

# KOMET REPORT



# 2024-2025



**Student Services**

**Key Dates**



**Staff Directory**

**School Supplies**



**Bus Route Info**

**Activities**



# GENERAL DIRECTORY



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## CONTACT INFORMATION

### SUPERINTENDENT

Mr. Theodore Ihns..... 634 - 1100  
 Communications Director/Admin Asst-Karlyn Petersen.... 634 - 1100

### DISTRICT-WIDE STAFF

Accounts Payable - Kortney Miller.....634 - 1142  
 Activities Director - Broc Threinen..... 634 - 1179  
 Activities Office Asst - Jessica Schoenfelder.....634 - 1105  
 Business Manager - Bob Hasz.....634 - 1175  
 Copy Center - Jane Gile.....634 - 1122  
 Crossing Guard - Bob Kern..... 634 - 1100  
 Director of Staff & Student Supports - Ashley Kaplan.....634 - 1157  
 District Assessment Coordinator - Lindsey Hess.....634 - 1178  
 District Evaluation Manager - Chandra Pagel.....634 - 1117  
 English Language Learners - Sara Winkels.....634 - 1234  
 Enrollment Specialist - Kortney Miller.....634 - 1142  
 Grounds Maintenance - Christian Unger/Matt Wiley..... 634 - 1172  
 IT Director - Lindsey Hess.....634 - 1178  
 Operations & Maintenance Director- JJ Williams.....634 - 1172  
 Payroll & Benefits Specialist - Jodie Torkelson.....634 - 1109  
 School Nurse - Tammy Richard.....634 - 1108  
 School Resource Officer - Jesse Kasel.....634 - 1196  
 School Psychologist - Terri Wehrman.....634 - 1657  
 School Mental Health Specialist - Lucy Rodriguez.....634 - 1190  
 Social Worker - Alicia Snow.....634 - 2981  
 Special Education Director - Nicole Kujath.....634 - 1101  
 Spec Ed & Staff/Student Support Asst - Sara Schlaeger.. 634 - 1196  
 Systems Administrator - Michelle Poncelet.....634 - 7044  
 Transportation Director - Jake Schmidt.....634 - 1177

### ELEMENTARY SCHOOL

Principal - Courtney Frie.....634 - 1234  
 Principal's Asst - Jennifer Flynn.....634 - 1234  
 Office Asst - Leah Brogan.....634 - 1234  
 Counselor - Karen Besch.....634 - 1565  
 Social Worker - Nicole Frantz.....634 - 1564  
 School Nurse - Tanya Vanderpool..... 634 - 1567

### MIDDLE SCHOOL

Principal - Josh Larsen.....634 - 4030  
 Principal's Asst - Sally Smith.....634 - 4030  
 Office Asst - Emily Mehling.....634 - 4030  
 Counselor - Anna Braam.....634 - 1631  
 Social Worker - Lindsey Campbell.....634 - 1664  
 School Nurse - Michelle Lurken.....634 - 1608

### HIGH SCHOOL

Principal - Trent Langemo.....634 - 2961  
 Principal's Asst - Nicky Wilke.....634 - 2961  
 Attendance Office Asst - Kara McNamara.....634 - 1174  
 Counselor - Jason Henslin.....634 - 2981  
 Counselor - Vanessa Jones.....634 - 2981  
 Guidance Office Asst - Mary LaMotte.....634 - 2981

### COMMUNITY EDUCATION

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

## SCHOOL BOARD

- Kent Harfmann (Chair)
- Angie Richards (Clerk)
- Patrick Madery (Treasurer)
- Mark Torkelson
- Brandon Madery
- Amy Olson
- Kate Ryan
- Addison Trow\*
- Ella Stafford\*
- Hannah Peterson\*

\*Student Council Board Reps



## SCHOOL DISTRICT POLICIES

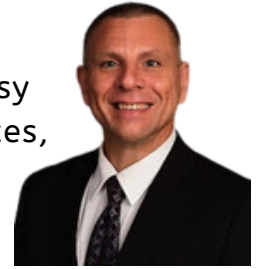
All Kasson-Mantorville School District Policies are available online by going to [www.komets.k12.mn.us](http://www.komets.k12.mn.us) and clicking on "District" --> "District Policies."



## SUPERINTENDENT'S WELCOME

Dear KoMet Families,

Welcome to the Fall 2024 edition of the KoMet Report. It has been a busy summer as the new superintendent of schools: making new acquaintances, attending different school and community events, and welcoming back students and staff members to our schools.



My name is Ted Ihns, and I am honored to join the Kasson-Mantorville School District. With 36 years of experience in education, I have served as a teacher, coach, advisor, Dean of Students, Assistant Principal, Principal, and Superintendent.

