



HOWARD LAKE • WAVERLY • WINSTED

NATE WALBRUCH, SUPERINTENDENT

8700 CTY RD 6 SW • PO BOX 708 • HOWARD LAKE, MN 55349

PHONE: 320-543-4646 • FAX: 320-543-4630

August 1, 2023

Welcome to the 2023-2024 School Year! We are excited to welcome new and returning students, families and staff back to begin a new year of learning and growth... together! Although summer is great, we eagerly look forward to the new school year, which promises to be full of opportunities, hope and chances for growth!

I am appreciative of the warm welcome I have received since coming into the district. I am excited to begin working with our students, staff, families and community to continue growing an excellent educational experience for all Laker families!

Dr. William Mayo said “the best interest of the patient is the only interest to be considered, and in order [to] have the benefit of advancing knowledge, a union of forces is necessary.” Dr. Mayo’s approach defined a world-class philosophy to medicine and the same, team-based, approach is required to create a world-class school. Becoming world-class requires focus on student learning and collaborating in teams to overcome obstacles and achieve success!

Our district is going to be doubling down on the necessary skills and knowledge students need to thrive in our community. We are going to focus our efforts to support all students in meeting and exceeding grade-level expectations on these skills and knowledge! Know the best interest of each Laker is at the center of our staff’s work and we are committed to guaranteeing high levels of learning for every student.

In order to accomplish such a task, students, staff, families and community members must work together to “[unite] forces” in the best interests of our students. As we collaborate and become a team, any goal becomes possible! I enthusiastically invite all members of Howard Lake-Waverly-Winsted Schools to be more involved, more committed, more successful and more proud of our students, our school and our community!

If there are any questions, concerns or suggestions, please do not hesitate to contact our staff members. We stand ready to provide support and service.

Sincerely,

Nate Walbruch
Superintendent
Howard Lake-Waverly-Winsted Public Schools
320-543-4646



HLWW Public Schools ISD #2687

Mission

"The Mission of HLWW Public Schools is to prepare students for life by engaging them in meaningful learning experiences."

Goal Areas

- **Literacy** – To understand that the key to success for an individual and our society is to be literate.
- **21st Century Technology** – To use and apply, in order to learn and achieve.
- **Social Emotional Learning** – To know and show what it means to be a LAKER.
- **Choice Readiness** – To believe that you can be whomever you want to be in the future.
- **Service to School and Community** – To show pride in where you come from through your words and actions.

Lakers Are...

Learners– Everything you do is an opportunity to learn to better yourself and others.

Accountable – Set goals and follow-through.

Kind – Practice compassion for the benefit of self and others.

Empowered – Make an impact in all aspects of your life and in the lives of others.

Resilient – Never give up and don't be afraid to ask others for help along the way.

Motto

Excellence Through Education

Hashtag

#LAKERproud

HOWARD LAKE - WAVERLY - WINSTED SCHOOL DISTRICT



Please be sure to attend the open houses at the following times and locations:

Humphrey Elementary School & Winsted Elementary School

We are excited to host Welcome Days September 5th and 6th for grades K-4 to kick off our school year. An electronic link for sign up can be found in the teacher assignment letter being sent in August, and also includes additional details about what to expect during the 1.5-2 hour session. Please select the time that works best for you and your child to attend. During your session, you will have the opportunity to meet your child's classroom teacher and other school staff, complete a few student assessments, converse about student and family expectations, learn about different educational opportunities, complete a few short bus safety course, and screen your child's hearing and/or vision. In your session you will also have a chance to deposit money into your child's food service account, take care of any remaining classroom fees, and sign up for conferences.

Session hours for

Monday are 9am - 7pm and

Tuesday 8am - 3:15 pm. Please do not delay in signing up as times are offered on a first-come, first-serve basis.

Middle School

Wednesday, August 30th

4:30-5:15 A through F

5:15-6:00 G through K

6:00-6:45 L through P

6:45-7:30 Q through Z

High School

Wednesday, August 30th

5:00-7:00 pm

New Student Orientation: 5 pm
10th Grade Parent meeting at 6pm



Welcome Back Information 2023-24

The 2023-24 school year is fast approaching.

School start date and times are as follows:

High School/Middle School - First day of school –

September 5, 2022 - 7:55 a.m. to 3:00 p.m.

Humphrey/Winsted Elementary - First day of school –

September 7, 2022 - 8:10 a.m. to 2:40 p.m.

(Elementary welcome back day sessions - **September 5 & 6** - more info for sign-up will be coming from the elementary school principal.)

Pre-School (both Humphrey and Winsted) - First day of school –

September 11, 2022

(Information about a.m. and p.m. schedules will be coming from Community Education)



HLWW High School

The Basics

- #2 Pencils with erasers
- Pens (Blue, Black, Red)
- Colored pencils or markers
- Spiral notebooks / Composition notebooks
- Combination locks may be purchased in the High School Office. New \$7/Used \$6

Organizational helpers

- Student Planner
- 3 Ring Binders with pockets
- Tab dividers
- Pocket folders
- Backpack

Study aids

- Calculator w/trig functions and fraction key (ie-Texas Instruments TI-84)
- Highlighters
- Ruled/unruled Index cards

Nice-to-have supplies for high school

- Locker stand/organizer
- Pencil/pen pouch
- Pocket stapler
- Tape
- Glue/Glue sticks
- Loose-leaf Paper (College Ruled)
- Graph Paper

All departments will accept the following donations

- Box of Kleenex
- Expo Markers
- Clorox Wipes

2023-24 HOWARD LAKE-WAVERLY-WINSTED MIDDLE SCHOOL SUPPLY LIST

Updated: 06/06/23

Note to all grade levels:

- ☑ *Physical Education clothes/uniform will be required (gray or white t-shirt and dark sweatpants/shorts that meet dress code for length).*
- ☑ *Athletic style shoes required (no Dudes, Crocs, Vans, Converse, Boots, etc.)*

FIFTH GRADE

- ✓ Wired Headphones or Earbuds
- ✓ Three spiral notebooks: 1 blue, 1 red, 1 black or purple
- ✓ 5 two pocket folders: yellow, green, red, blue and black
- ✓ 4 boxes of #2 pencils- 2 for you, 2 for teacher
- ✓ 1 ½ inch 3-ring white binder
- ✓ Two black dry erase markers
- ✓ Pencil pouch
- ✓ Markers
- ✓ Colored pencils
- ✓ Scissors
- ✓ Glue sticks
- ✓ 1 box Kleenex
- ✓ 1 container Clorox wipes

SIXTH GRADE

- ✓ Wired Headphones or Earbuds
- ✓ Calculator - TI-30X
- ✓ 1 Composition Book (Math)
- ✓ Black, blue, and red pens (no gel pens)
- ✓ 4 Boxes of #2 pencils - 2 for you, 2 for teacher
- ✓ Erasers
- ✓ Spiral Notebooks and folders for five subjects:
 - LA- Blue
 - Math- Red
 - Reading- Yellow
 - Social- Green
 - Science- Purple/Black
- ✓ 12 count colored pencils,
- ✓ 12 Inch ruler
- ✓ Markers
- ✓ Two black dry erase markers
- ✓ Scissors
- ✓ Glue Sticks
- ✓ Highlighters
- ✓ 1 box Kleenex
- ✓ 1 container Clorox wipes

SEVENTH & EIGHTH GRADE

- ✓ Wired Headphones or Earbuds
- ✓ 1 boxes of Kleenex (to be given to advisory teacher)
- ✓ 1 container Clorox wipes (to be given to advisory teacher)
- ✓ Spiral Notebooks and folders for each class:
 - LA- Blue
 - Math- Red
 - Health/PE- Yellow
 - Social- Green
 - Science- Purple folder & Composition notebook
- ✓ 1 composition notebook for math notes (8th)
- ✓ One extra notebook and folder (for exploratory class)
- ✓ Black and blue pens (no gel pens)
- ✓ Highlighters
- ✓ Glue Sticks (at least 4 to start the year)
- ✓ Scissors
- ✓ Non-flexible Ruler
- ✓ Markers (thin-tip)
- ✓ 4 boxes of #2 pencils -2 will be given advisory teacher
- ✓ 12 count colored pencils
- ✓ Basic calculator



Kindergarten

- √ backpack (large enough to fit a pocket folder and zip closed with ease)
- √ plastic two-pocket folder (2)
- √ Students bring item based on the beginning letter of their last name.
- A-M** baby wipes (1 container) unscented, hypoallergenic and alcohol free and **N-Z** disinfecting wipes
- √ Kleenex (1 large box)
- √ Napkins
- √ 1-gallon plastic ice cream bucket with lid (Humphrey only)
- √ one set of extra clothes – shirt, pants, socks, underwear (in a labeled zipper or plastic bag)
- √ wired headphones (not earbuds)
- √ \$30.00 school supply fee, \$5.00 classroom celebration fee, \$80.00 snack fee to be paid at Open House. (The following will be purchased in bulk through school: scissors, crayons, glue, pencils, erasers, markers, dry erase markers, pocket folders, highlighters, notebooks, plastic school box, binders, and consumable supplies for hands-on learning).

Grade One

- √ school box (5" x 8")
- √ backpack
- √ Kleenex (1 large box)
- √ plastic two-pocket folder (1)
- √ Lysol wipes (1 container)
- √ \$30.00 school supply fee paid at Open House. (The following will be purchased in bulk through school: Crayola crayons, Crayola markers, binder materials, dry erase markers, glue, glue sticks, folders, pencils, spiral notebooks, erasers, scissors, and watercolor paints.)

Please **label all supplies** (using permanent marker or tape) with your child's name.

School Supply Fee: For those grades that pay a school supply fee, you will not need to send replacement supplies throughout the school year.

Baby Wipes: For those grades that need baby wipes, they should be unscented, hypoallergenic and alcohol free.

