, to the runners, and to the sponsors who helped make this Pony Trot a success.

Female 12 and under: Tenley Hilliard

Male 12 and under: Daniel Larson (not pictured)

Female 13-18: 1) Ella Salas 2) Mirielle Smith 3) Maddie Pahl

Male 13-18: 1) Thomas Nelson 2) Sawyer Gehn 3) Brady Pahl

Female 19 and older: 1) Ashley Keller 2) Carolyn Schwartzlow 3) Kaitlyn Trow

Male 19 and older: 1) Adam Nelson 2) Dennis Haak 3) Tony Brewer

### Triple Crown Sponsors:

Belleville Chiropractic and Wellness; Casey's General Store; Chris & Dawn Smith Family and Thrivent Financial; Mt. Pleasant-Perry Middleton Mutual Insurance; New Glarus Brewery; The Bank of New Glarus; Tri-Insure LLC; Witt Farms; Wealth Distribution Strategies; Sugar River Bakery

### Belmont Stakes Sponsors:

Colony Brands; Greenwoods State Bank; Hilliard Concrete

### Preakness Stakes Sponsor:

Kammes Kar Kare & Storage LLC; Northside Fried Cheese LLC; Pleasant Grain LLC and Roe Farms; Voegeli, Ewald & Bartholf Law Offices, S.C.





# 3rd Annual Monticello Booster Club Golf Outing

## Friday, Aug. 4, 2023

Yellowstone Golf Course  
15750 Old Q Rd  
Blanchardville, WI

\$200 / Foursome  
or  
\$50 / Individual

Includes:  
9-Holes,  
Cart, Lunch,  
Gift Bag



Tee times starting at 8am and available every 10 minutes.  
ALL AGES AND SKILL ARE WELCOME! COME SUPPORT OUR PONY ATHLETES!  
Contests with prizes, Silent Auction, and 50/50  
Game Play will be Scramble Format

<b>Golfer 1 Name &amp; Contact Info</b>		<b>Preferred Tee Time</b>	<b>Amount Paid \$</b> _____ by (circle one) <b>CHECK CASH VENMO</b>
Address			
City / State / Zip			
Phone			
Email Address			

<b>Golfer 2 Name</b>		<b>Amount Paid \$</b> _____ by (circle one) <b>CHECK CASH VENMO</b>
<b>Golfer 3 Name</b>		<b>Amount Paid \$</b> _____ by (circle one) <b>CHECK CASH VENMO</b>
<b>Golfer 4 Name</b>		<b>Amount Paid \$</b> _____ by (circle one) <b>CHECK CASH VENMO</b>

### Would You Like To Be A Sponsor?

**Sponsor Name:** \_\_\_\_\_

<u>Level</u>	<u>Cost</u>	<u>Select One</u>	<u>Includes</u>
Corporate Sponsor	\$250	Yes / No	Includes your name listed as Gold Sponsor Plus 4 golfers
Gold Sponsor	\$100	Yes / No	Includes your name listed as Gold Sponsor
Silver Sponsor	\$50	Yes / No	Includes your name listed as Silver Sponsor
Bronze Sponsor	\$25	Yes / No	Includes your name listed as Bronze Sponsor

**Register** by Emailing Completed Form to: [MONTICELLOBOOSTERCLUB@GMAIL.COM](mailto:MONTICELLOBOOSTERCLUB@GMAIL.COM)  
or Drop off with payment at Monticello School Office c/o Monticello Booster Club

**THANK YOU  
FOR YOUR  
SUPPORT!**

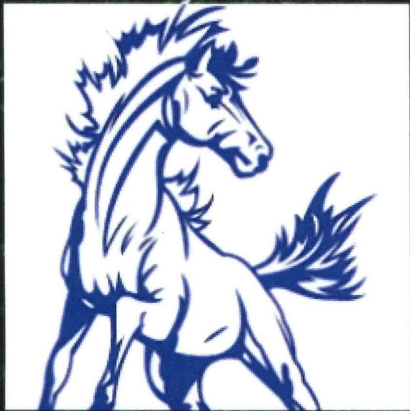
**Payment Options:** Venmo @Monticello-BoosterClub  
or a Check Payable to: Monticello Booster Club may be dropped off at the Monticello School Office

**FEEL FREE TO  
PASS THIS ON!**

<b>OFFICE USE ONLY:</b>	<b>TEE TIME ASSIGNED</b>	<b>CONTACTED VIA</b>			
<b>PAID VIA</b>		<b>PERSON</b>	<b>EMAIL</b>	<b>CALL</b>	<b>TEXT</b>
Check CASH Venmo	-----				

# SCHOOL 8 PLAYER FOOTBALL

STARTING FALL OF 2024



**Any donations are welcome! Help support our future football program and bring the Friday Night Lights' home to Monticello!**

**GO PONIES!**

## BOOSTER CLUB

We are always looking for new members and this is a great opportunity for parents and guardians to help the Monticello athletic program! Meetings are usually every 3<sup>rd</sup> Monday of the month at 6:15 PM in the school cafeteria, but due to conflicts in schedules, meeting dates and locations can vary so if you'd like more information or are interested in joining, please email us at [monticelloboosterclub@gmail.com](mailto:monticelloboosterclub@gmail.com). All are welcome and you do not have to have a child in sports to join.



The Monticello Football Ponies recently celebrated by marking the location of their 8-person football field with the setting of the cornerstones. Those involved and present to highlight the importance of the occasion were Sports Booster President Kristi Blum, Athletic Director Carolyn Schwartzlow, Sports Booster VP, Rachel Bittner, Village President Aaron Bittner, Allen Brokopp District Administrator, School Board Treasurer Tyler Smith, and players Hunter Grossen and Tristin Pittman.

Thanks to our collaboration with Hilliard Excavating and Concrete, and their GPS system, as well as the efforts of Tyler Smith from Six Rivers Engineering/Drainage Doctor as they were instrumental in making this event successful.

It's great to know that the Monticello Football Ponies have their field location set and are looking forward to starting their season in August 2024. With the support of the community and the hard work of dedicated individuals, it seems like they are well-prepared and excited for the 2024 season.

It is a big undertaking to start a new football program- but also an exciting opportunity for our students, school, and community. The School District of Monticello is committed to the establishment of 8 Player Football and is working to solidify a budget. While the district will finance a portion of this, we will be seeking support from our community to help make this a success.

Items that we will need to fund for our newly formed football program include field establishment, uniforms including pads and helmets, start of equipment, scoreboard, goal posts, and bleachers.

**All donations of any value are appreciated, will be acknowledged and will be recognized with signage on our football field.**

**Pony Donors- \$100 to \$499**

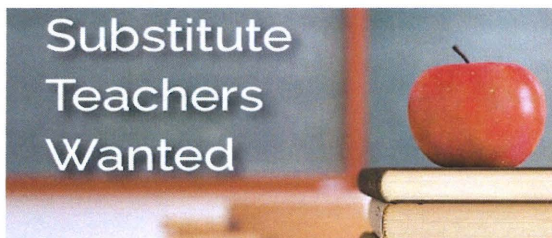
**Bronze Donors- \$500-\$999**

**Silver Donors- \$1000-\$4999**

**Gold Donors- >\$5000**

**Platinum Donors- >\$10,000**

Please contact Monticello Schools at 608-938-4194 or email Carolyn, AD at [schwacar@monticello.k12.wi.us](mailto:schwacar@monticello.k12.wi.us) with any questions or if interested in making a donation towards Pony Football!



The Monticello School District is accepting Substitute Teacher applications. The District requires applicants hold a current, valid Wisconsin teaching license. Applications are available online on our website by going to the "District" tab and "Employment Opportunities" under "About Us" or pick-up in person at 334 S Main St.

## **Newsletter Publication Guidelines**

We welcome your submission to the district newsletter regarding community events, organizations and schedules that affect our students and families. Whenever possible, submit these items in electronic form to Denise Swanson, District Administrative Assistant at [swansde@monticello.k12.wi.us](mailto:swansde@monticello.k12.wi.us). Generally, items submitted by the 20<sup>th</sup> of the month can be included in the next newsletter. Newsletters are posted on the school website, our Facebook page (Monticello Schools) and mailed to those residents who have requested a paper copy. If you would like to be added or deleted to the mailing list, please call Denise at 938-2700. We reserve the right to edit or change items submitted. This is particularly true as far as the size of the item is concerned.



## PNY PACK INFORMATION

Monticello School and Green Cares Food Pantry have partnered to support the Pony Pack Program at school. This program is to provide children with nutritious, easy to prepare food at times when other resources are not available. By opting in, the Pony Pack Program will provide food for your child each Friday afternoon or on the last day before a long weekend or school vacation-at no cost to you. A bag of non-perishable food will be placed in your child's backpack discreetly with the help from a school staff member at the end of the school day. It is for your child to eat over the weekend. We hope that you will find this Pony Pack of non-perishable healthy snacks and staple meal items helpful to your family. If you would like your child to receive a Pony Pack at school, please sign up at the following link or complete below and return to school.