Throughout my career, I have been dedicated to creating a supportive and enriching environment for both students and staff. As a teacher and coach, I had the privilege of guiding students in the classroom and on the field, helping them achieve their personal and academic goals. As an advisor, I worked closely with student councils and extracurricular activities, fostering leadership and community involvement.

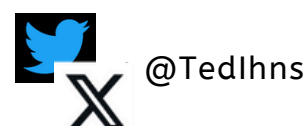
In my administrative roles, I have consistently strived to develop a culture of excellence, collaboration, and continuous improvement. I firmly believe that every student has the potential to succeed, and it is our responsibility to provide the necessary resources and support for their growth.

Since stepping into the role of Superintendent, I have had the opportunity to meet with many students, parents, families, and community members. One recurring theme in these conversations has been the unwavering support for our schools and students. As a district, we are committed to strengthening these partnerships between the school, parents, families, and the community to meet the needs of all our students. Those of us who work in education are fortunate that every fall brings a fresh start with students and a renewed sense of purpose. We always look forward to the new possibilities and learning opportunities that the new year brings. Our mission and vision of being **"Committed to Excellence"** and establishing **Kasson-Mantorville as a premier district, in which to learn and teach** will continue to guide our efforts. This time of year also brings excitement as students and teachers look forward to getting to know each other, discovering who will be in their classes, and the start of co-curricular and extracurricular activities.

On a personal note, I have been married to my wife, Pam, for 29 years. We have four children and two sons-in-law—Kelsey, Courtney (Garrison), Cassidy (Couy), and Peyton—and a granddaughter, Wrenly. I am excited to work with our outstanding team of educators, staff, and community members to continue the tradition of excellence at Kasson-Mantorville. Together, we will build on our strengths, address our challenges, and create an even brighter future for our students.

Please feel free to reach out if you have any questions, concerns, or just want to say hello. You can visit our website, call, or stop by the office. I look forward to meeting you and working together to make this school year a great one. Thank you for entrusting your children to our schools and staff. Kasson-Mantorville Schools is a remarkable place to learn and work because of our exceptional students, staff, and community.

Go KoMets!  
Ted Ihns



# DISTRICT CALENDAR

## 2024-2025 Kasson-Mantorville School Calendar

### August 2024

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

### September 2024

Su	M	Tu	W	Th	F	Sa
1	★	🚧	4	🍎	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	PLC-P	26	27	28
29	30					

### October 2024

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

### November 2024

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	QE	TW	9
10	PLC-A	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	Comp	★	★	30

### December 2024

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	PLC-P	12	13	14
15	16	17	18	19	20	21
22	★	★	★	★	★	28
29	★	★				

### January 2025

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

### February 2025

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

### March 2025

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

### April 2025

Su	M	Tu	W	Th	F	Sa
		1	2	QE	TW	5
6	7	8	9	10	11	12
13	14	15	16	17	★	19
20	Comp	PLC-A	23	24	25	26
27	28	29	30			

### May 2025

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	★	27	28	29	30	31

### June 2025

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













### July 2025

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



## DISTRICT CALENDAR KEY

Key

-  Teacher Workday (no school for students)
-  Vacation
-  First Day of School grades 5-12
-  First Day of School grades K-4
-  PLC - Early Dismissal 12:50P HS, 1P MS, 1:15P ES
-  PLC - Delayed Start 10A HS/MS, 10:15A ES
-  Homecoming
-  Professional Development (no school for students)
-  Quarter End
-  No School/PTC Comp Day
-  Last Day of School
-  Graduation



## K-M 2024-2025 Teacher/Student Days

	Teacher HS/MS/ES	Student HS/MS	ES
AUGUST	4	0	0
SEPTEMBER	20	20	18
OCTOBER	21	20	20
NOVEMBER	5	5	5
<b>QTR 1 Totals</b>	<b>50</b>	<b>45</b>	<b>43</b>
NOVEMBER	14	12	12
DECEMBER	15	15	15
JANUARY	19	18	18
<b>QTR 2 Totals</b>	<b>48</b>	<b>45</b>	<b>45</b>
JANUARY	1	0	0
FEBRUARY	19	18	18
MARCH	21	21	21
APRIL	3	3	3
<b>QTR 3 Totals</b>	<b>44</b>	<b>42</b>	<b>42</b>
APRIL	18	16	16
MAY	21	21	21
JUNE	5	4	4
<b>QTR 4 Totals</b>	<b>44</b>	<b>41</b>	<b>41</b>
<b>School Year Totals</b>	<b>186</b>	<b>173</b>	<b>171</b>