Grade Two (WINSTED)

- √ pencil box (5" x 8")
- √ school bag
- √ 1" 3-ring binder
- √ baby wipes/disinfecting wipes (1 container)
- √ Kleenex (1 large box).
- √ \$25.00 school supply fee paid at Open House. (The following will be purchased in bulk through school: Crayola crayons, Crayola markers, glue sticks, school glue, folders, pencils, notebooks, colored pencils, highlighters, scissors, erasers, post-it notes and dry erase markers.)

Grade Two (HUMPHREY)

- √ pencil box (5" x 8")
- √ school bag
- √ plastic two-pocket folder
- √ Kleenex (1 large box)
- √ Students bring item based on the beginning letter of their last name.
- A-K** disinfecting wipes or baby wipes and **L-Z** paper towels.
- √ \$30.00 school supply fee paid at Welcome Days. (The following will be purchased in bulk through school: Crayola crayons, Crayola markers, Crayola colored pencils, pens, glue sticks, school glue, folders, Ticonderoga pencils, notebooks, binder, highlighters, scissors, erasers, dry erase markers, index cards, post-it notes, and scotch tape.)

**Please send REFILLABLE
WATER BOTTLE
for each student in grades K-4.**

**Please send HEADPHONES
(NOT Bluetooth style) for each
student in grades K-4.**

Grade Three

- √ headphones/earbuds
- √ Kleenex (2 boxes)
- √ Ticonderoga #2 pencils (24 count)
- √ highlighters (4 pack)
- √ multiplication flashcards
- √ scissors
- √ glue stick (2)
- √ colored pencils, markers or crayons
- √ wide rule notebook
- √ pencil box
- √ 1" 3-ring binder w/clear cover
- √ plastic folder (3-hole punched, no prongs)
- √ Expo dry erase markers (4 pack)
- √ school bag
- √ disinfecting wipes

Grade Four

- √ pencil box (5" x 8")
- √ backpack
- √ headphones
- √ 1" binder
- √ two-pocket folders (3-hole punched, 1 each color: red, blue, green, yellow)
- √ spiral bound notebooks (1 each color: red, green, blue)
- √ #2 pencils (24)
- √ colored pencils (12)
- √ markers (10)
- √ Expo dry erase markers (4)
- √ scissors
- √ glue stick (2)
- √ eraser (2)
- √ highlighters (3 colors)
- √ pens (3 colors)
- √ Clorox wipes
- √ Students bring item based on the beginning letter of their last name.
- A-K large box of Kleenex, L-Z sandwich Ziploc bags
- √ wireless mouse (optional)

Grades K-4 PE Shoes

A separate pair of shoes is NOT required for physical education (PE) classes. However, snow boots, sandals, high heels, etc., may not be worn on PE days. Please have your child bring a pair of tennis shoes for physical education classes.



PAC (Parent, Athlete, Coach) MEETING

Monday, August 14, 2023 at 7:00

ONLINE PAC PRESENTATION

It is **REQUIRED** that any student in grade 7 – 12 planning on going out for an activity this fall, must attend this meeting with their parents/guardians.

Parents and athletes will need to have completed all paperwork required for the upcoming year online prior to this meeting. At this meeting the HLWW activity handbook and eligibility rules will be addressed. Coaches will be in attendance to discuss their program details. Students will not be allowed to practice until all online registrations and fees are taken care of with the high school activities office.

Starting Dates for Fall Activities

Football (Grades 9-12) Mon. Aug 14, 2023
Volleyball (Grades 9-12) Mon. Aug 14, 2023
Cross-Country (Grades 7-12) Mon. Aug 14, 2023
Cheer Team (9-12) Tues. Aug 15, 2023
7/8th FB/VB Mon. Aug 28, 2022
www.hlwwactivities.com to see all Start Dates

2023-24 HLWW Activity Pass

Student (grades K-12): \$50 Adult: \$70 Family:
\$200
Senior (60+): Free (Senior passes are for those that live in
District 2687)

Activity Fees for 2023-24

Grades 9-12: \$125 per activity (\$250 student max)
Grades 7-8: \$115 per activity (\$230 student max)
Family Max: \$650
5th-8th Speech & Knowledge Bowl: \$35
Clay Target: TBD (does not apply to max)

Event Ticket Prices

Adult Ticket Price: \$7
Student Ticket Price: \$5
Section/playoff games: TBD

*Note: There will be admission charged for 9th
Grade/C-squad games played in the activity center.
- Activity passes are good for admission to all home
HLWW activities. (excluding tournaments and MSHSL
playoffs)
- All passes are non-transferable and non-refundable. -
All passes must be purchased online

Athletic Physicals

Students are reminded that they need a physical every three years to participate in athletics. They do not need a sports physical for non-sport activities. Please make sure your athlete has a current sports physical. For further information, or to check the date of your student's current physical on file, please contact your clinic or the high school activities office.

Athletic Schedules

To view the 2023-24 activity schedules, please go to the District Website and click on "Activities". Then click on "Calendar" To view the schedule for a specific sport, go to the "View Schedules" box on the right-hand side, check the activity and click "View". If you would like to be notified via email or text message as soon as any changes/updates are made, sign up with the "Notify Me" icon (globe)



HLWW Public Schools



**Meeker and Wright
Special Education Cooperative**

What is the Backpack Food Program?

Our schools provide free and reduced meals to families in need through the National Lunch Program. In some instances, if it weren't for these meals, our children would be trying to learn on an empty stomach. What happens to these children on the weekends when there is no school? That is where the Backpack Food Program comes in.

This school district-wide program provides at-risk children with easy-to-prepare foods for the weekends until school and access to the meal programs resume. At the end of each week, the food is packaged and distributed in discreet bags for the children to carry home. The schools have been chosen to be the distribution sites because of their relationship with the students, the confidentiality aspect, the ease of access, and the safe environment they provide.

In cooperation with the schools, Living Waters Christian Fellowship (Waverly), and Wright County Community Action, is continuing this program in conjunction with the start of the 2023-24 school year. At this time we are asking families with children in need, in Preschool through Grade 12, to please fill out the bottom part of this sheet and return it to the school office if you would be interested in participating in this program. All information will be kept confidential at the school.

(cut here)

Please fill out and return this section to your school office if you are interested in participating in this program.

ONE FORM PER FAMILY PLEASE.

Family Name: _____

Number of children in your household in Preschool through Grade 12 for the 2023-24 school year?

(Please specify number of children by school)

Humphrey _____ **Winsted** _____ **Middle School** _____ **High School** _____ **MAWSECO** _____

Parent's signature: _____ **Date:** _____



Annual Notification of Rights: Protection and Privacy of Educational Rights

Pursuant to the requirements of ISD #2687 Howard Lake-Waverly-Winsted School District's Policy regarding educational data privacy, the following constitutes the School District's annual notification to parents and students regarding data privacy practices of the School District.

The School District has adopted a Data Privacy and Student Records Policy incorporating state and federal requirements as to data privacy rights. In summary, the policy provides:

A. Privacy Rights

Educational records which identify, or could be used to identify, a student other than directory information, may not be released to a member of the public without the written permission of the student's parents or guardians, or the student, if he or she is age 18 or attends a post-secondary institution ("eligible student"), unless permitted by state or federal law.

B. Directory Information

Directory information includes a student's picture, parents' name, student's name, address, telephone number, 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, grade levels completed, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information. Directory information may be released to the public without prior parent or eligible student consent unless the parent or eligible student has objected in writing to the release of one or more categories of such information. Directory information does not include identifying data which references religion, race, color, social position or nationality. Directory information also does not include a student's social security number or a student's identification number ("ID") if the ID may be used to access education records without use of one or more factors that authenticate the student's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user. A parent of a student or an eligible student in the District may refuse to permit the release of any or all categories of directory information by contacting the building principal in which said student attends and completing the form Non-release of Information (please contact school secretary for a non-release of information form). This objection must be given to the District within thirty (30) days of this publication notice. Data collected from non-public school students, other than those who receive shared time educational services, shall not be designated as directory information unless written consent is given by the student's parent or guardian.

C. Inspection of Records

Parents of a student or an eligible student may request to inspect and review any of the student's educational records except those which are, by state or federal law, made confidential or are otherwise private with respect to another individual. A written request should be submitted to the building principal designating those records requested to be reviewed. The School District will comply with the request immediately if possible and if not, within ten days, exclusive of weekends and holidays. Copies of records may be obtained at the actual cost of reproduction or as set forth in School District policies and procedures.

D. Challenge to Accuracy of Records

A parent or eligible student who believes that specific information in the student's educational records is inaccurate, misleading, incomplete or violates the privacy of the student, may request that the School District amend or correct the record in question. A request shall be in writing, directed to the Superintendent and shall identify the information that is requested to be changed and, the reason for the request.

If the Superintendent, within a period of thirty (30) days, declines to amend the record as requested, the parent or eligible student will be advised in writing of their right to request and obtain a hearing.

If either the Superintendent or Commissioner determines that the record in question is inaccurate, misleading, incomplete or violates the privacy rights of the student, the record will be amended and the parents or eligible student will be notified. Data in dispute will be disclosed only if the statement of disagreement of the parent or eligible student is included with the disputed data.

E. Transfer of Records to Other Schools

ISD #2687 Howard Lake-Waverly-Winsted forwards educational records of students to other schools, school districts and post-secondary educational institutions in which a student seeks or intends to enroll or is already enrolled upon request of that school or school district as long as the disclosure is for the purposes related to the student's enrollment. A parent or eligible student may request and receive a copy of the records which are transferred and may, pursuant to the policy, challenge the accuracy of the records. The District does not, however, individually notify parents or eligible students prior to such transfer. Educational records may include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 7165 of the Federal No Child Left Behind Act and data regarding a student's history of violent behavior and any disposition order which adjudicates the student as delinquent for committing an illegal act on School District property and certain other illegal acts.

Annual Notification of Rights: Protection and Privacy of Educational Rights (continued)

F. Data Sharing Within the School District

The School District may disclose education records to other school officials within the School District if the School District has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the School District has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

G. Release of Data to Military Recruiters

Pursuant to applicable law, the School District gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The School District must release the names, addresses, home telephone numbers, and dates of birth of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers and post-secondary educational institutions without prior consent.

