

**FIRST DAY  
OF SCHOOL  
TUESDAY,  
SEPT 5**

**Dollars For Scholars**

**Spaghetti Feed**

Wed, August 30, 5:00-7:00pm

School Commons—Free Will Donation

Please support Dollars for Scholars



*Please JOIN US for an  
**OPEN HOUSE** on  
Wednesday, August 30,  
from 5:00-7:00PM  
and see what new changes  
await your children!*

# NEWSLETTER



## From the desk of the Superintendent...

Welcome to the 2023-2024 school year! It's been a really weird summer with weather and state and national happenings, but the staff at Swanville Schools is eagerly awaiting the return of the students from the area! We cannot wait to hear the stories from them about June, July, and August! (And we cannot wait to help them create more stories during their childhood journey...)

In this newsletter, please find many important pieces of information that 1) we are required to share with you, and 2) we really WANT to share with you. Take some time to go through the newsletter and let me know if there's anything I can do (EVER!) to help you and your family as we embark on the 2023-2024 school year.

We have had many new changes this summer: we have hired new people into our district, we have added new teaching positions, we have upgraded many aspects of the district, and are ready to show off what we've done over the past few months...

### MAJOR TOPICS OF NOTE:

- Sheryl Johnson will be the K-12 Grade Principal this year, while I will be the Superintendent/Network Administrator.
- We are EXCITED to announce the state has changed school policy to allow ALL STUDENTS to eat one free breakfast and one free lunch daily, while school is in session! (NOTE: We are still required to charge students for "Seconds", as well as for any extra milks.)

- Even though the state is allowing us to provide free breakfasts and lunches to all students, we are still asking that each family PLEASE fill out the Educational Benefits forms found later in this letter. These forms actually provide the school with EXTRA FUNDING for other aspects of the educational day. These confidential forms can be turned in directly to the office, where they get processed and then reported to the state.
- NEW PARKING STRATEGIES on the west side of the building:
  - We have created 4 new parking slots near the southeast corner of the lot that will be designated as "10 minute parking." (don't worry, you'll see new signs there.) These slots are meant for parents/visitors who plan to walk their child into a classroom teacher, or people who plan to just stay for a very short amount of time.
  - We also ask people to NOT PARK and EXIT their vehicles immediately next to the building on the west side of the building during school hours. If you do pull up there, we ask you to STAY IN YOUR VEHICLE, drop your child off, and then promptly proceed to the north exit of the parking lot, to keep those areas clear of vehicle traffic. (We will have signs up here, as well as an extra person before and after school to help remind you.)
- The school doors will open daily at 8:00AM. Please do not drop your children off early, as we do not have staff to supervise students until that time.

- School will dismiss at 3:05 for the Elementary, and 3:10 for the High School.
- You can find a copy of the school supply list in this newsletter. While this may not be the *only* items needed for children to succeed this year, it does provide a very good starting point for our students if they can arrive at school in September with the requested items. (NOTE: if you need help with securing supplies for your child, please contact the school office, as we've received a very generous donation from Tools for Schools - Morrison County, for anyone needing school supplies.)
- One final note that pertains to the School Calendar that you will find later in this newsletter: you will see that we plan to release students early from school once per month, at 12:00. The second half of those dates will be dedicated to Swanville Staff working collaboratively to improve instruction. Staff will not be leaving early, rather they will be learning new educational topics and/or sharing their own learning with the rest of the staff. During those dates, we will not be able to supervise students, so they all must go home at 12:00 on those dates.

Thank you for sending your children to Swanville Public School.  
You made a GREAT CHOICE!

Travis Hensch, Superintendent

We hope everyone had a rejuvenating and fun summer.



Here's Mr. Hensch with a pink salmon he caught in Kachemak Bay, Alaska.

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**REPORTS ON HARASSMENT, VIOLENCE, BULLYING, HAZING**  
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Swanville Public School  
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 320-547-5100

Please visit our school website ([www.swanville.k12.mn.us](http://www.swanville.k12.mn.us)) and/or Facebook page (Swanville School District) throughout the year for the most updated information.

For the latest Activities Updates, please visit [www.PrairieConference.org](http://www.PrairieConference.org) or download the "ASMobile" app on your phone.

Please **Please Please Please Please Please** *Please* fill out the Educational Benefits forms (aka "Free/Reduced Lunch Forms") that are found later in this newsletter. Regardless of your financial status, this CONFIDENTIAL paperwork helps our school with federal and state funding.