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

# DATES TO REMEMBER

## FIRST QUARTER (45 DAYS-MS/HS & 43 DAYS-ES)

Aug. 21-22.....New Staff Workdays  
 Aug. 26-29.....Teacher Workdays  
 Tues. Sept. 3.....First Day of School grades 5-12  
 Sept. 3-4.....Conference Days at Elementary School  
 Thurs. Sept. 5.....First Day of School grades K-4  
 Wed. Sept. 25..Early Dismissal 12:50p @HS, 1p @MS, & 1:15p @ES  
 Fri. Oct. 4.....Homecoming  
 Wed. Oct. 16.....No School - Professional Development  
 Oct. 17-18.....No School - Education MN (MEA)  
 Thurs. Nov. 7.....Last Day of First Quarter  
 Fri. Nov. 8.....No School - Teacher Workday

## SECOND QUARTER (45 DAYS)

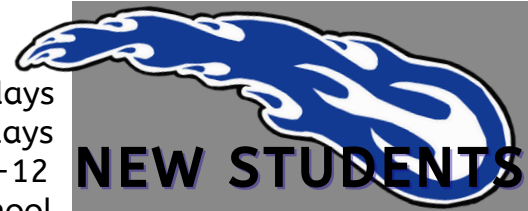
Mon. Nov. 11.....First Day of Second Quarter  
 Mon. Nov. 11.....Delayed Start 10a @HS/MS, & 10:15a @ES  
 Nov. 27-29.....No School - Thanksgiving Holiday Break  
 Wed. Dec. 11...Early Dismissal 12:50p @HS, 1p @MS, & 1:15p @ES  
 Dec. 23-Jan 3.....No School - Winter Break  
 Mon. Jan. 6.....School resumes after break  
 Mon. Jan. 20.....No School - Professional Development  
 Thurs. Jan. 30.....Last Day of Second Quarter  
 Fri. Jan. 31.....No School - Teacher Workday

## THIRD QUARTER (42 DAYS)

Mon. Feb. 3.....First Day of Third Quarter  
 Mon. Feb. 17.....No School - President's Day Observed  
 Tues. Feb. 18.....No School - Professional Development  
 Fri. Mar. 14.....Early Dismissal 12:50p @HS, 1p @MS, & 1:15p @ES  
 Thurs. Apr. 3.....Last Day of Third Quarter  
 Fri. Apr. 4.....No School - Teacher Workday

## FOURTH QUARTER (41 DAYS)

Mon. Apr. 7.....First Day of Fourth Quarter  
 Apr. 18-21.....No School - Spring Break  
 Tues. Apr. 22...Delayed Start 10a @HS, 9:50a @MS, & 10:20a @ES  
 Mon. May 26.....Memorial Holiday - No School  
 Thurs. Jun. 5.....Last Day of School  
 Fri. Jun. 6.....Graduation/Teacher Workday



All new students to the Kasson-Mantorville School District must enroll online at [www.komets.k12.mn.us](http://www.komets.k12.mn.us)

Further assistance is available at 634-1142



## PARENT-TEACHER CONFERENCES

### ELEMENTARY SCHOOL

Nov 21 & 25, 2024  
 Feb 11 & 20, 2025  
 3:30-7:30 p.m. (Scheduled individually)

### MIDDLE SCHOOL

Oct 10, 2024  
 3:30-6:30 p.m. (Open House)  
 Nov 21, 2024  
 3:30-6:30 p.m. (Scheduled)  
 Feb 13, 2025  
 3:30-4:30 p.m. (Open House)

### HIGH SCHOOL

Oct 7, 2024  
 3:30-6:30 p.m.  
 Dec 9, 2024  
 3:30-6:30 p.m.  
 Feb 24, 2025  
 3:30-6:30 p.m.

# GENERAL INFORMATION



## CLOSINGS, LATE STARTS, EARLY OUTS

You will be notified of all school closings, delayed starts, and early outs by our SchoolMessenger calling system, our website, email, radio, TV, and social media. **PLEASE NOTE!** We have a new phone system! The default outgoing caller ID for School Messenger calls has been updated to **(507) 634-1100**. Please **update this in your cell phone** because when a message is sent from School Messenger, it is often classified as spam and without saving the number in your phone your cellular service provider may auto-send the call to spam. The phone number 634-1131 no longer exists.

## ACTIVITIES DEPARTMENT

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

b.threinen@komets.k12.mn.us

Activities Office Assistant - Jessica Schoenfelder...634-1105

j.schoenfelder@komets.k12.mn.us

For more information about the Activities Department, visit [www.komets.k12.mn.us](http://www.komets.k12.mn.us) and click on "Activities" --> "Activities Information."