In order to refuse the release of this information without prior consent, the parent or eligible student must make a written request to the building principal by October 1 of each year. This written request must include the following information:

- (1) Name of student and parent, as appropriate;
- (2) Home address;
- (3) Student's grade level;
- (4) School presently attended by student;
- (5) Parent's legal relationship to student, if applicable;
- (6) Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions without prior consent; and
- (7) Specific category or categories of directory information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.

Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the School District's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the directory information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the School District that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

H. Data Collection Rights

A parent or eligible student, when asked to supply private or confidential data, shall be informed of:

- a. The purpose and intended use of the requested data;
- b. Whether he/she may refuse or is legally required to supply the requested data;
- c. Any known consequence arising from his/her supplying or refusing to supply the data;
- d. The identity of the persons or entities authorized by state or federal law to receive the data.



I. Complaints for Non-Compliance

Parents and eligible students may submit written complaints of violation of rights accorded them by the Family Education Rights and Privacy Act to the Family Education Rights and Privacy Act Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20201. Requests for copies of the School District's Data Privacy and Student Records Policy and questions should be addressed to:

Superintendent of Schools, ISD #2687 Howard Lake-Waverly-Winsted, PO Box 708, Howard Lake, MN 55349.

2023-2024 Indoor Air Quality Notification

The Howard Lake-Waverly-Winsted School District has adopted an Indoor Air Quality Management Plan. This plan will be used by the School District to identify and implement the District's commitment to the best indoor air quality for the student, parents, and staff. The plan contains maintenance procedures, building surveys, IAQ policies, and procedures for handling indoor air quality concerns and complaints. If you would like to view the Indoor Air Quality Management Plan or if you have any questions or concerns regarding indoor air quality at any of the districts buildings, please contact the districts Indoor Air Quality Coordinator Joe McKee at 612-456-9671.

Allergy Alert

Based on studies in the United States approximately 1 out of 125 children has a peanut allergy. Allergies to peanuts, shellfish, and eggs, along with other allergies have increased in the last decade. Therefore, it seems that it is likely that we will have students with food allergies in our school system. A table will be set aside for students with peanut and other food allergies as needed. Our goal is to keep all students safe!

Testing for Lead in Drinking Water

MN Schools are required to start testing all drinking water sources in their facilities for the presence of lead. In 2015, ALL HLWW sites were tested for lead in drinking water. As part of a five-year process beginning in 2018, HLWW tested its five sites (High School, Middle School, Humphrey Elementary, Winsted Elementary, MAWSECO facility) on a rotating basis.

The results of these tests will be kept on file at the HLWW District Office. If you would like to review the results of these tests, please contact Buildings and Grounds Director Joe McKee at 612-456-9671.

2023-2024 Pesticide Notification

A Minnesota state law requires that schools inform parents and guardians if they apply certain pesticides on school property. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. The HLWW School District does not apply pesticides on school property unless all other measures have failed to control the problem. In the event that insect control sprays and dusts need to be applied, it will only be done when students are absent from the area, and will be out of the area until any spray and any odor has dissipated. If you would like to be notified prior to a chemical application, please contact Buildings and Grounds Director Joe McKee at the district office 320-543-4646.

2023-2024 Asbestos Notification

HLWW Public Schools has a stringent inspection and management program for all asbestos containing building materials. As a matter of policy, the District will maintain a safe and healthful environment for our community's youth and employees. The HLWW High School/Middle School and the MAWSECO buildings were built without specifying asbestos containing material. All accessible asbestos containing building materials were removed prior to the remodeling of Winsted Elementary and Humphrey Elementary Schools. A copy of the asbestos management plan is available for review in the district office. The district will charge reasonable costs to make copies of the management plan. Questions related to the plan should be directed to Wayne Warzecha at 320-293-0397.

School Messenger

Keeping parents informed is a top priority at Howard Lake-Waverly-Winsted School District. That is why we have adopted a notification system which will allow us to send a telephone or email message to all parents/guardians providing important information about school closings, school events or emergencies. We anticipate using the service to notify you about parent/teacher conferences, report card distribution, open houses, and much more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately.

We have the ability to send out text messages to your mobile phone with important events, school closings, safety alerts, and more. All you need to do to participate in this free service is to Text "Y" or "Yes" to **67587**

You can opt-out of these messages at any time by replying to a message with "**Stop**".

If you have any questions please contact Mr. Eldred, Director of Technology, at teldred@hlww.k12.mn.us

In the unlikely event your check is returned due to NSF or a closed bank account, your check may be collected electronically along with the state allowed fee. Your check is welcome as payment. Our School District has established the following policy for accepting checks and collecting bad checks: for a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. When paying by check you authorize the recovery of unpaid checks and the recovery of the state allowed fee by means of electronic re-presentment or by paper draft.

Notice of Program Accessibility for Persons with Disabilities

All programs or activities offered by the Howard Lake-Waverly-Winsted School District, when viewed in their entirety, shall be readily accessible to individuals with disabilities. Information relating to the existence, location or relocation of services, activities, and facilities that are accessible to and usable by individuals with disabilities can be obtained upon request. Services, activities, and facilities are relocatable, but only as required by law. Please contact the School District's Superintendent at: Superintendent Nate Walbruch, Howard Lake-Waverly-Winsted School District, 8700 County Road 6 SW, PO Box 708, Howard Lake, MN 55349, Telephone number (320) 543-4646.

Interested persons, who need auxiliary aids and/or services for effective communication in programs or activities, including persons with impaired vision or hearing, are invited to make their needs and preferences known to the School District's Superintendent. Disabled individuals who need auxiliary aids and/or services to attend a meeting or function at school should make a request for reasonable accommodations within a reasonable time before the date of the event or function.

Wellness Policy

The Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265), passed by the U.S. Congress and signed into law by the President, established a new provision requiring districts/schools participating in the federally funded school meal programs to develop and implement a local wellness policy by the beginning of the 2006 school year.

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy, and implementation status. The District will make this information available via the district website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the Superintendent or designee, leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee. If you would like to review the policy or connected materials, they can be found on our school district website at www.hlww.k12.mn.us under the policy section - Policy #533 or you can contact HLWW District Counselor Jane Ludwig at the 320-543-4600 X4307, if you have further questions.

Employment and Services Criminal History Background Checks

The School District has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the School District shall seek criminal history background checks for all applicants who receive an offer of employment with the School District. The School District also shall seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the School District, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The School District may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Title I

As part of the federal compliance guidelines for schools receiving Title I funding, parents of each student attending a school receiving Title I funds may request information regarding the professional qualifications of the students' classroom teachers.

Humphrey and Winsted Elementary receive Title I funding within the HLWW School District.

Initial information regarding your child's teacher can be found via the MDE website:
<http://www.education.state.mn.us/mde/index.html> under the upper tab "Educator Excellence." Select "Licensing" within the drop down menu, then click the link "Teacher Licensure Lookup" in the center of the page. Enter the teacher's first and last name to find out more about his/her current licensure status. Information can also be requested by contacting Jennifer Olson, Elementary Principal, at either of the two elementary buildings (Humphrey Elementary—320-543-4680, or Winsted Elementary—320-543-4690).

Emergency School Closings

School closings, due to severe weather and other emergency reasons, will be announced over the following radio stations: KRWC (1360 AM), WCCO (830 AM), KDUZ (1260 AM), KARP (106.9 FM), and on the following TV stations: WCCO (channel 4), KSTP (channel 5), FOX9-KMSP (channel 9) and KARE (channel 11).

Generally, school will be in session if it is felt that the busses can make their routes. However, when weather conditions are questionable, the road conditions are checked and a determination is made on whether or not to start late, close, or dismiss school early. Even if school is in session, parents are asked to assess their particular situation to determine whether or not it is safe for their students to attend school on a particular day. We have a notification service which will allow us to send a telephone message to all parents/guardians providing important information about school closings, school events, or emergencies. E-Learning Days may also be used in lieu of a school closure due to weather.

NOTE: Please update your child's emergency contact information at open house.

Radon Testing

HLWW Public Schools conducted radon testing of all its facilities (High School, Middle School, Winsted Elementary, Humphrey Elementary, and MAWSECO) from 2018-2021. All results were well below the allowable levels of radon as advised by the Minnesota Department of Health (MDH), and no mitigation measures needed to be taken.

The results of these tests are on file at the District Office.

Unless the District has a future construction project, it will no longer test for radon, unless advised or required under the guidance of MDH.

2023-24 MN Student Privacy Law for Digital Tools:

Howard Lake-Waverly-Winsted Public School uses a variety of digital tools to support student learning. Technology vendors and software is utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world.

We have an inventory of our curriculum, testing, and assessment tools posted <https://www.hlww.k12.mn.us/page/4356> and include an outline of the student data elements within each tool. This list is maintained and communicated annually to all families at the start of the school year.

Please reach out to Travis Eldred, HLWW Technology Director, for additional questions regarding specific digital tools used in classrooms.

Human Rights Notice

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a student, teacher, administrator or other school personnel should report the alleged acts immediately to the appropriate school district official designated by this policy.

The school district encourages the reporting party or complainant to use the report form available from the principal of each building, but oral reports shall be considered complaints, as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

District Human Rights Officer: Superintendent Nate Walbruch
Phone: 320-543-4646, ext. 4620; PO Box 708 Howard Lake, MN 55349

Bullying Prohibition Policy

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

If you would like a copy of HLWW's Bully Prohibition Policy #514, please see our school website at www.hlww.k12.mn.us or contact the building principal for a copy.

Notice of World's Best Workforce

On our website you will find information on The World's Best Workforce Plan (state statute, section 120B.11), under District Information, Annual Reports (<http://www.hlww.k12.mn.us/annual-reports>).

The WBWF plan is a comprehensive long-term strategic plan to support and improve teaching and learning with the ultimate goal of creating the world's best workforce. It is intended to serve as a foundational document that aligns educational initiatives that serve students Pre-K through high school.