Greetings from the desk of Mrs. Johnson!

Welcome back!

I am thrilled to begin a new year with a change in my role to be the PK through 12th grade Principal. I, along with the rest of the staff, am so excited to see you back again! We have lots of changes in our district! We have added many new staff to replace people that have either retired or moved on to other placements.

Once again, Swanville Dollars for Scholars will be hosting a spaghetti dinner during open house, which will be Wednesday, August 30 from 5 to 7 p.m.

Seventh grade students and parents: please plan to attend the 7th Grade Orientation the evening of Open House, Wednesday, August 30th, at 5:00 p.m. We will go over some of the key points in the handbook, allow for some question and answer time, and distribute schedules.

Student Council members will be present after orientation to assist in finding classrooms and helping with those dreaded locker combos!

Also, to parents of students taking college level courses through itv and online: there will be a meeting for all students and parents at 6 p.m.

All parents: if you do not yet know your login information for Infinite Campus, please contact me either at 547-5104 or [sjohnson@swanville.k12.mn.us](mailto:sjohnson@swanville.k12.mn.us); this is our portal into grades, attendance, lunch balances, and so much more. There is also an app that you may download, either for iOS devices or Android.

Enjoy these last days of summer; come back energized and ready to learn!

Mrs. Sheryl Johnson, PreK-12 Principal

## Help us welcome our new staff!

1st grade teacher:  
Mikayla Novak

4th grade teacher:  
Lori Hintz

K-8 STEM teacher:  
Jordan Sales

K-12 Art teacher:  
Samantha Roden

Special Education teacher:  
Tara Ramsdell

Administrative Assistant:  
Hannah Thieschafer

Paraprofessional:  
Morgan Hauck

We're excited to welcome everyone back for another great year!



### ANNUAL NOTIFICATION OF VOCATIONAL OPPORTUNITIES

The Swanville School District does not discriminate on the basis of sex, race, color, national origin, religion, or handicap in its educational programs (including vocational programs), activities, disciplinary procedures, or hiring procedures.

The following vocational opportunities are available to Swanville students: Welding, Basic Construction, and Small Engines.

## Fall Sports Schedules

\*dates/times/opponents  
are subject to change\*

### Varsity Football

#### Most games at 7:00

8/26 Scrimmage  
@ Browerville 9am

8/31 @ Pine River-Backus  
in Pine River

9/8 vs. LPGE in Swanville

9/15 @ ACGC in Grove City

9/22 @ Browerville

9/29 vs. BBE in Swanville

10/6 vs. KMS in Upsala **2:00**

10/13 @ Benson

10/18 vs. West Central  
in Swanville

### JV Football

9/5 vs. Pine River-Backus  
in Swanville 4:30

9/11 @ LPGE 4:30

9/18 vs. ACGC  
in Upsala 5:00

9/25 vs. Browerville  
in Swanville 4:30

10/2 @ BBE 4:30

10/9 @ KMS 5:00

### C Football

9/7 @ St. C Cathedral 4:30

9/14 vs. Sauk Centre  
in Swanville 4:30

9/28 vs. Osakis  
in Upsala 4:30

10/12 @ Peq. Lakes 5:00

### Junior High Football

9/12 vs. Browerville  
in Swanville 4:30

9/14 vs. Melrose  
in Upsala

9/19 @ Parkers Prairie 5:00

9/21 @ Holdingford 4:15

9/26 @ LPGE 6:00

10/3 vs. Royalton  
in Upsala 4:30

10/5 @ Osakis 4:30

10/10 @ BBE 4:30

10/16 vs. Sauk Centre  
in Swanville 4:15

### V/JV/C Volleyball

**Times are 7:15/5:45/4:45**

8/22 @LPGE (9am Varsity  
Scrimmage)

8/29 vs. CGB

9/7 @ Osakis

9/11 vs Bertha-Hewitt

9/12 vs Upsala

9/14 @ LPGE

9/18 vs B/EV

9/26 vs Maple Lake

9/28 @ Upsala

9/30 9am Tournament  
@ Bertha-Hewitt

10/2 vs Mille Lacs

10/3 vs LPGE

10/5 vs Osakis

10/10 @ B/EV (Clarissa)

10/12 @ Crosby-Ironton

10/16 @ Ogilvie

10/17 @ Ashby

10/19 9am Tournament  
@ Upsala

### Junior High Volleyball

#### Times: 8th-4:30, 7th-5:30

9/7 vs Osakis

9/11 @ Bertha-Hewitt

9/12 @ Upsala (4:00, 5:00)