Pony Pack sign up:

<https://forms.gle/4L9XApkDS2pUHL178>

## PNY PACK REQUEST FORM

All information provided is confidential

Child's Last Name:	Child's First Name:	Grade:	Food Allergies: (please list)

Do you currently use Green Cares Food Pantry? (check one)  Yes  No

I would like information on other food assistance resources close to the school, including food pantries, emergency food box donation sites, or SNAP (Food Stamps)

# FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS FOR SCHOOL YEAR 2023-24

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Dear Parent/Guardian:

Children need healthy meals to learn. Monticello School District offers healthy meals every school day. Breakfast costs \$2.05; lunch costs \$3.05 for elementary, \$3.35 for MS/HS Classic and \$3.80 for MS/HS Premium. 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, when listed on the application.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may qualify to receive free or reduced price meals if your household's income is at or below the limits on the Federal Income Eligibility Guidelines.

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail **Allen Brokopp at 608-938-4194 or [abrokopp@monticell.k12.wi.us](mailto:abrokopp@monticell.k12.wi.us)**.

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Rebecca Derke, Monticello School District, 334 S Main St, Monticello, WI 53570; email: [derkere@monticello.k12.wi.us](mailto:derkere@monticello.k12.wi.us); phone: 608-938-4194 x2738.**

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS? Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact **Rebecca Derke, Monticello School District, 334 S Main St, Monticello, WI 53570; email: [derkere@monticello.k12.wi.us](mailto:derkere@monticello.k12.wi.us); phone: 608-938-4194 x2738** immediately. If your household was notified it qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.

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

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through **October 13, 2023**, or when a new eligibility is determined. You must submit a new application unless the school told you that your child is eligible for the new school year. If you do not submit a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals, but it is based on income. Please submit an application.

8. MY CHILD(REN) QUALIFIES FOR BADGERCARE PLUS OR MEDICAID. CAN MY CHILD GET FREE MEALS? Children with BadgerCare Plus, Medicaid, or subsidized insurance may be eligible for free or reduced price meals, but it is based on household income and household size. Please submit an application to determine if your household qualifies.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed or experience a financial hardship may become eligible for free and reduced price meals if the household income drops below the income limit.
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Allen Brokopp at 608-938-4194 or [abrokopp@monticell.k12.wi.us](mailto:abrokopp@monticell.k12.wi.us)**.
12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
13. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
14. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
15. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Do not include any combat pay resulting from deployment as income.
16. WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

If you have other questions or need help, call 608-938-4194 x2738.

Sincerely,

**Rebecca Derke**

**Food Service Director**

**Monticello School District, 334 S Main St, Monticello, WI 53570**

**Email: [derkere@monticello.k12.wi.us](mailto:derkere@monticello.k12.wi.us); phone: 608-938-4194 x2738**

# 2023-24 Household Application for Free and Reduced Price School Meals

**APPLY ONLINE:**

**RETURN TO (School/District Name):** Monticello School District

**ADDRESS:** 334 S Main St, Monticello, WI 53570

Complete one application per household. Please use a pen (not a pencil). In Community Eligibility Provision Schools (CEP), receipt of free meals does not depend on returning this application; however, this information is necessary for other programs.

**STEP 1 List ALL children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.**

List ALL children in the household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household.

Child's First Name	MI	Child's Last Name	Grade	Foster Child	Migrant	Runaway	Homeless
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check all that apply

If you checked any of these boxes, please refer to the Application Instruction's Step 1: Part C & Part D.

**STEP 2 Do any household members (including you) participate in: FoodShare (SNAP), W-2 Cash Benefits (TANF), or FDPIR? Badgercare, Medicaid, Pandemic-EBT are not eligible.**

**NO** → Go to STEP 3.    
  **YES** → Write case number here and proceed to STEP 4.    
 PROGRAM NAME:     
 CASE NUMBER (NOT EBT NUMBER):

Badgercare, Medicaid, Pandemic-EBT are not eligible. Write only one case number in this space.

**STEP 3 List ALL household members and income for each member (before taxes and deductions)**

**A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)**

List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes and deductions) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often received?					Public Assistance, Child Support, Alimony	How often received?				Pensions, Retirement, Social Security, SSI, VA Benefits, All Other	How often received?			
		Weekly	Every 2Weeks	2xMonth	Monthly	Annual		Weekly	Every 2Weeks	2xMonth	Monthly		Weekly	Every 2Weeks	2xMonth	Monthly
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Required: Total Household Members (Children and Adults)

Required: Last Four Numbers of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member or Check Box if No SSN

Check Box if No SSN

**Please see application's back for list of income sources.**

**B. Child Income**

Sometimes children in the household earn or receive income.

Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here.

Child Income \$

How often received?				
Weekly	Every 2Weeks	2xMonth	Monthly	Annual
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**STEP 4 Contact information and adult signature. RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL:** Insert school address here Monticello School District 334 S Main St, Monticello, WI 53570

"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 (confirm) 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."

<input type="text"/>	<input type="text"/>	<input type="text"/>
Print Name of Adult Signing the Form	Required: Signature of Adult	Today's Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address (if available)	City	State
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Zip	Phone (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>
		Email (optional)

**Return completed form to your child's school.**



**SOURCES AND EXAMPLES OF INCOME** For additional information on income, please refer to the instructions that accompany this application.

Sources of Income			Examples of Income for Children
<b>Earnings from Work</b> <ul style="list-style-type: none"> <li>Salary, wages, cash bonuses, tips, commissions</li> <li>Net income from self-employment (farm or business)</li> </ul> <b>If you are in the U.S. Military:</b> <ul style="list-style-type: none"> <li>Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances)</li> <li>Allowances for off-base housing, food, and clothing</li> </ul>	<b>Public Assistance/Alimony/Child Support</b> <ul style="list-style-type: none"> <li>Unemployment benefits</li> <li>Workers' compensation</li> <li>Supplemental Security Income (SSI)</li> <li>Cash assistance from State or local government</li> <li>Alimony payments</li> <li>Child support payments</li> <li>Veterans benefits</li> <li>Strike benefits</li> </ul>	<b>Pensions/Retirement/All other sources of income</b> <ul style="list-style-type: none"> <li>Social Security/Disability (including railroad retirement and black lung benefits)</li> <li>Private Pensions or disability benefits</li> <li>Income from trusts or estates</li> <li>Annuities</li> <li>Investment income</li> <li>Earned interest</li> <li>Rental income</li> <li>Regular cash payments from outside household</li> </ul>	<ul style="list-style-type: none"> <li>A child has a regular full or part-time job where they earn a salary or wages</li> <li>A child is blind or disabled and receives Social Security benefits</li> <li>A parent is disabled, retired, or deceased, and their child receives Social Security benefits</li> <li>A friend or extended family member regularly gives a child spending money</li> <li>A child receives regular income from a private pension fund, annuity, or trust</li> </ul>

**OPTIONAL** Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

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

**Ethnicity (check one):**  Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race)  Not Hispanic or Latino

**Race (check one or more):**  American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

Return this completed form to your child's school. \*Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights.

**DO NOT FILL OUT** For school use only. If all students listed on this application attend CEP schools, the processing of this application cannot be paid for by the nonprofit school food service account.

**Annual Income Conversion:** Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12. Do not annualize income to determine eligibility unless more than one income frequency is listed.

Total Income  How often?  Weekly  Every 2 Weeks  2x Month  Monthly  Annual

Household size  Categorical Eligibility  Eligibility  Free  Reduced  Denied

Determining Official's Signature  Date  Confirming Official's Signature  Date  Verifying Official's Signature  Date

**Use of Information Statement**

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met.

Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check if no Social Security Number' Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

**The contact information below is solely to file a complaint of discrimination**

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:

\*MAIL: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

FAX: (833) 256-1665 or (202) 690-7442; or  
EMAIL: program.intake@usda.gov

**\*Do not mail applications to this address, only complaints of discrimination.**

Return completed form to your child's school.

This institution is an equal opportunity provider.

# PREGUNTAS FRECUENTES SOBRE COMIDA ESCOLAR GRATIS Y A PRECIO REDUCIDO PARA EL AÑO ESCOLAR 2023-24

Estimados Padres/Guardián:

Los niños necesitan comida sana para aprender. Distrito escolar de Monticello ofrece alimentación sana todos los días. El desayuno cuesta **\$2.05**; el almuerzo cuesta **para primaria \$3.05, para 6th-12th clasico \$3.35 y para 6th-12th premium \$3.80**. **Sus niños podrían calificar para recibir comidas gratis o a precio reducido.** El precio reducido es **[\$]** para el desayuno y **[\$]** para el almuerzo. Este paquete incluye una solicitud para recibir los beneficios de comidas gratis o a precio reducido, y también instrucciones detalladas para llenarla. Abajo hay algunas preguntas y respuestas comunes para ayudarles a ustedes con la solicitud.