## INFINITE CAMPUS ANNUAL UPDATE

Stay Connected with Infinite Campus! +📱

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

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

📅 Mark your calendars! Complete the annual student update for the 2024-25 school year by Friday, Sept. 1. Check out the directions here to access the Annual Update ➔ [click here](#)

Need help? Reach out to your child's school building office assistant. And remember, **only one parent/guardian per household can complete the Annual Update.**

Stay connected, stay informed—complete your Annual Update! 🌟

## SCHOOL RESOURCE OFFICER

👮 Jesse Kasel is the School Resource Officer for Kasson-Mantorville Schools. He is a Police Officer for the Kasson Police Department who is assigned to work full time at K-M Schools. Some of Officer Kasel's responsibilities include law enforcement, criminal investigations, classroom presentations on various topics related to law enforcement and safety, teaching DARE and most importantly, building positive relationships with our awesome students. He has an office in the high school and middle school and is accessible to all schools when needed. If you need to contact Officer Kasel, email [j.kasel@komets.k12.mn.us](mailto:j.kasel@komets.k12.mn.us) or call 507-634-1110 (HS).



## SOCIAL MEDIA



Follow K-M Schools on X (Twitter): @District204



Check out K-M Schools' Facebook page: [www.facebook.com/District204](http://www.facebook.com/District204)



Follow K-M Schools on Instagram! @kmdistrict204



## ELEMENTARY SCHOOL



### K-4 CONFERENCE & PICTURE DAYS

**September 3rd & 4th**

Student Conference Days allow teachers to meet individually with students and parents before the start of the school year on Sept. 5. Student Conference Days are Sept. 3-4. Parent/Guardians will have approximately 25 minutes to meet with their child's classroom teacher. During this time, the teacher will share with you important classroom and school information. Please visit [this link](#) to sign up for a time slot.



#### Picture Retake Day

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

### FIRST DAY OF CLASSES FOR K-4

**Thursday, Sept. 5, 2024**

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

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

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



## IMMUNIZATIONS

**ATTENTION** - Parents of incoming kindergarten students:

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

School policies, "**530 IMMUNIZATION REQUIREMENTS**" & "**533 WELLNESS**" can be found online at [www.komets.k12.mn.us](http://www.komets.k12.mn.us) by clicking "District" --> "District policies."

### KASSON-MANTORVILLE ELEMENTARY SCHOOL

**HOURS:** 8:15 a.m. - 3:15 p.m.

**PHONE:** 634-1234

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



**Follow KMES on X (Twitter):**  
@KMElem

**Follow KMES on Facebook:**  
[www.facebook.com/KMESKoMet](http://www.facebook.com/KMESKoMet)



## ELEMENTARY SCHOOL

## STAFF DIRECTORY



## ES OFFICE STAFF

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



Name	Position	Phone	Email
Jennifer Flynn	Principal Office Assistant	634-1234	j.flynn@komets.k12.mn.us
Leah Brogan	Attendance Assistant	634-1234	l.brogan@komets.k12.mn.us
Jessica Marquardt	T&L Coordinator	634-1130	j.marquardt@komets.k12.mn.us
Karen Besch	Counselor	634-1565	k.besch@komets.k12.mn.us
Nicole Frantz	Social Worker	634-1564	n.frantz@komets.k12.mn.us
Deb Nelson	School-linked Mental Health	507-884-8027	d.nelson@familyservicerochester.org
Terri Wehrman	School Psychologist	634-4030	t.wehrman@komets.k12.mn.us
Tanya Vanderpool	Nurse	634-1567	t.vanderpool@komets.k12.mn.us
Jesse Kasel	SRO	634-1110	j.kasel@komets.k12.mn.us
Ally Holtz	IT Specialist	634-1582	ally.holtz@komets.k12.mn.us

## K-M ELEMENTARY SCHOOL STAFF

## Kindergarten

Jennifer Anderson.....j.anderson@komets.k12.mn.us  
Karli Buegler.....k.buegler@komets.k12.mn.us  
Brandice Hrtanek.....b.hrtanek@komets.k12.mn.us  
Megan Melhouse.....m.melhouse@komets.k12.mn.us  
Kelly Schmidt.....k.schmidt@komets.k12.mn.us  
Colleen Tentis.....c.tentis@komets.k12.mn.us

## First Grade

Noah Battenfeld.....n.battenfeld@komets.k12.mn.us  
Marshall Simon.....m.simon@komets.k12.mn.us  
Heidi Diercks.....h.diercks@komets.k12.mn.us  
Lori Groslie.....l.groslie@komets.k12.mn.us  
Andrea Hegna.....a.hegna@komets.k12.mn.us  
Alicia Meline.....a.meline@komets.k12.mn.us  
Sara Slawson.....s.slawson@komets.k12.mn.us