9/14 vs LPGE

9/19 @ B/EV (Clarissa)

9/28 vs Upsala (4:00, 5:00)

10/3 @ LPGE

10/5 @ Osakis

10/10 vs B/EV



## Swanville School Supply List 2023/2024

We will have a supply of following items that are being donated to our school from the Tools for Schools program (Morrison County United Way):  
Markers, Notebooks, Pencils, Colored Pencils, Crayons (24-pack), Composition Notebooks

**ALL students need clean, soft-soled sport shoes for inside Phy Ed classes.  
ALL students in Grades 2<sup>nd</sup> thru 6<sup>th</sup> need headphones / earbuds for testing.**

### Preschool:

1 Full-size Backpack  
1 70-page Spiral Notebook  
1 Box Crayola Washable Markers  
2 Bottles of Elmer's glue  
2 Packages 5-oz Dixie Cups  
1 Blanket or Sleeping Bag for Rest Time

### Kindergarten:

4 Bottles of White Elmer's Glue  
8 Glue Sticks  
1 Fiskars Scissors  
Pencils 24-pack  
Small Pencil/Crayon Box  
Backpack  
1 Box of Snack  
1 - 1" 3-Ring Binder  
2 Large Erasers  
1 Pair of Headphones - No Earbuds  
1 Water Colors  
1 Box Kleenex  
2 Skinny Dry Erase Markers  
1 Disinfectant Wipes

### Grade 1:

Backpack/School Bag  
1 Bottle of Elmer's Glue  
#2 Pencils - 24-Pack or More  
Glue Sticks - 4  
Student Scissors  
Stylus Pen  
1 Regular Plastic School Box  
4 Folders  
2 Black Expo Dry Erase Markers  
Eraser for Expo Markers  
2 Large Pink Erasers  
1" or 1 1/2" 3-Ring Binder  
1 Headphones (no Earbuds)  
1 Box Kleenex

1 Wipes  
1 Box of Snack



### Grade 2:

Large Bottle of White Elmer's Glue  
#2 Pencils - 24-pk or More (Plain Wood)  
Hand-held Pencil Sharpener  
Pencil / Crayon Box  
Large Pink Eraser/ Pencil-top Erasers  
Scissors  
Stylus Pen  
3 Folders  
1 Large Box Kleenex  
1" 3-Ring Binder  
3 - 5 Black Expo Dry Erase Markers  
Eraser for Expo Markers  
Headphones (no earbuds)  
Permanent Marker  
Glue Sticks - 2  
Snack

### Grade 3:

Pencils - 24-pack (Ticonderoga)  
1 lg Pink Eraser/ Pencil-top Erasers  
Ruler  
Scissors  
3 Two-pocket Folders

1 Bottle of Glue  
Glue Sticks  
3 - 5 Dry Erase Markers  
Dry Erase Marker Eraser (or Clean Sock)  
Headphones / Earbuds  
Permanent Marker  
Backpack / Book Bag  
1 Box Kleenex

### Grade 4:

1 Glue Stick  
2 Wide-ruled Notebooks  
Highlighter  
Ticonderoga #2 pencils  
Erasers  
Scissors  
2 Two-pocket Folders  
NO Trapper Keepers  
1 Large Sanitizing Wipes  
Basic Calculator  
Gym Shoes  
1 Headphones / Earbuds

### Grade 5:

Ticonderoga #2 Pencils  
2 Wide-Ruled Notebooks  
Pencil Sharpener  
Erasers  
2 Folders  
A Simple Calculator  
3 Blue or Black Pens  
1 Headphones/Earbuds  
2 Dry Erase Board Erasers  
1 Pair Athletic Shoes for Gym

### Grade 6:

4 College-ruled Notebooks  
Pencils  
4 Dry Erase Markers

Erasable Pen  
5 Folders  
TI-30XS Calculator  
1 Headphones / Earbuds  
1 Box of Kleenex  
1 Pair Athletic Shoes for Gym

### Grade 7-12:

6-8 Single Subject Notebooks  
Mechanical Pencils, 24-pack  
Pens  
5-7 Folders  
Highlighters  
Pencil Pouch  
2 - 3 Pink Erasers  
Earbuds for JH Media/General Music

### Grade 7 Additional Supplies:

Scientific Calculator with fraction capabilities (Texas Instruments are preferred ex: TI 30XS. The calculator price should be about \$10 - \$15.)  
Daily Planner  
Phy Ed shoes (Indoor: non-marking sole.  
Outside: a pair of old shoes is fine)