You will also find information about the District's literacy plan, annual budget report, SAR report, and bullying prohibition information on this page.

American Indian Parent Advisory

The American Indian Parent Committee (AIPAC) serves as an advisory to help ensure that American Indian students are receiving culturally relevant and equitable educational opportunities. AIPAC is critical to the achievement and success of American Indian students at HLWW and offers a valuable opportunity to strengthen district and parent partnerships. AIPAC meets 3 times per year.

AIPAC must be comprised primarily of parents of American Indian students within the district. American Indian secondary students and American Indian district staff are also eligible to serve on the committee, as are American Indian community members. While non-Native district staff may participate in the AIPAC meetings, they are not official committee members, and should not outnumber committee members at meetings.

Prior to March 1 of each year, AIPAC meets to discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students. If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence.

HLWW AIPAC always welcomes American Indian parents, students and staff to join. Please reach out to Kelli Westling with questions or if wishing to join. kwestling@hlww.k12.mn.us



HLWW Public Schools

2023-2024

Academic Year Calendar

FINAL

Key

No School	2HR Late Start/Early Release
Workshop (no students)	Comp Day (no students/staff)
No School Elm Only & 2hr late start 5-12	

August/September						
Su	M	Tu	W	Th	F	Sa
20	21	22	23	24	25	26
27	28	29	30	31	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

Events/Holidays	
8/24	New Teacher Workshop
9/4	Labor Day
9/5	First Day of School
10/19 & 20	Fall Holiday
11/23-24	Thanksgiving Break
12/25 -1/1	Winter Break
1/15	Martin Luther King Day
2/9	No School Elem Only-PT Conf
2/19	Presidents' Day
3/25-3/29	Spring Break
5/27	Memorial Day
5/31	Last Day of School-early release
6/2	Graduation
6/3	Last Day for Staff

October 23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Approved 1-23-2023

November 23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

updated/Approved 7-10-2023

December 23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 24						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Open Houses	
8/30	Middle School - 4:30-7:30 p.m.
8/30	High School - 5:00-7:00 p.m.
9/5 & 9/6	K-4 Open House will be held during individual Welcome Back Day Sessions

Parent/Teacher Conferences	
Elementary Schools	- Nov 16 & 20 - 4-8pm; Feb 8 - 4-8pm; Feb 9 - 7:30am-1:30pm
Middle School	- October 9 - 4:00-7:00 p.m.; February 22 & 26 - 3:00-8:00 p.m.
High School	- October 9, December 18, February 26 - 4:00-7:00 p.m.
End of Quarters/Semesters	
Mid-Quarter Dates	- Oct 3; Dec 11; Feb 21; April 30
End of Quarters/Semesters	- Nov 3; Jan 19; Mar 21; May 31
	Elem/MS/HS
	Elem/MS/HS

HLWW Public Schools may use E-Learning Day plans for weather related closures. State Law allows for 5 E-Learning Days in a school year.



**Wright County
Attorney**

Brian A. Lutes

Justice Center
3700 Braddock Ave. NE
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Buffalo, MN 55313

Ph: (763) 682-7340
Fax: (763) 682-7700

www.co.wright.mn.us

July 14, 2023

Dear Parents:

As we approach a new school year, I am once again asking everyone (parents, guardians, schools, teachers, social workers) for their support and assistance in reducing truancy. The last few years with COVID-19, distance learning and transitions back to in-person education have presented many challenges for our school districts, families, and students causing escalated truancy rates. Prior to the problems associated with COVID-19, we have all made a concerted effort, over the last several years, to reduce truancy and were making progress. Your support and assistance in reducing the truancy rate was greatly appreciated. It was truly a team effort. As we return to a normal learning model, let's continue working together to get our children in school and reduce truancy.

I believe all children deserve a solid education to prepare them for the challenges of today's world. Likewise, I firmly believe parents want their children to receive the best possible education. Unfortunately, truancy deprives many children of their chance to obtain an education. If this letter does not pertain to you, I apologize. However, from my perspective the issue of truancy is important enough that I wanted to share with you some of my thoughts and concerns.

As the Wright County Attorney, I have supported open communication with our schools and have given many talks to various schools regarding the criminal justice system, the opportunities our great country offers, what it takes to be a good citizen, and the need for an education. I also believe that to the best of our collective ability our children need to get an education without fearing drugs or violence. That is why I choose to sit on a number of Safe School Committees throughout the County. One of the issues raised in those committees is truancy. I have made the truancy issue a priority within my office. Ten years ago, my office participated in creating a truancy program by collaborating with schools, Social Services, Court Services, and the Courts to assist families facing truancy issues. The goal of the truancy program is to help families facilitate successful completion of their child's education. The program has been a success. Over $\frac{3}{4}$ of all families referred to the program in the last several years, excluding the difficult last couple of years, have been able to correct the truancy problem before Court involvement.

In the State of Minnesota, all children should attend school until the age of 18 and **must** attend school until the age of 17. *Minn. Stat. §120A.22, Subd. 8. Continuing Truant ...*means a child who is under 17 years who is absent from attendance at school without lawful excuse for three days if the child is in elementary school or for three or more class periods on three days if the child is in middle school, junior high or high school. *Minn. Stat. §260A.02, Subd. 3. Habitual truant ...*means a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high or high school and who has not lawfully withdrawn from school. *Minn. Stat. §260C.007, Subd. 19.* Children who are truant can end up before a judge on a CHIPS (Children in Need of Protection or Services) Petition. It is the hope that through the truancy program, families who have a concern over truancy can be provided help to address the problem before a petition is filed.

There are many reasons why a child does not attend school: illness, family emergency, mental health issues, funeral, religious holiday, bullying at school, parent forgot to wake their child, parent did not know school schedule, child missed the bus and there was no back-up plan for

transportation, child overslept, lack of awareness of the importance of an education, child didn't feel like going to school, child was sleepy, child thinks school is boring, and the parents did not understand their child's school attendance policy. Some of the above reasons are considered lawful excuses but many of the above are considered unlawful excuses.

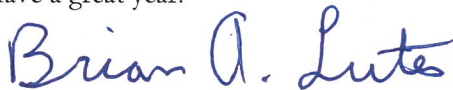
The following are some tips for improving school attendance:

- Make your child's education a family priority.
- Tell your child how important his or her education is to them and you.
- Insist that your child attend school and do homework.
- Understand your child's school attendance policy.
- Make sure your child obeys curfew laws and gets plenty of sleep at night.
- Buy your child an alarm clock.
- Praise your child's effort.
- If possible, help with his or her homework.
- Do not enable your child by calling the school to cover illegal absences.
- If your child does not want to attend school, find out why. Talk to your child and listen for an answer. If there is a problem, try to solve it together.
- If your child refuses to go to school, do not be afraid to ask for help. Talk to school staff to find out if your child has a problem and what resources are available to you.
- Advocate for your child in the school system.

Regular school attendance is one of the most reliable predictors of academic achievement. Research shows that children who do not attend school do not learn at the same rate as children who do attend school. Also, in law enforcement circles, truancy is widely regarded as a gateway to crime. Research confirms that missing school is a key factor in predicting future delinquency and criminal behavior. Keeping children in school does not only promote educational success but is also a key crime prevention strategy.

Let us work together to reduce the truancy rate in Wright County. We owe it to our children. I ask for your help. I ask for your support. I thank you for your time and effort.

It is my sincere wish that our children's 2023-2024 school year is safe, productive and enjoyable.
Have a great year!



Brian A. Lutes
County Attorney



Wright County Attorney

Brian A. Lutes

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Suite 2100
Buffalo, MN 55313

Ph: (763) 682-7340
Fax: (763) 682-7700

www.co.wright.mn.us

July 14, 2023

Dear Parents:

In 2007, the Wright County Attorney's Office participated in creating the Truancy Program by collaborating with Wright County schools, Social Services, Court Services and the Courts to assist families facing truancy issues. The goal of the Truancy Program is to help families facilitate successful completion of their children's education. The program has been a success, reducing the amount of truancy cases filed with the Court in Wright County by 75%, with the exception of the last few years, due to challenges presented by COVID-19 and distance learning.

If your child has been identified by his or her school as a truant, you will be asked to participate in the Wright County Truancy Program. This program is designed to present information to parents and children about the effects of truancy on the child's future, what can happen if the child remains truant and services that can be offered to help ensure that your child gets the education he or she deserves.

The Wright County Truancy Program is held at the Wright County Justice Center and generally occurs at 5:00 p.m. on the last Monday of the month from September to June, excluding holidays. If your son or daughter has been identified as a truant, you will receive an invitation to meet with representatives of the County during one of these meetings.

In the State of Minnesota, all children should attend school until the age of 18 and **must** attend school until the age of 17. Minn. Stat. §120A.22, subd. 8. **Continuing Truant** means a child who is under 17 years old who is absent from attendance at school without lawful excuse for three days if the child is in elementary school or for three or more class periods on three days if the child is in middle school, junior high or high school. Minn. Stat. §260A.02, subd. 3. **Habitual Truant** means a child under the age of 17 years old who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high or high school, or the above or the child is 17 years old and has not lawfully withdrawn from school. Minn. Stat. §260C.007, subd. 19.

It is important to understand that a CHIPS (Child in Need of Protective Services) Truancy Petition may be filed after the meeting if your child continues to be absent from school without lawful excuse. If you have any questions about your child's attendance, please contact your child's school.

Let us work together to reduce the truancy rate in Wright County. We owe it to our children. I ask for your help. I ask for your support. I thank you for your time and effort.

Sincerely,

Brian A. Lutes
Wright County Attorney



Howard Lake - Waverly - Winsted Schools ParentVue Information



Independent School District 2687

Howard Lake-Waverly-Winsted School District provides parent access through ParentVue to further promote educational excellence and to enhance communications. ParentVue provides parents with an opportunity to review their student's grades, assignments, schedule, attendance, health emergency information and much more.