## Second Grade

Danielle Bell.....d.bell@komets.k12.mn.us  
Ava Chesak.....a.chesak@komets.k12.mn.us  
Ryan Haralldson.....r.haralldson@komets.k12.mn.us  
Brian Sandstrom.....b.sandstrom@komets.k12.mn.us  
Lisa Torgerson.....l.torgerson@komets.k12.mn.us  
Chelsea Voth.....c.voth@komets.k12.mn.us  
Sara O'Reilly.....s.oreilly@komets.k12.mn.us

## Third Grade

Courtney Breer.....c.breer@komets.k12.mn.us  
Amy Eichten.....a.eichten@komets.k12.mn.us  
Michael Meeker.....m.meeker@komets.k12.mn.us  
Megan Biwer.....m.biwer@komets.k12.mn.us  
Drew Paukert.....d.paukert@komets.k12.mn.us  
Caroline Ryan.....c.ryan@komets.k12.mn.us  
Allison Whalen.....a.whalen@komets.k12.mn.us

## Fourth Grade

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

## Specialists

Michelle Anderson (ADSI).....m.anderson@komets.k12.mn.us  
Abigail Budin (Music).....a.budin@komets.k12.mn.us  
Sara Darveaux (Media Center).....s.darveaux@komets.k12.mn.us  
Bailey Kennedy (PhyEd).....b.kennedy@komets.k12.mn.us  
Megan Krause (Speech/Lang).....m.krause@komets.k12.mn.us  
Marissa Mayer (Speech/Lang).....m.mayer@komets.k12.mn.us  
Jessica Meeker (Literacy).....j.meeker@komets.k12.mn.us  
Luann McMahan (PLTW).....l.mcmahan@komets.k12.mn.us  
Shannon Pike (Speech/Lang).....s.pike@komets.k12.mn.us  
Jennifer Sheedy (Float).....j.sheedy@komets.k12.mn.us  
Jana Southwick (Intervention).....j.southwick@komets.k12.mn.us  
Jacob Staloch (Phy Ed).....j.staloch@komets.k12.mn.us  
Natalie Tweten (PLTW K & 1).....n.tweten@komets.k12.mn.us  
Nancy Voth (ADSI).....n.voth@komets.k12.mn.us  
Sara Winkels (ESL).....s.winkels@komets.k12.mn.us  
Kris Wishy (Art).....k.wishy@komets.k12.mn.us

## Special Education

Sara Bailey.....s.bailey@komets.k12.mn.us  
Aaron Budahas.....a.budahas@komets.k12.mn.us  
Benjamin Latimer.....b.latimer@komets.k12.mn.us  
Lily Snow.....l.snow@komets.k12.mn.us  
Tiffany Swanson.....t.swanson@komets.k12.mn.us  
Moriah Zincke.....m.zincke@komets.k12.mn.us  
Laura Peck.....l.peck@komets.k12.mn.us

## Support Staff

Connie Blinsky.....Assistant  
Amy Buehler.....Assistant  
Eileen Burch.....Assistant  
Larisa Delzer.....Assistant  
Gabriela Godoy Monroy.....Assistant  
Tiffany Hanenberger.....Assistant  
William Harrison.....Custodian  
Sheila Haskin.....Assistant  
Whitney Hansen.....Assistant  
Zulay Harris.....Assistant  
Angie Herber.....Assistant  
Rhonda Hubbard.....Assistant  
Dave Johnson.....Custodian  
Thomas Klinkhammer.....Custodian  
Dalia Leon Uriarte.....Assistant  
Kayla Mulholland.....Assistant  
Alejandra Ochoa.....Assistant  
Heather Overson.....Assistant  
Jill Riker.....Assistant  
Jacinta Robinson.....Assistant  
Deb Speer.....Assistant  
Malee Stucky.....Assistant  
Porter Sullivan.....Custodian  
Joyce Swanson.....Assistant  
Mitchell Thompson.....Custodian  
Linda Walbruch.....Assistant  
Tea Wytaske.....Assistant  
Deb Yoch.....Assistant

## ELEMENTARY SCHOOL

## SCHOOL SUPPLIES LISTS



## KINDERGARTEN

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

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

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

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



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

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

## SHOES

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



## ASSISTANCE

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

## FIRST GRADE

- 1 - backpack (no wheels)
- 24 - Ticonderoga #2 pencils (yellow, sharpened)
- 1 - pencil **box**
- 8 - **fat Expo low odor**, chisel tip, dry erase markers (red, green, blue, or black)
- 1 - dry erase eraser
- 6 - **large** glue sticks
- 3 - boxes of (24) crayons
- 2 - pack washable markers
- 2 - 2-pocket, 3-hole punched folders (bottom pockets-no side pockets, not plastic)
- 4 - 3-prong folders with pockets (not plastic)
- 3 - wide-lined spiral notebooks
- 1 - set of scissors (metal blades)
- 1 - large box of tissue
- 1 - container of Lysol wipes
- \$4.50** for a writing journal\*
- 1 - set of headphones\*
- 1 - art shirt\*