### Grade 8 Additional Supplies:

Daily Planner  
3-ring Binder

### Grade 9 Additional Supplies:

TI-84 Graphing Calculator

### Grade 10 - 12

**Additional Supplies: None**

## Dollar for Scholars Activity Schedule

- Community calendars available at open house—\$40 per calendar.
- Open House Spaghetti Feed—August 30<sup>th</sup> 5-7 pm—free will offering
- Football Game Tailgating—September 8, September 29, October 18
- Poinsettia Sale—Sales start October 16 and end October 30—delivery November 21

Please consider supporting this organization that gives so much to our students!



## Parking Lot Drop Off/Pick Up Changes

When you bring your children to school this fall, you will see we have changed our approach to the area of the parking lot where parents drop off/pick up their children. We aim to improve the safety of our children, as well as reduce the clutter of vehicles that appear between 8:00-8:20am and 3:00-3:20pm.

We have created 4 new parking slots labeled "10 minute parking" for people who want to go into the school building with their child and walk them to class and/or visit quickly with a staff member. These slots are clearly labeled with large signs and bright paint, and we highly encourage you to use them if they are available.



We also want to reserve the area immediately in front of the building purely for pick up and drop off, without the driver leaving their vehicle. When you pull up right next to the building near the kindergarten and 1st grade classrooms, you will see signs urging you to stay in your vehicle; this area is just for pick up and drop off only.



We recognize this new approach may take a bit of time to get used to. As a result, we will have an employee out there to help direct traffic and inform our parents/community members of these changes to help keep our students safe.



## Bulldog Coffee Cart

The Swanville Special Education department is seeking donations for the Bulldog Coffee Cart. The coffee cart was started in Swanville last school year and provides students in special education with an opportunity to practice life skills, social skills, and consumer math training. Students make beverages based on order forms sent out to Swanville staff and deliver those beverages to staff each week during school. The program is designed to create positive interactions between students and school staff, to help students build life and work skills, and to provide students with school pride. The first year of the Bulldog Coffee Cart was a success and averaged 15-20 beverage deliveries per week to school staff! Requests have been made to increase the frequency of deliveries and to increase the variety of available products, including baked goods. The special education team is looking for community donations to keep this program up and running for the 2023-2024 school year and would happily accept any Wide Awake K-cups found in the local Coborn's store. If you are interested in supporting this special education program, please contact the school office or drop off any coffee k-cups at the school! The hope is that this program will continue to offer opportunities for success to individuals with special needs and continue to brighten school staff members' days each week!



Let's hit the ground running into this new school year.

# 2023-2024 SWANVILLE SCHOOL CALENDAR

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Aug 30: OPEN HOUSE						T=4

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
					S=19	T=19

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
					S=20	T=21

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
					S=19	T=19

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					S=16	T=16

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
					S=20	T=21

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
					S=19	T=19

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					S=20	T=20

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
					S=21	T=21

May/June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4			S=18	T=19

	<b>NO SCHOOL</b>
	<b>First Day of Class for Students</b>
	<b>Staff In-Service Day</b>
	<b>Student Early Dismissal (12:00); Staff Inservice</b>
	<b>Parent/Teacher Conf – K-12 (3:30pm-7:30pm)</b>
	<b>Parent/Teacher Conference (Elem Only)</b>
	<b>High School Showcase Night (7:00)</b>
	<b>Last Day for Students/Early Dismissal (12:00)</b>

For the MOST Updated School Information, go to [www.swanville.k12.mn.us](http://www.swanville.k12.mn.us)

Student Days = 172  
Staff Days = 179

In the event of school closings, the days would be made up in this order:  
 - 1<sup>st</sup> Day: No Make-up  
 - 2<sup>nd</sup> THROUGH 6<sup>th</sup> Days: E-Learning Days

### QUARTERS/GRADING PERIODS

Sept 5 – Nov 3	1 <sup>st</sup> Quarter = 42 Days
Nov 6 – Jan .19	2 <sup>nd</sup> Quarter = 45 Days
Jan 22 – Mar 22	3 <sup>rd</sup> Quarter = 42 Days
Mar 25 – May 24	4 <sup>th</sup> Quarter = 43 Days