If you DO NOT have a ParentVue account, you can create a ParentVue account by:

- Sending an email to parentvue@hlww.k12.mn.us
- Include the following information about your child:
 - First and last name
 - Grade level
 - School currently attending

You will receive a confirmation email with your login information.

The user manual is located at:

<http://hlww.k12.mn.us/parentvue-and-studentvue-information>

If you have any questions or need help regarding ParentVue, please contact Travis Eldred at teldred@hlww.k12.mn.us or 320-543-4610

Parents and Guardians

You can take advantage of our Text Messaging Service

Our school utilizes the SchoolMessenger system to deliver text messages, straight to your mobile phone with important information about events, school closings, safety alerts and more.

You can participate in this free service* just by sending a text message of “Y” or “Yes” to our school’s short code number, **67587**.

You can also opt out of these messages at any time by simply replying to one of our messages with “**Stop**”.

SchoolMessenger is compliant with the Student Privacy Pledge™, so you can rest assured that your information is safe and will never be given or sold to anyone.



**Opt-In from
your mobile
phone now!**



**Just send
“Y” or “Yes”
to 67587**

i [Information on SMS text messaging and Short Codes:](#)

SMS stands for Short Message Service and is commonly referred to as a “text message”. Most cell phones support this type of text messaging. Our notification provider, SchoolMessenger, uses a true SMS protocol developed by the telecommunications industry specifically for mass text messaging, referred to as “short code” texting. This method is fast, secure and highly reliable because it is strictly regulated by the wireless carriers and only allows access to approved providers. If you’ve ever sent a text vote for a TV show to a number like 46999, you have used short code texting.

STEPHANIE KUEHN
High School Principal
320-543-4600

RACHEL BENDER
Community Ed Director
320-543-4670

“Committed to Education Excellence”
Independent School District No. 2687
Nate Walbruch, Superintendent
PO Box 708
Howard Lake MN 55349
Phone 320-543-4646 Fax 320-543-4630
www.hlww.k12.mn.us

DISTRICT WIDE PHONE: 320-543-3900

JENNIFER OLSON
Elementary Principal
Humphrey: 320-543-4680
Winsted: 320-543-4690

JIM SCHIMELPFENIG
Middle School Principal
320-543-4660

August 1, 2023

HLWW Schools have a long tradition of volunteerism from parents and community members. The help and support given to our district is tremendous and goes a long way towards providing a great experience for our students!

Our volunteer information and documents can be found on our website (www.hlww.k12.mn.us) under the District tab, and volunteer section.

We want you to volunteer! We ask our volunteers to complete a couple easy steps before sharing their time with us:

- 1) Review the “Volunteer Slide Show”
- 2) Review the “Volunteer BBP (Bloodborne Pathogen) Handout”
- 3) Review the “Bullying Policy Info for Volunteers”
- 4) Complete the “Volunteer & Background Check Signup Form”

By completing this form, you are consenting to a background check that will be conducted by HLWW Schools

Please allow 5 - 10 business days for forms to be processed. You will be notified by the building secretary once your status as a volunteer has been approved.

Thank you for your interest in supporting our schools! We look forward to seeing you!



Nate Walbruch
Superintendent
HLWW Schools

Serving the communities of:
Howard Lake, Waverly, and Winsted



Volunteers & Bloodborne Pathogens



Dear volunteers,

Thank you for sharing your time with the students and staff of ISD 2687. We welcome you and wish you a great experience!

Scraped knees, minor cuts and nosebleeds are a common occurrence in a population of young adults and children. It is important to be aware of bloodborne pathogens in these scenarios.

What is a bloodborne pathogen?

- Bloodborne pathogens are microscopic organisms in an infected person's blood. Diseases such as HIV/AIDS, hepatitis B, and hepatitis C are most commonly spread.

How could bloodborne pathogens spread at school?

- Bloodborne pathogens are spread through contact with infected blood.
- If blood is visible, bloodborne pathogens may also be found in body fluids such as nasal secretions, spit, vomit, urine or feces.
- The infection can enter your body through the eyes, mouth, nose or broken skin.

How do I protect myself from potential bloodborne pathogens?

- Treat all blood as if it contains bloodborne pathogens.
- Wash your hands with soap and water for at least 15 seconds if you suspect contact with blood or body fluids containing blood.
- Wait for a trained staff member with gloves to provide first aid. If a student is injured and bleeding, instruct them to hold pressure to the site independently.

What should I do if I suspect I was potentially exposed to a bloodborne pathogen?

- Contact the supervising staff member, health office staff member or the district licensed school nurse *immediately* if you suspect you were potentially exposed to bloodborne pathogens. Health office staff will provide first aid and further instructions.

Morgan Johnson, RN, District Licensed School Nurse

Cell: 763-290-3889

Email: morgan.johnson@hlww.k12.mn.us





Update from Food Service

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.

***You are able to apply for free/reduced meals online by logging in to your online food service account. Click on the blue "Apply for Free/Reduced Benefits" box on the home page. A link to the free/reduced meal application can be found online within the back to school information as well. If you would like to request a paper copy please contact the district office at 320-543-4646 and one can be mailed to you. They will also be available at each open house.*

If you would like to access your account online, please visit our website:

<https://hlww.k12.mn.us/food/>

FIRST TIME USERS WILL NEED A KEY CODE
(Please contact Stacy Thomas or Michelle Johnson)

Schools are not required to provide second meals, second entrees, or other a la carte items if a student does not have the funds available to pay for the item(s). We will continue to offer extra milk, extra entrees and other a la carte items at the following costs:

Additional milk 50 cents (all grades)

Additional entrée \$2.00 (available to grades 5-12 only)

Additional meal (student) \$5.00

Additional a la carte items are marked with pricing (available to grades 5-12 only)

Adult meal \$5.00

- **Students must have sufficient funds in their account or pay cash for a la carte items.** The individual a la carte items are not included as part of the reimbursable meals. Restrictions may also be put on your student(s) account by calling 320-543-3900 x 4245.

- Barcodes will be used for all purchases as we still need to track the meals being served.

Please note: If you would like to join your student for lunch, please call ahead, and please have the correct change for the cashier as they will not be able to make change. Adult meals can be deducted from the family account if there are sufficient funds available.

Morning milk break

If your student is participating in morning milk break for grades 1-4 ***please issue a separate check or cash payment for this.*** This can be turned in to the elementary secretary. The food service department does not handle the milk break payments. If you have a Kindergarten student, morning milk is free as HLWW participates in the Minnesota Kindergarten Milk Program which is a reimbursable program offered by the state.

Lactose intolerance

For any student with lactose intolerance, the school will make available ***upon written request from a parent:***

- Lactose reduced milk
- Milk fortified with lactase in liquid, tablet, granular or other form or
- Milk to which lactobacillus acidophilus has been added

Low Balances (for a la carte purchases)

If you would like to receive low balance notifications via email, you may sign up to do so through the online payment system.

**When making payments, they are deposited to a family account that is shared by all students in that family.

We hope you all have a wonderful 2023-2024 school year. If you have any questions or concerns please call or email:

Michelle Johnson- Food Service Director
320-543-4615
E-mail: mjohnson@hlww.k12.mn.us

Stacy Thomas- Food Service Cashier
320-543-3900 x4245
E-mail: sthamas@hlww.k12.mn.us

Dear Parent/Guardian:

Our school offers healthy meals each day. Starting school year 2023-24, we are joining Minnesota's Free School Meals Program. All students can get one breakfast and one lunch free of charge each day at school. Although no application is required to receive this free meal benefit, filling out the Application for 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:

Michelle Johnson
PO Box 708
Howard Lake MN 55349

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 320-543-4615 or toll free 833-788-HLWW (4599)

Sincerely,

Michelle Johnson

Food Service Director

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: Michelle Johnson, PO Box 708 Howard Lake MN 55349**

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"/>

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: XXX-XX- 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)
List all Household members not listed in STEP 1 (including yourself) even if they do not receive income. Include children who are temporarily away at school or in college.

Gross Earnings from Working at Jobs				
Weekly	Bi-weekly	2x Month	Monthly	Report income before deductions or taxes in whole dollars (no cents).
<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"/>	\$

Are you Self-Employed or a Farmer?		
Monthly	Yearly	Net income from Farm or Self-Employment. Do not duplicate elsewhere.
<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	\$

Any Other Gross Income				
Weekly	Bi-weekly	2x Month	Monthly	SSI, Unemployment, Public Assistance, Child Support, and others on Page 2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$

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 give 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 _____

Do Not Fill Out: For School Office Use	X52	X26	X24	X12	X1	<input type="checkbox"/> Verified? Attach Tracker	No change	Free After Verified	Reduced After Verified	Denied After Verified
Conversions to Annualize All Income:							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Total Income (Include child and adult income)	Weekly	Bi-weekly	2X Month	Monthly	Annualize	Household Size:	Categorical Eligibility	Free	Reduced	Denied
\$	<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"/>
Determining Official Signature:							Date:			
Confirming Official Signature:							Date:			

OPTIONAL: Children’s Racial and Ethnic Identities

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

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

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

INSTRUCTIONS: Sources of Income

Sources of Income for Children

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

Sources of Income for Adults

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

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

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

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

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, 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; or
- fax:** (833) 256-1665 or (202) 690-7442; or
- email:** program.intake@usda.gov

This institution is an equal opportunity provider.



2023-2024

*4.0 School Services- I.S.D. #2687
Howard Lake-Waverly-Winsted*

Bus Routes Shuttles and Transfers Transportation Rules

School Starts September 5, 2023

PROTECT OUR CHILDREN
Know and Obey School Bus Laws

- **Flashing Amber Lights** are a pre-warning that
The bus is preparing to stop.
- **Flashing Red Lights** and extended stop arm
means that the bus is stopped to either load or
unload school children.
- Coming from either direction **you must stop**
when you see signals displayed.
- Stop at least 20 feet from the bus.