\*PTA Supply Box does not include these items

# ELEMENTARY SCHOOL

## SECOND GRADE

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

**3-**folders

**3** - Single subject notebooks, wide rule

**12-** Ticonderoga #2 yellow pencils, sharpened

**2-**Highlighters

**1** - Plastic handheld pencil sharpener with filings catcher

**1-** container to hold art supplies( ex: shoe box, pencil pouch, pencil box)

**1** - 1" 3-ring binder

**1** - box of 24 crayons (no larger)

**1** -pack of 12 colored pencils

**1** - pack of markers

**1** - cloth zippered pencil pouch

**8** - dry erase markers (not washable)

**1** - whiteboard eraser or sock

**1** - large box of tissues (200+ count)

**1** - Large package of Clorox Wipes

**6** - small glue sticks

**2-** black sharpies

**1** - glue bottle

**1** - art shirt

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

**1-**Headphones

**1-** Art Paint shirt

**1-** Backpack

**\$5** for a planner (not Chesak)



## THIRD GRADE

**3** - folders-blue, red, & purple

**1** - 1" 3-ring, hard cover binder (light colored)

**1** - graphing notebook

**1** - 3-subject, **wide-lined** notebook

**1** - pair of scissors

**1** - box of (24 count) crayons

**1** - cloth, zippered pencil pouch

**12** - dry erase markers (not washable kind)

**1** - dry erase eraser or sock

**1** - box of (200+ count)

Kleenex (unscented, non-lotion)

**12** - Ticonderoga #2 yellow sharpened pencils

**2** - highlighters

**1** - small glue sticks

**1** - container of Clorox Wipes

**1** - plastic, handheld pencil sharpener with filings catcher

**Supplies not in Box Kits**

**1** - art/paint shirt

**1** - pair of headphones

**1** - backpack

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

## FOURTH GRADE

**Please do not label supplies**

**3** - wide-ruled, composition notebooks

**2** - graph-paper notebook (quadrille-ruled)

**4** - pocket folders

**2** - highlighters

**8+** - dry erase markers

**1** - dry-erase eraser or sock

**1** - box of (24 count) crayons

**1** - packs of (24 count) sharpened, Ticonderoga pencils

**1** - pencil sharpener

**1** - 3 hole punch Pencil Bag

**1** - pair of scissors

**1** - roll of transparent Scotch tape

**1** - roll of Scotch Masking Tape

**1** -pack index cards

**1** - 1" binder

**1** - block eraser

**1** - box of (200+ count)

Kleenex

**1** - box of Ziploc bags (any size)

**1** - container of Clorox wipes

**1** - set of headphones

**\$5.00** for planner

**1** - art/paint shirt

**1** - clear, plastic shoebox with lid



## MIDDLE SCHOOL



## MS OFFICE STAFF

## STAFF DIRECTORY

Principal Josh Larsen  
[j.larsen@komets.k12.mn.us](mailto:j.larsen@komets.k12.mn.us)  
 634-4030



Name	Position	Phone	Email
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## GRADE 7

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 Isaac Heins (English).....[i.heins@komets.k12.mn.us](mailto:i.heins@komets.k12.mn.us)  
 Chris Merrigan (History/Global Study).....[c.merrigan@komets.k12.mn.us](mailto:c.merrigan@komets.k12.mn.us)  
 Hannah Mickelsen (Math).....[h.mickelsen@komets.k12.mn.us](mailto:h.mickelsen@komets.k12.mn.us)  
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 Erica Meyers (Science).....[e.meyers@komets.k12.mn.us](mailto:e.meyers@komets.k12.mn.us)

## GRADE 8

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## SPECIAL EDUCATION

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 Kelly Raymond.....[k.raymond@komets.k12.mn.us](mailto:k.raymond@komets.k12.mn.us)  
 Abigail Root.....[a.root@komets.k12.mn.us](mailto:a.root@komets.k12.mn.us)  
 Jodi Smith.....[j.smith@komets.k12.mn.us](mailto:j.smith@komets.k12.mn.us)