# SWANVILLE SCHOOL

# September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b> NO SCHOOL	<b>5</b> BK-POP TARTS CORN DOGS COOKED CARROTS APPLES ORANGES	<b>6</b> BK-COOKIE CHICKEN PATTY W/BUN GREEN BEANS APPLES ORANGES	<b>7</b> BK-WAFFLES PIZZA CORN APPLES ORANGES	<b>8</b> BK-SAUSAGE WRAP HAMBURGER W/BUN BAKED BEANS CHIPS FRUIT	<b>9</b>
<b>10</b>	<b>11</b> BK-MINI LOAF ORANGE CHICKEN SEASONED RICE MIXED VEGGIES FRUIT	<b>12</b> BK-LONG JOHN HOT DOG W/BUN BAKED BEANS CHIPS FRUIT	<b>13</b> BK-PARFAIT PORK RIBLET BUTTERED NOODLES GREEN BEANS FRUIT	<b>14</b> BK-BAGELS TACOS & CHIPS W/FIXINGS REFRIED BEANS FRUIT	<b>15</b> BK-CINI MINI SAUSAGE WRAP POTATOES JUICE & YOGURT FRUIT	<b>16</b>
<b>17</b>	<b>18</b> BK-SAUSAGE PATTY CHICKEN ALFREDO GARLIC TOAST PEAS FRUIT	<b>19</b> BK-CEREAL BAR SLOPPY JOE ON A BUN BAKED BEANS CHIPS FRUIT	<b>20</b> BK-NUTRI GRAIN BAR POLISH SAUSAGE MAC & CHEESE GREEN BEANS FRUIT	<b>21</b> BK-TRI TATER CHICKEN WRAP W/FIXINGS COLESLAW FRUIT	<b>22</b> BK-CHEESE & YOGURT TURKEY & CHEESE CROISSANT W/FIXINGS	<b>23</b>
<b>24</b>	<b>25</b> BK-APPLE STRUDEL GOULASH CORN BREADSTICK FRUIT	<b>26</b> BK-CINN ROLLS HOT HAM ON A BUN CHIPS & CHEESE GREEN BEANS FRUIT	<b>27</b> BK-BANANA BREAD SPAGHETTI NOODLES GARLIC TOAST FRUIT	<b>28</b> BK-SCRAMBLED EGGS CHICKEN NUGGET MASHED POTATOES CORN FRUIT	<b>29</b> BK-CEREAL BAR SUB SANDWICH W/ FIXINGS CHIPS FRUIT	<b>30</b>
Important Reminders						

## Swanville School District NOTICES

### Indoor Air Quality Notice

Swanville School District is proud to be taking a leadership role in providing a safe, comfortable, and productive environment for our students and staff so we can achieve our core mission - educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents can obtain checklists or self-help information so they can properly evaluate their child's home or other out of school situation by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child's symptoms by contacting the school.

The Swanville School District Indoor Air Quality contact person is Bill Zupko, Building and Grounds. If there are any questions regarding the school's IAQ program, please feel free to contact the school at 320-547-5100.

### Pesticide General Notice

A Minnesota state law went into effect in the year 2000 that requires schools to inform staff, students, and parents if/when a school applies certain pesticides on school property.

Specifically, this law requires schools who apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to employees and parents to review or copy at the school office.

State law also requires that you be told that the long-term health effects on children from the application of chemicals to which they belong may not be fully understood.

If there are any questions regarding the Swanville School District Pest Management program or you would like more information on the pesticide application schedule, please feel free to call the school at 320-547-5100.

### 2023-2024 School Year Notification

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

In keeping with this legislation, all buildings (including portable and support buildings) owned by the Swanville School District were inspected by an EPA accredited inspector and an independent laboratory analyzed samples handling the asbestos located within its buildings safely and responsibly.

The past year Swanville School District conducted the following with respect to its asbestos-containing materials:

#### *Continued the Operations and Maintenance Program*

Federal Law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. MacNeil Environmental, Inc. will accomplish this under contract.

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

The Swanville School District has a list of the locations; types of asbestos-containing materials found in each building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at \$0.25 per page. Questions related to the plan should be directed to MacNeil Environmental, Inc. at 800-232-5209 or by contacting the Swanville School District at 320-547-5100.