HLWW Bus Garage	320-543-4650
HLWW Main Number	320-543-3900
HLWW District Office	320-543-4646
HLWW High School Office	320-543-4600
HLWW Middle School Office	320-543-4660
Humphrey Elementary Office.....	320-543-4680
Winsted Elementary Office.....	320-543-4690
HLWW Community Education Office	320-543-4670

BUS ROUTE ASSIGNMENTS

If you would like to contact your bus driver please call the HLWW bus garage at 320-543-4650.

Regular Route Bus & Preschool Bus

- #1 Marie Pacheco
- #2 Kristin Sanderson (PRESCHOOL)
- #3 Dave Kelly
- #4 Kari Berg (PRESCHOOL)
- #5 Char Hillmyer (PRESCHOOL)
- #6 Marlin Kottke
- #7 Marc Boon
- #8 Jami Berg (AM) (PM)
- #9 Dale Burau (AM) Sharon Kottke (PM)
- #10 David Abbott (HUMPHREY ONLY)
- #11 Tim Edmondson
- #12 Julie Larson
- #14 Dutch
- #15 Jody Kust (HUMPHREY ONLY)
- #16 Greg Lammers (WRIGHT TECH BUS ALSO)

Bus route assignments and/or bus numbers are subject to change.

The main objective of the 4.0 transportation system is to provide your children with a safe and comfortable bus ride. It is important that we have open communication between us, the school district, the driver and the parents.

Minnesota state law states that transportation by school bus is a privilege, not a right. Inappropriate or unsafe behavior could result in the loss of this privilege.

Trespass on a School Bus

There is a trespassing on school buses law that is in effect. Minnesota Statute 609.605, Subd4a. (C), "Trespass on school, A person who boards a school bus when the bus is in on its route or otherwise in operation, or while it has pupils on it, and who refuses to leave the bus on demand of the bus operator, is guilty of a misdemeanor." Please be aware that the driver is in charge of the bus. If they ask you to get off – please follow their directions. If you do not, it is considered a misdemeanor.

Consequences for school bus/bus stops misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation director. Serious misconduct may be reported to local law enforcement.

Please note that all vehicles are equipped with video cameras and two-way radios, with base stations at HLWW High School, HLWW Middle School, Humphrey Elementary, Winsted Elementary, HLWW Community Education, HLWW District Office, and HLWW Bus Garage. We encourage you to contact us with questions or concerns by calling any of the numbers listed on the front page.

SHUTTLES AND TRANSFERS

AM Shuttles from the Hs/Ms-

Bus #1 & #2 - Winsted Elementary & Holy Trinity

Bus # 5 & #7 - Humphrey Elementary

Bus #6 - ALP and St. James

Elementary students attending school in Waverly or Winsted may switch to a different bus during their route. The bus will stop at the middle school/high school and will get on a different bus. Students who live in Waverly attending Humphrey Elementary will be picked up & dropped off by Bus # 15 or Bus #10 and go directly to and from Humphrey Elementary depending on pick up and drop off locations. Winsted Elementary students who live in town near Winsted Elementary will be picked up & dropped off by Bus #14 and go directly to and from depending on pick up and drop off locations. Refer to ParentVue for more details on bussing information.

SHUTTLES AND TRANSFERS

PM Shuttles to the Hs/Ms-

Bus #2 - From Winsted Elementary To HS/MS (Including LAKER CARE)

Bus #5- From Humphrey Elementary to HS/MS (Including LAKER CARE)

Bus #4 From Holy Trinity

Bus #7 from ALP

Bus #9 From St. James

IMPORTANT INFORMATION ON PICK-UPS AND DROP-OFFS*

There **will not** be any changes made to routes the first two weeks of school!

Wherever possible, bus stops will be combined to reduce the number of stops, and distance traveled, bus stops will be no more than ¼ mile from the end of the driveway.

Buses **will not** go up driveways to pick up or drop off students. Bus stops may not be visible from your home. Bus stops are collector points in the neighborhood and at generally located corners. If a parent/guardian is concerned about watching their child at the stop they will need to walk with them and supervise them at the bus stop. Daylight savings time/dark roads or cold weather **do not** determine stop changes.

Generally, we will not have buses travel into cul-de-sacs, private roads, dead-end streets or other areas where transportation is not able to safely and efficiently access. All students, regardless of age or grade, including preschools and daycares who reside in these types of areas, will need to walk or get a ride to the assigned bus stop.

All pick up and drop offs shall be consistent DAILY to eliminate the possibility of confusion on the part of all drivers, riders, school officials, and the transportation dept. There will only be one pick up/drop off per day. We will not be able to accommodate a weekly revolving schedule. Example: Every Monday will be the same pick up/drop off spots. We will not do any other Monday schedule. This includes children going to daycare. If a daycare provider is closed, it is the responsibility of the parent/guardian to make other arrangements to get your child to school.

****Bus drivers do NOT have the authority to make bus stop changes!**

Buses have a 5 minute window before and after scheduled time. Scheduled times are subject to change throughout the year with students being added to or taken off the bus. Students need to be outside waiting at their stop. Buses will stop at every stop but it is not the drivers responsibility to wait for anyone. If there is a sub driver, they are instructed by me to stop and proceed if no one is in sight. If it is cold or rainy weather it is the parent/guardian's responsibility to have children dressed appropriately.

A temporary/short-term reassignment of the designated bus stop may be approved if the request can be accommodated with another existing bus route and bus stop, provided there is available seating. This request must be submitted in writing to a building administrator or secretary and the transportation department 48 hours before the requested date of change.

Bussing information can be viewed on ParentVue. Under the Student info tab click on Additional Information.

All students in 11th and 12th grade are removed from transportation. If your child is in need of bussing, please contact the transportation department and we will assign them to a bus.

If you have any questions, please contact Nicole McKee at 320-543-4650 or by email at nicole@fourpointo.com

**** If your child is NOT riding the bus or if he/she needs to be picked up and/or dropped off at a DIFFERENT location other than the previous school year, please contact the HLWW bus garage. ****

SAFETY EQUIPMENT

All school buses operated by Howard Lake-Waverly-Winsted Schools are inspected annually and meet Minnesota and DOT standards plus carry additional equipment including video cameras, double crossover mirrors, lights on the stop arms and two-way radios.

PARENTS' ROLES

Each year we travel tens of thousands of miles transporting students to and from school and to school-related activities. Our goal is to accomplish this task safely and efficiently. Bus drivers have their hands full operating the bus safely with 70 or more children behind them. Safety awareness must begin at home.

- Stress the importance of remaining seated and quiet while the bus is moving. (Compare it to driving your car with several rambunctious, noisy youngsters jumping around in the back seat.) • Train your children not to automatically expect traffic to stop for the red flashing lights. Many motorists fail to see or simply ignore the warning lights. Look before you cross.
- Have your children dress properly for bad weather. Vehicles can be delayed under such conditions. Proper dress will keep them comfortable if a delay occurs. Bright colors will make them more easily seen as winter brings dark mornings and snow piles around bus stops.
- Establish a leave time to get to the bus stop. A few minutes early will assure them catching the bus and keeping it on schedule.



SAFETY TIPS

Waiting: Wait quietly away from traffic. Wait until the bus door opens. The bus could skid when stopping on the gravel or ice.

Loading: Quickly take your assigned seat and remain seated. A quick start may knock you down if you are not seated.

Unloading: Remain seated until the bus stops. Braking could cause falls and injuries. Move away from the bus quickly. There is a danger zone in front of and near the bus wheels. Wait for the driver's signal. The driver will signal when it is safe to cross. Students shall not board or exit the bus at any but their designated stop. We are responsible for your safe transportation to and from your stop.

Riding: A safe and more pleasurable ride can be accomplished with the full cooperation of students with the drivers. This includes a discipline policy which the School District has adopted to deal with behavioral problems.

The following steps are necessary for the driver to keep the bus safe, orderly, and clean: • Follow the driver's instructions - his/her full attention must be on driving safely.

- No throwing of anything.
- No abusive language, harassment or fighting.
- No food or drink on the bus.
- No pets or animals on the bus.
- No general abuse on the bus. Students will pay for vandalism.
- Overall avoid behavior that could cause discomfort to another student and/or the safe operation of the bus.
- Students who choose to disregard these safety rules will be given a Bus Report and dealt with by the administration.

Cellular Devices on Buses

- Cellular device usage by students while riding to and from school on the bus, or on the bus during school-sponsored activities is at the discretion of the bus driver and/or the student advisor/supervisor.
- Distracting behavior which creates an unsafe environment will not be tolerated.
- Cellular cameras and audio/video recorders may not be used on the bus.
- Keep light on low settings and absolutely no FLASH at any time is allowed while the bus is moving.



HOWARD LAKE-WAVERLY-WINSTED

Preschool Enrollment

Classes for 3, 4, and 5 year olds

Little Laker Learners

DISTRICT PRESCHOOL



Enrollment still open!

Limited spots available!

2 & 3-day AND AM & PM Options

Check out the back for more details about the classes offered.

Transportation options are available.

Locations:



Humphrey Elementary

803 Elm Ave, Waverly, MN



Winsted Elementary

431 4th St N, Winsted, MN

For More Information:



hlww.ce.eleyo.com



Learners

Humphrey Elementary, Waverly

3 & 4 year old classes:

Mondays and Wednesdays | 8:10-10:40am **FULL**
Tuesdays and Thursdays | 8:10-10:40am

4 & 5 year old classes:

Monday and Wednesdays | 8:10-10:40am **FULL**
Tuesdays and Thursdays | 12:10-2:40pm
Mondays, Wednesdays & Fridays | 8:10-10:40am **FULL**
*ADD-On Class: Friday | 8:10-10:40am

*This additional add-on class is available to 4 & 5 year olds who are enrolled in a 2-day/week class

Winsted Elementary

3 & 4 year old classes:

Mondays and Wednesdays | 8:10-10:40am
Tuesdays and Thursdays | 8:10-10:40am

4 & 5 year old classes:

Tuesdays and Thursdays | 12:10-2:40pm
Mondays, Wednesdays & Fridays | 8:10-10:40am **FULL**
*ADD-On Class: Friday | 8:10-10:40am

*This additional add-on class is available to 4 & 5 year olds who are enrolled in a 2-day/week class

For More Information:



hlww.ce.eleyo.com

Laker Care

Welcome Back School Days



Kindergarten - 4th Grade

Tuesday, September 5th

Wednesday, September 6th

Welcome Back Days are Tuesday, September 5th and Wednesday, September 6th. Are you trying to plan what your child will do when they are not in their welcome back session? Laker Care is available for your student. We are open 6:15am-5:45pm. Join us for a fun day of activities and time with friends! Games, crafts, free play, gym and outside activities.