1. ¿QUIÉN PUEDE OBTENER COMIDAS GRATIS O A PRECIO REDUCIDO?
  - Todos los niños en las viviendas que reciben beneficios de FoodShare, Food Distribution Program on Indian Reservations (FDPIR), o W-2 Cash Benefits, cuando aparece en la solicitud.
  - Niños que participan en el Programa Head Start de su escuela.
  - Niños que cumplen con la definición de “sin casa”, “fugitivo”, o “migrante”.
  - Los niños de las viviendas donde el ingreso encaja en o debajo de los límites de las Normas Federales de Elegibilidad por Ingresos.
2. ¿CÓMO SÉ SI MIS HIJOS CALIFICAN COMO “SIN HOGAR, MIGRANTE, O FUGITIVO?” ¿No tienen una dirección permanente? ¿Permanecen ustedes en un hospicio, hotel, u otro lugar temporal? ¿Se muda su familia según la temporada? ¿Viven con usted algunos niños que han escogido abandonar a su familia? Si usted cree que hay niños en su hogar que cumplen con estas descripciones y no les han dicho que sus hijos van a recibir comida gratuita, favor de llamar o enviar un correo electrónico al **Allen Brokopp en 608-938-4194 o abrokopp@monticello.k12.wi.us**.
3. ¿NECESITO LLENAR UNA SOLICITUD PARA CADA NIÑO? No. *Complete una sola solicitud “Comidas Gratis y a Precio Reducido” por todos los estudiantes en su vivienda.* No podemos aprobar una solicitud que no esté completa. Por lo tanto, incluya toda la información requerida en la solicitud. Devuelva la solicitud completada a **[school contact name, address, phone number]**.
4. ¿DEBERÍA COMPLETAR UNA SOLICITUD SI RECIBÍ UNA CARTA ESTE AÑO ESCOLAR QUE DICE QUE MIS HIJOS YA HAN SIDO APROBADOS PARA RECIBIR COMIDAS GRATIS O A PRECIO REDUCIDO? Lea la carta que recibió con detenimiento y siga las instrucciones. Si la carta dice que usted reúne las condiciones para comidas gratis, no hace falta una solicitud. Si faltaban niños de su vivienda en la notificación de elegibilidad, comuníquese a **Rebecca Derke, distrito escolar Monticello, 334 S Main St, Monticello, WI 53570; derkere@monticello.k12.wi.us; 608-938-4194 x2738** inmediatamente. Si se notificó a su vivienda que reunía las condiciones para recibir comidas a precio reducido, lo alentamos a completar una solicitud para ver si reúne las condiciones para recibir comidas gratis según el tamaño e ingresos de la vivienda.
5. ¿NECESITO RELLENAR UNA SOLICITUD SI MI HIJO ASISTE A UNA ESCUELA DE PROVISIÓN DE ELEGIBILIDAD COMUNITARIA (CEP)? Si su hijo asiste a una escuela que participa en el programa CEP, no es obligatorio entregar esta solicitud para recibir desayunos y almuerzos gratuitos. Sin embargo, esta información es necesaria para otros programas y puede ser usada para determinar si su grupo familiar es elegible para recibir beneficios adicionales.
6. LA SOLICITUD DE MI HIJO/A FUE APROBADA EL AÑO PASADO. ¿NECESITO LLENAR UNA NUEVA? Sí. La solicitud de su hijo solo es válida para ese año escolar y para los primeros días de este año escolar, hasta **13 de octubre de 2023 o cuando se determina una nueva elegibilidad**. Usted debe entregar una nueva solicitud a menos de que la escuela le informó que su hijo es elegible para el nuevo año escolar. Si no envía una nueva solicitud que haya sido aprobada por la escuela o no ha recibido notificación de que su hijo es elegible para comidas gratuitas, a su hijo se le cobrará el precio total de las comidas.
7. RECIBO BENEFICIOS WIC. ¿PUEDEN RECIBIR MIS NIÑOS COMIDAS GRATIS? Los niños de las viviendas que participan de WIC pueden reunir las condiciones para recibir comidas gratis o a precio reducido, pero depende del ingreso. Sírvase entregar una solicitud.
8. MIS HIJOS CALIFICAN PARA BADGERCARE PLUS O MEDICAID. ¿MIS HIJOS PUEDEN RECIBIR COMIDAS GRATIS? Los niños con BadgerCare Plus, Medicaid o seguro subsidiado pueden reunir las condiciones para recibir comidas gratis o a precio reducido, pero depende del ingreso. Sírvase entregar una solicitud.
9. ¿VERIFICAN LA INFORMACIÓN QUE DOY? Sí. También podemos pedir prueba escrita del ingreso del hogar que usted

reporta.

10. SI NO CALIFICO AHORA, PUEDO SOLICITAR DESPUES? Sí, usted puede solicitar en cualquier momento durante el año escolar. Por ejemplo, los niños que viven con un padre o custodio que pierde su trabajo o pasa por alguna dificultad económica pueden calificar para recibir comidas gratis o a precio reducido si el ingreso cae debajo del límite del ingreso establecido.
11. ¿QUÉ PASA SI NO ESTOY DE ACUERDO CON LA DECISIÓN DE LA ESCUELA SOBRE MI SOLICITUD? Usted debe hablar con los funcionarios de la escuela. Usted también puede apelar la decisión llamando o escribiendo al **Allen Brokopp en 608-938-4194 o [abrokopp@monticello.k12.wi.us](mailto:abrokopp@monticello.k12.wi.us)**.
12. ¿PUEDO SOLICITAR SI ALGUIEN EN MI VIVIENDA NO ES CIUDADANO NORTEAMERICANO? Sí. Usted, sus hijos, u otros miembros de su hogar no tienen que ser ciudadanos norteamericanos para solicitar comida gratuita o de precio reducido.
13. ¿QUÉ PASA SI MIS INGRESOS NO SON SIEMPRE IGUALES? Anote la cantidad que normalmente recibe. Por ejemplo, si usted normalmente gana \$1000 cada mes, pero trabajó menos el mes pasado y ganó solamente \$900, anote \$1000 por mes. Si usted normalmente gana horas extra, inclúyalo; pero no lo haga si usted trabaja horas extra de vez en cuando. Si usted ha perdido su trabajo o le han reducido sus horas o ingresos, use su ingreso actual.
14. ¿QUÉ PASA SI ALGUNOS MIEMBROS DE LA VIVIENDA NO TIENEN INGRESOS QUE REPORTAR? Puede ser que hay miembros de la vivienda que no reciben algunos tipos de ingresos que pedimos que usted reporte en la solicitud, o que no reciben ningún ingreso. Cuando esto pasa, favor de escribir 0 (número cero) en el espacio indicado. **Sin embargo, si deja vacíos o en blanco, los espacios indicados para ingresos, éstos se contarán como ceros. Tenga cuidado cuando deja en blanco las casillas indicadas para ingresos, porque vamos a asumir que usted lo hizo intencionalmente.**
15. ESTAMOS EN LAS FUERZAS ARMADAS. ¿REPORTAMOS LOS INGRESOS DE UNA MANERA DIFERENTE? Su sueldo básico y los bonos deben ser reportados como ingresos. Subsidios para vivienda fuera de la base militar, comida y ropa, o pagos FSSA- Family Subsistence Supplemental Allowance, deben incluirse en su ingreso. Sin embargo, si su vivienda es parte de la Iniciativa Privatizada de Vivienda Militar, no incluya este subsidio de vivienda en su ingreso. No incluya como ingreso ningún pago de combate derivado de un despliegue.
16. ¿QUÉ PASA SI NO HAY SUFICIENTE ESPACIO EN LA SOLICITUD PARA TODA MI FAMILIA? Haga una lista de miembros adicionales en un papel aparte y adjúntelo con su solicitud. Contacte [**name, address, phone number, email**] para recibir otro formulario.
17. MI FAMILIA NECESITA MÁS AYUDA. ¿HAY OTROS PROGRAMAS DONDE PODEMOS SOLICITAR BENEFICIOS? Para enterarse de cómo aplicar para FoodShare u otros beneficios, contacte a su oficina local de asistencia o llame al 1-800-362-3002.

Si tiene otras preguntas o necesita ayuda, llame al 608-938-4194 x2738.

Atentamente,

Rebecca Derke  
Director de Servicio de Alimentos  
Distrito escolar Monticello, 334 S Main St, Monticello, WI 53570  
[derkere@monticello.k12.wi.us](mailto:derkere@monticello.k12.wi.us); 608-938-4194 x2738

**2023-24 Solicitud del hogar para comidas escolares gratuitas y de precio reducido**

Household Application for Free and Reduced Price Meals

Complete una solicitud por hogar. Use bolígrafo (no use lápiz). En la Community Eligibility Provision (Disposición de Elegibilidad Comunitaria, CEP), la recepción de comidas gratuitas no depende del envío de esta solicitud; sin embargo, esta información es necesaria para otros programas.

**PRESENTE SU SOLICITUD EN LÍNEA:**

**DEVUÉLVALA A (nombre de la escuela o del distrito):** Monticello School District

**DIRECCIÓN:** 334 S Main St, Monticello, WI 53570

**PASO 1 Enumere a TODOS los niño/as, bebés y estudiantes de hasta 12º grado. Adjunte otra hoja si necesita espacio para más nombres.**

Enumere a **TODOS** los niño/as del hogar. No olvide mencionar a los bebés, los niño/as que asisten a otras escuelas, los niño/as que no asisten a la escuela y los niño/as que no solicitan beneficios. Esto incluye a los niño/as que no tienen parentesco con usted y viven en su hogar.

El primer nombre del niño/a	MI	Apellido(s) del niño/a	Grado	Foster child Migrante Huyó del hogar Sin hogar			
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Si marcó alguna de estas casillas, consulte las instrucciones de la solicitud, Paso 1: Parte C y Parte D.