## SPECIALISTS

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 Erika Erlandson (PE/Health).....[e.erlandson@komets.k12.mn.us](mailto:e.erlandson@komets.k12.mn.us)  
 Tony Gierok (PE).....[t.gierok@komets.k12.mn.us](mailto:t.gierok@komets.k12.mn.us)  
 Liz Harwood (Band).....[e.harwood@komets.k12.mn.us](mailto:e.harwood@komets.k12.mn.us)  
 Tyler Isbell (Music/Choir).....[t.isbell@komets.k12.mn.us](mailto:t.isbell@komets.k12.mn.us)  
 Michelle Pearson (ADSI).....[m.pearson@komets.k12.mn.us](mailto:m.pearson@komets.k12.mn.us)  
 Jen Schimek (ADSI).....[j.schimek@komets.k12.mn.us](mailto:j.schimek@komets.k12.mn.us)  
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 Jenna Smith-Welch (FACS).....[j.welch@komets.k12.mn.us](mailto:j.welch@komets.k12.mn.us)  
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 Jacob Staloch (Phy Ed).....[j.staloch@komets.k12.mn.us](mailto:j.staloch@komets.k12.mn.us)  
 Tanner Miller (Art).....[t.miller@komets.k12.mn.us](mailto:t.miller@komets.k12.mn.us)  
 Sarah Vinzant (Band).....[s.vinzant@komets.k12.mn.us](mailto:s.vinzant@komets.k12.mn.us)  
 Lucas Kaplan (PLTW- Tech).....[l.kaplan@komets.k12.mn.us](mailto:l.kaplan@komets.k12.mn.us)

## SUPPORT STAFF

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

WELCOME BACK  
 TO SCHOOL



## MIDDLE SCHOOL

### MIDDLE SCHOOL OPEN HOUSE

All Grades 5 - 8

Our Middle School Open House will be held on Wednesday, August 28, from 3:30-6:30 pm. Students may arrive at any time with their parents/guardians. During this time, students can meet with their teachers, get their schedule, organize their lockers, and get acquainted with the building and their classes.

#### MIDDLE SCHOOL SUPPLY NOTES

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

colored pencils, and markers.

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

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

#### Parents of Gr 7/8 MS STUDENTS

Please pay the \$60 technology fee in IC as soon as possible to avoid delays in your child receiving their device.



### KMMS HOURS

8:00 a.m. - 3:00 p.m.

**FIRST BELL** rings at 7:55 a.m. Students are expected to be in their seats, ready for class, when the second bell rings at 8:00 a.m.

**PARENT DROP-OFF & PICKUP** before and after school is located in the **South Lot.**

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

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

**PHONE:** 634-4030



Follow KMMS on  
X (Twitter):  
[@KMMS\\_Larsen](https://twitter.com/KMMS_Larsen)

#### VACCINATIONS: ALL GRADE 7 STUDENTS

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

## Picture Day

**KMMS Picture Day**

**Tues Sept 10**

Retake day is Tue Nov 7

## MIDDLE SCHOOL

# 2024-2025 KASSON-MANTORVILLE MIDDLE SCHOOL SUPPLY LIST FOR GRADES 5-8



AT KASSON-MANTORVILLE MIDDLE SCHOOL, WE STRONGLY BELIEVE IN STUDENTS COMING PREPARED FOR SCHOOL AND FOR LEARNING EVERY SINGLE DAY. STUDENTS SHOULD BRING ALL MATERIALS AND SUPPLIES WITH THEM ON THE FIRST DAY OF SCHOOL. MATERIALS WILL BE ORGANIZED THROUGHOUT CLASSES AND WITHIN KOMET TIME. IN AN EFFORT TO STREAMLINE SUPPLY PURCHASING FOR OUR K-M FAMILIES, WE HAVE CREATED ONE SUPPLY LIST FOR ALL KMMS STUDENTS. WE LOOK FORWARD TO AN AWESOME SCHOOL YEAR! GO KOMETS!

## CHOOSE ONE METHOD OF ORGANIZATION:

### BINDER METHOD:

- (2) 2-INCH BINDERS - DIFFERENT COLORS PREFERRED
- (2) 5-PACK **POCKET** TABBED DIVIDERS
- (6) 3-HOLE PUNCHED NOTEBOOKS

# OR

### FOLDER METHOD:

- (10) POCKET FOLDERS - DIFFERENT COLORS PREFERRED
- (6) NOTEBOOKS

## EVERYONE PURCHASES THE FOLLOWING:

- GRAPHING NOTEBOOK
- COMPOSITION NOTEBOOK
- PENCIL POUCH OR BOX
- 12- PACK COLORED PENCILS
- (2) 24-PACK PENCILS
- (2) PAPERMATE ERASERS
- MULTI-PACK HIGHLIGHTERS
- BLACK, BLUE AND RED PENS
- BOTTLE OF ELMER'S GLUE
- (1) BLACK FINE SHARPIE
- 4-PACK DRY ERASE MARKERS
- 8-PACK MARKERS
- (2) PACKS OF LINED INDEX CARDS
- CALCULATOR: TI-30 XS MULTI-VIEW (GRADES 6-8)
- HEADPHONES - **BLUETOOTH NOT ALLOWED**
- 2 BOXES OF TISSUES (COLLECTED IN KOMET TIME)
- (1) CONTAINER OF CLOROX WIPES (COLLECTED IN KOMET TIME)
- \$60 TECHNOLOGY FEE (PAYABLE IN INFINITE CAMPUS FOR GRADES 7-8)