An equal opportunity affirmative action employer

# Swanville Public Schools No. 486

602 DeGraff Avenue, Box 98 Swanville, MN 56382

Phone (320) 547-5100 Fax (320) 547-2576

Travis Hensch – Superintendent  
Sheryl Johnson - Principal  
Molly Gerads – Clerk

Christopher Kircher - Chairperson  
Kathy Beckman -Vice-Chair

Bill Johnson –Treasurer  
Kyle Thieschafer– Director  
Luke Peterson Director

Parent/Guardian:

Our school offers healthy meals each day. Starting school year 2023-24, we are joining Minnesota's Free School Meals Program. All students can get one breakfast and one lunch free of charge each day at school. Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important! Your child(ren) may qualify for other benefits like reduced fees at school. Your application may also help the school qualify for education funds, discounts, and other meal programs.

To apply, complete the enclosed Application for Educational Benefits and return it to: PO Box 98, Swanville MN 56382.

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

## COMMON QUESTIONS:

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

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

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

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

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

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

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

If you have other questions or need help, call 320-547-5102.

Sincerely,

Travis Hensch

## How to Complete the Application for Educational Benefits

Complete the Application for Educational Benefits form for school year 2023-24 if any of the following applies to your household:

- Any household member currently participates in the Minnesota Family Investment Program (MFIP), or the Supplemental Nutrition Assistance Program (SNAP), or the Food Distribution Program on Indian Reservations (FDPIR) or
- The household includes one or more foster children (a welfare agency or court has legal responsibility for the child) or
- The total income of household members is within the guidelines shown below (**gross earnings before deductions**, not take-home pay). Do not include as income: foster care payments, federal education benefits, MFIP payments, or value of assistance received from SNAP, WIC, or FDPIR. Military: Do not include combat pay or assistance from the Military Privatized Housing Initiative. The income guidelines are effective from July 1, 2023 through June 30, 2024.

### Maximum Total Income

Household size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	26,973	2,248	1,124	1,038	519
2	36,482	3,041	1,521	1,404	702
3	45,991	3,833	1,917	1,769	885
4	55,500	4,625	2,313	2,135	1,068
5	65,009	5,418	2,709	2,501	1,251
6	74,518	6,210	3,105	2,867	1,434
7	84,027	7,003	3,502	3,232	1,616
8	93,536	7,795	3,898	3,598	1,799
Add for each additional person	9,509	793	397	366	183

### Step 1: Children

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

### Step 2: Case Number

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

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

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

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

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



## 2023-24 Application for Educational Benefits

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

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

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

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

**STEP 2: Do Any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, MFIP or FDPIR? Medical assistance does not qualify. If NO > Go to STEP 3.**

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

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

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

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

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

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

Names of All Adult Household Members (First and Last)	Gross Earnings from Working at Jobs				Are you Self-Employed or a Farmer?				Any Other Gross Income				
	Weekly	Bi-Weekly	2x Month	Monthly	Report income before deductions or taxes in whole dollars (no cents).	Yearly	Monthly	Net income from Farm or Self-Employment. Do not duplicate elsewhere.	Weekly	Bi-Weekly	2x Month	Monthly	SSJ, Unemployment, Public Assistance, Child Support, and others on Page 2
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**STEP 4: Contact information and adult signature.** "I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

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

Printed name of adult signing form \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address (if available) \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**SIGN HERE: Signature of Household Adult** \_\_\_\_\_ **Date** \_\_\_\_\_

**Determining Official Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Confirming Official Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## OPTIONAL: Children's Racial and Ethnic Identities

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

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

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

## INSTRUCTIONS: Sources of Income

Sources of Income for Children

Sources of Child Income	Examples
<ul style="list-style-type: none"> <li>Earnings from work</li> <li>Social Security</li> <li>Disability Payments</li> <li>Survivor's Benefits</li> <li>Income from person outside the household</li> <li>Income from any other source</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</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>

Sources of Income for Adults

Earnings from Work	Public Assistance / Alimony / Child Support	All Other Income
<ul style="list-style-type: none"> <li>Salary, wages, cash bonuses (before deductions or taxes)</li> <li>Net income from self-employment (farm or business)</li> <li>If you are in the U.S. Military:               <ol 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> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Cash Assistance from State or local government</li> <li>Supplemental Security Income</li> <li>Unemployment benefits</li> <li>Worker's compensation</li> <li>Alimony payments</li> <li>Child support payments</li> <li>Veteran's benefits</li> <li>Strike benefits</li> </ul>	<ul style="list-style-type: none"> <li>Social Security</li> <li>Disability benefits</li> <li>Regular income from trusts or estates</li> <li>Annuities</li> <li>Investment income</li> <li>Rental income</li> <li>Regular cash payments from outside household</li> </ul>

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

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

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

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

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

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

This institution is an equal opportunity provider.