**PASO 2 ¿Algún miembro del hogar (incluido usted) participa en el Programa de Asistencia Nutricional Suplementaria (SNAP, por sus siglas en inglés), el Programa de Asistencia Temporal para Familias Necesitadas (TANF, por sus siglas en inglés), o el Programa de Distribución de Alimentos en las Reservas Indígenas (FDIR, por sus siglas en inglés)?**

NO → Continúe al PASO 3.  SÍ → Escriba el número de caso aquí y continúe al PASO 4

**OMBRE DEL PROGRAMA:**

**NÚMERO DE CASO (NO EL NÚMERO DE TRANSFERENCIA ELECTRÓNICA DE BENEFICIOS (EBT, por sus siglas en inglés)):**

Badgercare, Medicaid y Pandemic-EBT no son elegibles.

Escriba solo un número de caso en este espacio.

**PASO 3 Enumere a TODOS los miembros del hogar y los ingresos de cada uno de ellos (antes de impuestos y deducciones)**

**A. Todos los miembros adultos del hogar (cualquier persona, aunque no sea pariente, que viva con usted y comparta ingresos y gastos, incluyendo usted mismo).** Enumere a todos los miembros adultos del hogar que no se hayan mencionado en el PASO 1 (incluido usted), aunque no reciban ingresos. Para cada miembro del hogar que se haya enumerado, si recibe ingresos, indique los ingresos brutos totales (antes de impuestos y deducciones) de cada fuente únicamente en cantidades redondeadas (sin centavos). Si no recibe ingresos de ninguna fuente, escriba "0". Si escribe "0" o deja algún campo en blanco, certifica (garantiza) que no hay ingresos que declarar.

Nombre de los miembros adultos del hogar (nombre y apellido)	Ingresos del trabajo	¿Con qué frecuencia se reciben?					Asistencia pública, pensión alimenticia, manutención	¿Con qué frecuencia se reciben?				Pensiones, jubilación, seguridad social, Seguridad de Ingreso Suplementario (SSI, por sus siglas en inglés), beneficiarios de la Administración de Veteranos (VA, por sus siglas en inglés), todos los demás ingresos	¿Con qué frecuencia se reciben?			
		Semanalmente	Cada 2 semanas	2 veces al mes	Mensualmente	Anualmente		Semanalmente	Cada 2 semanas	2 veces al mes	Mensualmente		Semanalmente	Cada 2 semanas	2 veces al mes	Mensualmente
<input type="text"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="text"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Obligatorio:** Total de miembros del hogar (niño/as y adultos)

**Obligatorio:** Cuatro últimos dígitos del Número de Seguro Social de la persona que tenga el salario principal u otro miembro adulto del hogar (si corresponde)

Marque si no tiene número de Seguro Social

**Consulte la lista de las fuentes de ingresos al reverso de la solicitud.**

**B. Ingresos de los niño/as**

A veces los niño/as del hogar obtienen o reciben ingresos. Incluya aquí los ingresos **TOTALES** (antes de impuestos y deducciones) recibidos por **TODOS** los niño/as que se hayan enumerado en el PASO 1.

Ingresos de los niño/as \$

¿Con qué frecuencia se reciben?				
Semanalmente	Cada 2 semanas	2 veces al mes	Mensualmente	Anualmente
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**PASO 4 Información de contacto y firma del adulto. DEVUELVA EL FORMULARIO COMPLETADO A LA ESCUELA DE SU NIÑO/A:** Escriba aquí la dirección de la escuela Monticello School District 334 S Main St, Monticello, WI 53570

"Certifico (garantizo) que toda la información que aparece en esta solicitud es verdadera y que se declararon todos los ingresos. Entiendo que esta información se proporciona en relación con la recepción de fondos federales y que los funcionarios de la escuela pueden verificar (confirmar) la información. Soy consciente de que si proporciono información falsa intencionalmente, mis niño/as pueden perder los beneficios de comidas y se me podría procesar de acuerdo con las leyes estatales y federales aplicables".

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nombre en letra de imprenta del adulto que firma el formulario	<b>Obligatorio:</b> Firma del adulto	Fecha de hoy			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dirección postal (si está disponible)	Ciudad	Estado	Código postal	Teléfono (opcional)	Correo electrónico (opcional)

**Devuelva el formulario completado a la escuela de su niño/a.**

## FUENTES Y EJEMPLOS DE INGRESOS

Para obtener información adicional sobre ingresos, consulte las instrucciones que acompañan esta solicitud.

Fuentes de ingresos		
Ingresos del trabajo	Asistencia pública/manutención/pensión alimenticia	Pensiones/jubilación/todas las demás fuentes de ingresos
<ul style="list-style-type: none"> <li>sueldos, salarios, bonos en efectivo, propinas, comisiones</li> <li>ingresos netos del trabajo por cuenta propia (agrícola o empresarial)</li> </ul> <p><b>Si forma parte de las Fuerzas Armadas de EE. UU.:</b></p> <ul style="list-style-type: none"> <li>pago básico y bonos en efectivo (NO incluya pago por combate, asignación familiar suplementaria de subsistencia [FSSA, por sus siglas en inglés] ni subsidios para vivienda privada)</li> <li>subsidios para alojamiento fuera de la base, comida y vestimenta</li> </ul>	<ul style="list-style-type: none"> <li>beneficios por desempleo</li> <li>compensación para los trabajadores</li> <li>Seguridad de Ingreso Suplementario (SSI)</li> <li>asistencia en efectivo del estado o el gobierno local</li> <li>pagos de manutención</li> <li>pagos de pensión alimenticia</li> <li>beneficios para veteranos</li> <li>beneficios por huelga</li> </ul>	<ul style="list-style-type: none"> <li>seguridad social, discapacidad (incluidos los beneficios de jubilación de los empleados ferroviarios y beneficios de los mineros de carbón)</li> <li>pensiones privadas o beneficios por discapacidad</li> <li>ingresos procedentes de fideicomisos o herencias</li> <li>anualidades</li> <li>ingresos por inversiones</li> <li>intereses devengados</li> <li>ingresos por arrendamiento</li> <li>pagos regulares en efectivo provenientes de fuentes externas</li> </ul>

Ejemplos de ingresos de los niño/as
<ul style="list-style-type: none"> <li>Un niño/a tiene un empleo regular de tiempo completo o medio tiempo en el que gana un sueldo o salario.</li> </ul>
<ul style="list-style-type: none"> <li>Un niño/a es ciego o discapacitado, y recibe beneficios del Seguro Social.</li> <li>El padre o la madre tiene una discapacidad, se jubiló o falleció, y su niño/a recibe beneficios del Seguro Social.</li> </ul>
<ul style="list-style-type: none"> <li>Un amigo o un miembro de la familia extendida proporciona dinero al niño/a regularmente para sus gastos.</li> </ul>
<ul style="list-style-type: none"> <li>Un niño/a recibe regularmente ingresos de un fondo de pensión privado, anualidad o fideicomiso.</li> </ul>

## OPCIONAL

**Identidades étnicas y raciales de los niño/as. Esta información es confidencial y es posible que esté protegida por la Ley de Privacidad de 1974.**

Estamos obligados a pedir información sobre la raza y el origen étnico de sus niño/as. Esta información es importante y ayuda a garantizar que sirvamos plenamente a nuestra comunidad. Responder esta sección es opcional y no afecta la elegibilidad de sus niño/as para recibir comidas sin costo o a precio reducido.

Origen étnico (marque una opción):  Hispano o latino (una persona de cultura u origen cubano, mexicano, puertorriqueño, sudamericano o centroamericano, o de otra cultura u origen español, independientemente de la raza)  Ni hispano ni latino

Raza (marque una o más opciones):  Indígena americano o nativo de Alaska  Asiático  Negro o afroamericano  Nativo de Hawái o de otras islas del Pacífico  Blanco

Devuelva este formulario completado a la escuela de su niño/a. **\*No envíe por correo postal, fax o correo electrónico las solicitudes completadas a la Oficina del Secretario Adjunto de Derechos Civiles del Departamento de Agricultura de los EE. UU.**

## NO LLENAR

Solo para uso de la escuela.

*\*If all students listed on this application attend CEP schools, the processing of this application cannot be paid for by the nonprofit school food service account.*

**Annual Income Conversion:** Weekly × 52, Every 2 Weeks × 26, Twice a Month × 24, Monthly × 12. Do not annualize income to determine eligibility unless more than one income frequency is listed.

Total Income	How often?	Household size	Categorical Eligibility	Eligibility																
<input type="text"/>	<table border="1"> <tr> <td>Weekly</td> <td>Every 2Weeks</td> <td>2xMonth</td> <td>Monthly</td> <td>Annual</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	Weekly	Every 2Weeks	2xMonth	Monthly	Annual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="checkbox"/>	<table border="1"> <tr> <td>Free</td> <td>Reduced</td> <td>Denied</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	Free	Reduced	Denied	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Weekly	Every 2Weeks	2xMonth	Monthly	Annual																
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Determining Official's Signature	Date	Confirming Official's Signature	Date	Verifying Official's Signature																

## Declaración sobre el uso de la información

La Ley Nacional de Almuerzos Escolares Richard B. Russell exige que utilicemos la información de esta solicitud para determinar qué personas reúnen los requisitos para recibir comidas sin costo o a precio reducido. Solo podemos aprobar formularios completos. Es posible que compartamos su información de elegibilidad con programas educativos, de salud y de nutrición para ayudarles a proporcionar los beneficios del programa para su hogar. Los inspectores y las fuerzas del orden público también pueden usar su información para asegurarse de que se cumplan las reglas del programa.