Your student does not need to be a regular enrolled Laker Care attendee to join us for the Welcome Back days. You can sign up for one or both days! The fee for all day Laker Care is \$33 per child per day. Laker Care has a \$35 registration fee per child that is good for the school year session. Parents are responsible for transporting their children to and from the Laker Care location. Laker Care does provide a light breakfast and an afternoon snack. Please send a bag lunch with your child or they are able to use their lunch account to order a hot lunch.

Registration and Deadline

Registration can be done online. [Home - Howard Lake-Waverly-Winsted Community Education \(eleyo.com\)](http://hlww.ce.eleyo.com) (hlww.ce.eleyo.com) If you have not created an account yet that will be your first step. Once your account is created you will enroll in Laker Care. You can choose the drop in option and then pick your days you would like your student to attend. If you have any questions please contact Jenn Sawatzke with Laker Care.

Jenn - 320-543-4670 Ext 4339
Laker Care Cell Phone - 651-304-4268
Email - jsawatzke@hlww.k12.mn.us

Pre Laker Care

33months – 5 years not in Kindergarten

***Must be fully potty trained**

Our aim is to provide a program that will complement both the home and school experiences by providing a safe, caring, enriching and recreational environment for children enrolled. Our younger classroom aged 33 months – 5 years (not in kindergarten) work with a curriculum to provide an enriching learning experience for your children.

Location: HLWW Middle School Lower Level– 8700 County Rd. 6 SW Howard Lake

Meals: A light breakfast and afternoon snack are provided. Families will provide lunch or have the option to order from the school lunch program.

Registration Fee: \$35 Non-refundable due when submitting enrollment. Valid for the school year season. September 5th – May 31st

Preschool at Humphrey & Winsted Elementaries: Transportation will be provided to and from Humphrey and Winsted Elementaries and Laker Care so youth can attend Preschool if they are enrolled.

Preschool Enrollment Discount: Must be enrolled in Laker Care a minimum of 3 days to receive discount. \$8 discount for those enrolled in Preschool 3 days a week. \$6 discount for those enrolled in Preschool 2 days a week.

Fee Structure Based on Number of days enrolled per week.

Per Child Rate	2 days	3 days	4 days	5 days	Drop In
	\$39 per day	\$38.50 per day	\$38 per day	\$38 per day	\$44 per day

Registration: Our registrations are done online at hlww.ce.eleyo.com [Home - Howard Lake-Waverly-Winsted Community Education \(eleyo.com\)](http://Home - Howard Lake-Waverly-Winsted Community Education (eleyo.com)) First you will create an eleyo account and after your account has been created you will go to Laker Care and click on enroll now to start the process. You will answer a series of questions and once your contract is submitted and approved you will receive a confirmation email.

District Non School Days

Optional registration, requiring separate sign up. A decision to hold full day Laker Care on the non-school days will be based upon a minimum of enrollments. Parents are responsible for transporting their child to and from Laker Care and provide lunch and beverages for the day.

Closed Dates: Nov 22nd-Nov 24th Dec 25th-Jan. 1st Feb 19th May 27th

Any questions regarding Laker Care please contact - Jenn Sawatzke @ jsawatzke@hlww.k12.mn.us

320-543-4670 ext. 4339 or 651-304-4268

SA Laker Care - Kindergarten to 6th grade

Location: HLWW Middle School – 8700 County Rd. 6 SW Howard Lake

Meals: Afternoon Snack is provided after school. On Non-School days a light breakfast is provided as well.

Registration Fee: \$35 Non-refundable due when submitting enrollment. Valid for the school year season. September 5th – May 31st

Before School Care: The before school program for the 2023-2024 school year will be available from 6:15am-7:45am Monday-Friday. Transportation is provided from Laker Care to the schools in our District.

After School Care: The after-school program is provided from 2:45pm-5:45pm Monday through Friday for students from K-6. Transportation is provided from schools in our District to Laker Care. Laker Care staff will also help support transitions for their students enrolled that also enroll in community ed after school activities.

Fee Structure Based on Number of days enrolled per week – You can pick a combination of before and after school or just one or the other.

Per Child Rate	2-3 days	4 days	5 days	Drop In
Before School	\$10 per day	\$9.50 per day	\$9 per day	\$11 per day
After School	\$14 per day	\$13.50 per day	\$13 per day	\$18 per day

Flat Rates

	Non-School Day	2 Hour Late Start	Early Release
Price per day	\$33 per day	\$15 per day	\$18 per day

District Non School Days

Optional registration, requiring separate sign up. A decision to hold full day Laker Care on the non-school days will be based upon a minimum of enrollments. Parents are responsible for transporting their child to and from Laker Care and provide lunch and beverages for the day.

Closed Dates: Nov 22nd-Nov 24th Dec 25th-Jan. 1st Feb 19th May 27th

Registration: Our registrations are done online at hlww.ce.eleyo.com [Home - Howard Lake-Waverly-Winsted Community Education \(eleyo.com\)](#) First you will create an eleyo account and after your account has been created you will go to Laker Care and click on enroll now to start the process. You will answer a series of questions and once your contract is submitted and approved you will receive a confirmation email.

Any questions regarding Laker Care please contact - Jenn Sawatzke @ jsawatzke@hlww.k12.mn.us

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K-12 Education Subtraction and Credit

Income Tax Fact Sheet 8

Minnesota has two programs to help families pay expenses related to their child's kindergarten through 12th grade (K-12) education: the K-12 Education Subtraction and the K-12 Education Credit. Both programs lower the tax you must pay and may even provide a larger refund when you file your Minnesota income tax return.

The amount of your subtraction or credit is based on the actual qualifying expenses you paid during the year for your child's K-12 education - for which you have documentation - up to the maximum amount allowed.

Required Documentation

To claim either the subtraction or credit, you must have documentation (such as itemized receipts or invoices) to prove all specific qualifying expenses. Be sure to save your receipts and other documentation. The Minnesota Department of Revenue may ask you to provide these for review.

You may claim the subtraction and credit only to the extent of your actual expenses, and you cannot use the same expenses to claim both the subtraction and the credit.

We may require additional information, including the name of the organization or the qualified instructor to whom you paid fees for classroom or individual instruction.

Eligibility Requirements

To claim either the subtraction or credit, you must have paid qualifying expenses during the year to help your qualifying child's K-12 education. For details, see the "Qualifying Child" and "Qualifying Expenses" sections.

What is the subtraction and who qualifies?

If you purchased educational material or services for your child's K-12 education, you may be able to subtract your qualifying expenses from your taxable income (up to certain maximum amounts) when you file your Minnesota income tax return.

Unlike the K-12 Education Credit, there is no income limit to qualify for the K-12 Education Subtraction. Although you may qualify for the subtraction regardless of your filing status, your child must have attended a school located in Minnesota, Iowa, North Dakota, South Dakota, or Wisconsin.

What is the credit and who qualifies?

The education credit is a refundable credit that reduces your state income tax liability. If you qualify, you may claim a credit on your Minnesota income tax return equal to 75% of the qualifying expenses you paid during the year for your child's K-12 education, up to the maximum amounts.

For tax years 2022 and earlier you must use household income to see if you qualify for the K-12 Education Credit.

Generally, household income includes your Adjusted Gross Income (AGI) plus nontaxable income. To calculate household income, see the line instructions for Schedule M1ED, K-12 Education Credit.

To qualify for the education credit, your filing status must not be Married Filing Separately.

Additionally, your adjusted gross income must be below a certain limit for the year.

Income requirements. To qualify for the credit, your adjusted gross income must be under a certain limit based on the number of qualifying children you have in grades K-12 (see Qualifying child).

If your total number of qualifying children is:	Your household income limit is:
1 or 2	\$76,000
3	\$79,000
More than 3	\$79,000 plus \$3,000 for each additional child

Qualifying Child

A qualifying child must meet all of these requirements:

- Meet the definition of a qualifying child for the federal Earned Income Tax Credit
- Have been in grades K-12 during the year
- Have attended public or private school

Qualifying Expenses

In general, expenses that qualify for either the subtraction or the credit include:

- Instructor fees and tuition for classes or instruction taken **outside** the normal school day or school year, if the instructor is not the child's sibling, parent, or grandparent. Instruction must be a supplement to the regular school curriculum or instruction provided by the school.
- Purchases of required educational materials for use **during** the normal school day (the time that a student is attending school, whether in-person or online).
- Fees paid to others for transporting your child to and from school **for** the normal school day.
- Educational software and computer hardware for personal use in your home.

These expenses do not qualify for either the subtraction or the credit:

- Purchases of materials for use **outside** the normal school day
- Fees paid to others for transporting your child to and from activities **outside** the normal school day

For expenses to qualify as a subtraction, your child must have attended a school located in the five-state area of Minnesota, Iowa, North Dakota, South Dakota, or Wisconsin.

Qualifying expenses that apply only for the subtraction include private school tuition and tuition paid for college or summer school courses used to satisfy high school graduation requirements.

If you home school your child, see [Income Tax Fact Sheet 8a, Qualifying Home School Expenses for K-12 Education Subtraction and Credit](#), for more information about qualifying expenses.