Asegúrese de proporcionar los cuatro últimos dígitos del número de Seguro Social del adulto del hogar que firma la solicitud. Si el adulto no tiene este número, seleccione la caja al lado de "Marque si no tiene número de Seguro Social". Las solicitudes para un niño/a de acogida temporal no necesitan incluir un número de Seguro Social. Las solicitudes para los niño/as de hogares que reciben el Programa de Asistencia Nutricional Suplementaria (SNAP), el Programa de Asistencia Temporal para Familias Necesitadas (TANF) o el Programa de Distribución de Alimentos en las Reservas Indígenas (FDPIR) no necesitan incluir un número de Seguro Social. Algunos niño/as reúnen los requisitos para recibir comidas sin costo sin necesidad de presentar una solicitud. Comuníquese con su escuela para recibir comidas sin costo para un *foster child* y para niño/as sin hogar, migrante o que huyó del hogar.

## La información de contacto que aparece más adelante es únicamente para presentar una queja por discriminación.

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en línea en: <https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf>, de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

\*Correo: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

Fax: (833) 256-1665 o (202) 690-7442, o  
Correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov)

**\*No envíe solicitudes a esta dirección; solo quejas por discriminación.**

Devuelva el formulario completado a la escuela de su niño/a.

*Esta institución es un proveedor que ofrece igualdad de oportunidades.*

## **Monticello School District Notices to Parents/Guardians**

### **ACADEMIC STANDARDS**

The School District of Monticello's grade level and subject area curriculum is aligned to the Wisconsin Model Academic Standards and the Common Core State Standards.

### **ASBESTOS MANAGEMENT PLAN**

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Monticello School District has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Monticello School District were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared, and the state approved, a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the Monticello School District has completed their 3-Year Re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected every three years after a management plan went into effect. MacNeil Environmental, Inc. will accomplish this under contract.

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

The Monticello School District has a list of the location(s) and type(s) of asbestos containing materials found in the school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to District Administrator Allen Brokopp, 938-4194.

### **CHILD NUTRITION PROGRAMS**

#### *8531 - FREE AND REDUCED-PRICE MEALS*

*The Board recognizes the importance of good nutrition to each student's educational performance.*

*The Board shall provide eligible children with breakfast and lunch at a reduced rate or at no charge to the student.*

*Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the Wisconsin Department of Public Instruction's administration of the School Nutrition Programs.*

*The Board designates the District Administrator to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.*

*The schools shall annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.*

### ***Nondiscrimination Statement***

*The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):*

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

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

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

*This institution is an equal opportunity provider.*

## **PUBLIC RELEASE OF STUDENT INFORMATION**

The Monticello Board of Education has designated the following student record information as directory data:

Student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the student.

*Directory data may be disclosed to any person UNLESS the adult student, or the parent or guardian of a minor student, informs the school in writing within 14 days of this notice that all or any part of the directory data may not be released without the prior consent of the adult student, parent or guardian.*

In accordance with 20 U.S.C. §7908 and 10 U.S.C. § 503, high school students and their parents/guardian may also request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written consent.

The District Board for the VTAE district in which the Monticello Public Schools is located shall, upon request, be provided with the names of students who are expected to graduate in the current school year unless written refusal of such release is received.

All questions and written requests to restrict release of all or part of a student's directory data should be directed to District Administrator Allen Brokopp (938-4194) within 14 days of receipt of this notice.

Monticello Public School District Office  
334 S. Main Street, Monticello  
Wisconsin 53570

## **EDUCATIONAL OPTIONS**

The Monticello School District's general education programs offer a comprehensive curriculum, aligned to the Wisconsin's state academic standards and the common core standards for Math and English Language Arts. Universal instruction is provided to meet grade level and content area learning expectations. In order to meet the needs of all learners, additional learning options and opportunities are available. These academic programs and services ensure that students have access to the appropriate level of support to extend and enrich their learning experience. In this way there is increased potential for every student to reach academic success.

The Monticello School District offers the following programs: Advanced Learner; Career and Technical Education; Dual Enrollment courses with technical colleges and universities; Course Options; Early Childhood Education; 4 Year Old Kindergarten; Multi-level system of support; Online Learning; Open Enrollment; Special Education; Telepresence Opportunities; Summer School; Title One; Youth Apprenticeships; Youth Options

## **SCHOOL NUTRITION AND WELLNESS POLICY**

### 8510 - WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the Monticello School District as a part of a comprehensive wellness initiative.



The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and their ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition choices to:

- A. promote nutrition education with the objective of improving students' health and reducing childhood obesity;
- B. improve the health and well-being of our children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits;
- C. promote nutrition guidelines, a healthy eating environment, child nutrition programs, and food safety and security on each school campus with the objective of promoting student health and reducing childhood obesity;
- D. provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active lifestyle;
- E. promote the health and wellness of students and staff through other school based activities.

Public Involvement - The District Administrator shall obtain the input of District stakeholders, to include parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public, and other school administrators in the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy.

The wellness committee shall be an administrative committee with members recruited and appointed by the District Administrator. The District Administrator shall be responsible for accomplishing the following:

- A. assess the current environment in each of the District's schools;
- B. measure the implementation of the District's wellness policy in each of the District's schools;
- C. review the District's current wellness policy;
- D. recommend revision of the policy, as necessary; and

- E. present the wellness policy, with any necessary revisions, to the Board for approval or re-adoption if revisions are necessary.

Policy Leadership - The District Administrator will oversee development, implementation, and evaluation of the wellness procedures.

The District Administrator shall conduct reviews of the progress toward school wellness procedures, identify areas for improvement, and recommend revision of procedures as necessary.

Before the end of each school year the wellness committee shall submit to the District Administrator and Board their report in which they describe the environment in each of the District's schools and the implementation of the wellness policy in each school, and identify any revisions to the policy the committee deems necessary.

The District Administrator or a designee of the wellness committee shall report annually to the Board on the District's wellness programs, including the assessment of the environment in the District, evaluation of wellness policy implementation District-wide, and the areas for improvement, if any, identified. The District Administrator or a designee of the wellness committee shall also report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

Nutrition Education - Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.

Physical Activity - A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State. Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education. All students in grades 7-12 shall have the opportunity to participate in interscholastic sports programs.

Other School-Based Strategies for Wellness - As appropriate, schools shall support students, staff, and parents' efforts to maintain a healthy lifestyle. Additionally, the district will implement optional wellness activities for staff.

Nutrition Promotion - The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events. The school shall provide attractive, clean environments in which the students eat.

#### School Meals

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

- C. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.

Foods sold outside of the school meals program:

- A. All food and beverages sold and served outside of the school meal programs (“competitive” foods and beverages) shall, at a minimum, meet the standards established in USDA’s Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. The standards are available at <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>.
- B. The District allows up to two exempt fundraisers per school per year. All other fundraisers sold during the school day will meet the Smart Snacks nutrition standards. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

Foods Provided but Not Sold

The District encourages foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members.

Update/Inform the Public - The District Administrator shall be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the District Administrator shall post the wellness policy on the District’s website, including the assessment of the implementation of the policy prepared by the District.

Triennial Assessment - Review of this policy shall occur at least every three (3) years, by a committee appointed by the Board, consisting of a representative(s) of the Board, the administration, the food service provider, the parents, the students, and the public. The committee shall provide the Board with any recommended changes to this policy.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

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

- Has a mental or physical impairment which substantially limits one or more major life activities (including caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
- Has a record of such impairment; or
- Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, The Monticello School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against a person with a handicap will knowingly be permitted in any of the programs and practices within the school district.

For more information or to file a grievance, please contact:

Director of Pupil Services  
Monticello School District  
334 South Main Street  
Monticello, WI 53570  
608 938-2710

## **SPECIAL EDUCATION – REFERRAL AND EVALUATION PROCEDURES**

The Monticello School District provides a full range of Special Education programs as required by state and federal law. This includes programs and services for children with learning, cognitive, emotional, physical, hearing, vision, and speech and language disabilities, as well as students with autism, traumatic brain injury and other health impairments. It is our intention to provide all children (ages 3-21) with disabilities a free and appropriate education in the least restrictive environment. To ensure this, we make every effort to identify children who may have special needs through a variety of means. If you feel you have a child with one or more of the above disabilities who is not currently receiving services, or if you have questions regarding Special Education, contact the school at 938-4194.

### **Special Education - Child Find Activities**

The school district has a duty to locate, identify, and evaluate all resident children with special educational needs, regardless of the severity of their disability. Therefore, the school district has a screening program to locate and screen all children suspected of having disabilities who are residents of the district and who have not graduated from high school. The school district locates and screens children in the following groups: children below school-entry age; children entering school for the first time; children currently enrolled in public and private schools; all transfer students; school-age children who are eligible to attend school but who are not attending school and who are residents of the di

strict. Upon request, the school district will screen any child to determine whether a special education referral is appropriate. For further information, contact the school at 938-4194.

### **Special Education Services for 3-Year-Olds**

Wisconsin school districts are required to provide early intervention services for children beginning at the age three. Referrals for services come to the school district from physicians, parents and county Birth to Three agencies. The Monticello School District may also refer a child following Child Development Day. If you have a concern regarding your child's development (speech and language, fine or gross motor skills, cognition or behavior), please contact the school. Early intervention services are currently provided in the district's Early Childhood program. For further information, contact the school at 938-4194.

### **Special Education Records**

Under the Individuals with Disabilities Education Act, a school district must inform the parents of a child with a disability when personally identifiable information is no longer needed to provide educational services to a child. When a student graduates or ceases to be enrolled in the district, parents/guardians will be notified they may request that information no longer needed be destroyed. At this time, the district is able to destroy the special education records of any students who graduated in May, 2009 or earlier. IEP records, evaluation reports and placement notices are routinely kept for five years following graduation unless a parent/guardian requests in writing that they be destroyed. For further information, contact the school at 938-4194.

## **STUDENT ATTENDANCE**

The Board of Education encourages a strong partnership between the home, school and community. It recognizes a positive relationship between good school attendance and success in school and

employment. If student learning and growth are to take place, parent(s)/guardians, students and school personnel must recognize their responsibilities to assure regular attendance. State law requires every child between six and eighteen years of age to be in school unless he/she:

- is excused temporarily for physical or mental reasons, or other reasons defined by the Board;
- has graduated;
- has been authorized to attend an alternative educational program; or
- has been excused by his/her parent(s)/guardian prior to an absence in accordance with state law.

It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session until the end of the quarter or semester of the school year in which the child becomes eighteen years of age.

It is the responsibility of the parent(s)/guardian to notify the school of student absences in accordance with established district procedures. When students are absent from school, parent(s)/guardians assume full responsibility for their activities. It is the responsibility of the principal or designee to determine whether the absence is excused or unacceptable.

Parents have the right to request the school board to provide program or curriculum modifications as outlined in section 118.15 (1)(d) of the state statutes. The school board shall render its decision, in writing, within 90 days of a request, except that if the request relates to a child who has been evaluated by an individualized education program team and has not been recommended for special education, the school board shall render its decision within 30 days of the request. If the school board denies the request, the school board shall give its reasons for the denial.

Review Board Policy 5200.00 – Student Attendance published in student handbooks and posted on the district website for more information.

## 5200 - ATTENDANCE

State law requires the Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

### Parent Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. prolonged absence;
- B. repeated unexplained absence and tardiness.

#### School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities as required by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

#### Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

##### A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

##### B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

##### C. Permission of Parent

The student has been excused by their parent before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend a funeral

3. legal proceedings that require the student's presence
4. college visits
5. job fairs

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) agree that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

I. Election Day Official

A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of their parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the Principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The Principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

A student may be excused from school, as determined by the School Attendance Officer, or the School Attendance Officer's designee, for the following reasons:

#### Quarantine

Quarantine of the student's home by a public health officer.

#### Unexcused Absences

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter.

The Board authorizes, but does not encourage the District Administrator, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

#### Definitions

##### A. Truancy

A student will be considered truant if the student is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute 118.15, Wis. Stats., will also be considered truant.

##### B. Habitual Truant

A student will be considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

##### C. Part of a School Day

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

#### Tardiness/Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.



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The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

## Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the School District
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem

## Notice of Truancy

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. This notice must be given every time a student is truant until the student becomes a habitual truant.

#### Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law.
- E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113, which the parent or student may follow if they believe the student was erroneously marked truant.

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

#### Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

#### Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

#### **STUDENT NONDISCRIMINATION NOTICE**

The Monticello School District prohibits all forms of unlawful discrimination against students and other persons in all aspects of the District's programs and operations. Accordingly, consistent with section 18.13 of the state statutes, no person shall unlawfully be denied admission to any public school in this District, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, or physical, mental, emotional or learning disability. The District likewise requires and enforces nondiscrimination in a manner consistent with the rights and obligations established under all applicable federal civil rights laws, including the current provisions of Titles IV and VI of the Civil Rights Act of 1964 (race, color, religion, sex, or national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act (disability), the Americans with Disabilities Act (including Title II of the ADA, which prohibits discrimination on the basis of disability in state and local government services), and the civil rights provisions associated with the District's participation in federal meal programs.

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

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

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

The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and release time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

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

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

Monticello School District Equity Coordinator  
334 South Main Street  
Monticello, Wisconsin 53570  
608-938-2710

Discrimination related complaints may be filed with the Equity Coordinator. The Equity Coordinator also serves as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints) and Section 504 and Americans with Disabilities Act Coordinator (disability rights and disability-based discrimination issues) for all student and all non-employment related matters. By following all required procedures and timelines, complaints of unlawful student discrimination may also be filed externally with the Wisconsin Department of Public Instruction, the Chicago office of the U.S. Department of Education's Office for Civil Rights, or, in appropriate circumstances, with any state or federal court or other agency of competent jurisdiction. Further information regarding District non-discrimination policies and procedures is available at [www.monticello.k12.wi.us](http://www.monticello.k12.wi.us).

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

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

### **STUDENT PRIVACY – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

#### 2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District Administrator shall establish procedures to provide parents with the opportunity to inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

- A. notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. allow the parents the option of excluding their student from the activity;

- C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. treat information as identified in A-H above as any other confidential information in accordance with Policy 8350.

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

The District Administrator is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

The notice shall provide the following:

- A. Notice of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:
  - 1. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose)
  - 2. the administration of any survey by a third party that contains one or more of the items described in A through H above
- B. The opportunity for the parents to opt their child(ren) out of participation in any survey involving any of the items above.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

## **STUDENT RECORDS**

### 8330 – Student Records

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard

students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Reference in this policy to "directory data," includes reference to "Directory Data," in the context of the Family Educational Rights and Privacy Act (FERPA).

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

#### Address Confidentiality Program

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor or the student, if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" or "adult student" refers to a student who is eighteen (18) years of age or older.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and provided that the student has not made a written request to the District that their parents not be permitted access to personally identifiable information from their records.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer, or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have a legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
  1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
  2. the parent or eligible student, upon request, receive a copy of the record;
  3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and
  4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student (if an adult) or their parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g); In this subsection, "school" and "school district" include any juvenile correctional



facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.

- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;
- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.

This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State-supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.

This written agreement must include: (1) designation of the receiving entity as an authorized representative; (2) specification of the information to be disclosed; (3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government-supported educational program or to enforce or comply with the program's legal requirements; (4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; (5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and (6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Under the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practicable, that the personally identifiable information is used only for the audit, evaluation or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation or compliance activity.

- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "Directory Data" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

## DIRECTORY DATA

Each year the District Administrator shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "Directory Data." The Board designates as student "Directory Data":

- A. a student's name;
- B. photograph;
- C. participation in officially recognized activities and sports;
- D. date of graduation;
- E. degrees and awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "Directory Data" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete the appropriate acknowledgement, which includes a limitation on the refusal to disclose Directory Data obtained during the course of the student's participation in extra-curricular activities.

In accordance with Federal and State law, the Board shall release the names, addresses, District assigned e-mail addresses (if available) and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, District assigned e-mail addresses (if available) and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "Directory Data," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "Directory Data," on former students without student or parental consent unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

## INSPECTION OF COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fourteen (14) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazine, and programs providing access to low-cost literary products;
- C. curriculum and instructional materials used by elementary and secondary schools;
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. the sale by students of products or services to raise funds for school-related or education-related activities;
- F. student recognition programs.

The Board authorizes the use of computer data storage for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no

longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

### **STUDENT USE OR POSSESSION OF ELECTRONIC COMMUNICATION DEVICES**

The Board of Education believes student use and possession of personal electronic communication devices during the school day has the potential to become disruptive to the educational environment. Students may only use personal electronic communication devices when such use does not disrupt the educational process; endanger the health or safety of the student or anyone else; invade the rights of others at school; or involve illegal or prohibited conduct of any kind. The use of personal electronic communication devices in locker rooms, restrooms or similar areas is strictly prohibited. Students who bring a personal electronic communication device to school do so at their own risk to possible loss, damage or liability. Use of a personal electronic communication device is subject to the provisions of the Monticello School District Acceptable Use Policy. For further details, consult student handbooks and/or Board Policy 5612.00 – Cell Phones and Other Electronic Communication Devices posted on the district website.

### **TITLE I**

The Monticello School District will be receiving funds during the current school year through the federal Title I program. This program provides federal dollars to help supplement educational opportunities for children who are most at risk of failing to meet the state's challenging content and performance standards.

There are two types of programs: Targeted Assistance and School Wide. Our district will receive funds through the School Wide program focused at the elementary level. This model for services includes all children enrolled in Kindergarten through Grade 5. All staff, resources and classes serving Kindergarten through Grade 5 students are considered a part of the schoolwide team supporting high levels of academic achievement.

Federal law requires that school districts receiving Title I funds share with parents the qualifications of teachers instructing their children. There are questions parents may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?

If parents/guardians wish to see the state qualification of their child's teacher/s or aide/s, they may contact the school principal.