Fees paid for instruction or tuition

Expenses that qualify for **either** the subtraction or the credit include fees and expenses paid for instruction or tuition taken **outside** the regular school day or school year for which your child is not required to attend, such as:

- The instructional portion of fees and tuition paid for your child's after-school instruction, if the after-school program or camp is both:
 - Through an enrichment (or fine and performing arts) program, academic summer camp, or other educational study
 - Taught or provided instruction is provided by a qualified instructor (see "Qualified instructor")
- Fees paid for individual instruction by a qualified instructor, such as tutoring and music lessons
- Instructor fees for a driver's education course if the school offers a class as part of the curriculum, regardless of where your child takes the class

Expenses that qualify for only the subtraction include fees and expenses paid for instruction or tuition taken during the regular school day or school year or for mandatory classes held outside the regular school day or school year, such as:

- Private school tuition
- Tuition paid for college courses that are used to satisfy high school graduation requirements
- Instructor fees for driver's education course if the school offers a class as part of the curriculum
- Fees paid for individual instruction by a qualified instructor

- Instructor fees and tuition paid for attending mandatory summer school

These expenses do not qualify for the credit or subtraction:

- Room and board
- Instructor fees paid for the teaching of religious beliefs
- Fees or tuition paid for programs not academic in nature, such as sport camps and martial arts programs

Qualified instructor

To be a qualified instructor, the person must meet one of these requirements:

- Be a Minnesota licensed teacher
- Be directly supervised by a Minnesota licensed teacher
- Have passed a teacher competency test
- Teach in an accredited private school
- Have at least a baccalaureate degree (the subject they teach does not have to be related to their academic training)
- Be a member of the Minnesota Music Teachers Association

A qualified instructor cannot be the child's sibling, parent or grandparent.

Required school materials

Generally, most expenses paid for required materials used for educational instruction during the regular school day or school year qualify. The materials must be used in teaching subjects normally taught in public schools in grades K-12.

Qualifying expenses include:

- Purchases of nonreligious textbooks
- Purchases of required educational material, such as paper, pens, pencils, notebooks, and rulers
- The purchase or rental fees of educational equipment, such as musical instruments and calculators
- Expenses paid for field trips, including entrance fees to exhibits

Be sure to keep your itemized cash register receipts and invoices as documentation.

Do not include:

- Cell phones
- Tissues
- School lunch, snacks, or treats
- School uniforms (including choir or band uniforms, dance costumes, and graduation robes)
- Clothing for school (except gym clothes that are required for class)
- Travel expenses, lodging, transportation (such as airline tickets), and meals for overnight class trips (only instructor fees paid for direct academic instruction is allowed)

For a more complete list of qualifying expenses and expenses that are not allowed, see "Expenses That Do Not Qualify" on our [Qualifying Expenses page](#).

Transportation costs paid to others

The only qualifying transportation expense is the amount you paid to others to transport your child to and from school or for field trips during the normal school day. To claim this expense as a subtraction or a credit, your child must have attended a school located in Minnesota, Iowa, North Dakota, South Dakota, or Wisconsin.

Examples of transportation costs that do not qualify include expenses and costs for:

- You or other members of your household to drive your child to school
- Transporting your child to or from day care
- Transporting your child to or from any program or camp that is not part of the normal school day
- Overnight class trips

Computer hardware and educational software

Personal computer hardware and educational software purchased during the year for use in your home qualifies, so long as it is not used in a trade or business. Examples of qualifying hardware can include a personal computer,

printer, monitor, CD-ROM drive, modem, additional hard drives, memory upgrades, or adaptive equipment for students with disabilities. Software must have a clear educational purpose. Computer games without educational value do not qualify.

Note: Monthly charges to a service provider for internet access do not qualify.

For limits to the computer expenses you may claim, see Limits to computer expenses.

Expense Examples

These common expenses may qualify for the education credit or subtraction.

Educational expenses	Credit	Subtraction	Neither
Private school tuition		X	
Tuition for college courses used to satisfy high school graduation		X	
Tutoring (led by a qualified instructor)	X	X	
Fees for after-school enrichment programs such as science exploration and study habits courses (taught by qualified instructors)	X	X	
Tuition for summer camps that are primarily academic in focus, such as language or fine arts camps (led by qualified instructors)	X	X	
Fees for all-day Kindergarten	X	X	
Music lessons (led by a qualified instructor)	X	X	
Instructor fees for a drivers education course (led by a qualified instructor) if the school offers a class as part of the curriculum	X	X	
Sports camps, lessons, or fees (sports include figure skating and gymnastics)			X
Nonreligious academic books and materials purchased for use during the regular public, private, or home school day	X	X	
Purchase of books and materials used for tutoring, enrichment, programs, or academic trips			X
Purchase or rental of musical instruments used for regular school music classes	X	X	
Fees paid to others for transportation to and from school, or for field trips	X	X	
Costs to transport your child to and from tutoring, enrichment programs, or camps that are not part of the school day			X
Travel expenses, lodging, and meals for overnight class trips			X
Home computer hardware and educational software	X	X	
Noneducational computer software			X

Claim the Expense in the Year of Payment

The year in which the payment was made determines when an expense qualifies. If the educational service or material was received in a year different than the year of payment, you may only claim the qualifying expense for the year in which the payment was made. This applies to both the subtraction and credit.

Determining year of payment for financed expenses

If you receive a loan from your local bank or use a third-party credit card to pay your qualifying expenses, your expenses are considered fully paid when you make the initial purchase.

The opposite is true if you purchased a qualifying expense on credit directly from a retailer (such as a non-third-party credit card). In this case, your purchase is not fully paid when you make the initial purchase. Rather, each payment you make to the retailer is considered a separate expense.

Example 1. Tammy bought a computer several years ago on credit using her personal credit card, and she's still making payments on this purchase. In this case, because her initial purchase was made several years ago, it does not qualify for a credit or subtraction on this year's income tax return.

Example 2. Charles received a loan from his local bank to pay educational expenses for his children. The expenses are considered to have been paid in the year they were made, regardless of when Charles paid back the loan.

Example 3. Last October, Don purchased a computer on credit directly from the computer store. He made two payments on this credit during the year. Don may only include the amounts of the two payments, up to the maximums allowed, as qualifying expenses.

Example 4. Rita's daughter took tutored classes in the fall, but she did not pay for the classes until January of the next year. For both the subtraction and credit, Rita's qualifying expenses must be claimed in the year in which the fee is paid, not when the class is taken.

Limits

Subtraction limits

You may subtract your actual qualifying educational expenses, up to a maximum of \$1,625 per qualifying child in grades K–6, and \$2,500 for a qualifying child in grades 7–12. In the case where a child went from 6th grade to 7th grade during the calendar year, the maximum for that child is \$2,500.

There is no family maximum subtraction, only a per-child maximum.

Credit limits

Your credit is limited to 75% of the qualifying expenses you paid during the year for your qualifying child's K–12 education, up to the maximum amounts. You may not use the remaining 25% of qualifying expenses to claim the subtraction.

The maximum credit you may claim is based on your adjusted gross income and number of qualifying children in grades K–12.

Your maximum credit limit is determined when you complete Schedule M1ED.

Limits to Computer Expenses

If you qualify and claim your computer-related expenses for both the subtraction and credit, you cannot claim more than your actual computer expenses or \$400, whichever is less. You may split qualifying computer expenses between the credit and subtraction up to your actual computer expenses, but the most you can claim for each is:

- \$200 of the expenses for the subtraction
- \$200 of the expenses for the credit (if you meet the income requirements)

How to claim

Education subtraction

To claim the education subtraction, determine the amount of your qualifying expenses and fill in the amount on the appropriate line of your Minnesota income tax return.

Your subtraction must be based on your actual expenses during the year for which you have proof to substantiate your claim, such as cash register receipts and invoices. You are not required to submit the documentation with your return, but you are required to show it if we request it.

Note: If you qualify for both the subtraction and credit, you should first determine your credit. Once you reach the credit limits, you may take the remaining balance of your qualifying expenses, if any, as a subtraction.

Education credit

To determine your education credit, complete [Schedule M1ED](#). Enter your credit amount on [Schedule M1REF](#).

Refundable Credits. Include both Schedule M1ED and Schedule M1REF when you file your Minnesota income tax return.

If your credit is limited by the maximum amounts, you can then use the remaining qualifying expenses to claim the subtraction, up to the limits. You cannot claim both the subtraction and credit using the same expenses. Even though your credit is limited to 75% of your qualifying expenses, you cannot claim the remaining 25% as a subtraction.

Penalty for Fraudulently Claiming a Refund

If you file a return that fraudulently claims a credit or refund, including the K-12 Education Credit, we will assess you a penalty of 50% of the fraudulently claimed refund.

Questions You May Have

I home school my child. Am I eligible to claim the subtraction and credit?

Yes. If your qualifying child is in kindergarten through 12th grade, it does not matter if they are attending a public, private, parochial, or home school. You may claim your qualifying expenses. As a home school, you must annually report information regarding your program with your local public school district, and your program must meet the reporting requirements of Minnesota's compulsory attendance laws.

For more information about qualifying home school expenses, see [Income Tax Fact Sheet 8a, Qualifying Home School Expenses for K-12 Education Subtraction and Credit](#).

My child's social studies class is taking a trip to Washington, D.C. to study our national government. What expenses qualify?

The amount paid for instruction qualifies if it is provided by a qualified instructor. Travel expenses, lodging, and meals do not qualify.

Can I claim expenses for my child who graduated from high school and entered college during the year?

Yes, but you may claim only the qualifying education expenses paid for and during their high school education.

Can I claim the full fee for sending my child to an academic camp?

No. Only the fee paid for instruction at the camp qualifies. For the instruction fee to qualify, your bill must separately list the qualifying expense (instruction fee) from the nonqualifying expenses, such as food, lodging, and transportation.

My child is taking dance classes from a qualified instructor. Do the fees qualify?

Yes. Fees paid for performing arts instruction qualify. The cost of costumes, shoes, props, and travel are not qualifying expenses.

Information And Assistance

Additional forms and information, including fact sheets and frequently asked questions, are available on our website.

Website: www.revenue.state.mn.us

Email: individual.incometax@state.mn.us

Phone: 651-296-3781 or 1-800-652-9094