The district supports family engagement as an important factor in supporting each student's success. You can review Board Policy 2261.00, Title Services, on our website or request a copy of the policy from the district office.

# School Board Meetings

School board meetings are held the second Wednesday of each month at 7:30 p.m. in the Collaboration Lab. I really want to keep our families and community members informed about the challenges and celebrations we experience every day. If you are interested in receiving e-mailed copies of board meeting agendas, please send your request to [abrokopp@monticello.k12.wi.us](mailto:abrokopp@monticello.k12.wi.us). Please feel free to stop in or call anytime with questions or concerns.

## SCHOOL DISTRICT OF MONTICELLO

Minutes of the Regular School Board Meeting

May 10, 2023

- I. **Call to Order:** Meeting called to order by Randall Smith at 7:31 p.m. Present: Becky Clark, Tyler Smith, Mike Aquino, Sally Roe, Elise Constantini, and Laura Eyler. Administration: Al Brokopp, Mark Gustafson, Carley Francois, and Denise Swanson. Faculty: Alma Street. Audience: Rebecca Derke, Lita Appel, and Ted Wiley.
- II. **Pledge of Allegiance:** The Pledge of Allegiance was recited by all present.
- III. **Approve Agenda:** Motion by Becky Clark to approve the agenda, seconded by Elise Constantini, motion carried.
- IV. **Reorganization of the Board:** Motion by Becky Clark to nominate Randall Smith as Board President, seconded by Laura Eyler, motion to close nominations and motion carried. Motion by Tyler Smith to nominate Becky Clark as Board Vice President, seconded by Sally Roe, motion to close nominations and motion carried. Motion by Becky Clark to nominate Tyler Smith as Board Treasurer, seconded by Mike Aquino, motion to close nominations and motion carried. Motion by Mike Aquino to nominate Sally Roe as Board Clerk, seconded by Laura Eyler, motion to close nominations and motion carried.
- V. **Designate the Official Depository for District Funds:** Motion by Sally Roe to designate Greenwoods State Bank as the official depository for district funds. Seconded by Becky Clark, motion carried.
- VI. **Designate a Newspaper for the Publication of School District Notices:** Motion by Elise Constantini to designate the Post Messenger as the primary newspaper for publication of official district notices with The Monroe Times as the secondary newspaper. Seconded by Mike Aquino, motion carried.
- VII. **Establish a Regular Monthly Meeting Date and Time:** Motion by Laura Eyler to establish the regular monthly meeting as the second Wednesday of the month with the Finance Committee Meeting at 7:00 p.m. prior to the Regular Board Meeting at 7:30 p.m. Seconded by Sally Roe, motion carried.
- VIII. **Designate a Law Firm for District Business:** Motion by Elise Constantini to designate Boardman Clark as the law firm for district business. Seconded by Tyler Smith, motion carried.
- IX. **Assign CESA 2 Delegate:** Motion by Tyler Smith to assign Laura Eyler as the delegate to the CESA #2 Convention. Seconded by Becky Clark, motion carried.
- X. **Communications/Concerns from the Public:** A thank you, with pictures, was received from May Burgy for our Day of Service. Thank you notes are being sent to Compeer Financial of Freeport for the high school library table, to the Clark family for arrangements for getting the table, to Greenwoods State Bank for providing the cost of the Day of Service t-shirts for all staff and students, and to an anonymous donor for their \$500 donation to wherever it is needed.
- XI. **Faculty Report:** Mrs. Street reported elementary students and staff have been busy working on PBIS topics like teamwork, perseverance, kindness and integrity. Mrs. Street stated there's a lot going on in 4K... For their day of service project they made cards for nursing home residents; Mrs. D taught a dinosaur unit while Mrs. Street taught a farm unit (they were able to visit the Luchsinger farm to help them learn more); they participated in the beach luau elementary concert and the Pony Prom; field trips to the zoo and the fire station are coming up; they planted their bird garden in the Pony pasture with Ms. Paula. **Treasurer's Report:** Tyler Smith reported total cash receipts of \$154,631.20 and total expenses of \$586,497.99 for April. **Food Service Report:** None.

- XII. Administrative Team Reports: EC-21 Principal:** Mr. Gustafson wanted to remind everyone that May 24<sup>th</sup> is the last full academic day for Seniors; exit interviews will be on Thursday, May 25<sup>th</sup> with graduation practice, a Pony send off and a picnic to follow; graduation will be on Saturday, May 27<sup>th</sup>. The D.E.A.R. (Drop Everything and Read) reading program, which encourages reading for 15 minutes, happens 2 times per month. Mr. Gustafson had a meeting with Mrs. Wells to go over scheduling and testing (Forward, ACT, ACT aspire). Prom went well... Mrs. Rufer, Mr. Woolsey, Mr. Collins and Mrs. Brokopp, along with the juniors, did a great job. The kids went to Urban Air for Post Prom. PBIS shout out to the elementary teachers and students - the improvement in behaviors is evident and very helpful. The middle school, elementary school and high school concerts all went well – nice job to everyone involved! The last day of school is May 26<sup>th</sup> which will be an early release day. The staff will be celebrating Mrs. Wells' retirement after. Mrs. Wells wore many hats and will be missed. **District Administrator:** Mr. Brokopp invited the board to a 1 PM retirement lunch on Friday, May 26<sup>th</sup> for Colleen Wells' and Christilee Sprinkles' retirement celebration. He asked if board members could help out with Senior exit interviews on Thursday, May 25<sup>th</sup>. Staff appreciation week included snacks and food for staff each day; a t-shirt for all; and a free lunch, put on by Taher. He also stated all the concerts have been awesome; we hosted large group solo and ensemble this year - kudos to band and choir; JAM'B MS and HS students went to Juda to listen to a speaker talk about social media; Community Day of Service was a great day and, again, thank you to Greenwoods State Bank for covering the cost of our t-shirts for all students and staff. Administration also went to a reception to recognize Larry Harkey for his retirement.
- XIII. Approval of Minutes, Payroll and Vouchers:** Motion by Tyler Smith, seconded by Sally Roe to approve the minutes of the regular board meeting of April 12, 2023 and vouchers 54831-54924 and manual checks #2257, 2260-2272 and voided checks #54777, 54866, 54867 & 54875 in the amount of \$414,225.75 and April payroll in the amount of \$172,272.24. Motion carried.
- XIV. Old Business: 2023-2024 Staff Handbooks:** Motion by Elise Constantini to approve the teacher handbook, seconded by Tyler Smith. Motion carried. Motion by Becky Clark to approve the support staff handbook, seconded by Mike Aquino. Motion carried. Motion by Sally Roe to approve the classified staff handbook, seconded by Elise Constantini. Motion carried.
- XV. New Business:** Rebecca Derke reported the loss of extra funding over COVID is affecting income; supply chain assistance fund will no longer be received after that; loss of approximately \$38,000; a 3<sup>rd</sup> person was hired this year to help over the lunch hour, but due to the budget that position was eliminated. She also reported this is the highest the fund balance has been because DPI is saying money needs to be spent due to too much money. Food costs are not helping, either. There will be an increase of \$0.20 to lunches; \$0.10 increase to milk. Motion by Laura Eyler to approve the 2023-2024 food service budget, seconded by Becky Clark. Motion carried. Motion by Sally Roe to approve and increase athletic fees for MS and HS by \$5, seconded by Mike Aquino. Motion carried. Motion by Sally Roe to approve 3<sup>rd</sup> grade's out of town field trip to the Mississippi River Museum, seconded by Becky Clark. Motion carried. Student handbooks and the activity code book were tabled. Motion by Laura Eyler to approve the resignation of Joe Woolsey, assistant boys' basketball coach, seconded by Elise Constantini. Motion carried. Motion by Becky Clark to approve Ali Zimmerman as the varsity volleyball coach, seconded by Tyler Smith. Motion carried. Motion by Tyler Smith to approve Nathan Vanko as the assistant varsity volleyball coach, seconded by Mike Aquino. Motion carried. Motion by Elise Constantini to approve Jami Cregan as the 4K-12 school counselor, seconded by Tyler Smith. Motion carried.
- XVI. Future Meeting Topics:** Student handbooks and activity code handbook. Budget adjustment.
- XVII. Future Meeting Dates:** Regular Board Meeting June 14, 2023 at 7:30 p.m. School board retreat June 8, 2023 at 6:30 p.m.
- XVIII. Contemplated executive session for consideration of District Administrator Evaluation and Contract; 2023-2024 staffing and budgeting pursuant to § 19.85(1) (c) (e) (f), Wis. State Statutes.** Roll call to go into closed session at 8:40 p.m.
- XIX. Reconvene into Open Session for further consideration and/or action on the above referenced items, including items discussed in closed session, if appropriate.**
- XX. Adjourn:** Motion by Becky Clark to adjourn at 10:42 p.m., seconded by Laura Eyler. Motion carried.

# SCHOOL DISTRICT OF MONTICELLO

## Minutes of the Regular School Board Meeting

June 14, 2023

- I. **Call to Order:** Meeting called to order by Randall Smith at 7:32 p.m. Present: Becky Clark, Tyler Smith, Mike Aquino, Elise Constantini, and Laura Eyer. Absent: Sally Roe. Administration: Al Brokopp, Mark Gustafson, and Denise Swanson. Faculty: None. Audience: None.
- II. **Pledge of Allegiance:** The Pledge of Allegiance was recited by all present.
- III. **Approve Agenda:** Motion by Becky Clark to approve the agenda, seconded by Mike Aquino, motion carried.
- IV. **Communications/Concerns from the Public:** A thank you is going out to Parker Havens/Havens Tree Care for donating his time to remove our ash trees. A thank you was received from the 6<sup>th</sup> graders who went to Canyon Camp and another one was received from Christilee Sprinkle for her retirement gift. Mr. Brokopp recognized that a payment from the Monticello Foundation was received for their annual YouTube livestream Sponsorship.
- V. **Faculty Report: None. Treasurer's Report:** Tyler Smith reported total cash receipts of \$82,270.97 and total expenses of \$606,328.08 for May. A portion of this was due to the \$100,061 referendum refund from Fund 39 for ongoing projects. **Food Service Report:** None.
- VI. **Administrative Team Reports: Director of Pupil Services:** During the 2022-23 school year, there were two seclusions, two restraints and four NVCI (Non-Violent Crisis Intervention) transports of any students. **EC-21 Principal:** Mr. Gustafson reported the graduation ceremony was awesome in the Elmer Lemon Gym, all three speeches given by the students were well done and Mrs. Homb's speech was classic. He mentioned the Washington, D.C. trip happened last week and that the Costa Rica trip is going well - very busy with lots of hiking, amongst other things. Mr. Gustafson also reported summer school is starting up at the end of June, with Pony Prep in August and summer school days will be happening again this year - there will be trips and there is a new addition, freshman orientation. **District Administrator:** None.
- VII. **Approval of Minutes, Payroll and Vouchers:** Motion by Tyler Smith, seconded by Laura Eyer to approve the minutes of the regular board meeting of May 10, 2023 and vouchers 54925-54998 and manual checks #2273-2290 and voided checks #54966 & 54986 in the amount of \$420,584.41 and May payroll in the amount of \$185,743.67. Motion carried.
- VIII. **Old Business:** Mr. Gustafson discussed the proposed changes/additions to the 2023-2024 student handbooks. The approval will be done at the next meeting. Mr. Brokopp stated there were no changes to the activity code handbook.
- IX. **New Business:** Motion by Becky Clark to approve increasing the extracurricular chart to the 2023-24 base salary, seconded by Elise Constantini. Motion carried. Mr. Brokopp discussed Apptegy for possible marketing. There were no resignations. Motion by Tyler Smith to accept Christopher Pickett as the assistant boys' basketball coach, seconded by Elise Constantini. Motion carried. Motion by Tyler Smith to approve Mary Larson as our school librarian, seconded by Becky Clark. Motion carried. Motion by Laura Eyer to approve Tanya Lawson and Savannah Baade as our SPL Specialists, seconded by Elise Constatnini, Randall Smith abstained. Motion carried. Motion by Becky Clark to accept the 2023-24 WIAA membership renewal, seconded by Tyler Smith. Motion carried. Ben and Mario, of Upper 90, were here to answer any questions about a, possible, solar panel project.
- X. **Future Meeting Topics:** Solar panels; student and activity code handbooks; marketing.
- XI. **Future Meeting Dates:** Regular Board Meeting July 14, 2023 at 7:30 p.m.
- XII. **Adjourn:** Motion by Laura Eyer to adjourn at 8:40 p.m., seconded by Becky Clark. Motion carried.





August 29	Open House	4:00-6:00 pm
August 30 & 31	Summer School	
September 1	First Day of School	
September 4	Labor Day	No School
October 6	Vacation Day	No School
November 1	Q1 Ends	
November 9	Parent/Teacher Conferences	4:00-7:00 pm
November 10	No School; Parent/Teacher Conferences	8:00 am-12:00 pm
November 22-24	Thanksgiving Vacation	No School
December 25-29	Winter Break	No School
January 1	Vacation Day	No School
January 2	School Resumes	
January 12	Q2/S1 Ends	
January 15	Vacation Day	No School
February 15	Parent/Teacher Conferences	4:00-7:00 pm
February 16	Vacation Day	No School
March 15	Q3 Ends	
March 25-29	Spring Break	No School
April 1	Vacation Day	No School
May 24	Q4/S2 Ends – Last Day of School	12:20 pm dismissal
May 25	Graduation	1:00 pm

## ANNUAL MEETING

The Annual District Meeting will be held on Wednesday, October 25 at 7:00 p.m. in the Collaboration Lab. As required by state statute, the annual meeting gives electors the opportunity to vote on a tax levy amount, set school board member salaries and expense reimbursement, authorize the sale of property and set the date and time for the next year's Annual Meeting. There is also opportunity for citizens to speak and ask questions about the district budget.



## SCHOOL DISTRICT OF MONTICELLO CALENDAR OF EVENTS AUGUST 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Pony Prep 8am	2 Pony Prep 8am	3 Pony Prep 8am	4	5
6	7 Pony Prep 8am	8 Pony Prep 8am	9 Pony Prep 8am   7:30pm	10 Pony Prep 8am	11 JV/Varsity Football Scrimmage vs Monroe 6pm	12
13	14	15	16	17	18 Football @ Cambridge 7pm	19
20	21 JV Football vs Cambridge 5pm	22 Volleyball: Varsity Scrimmage @ Belleville 4:30pm	23	24	25 Football @ Belleville 7pm	26 Volleyball: Varsity Tournament @Monticello 8:30am
27	28 HS Cross Country @ Twining Park 4:15pm  JV Football vs Belleville 5pm	29  4-6pm  Volleyball: JV/Volleyball vs Barneveld 6pm	30 Summer School	31 Summer School  Volleyball: JV/Varsity @ Argyle 6pm		

Breakfast and lunch menus can be viewed by going to [www.monticello.k12.wi.us](http://www.monticello.k12.wi.us). Click on the silverware icon at the top right of the homepage which will take you to Taher's website.

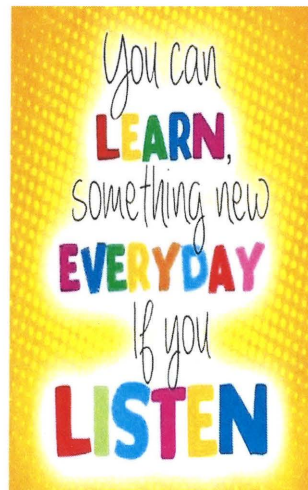
**\*Please save all calendars for future reference\***

# SCHOOL DISTRICT OF MONTICELLO CALENDAR OF EVENTS SEPTEMBER 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 <b>FIRST DAY OF SCHOOL</b>  Football vs Turner 7pm	2 JV/Varsity Cross Country @ Verona Invite 9am
3	4 	5 <b>PICTURE DAY</b>  Volleyball: JV/Varsity vs Juda 6pm	6	7 MS Volleyball @ Barneveld 5pm  Volleyball: JV/Varsity @ Black Hawk 6pm	8 MS Volleyball @ Albany 5pm  Football @ Edgewood 7pm	9 Volleyball: Varsity Invitational @ Brodhead 8:30am  Varsity Cross Country @ Spring Green 8:30am
10	11 JV Football vs Edgewood 5pm	12 MS Volleyball vs Juda 5pm  Volleyball: JV/Varsity @ Pecatonica 6pm  Varsity Cross Country @ Marshall 4:30pm	13  7:30pm	14 MS Volleyball @ Pecatonica 5pm	15 Football @ Lakeside Lutheran 7pm	16 JV/Varsity Cross Country @ Belleville Wildcat Invite 9am
17	18 MS Volleyball vs Argyle 5pm  JV Football vs Lakeside Lutheran 5pm	19 Volleyball: JV/Varsity vs Albany 6pm	20	21 MS Volleyball vs Black Hawk 5pm  Volleyball: JV/Varsity @ Barneveld 6pm	22 Football vs Lake Mills 7pm	23 MS Volleyball Tournament @ Barneveld 8am  Varsity Cross Country @ Hickory Grove Golf Course 8:30am  Volleyball: Varsity Tournament @ Abundant Life 9am
24	25 Volleyball: JV/Varsity vs Argyle 6pm	26	27	28 Volleyball: JV/Varsity @ Juda 6pm	29 Football @ Big Foot 7pm	30 Varsity Cross Country @ UW Platteville 8am

**Monticello Public Schools**  
**334 S. Main Street**  
**Monticello, WI 53570**



**SCHOOL DISTRICT OF MONTICELLO**  
**Pony News**  
**Back-to-School Issue**  
**August-September 2023**

***School District of Monticello Notice of Non-Discrimination Policy***

*The Monticello School District will not discriminate in curricular, co-curricular, pupil services, recreational or other program or activity on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical disability, emotional disability or learning disability. This policy will prevail in all matters concerning staff, students, the public, educational programs, services and individuals with whom the Board does business. The complete Board Policy 2260 regarding nondiscrimination, as well as complaint procedures, is available upon request from the District Office. Any complaints must be filed in writing with District Administrator Allen Brokopp, Monticello School District, 334 S. Main Street, Monticello, WI 53570. Any questions regarding the policy should be directed to Mr. Brokopp at 938-4194.*