\*\*\*OTHER SUPPLIES MAY NEED TO BE PURCHASED FOR ELECTIVE COURSES\*\*\*



# HIGH SCHOOL



# STAFF DIRECTORY

## HS OFFICE STAFF

**Principal Trent Langemo**  
**t.langemo@komets.k12.mn.us**  
**634-2961**



Name	Position	Phone	Email
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Mary LaMotte.....	Guidance Office Assistant.....	634-2981.....	m.lamotte@komets.k12.mn.us
Vanessa Jones.....	Counselor.....	634-2981.....	v.jones@komets.k12.mn.us
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Terri Wehrman.....	School Psychologist.....	634-1657.....	t.wehrman@komets.k12.mn.us
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Michelle Poncelet.....	Systems Administrator.....	634-7044.....	m.poncelet@komets.k12.mn.us

### K-M HIGH SCHOOL STAFF

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### K-M HIGH SCHOOL SUPPORT STAFF

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



## KMHS HOURS/INFO

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

**NEW HS STUDENTS:** Please contact the Guidance Office to make an appointment for class registration  
**ADDRESS:** 101 16th St. NE Kasson, MN 55944  
**PHONE:** 634-2961



**HS CONFERENCES:**  
 Oct. 07 (first quarter)  
 Dec. 09 (second quarter)  
 Feb. 24 (third quarter)



**X (TWITTER):**  
 @KMKometsHS



# HIGH SCHOOL

## WELCOME NEW STUDENTS!



### OPEN HOUSE AND FRESHMEN ORIENTATION

The High School Open House will be **Wednesday, August 28** from 4:00 p.m. to 7:00 p.m. Families are welcome to come meet the teachers and put supplies in lockers. **Freshmen Orientation** will also be held on Wednesday, August 28 at 5:30 p.m. in the MNWifi Performing Arts Center.

### 9TH GRADE LINK CREW ASSEMBLY

**8 AM, TUESDAY, SEPT. 3, HOME FEDERAL ARENA**

This welcome assembly and orientation is for ninth-grade students only! Have fun with your classmates, and junior/senior leaders, participating in small- and large-group activities to get ready for High School! This fun welcome event is during the first day of school at 8 a.m. Tues. Sept. 3, in Home Federal Arena.

### K-M DRIVER EDUCATION

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

### ATTENTION: 2025 SENIORS

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



### STUDENT PICTURES!

Jostens will be taking student pictures **Sept. 17**. **Retakes are Oct. 25**. All students grades 9-11 MUST have a picture taken.



More information will be sent later.

### UPCOMING HIGH SCHOOL EVENT DATES

**HOMECOMING WEEK:** Sept 30-Oct 4, 2024

**PROM:** Saturday, May 3, 2025

**GRADUATION:** 7:00 p.m. Friday, June 6, 2025, Home Federal Arena



## HIGH SCHOOL

## HS SUPPLIES LISTS

## ALL CLASSES

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



## GENERAL, CHEMISTRY 1, &amp; COLLEGE

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

## BIOLOGY 1 &amp; BIOLOGY 2

- 1 - Chemical Splash Goggles (School Store)

## ALL SCIENCE CLASSES

- 1 - Ruler with Metric Measurements

## MATH CLASSES

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



## ENGLISH 9, ENRICHED, &amp; HONORS ENG

- 1 - Spiral Notebook for Journaling (Worden only)

## NONFICTION STUDIES

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

## PHY ED

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



## PERSONAL FINANCE/ACCOUNTING I &amp; II

- 1 - Basic Calculator



## ART

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

## POTTERY 1

(CLASS FEE \$10)

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



## GRAPHIC ARTS

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



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

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

# COMMUNITY EDUCATION



# STAFF DIRECTORY

## CE STAFF

**Director Jenny Carrier**  
**j.carrier@komets.k12.mn.us**  
**634-4464**



Name	Position	Phone	Email
Lauren Asprey.....	Childcare Coordinator.....	634-1306.....	l.asprey@komets.k12.mn.us
Jenny Baker.....	ECSE Teacher.....	634-1503.....	j.baker@komets.k12.mn.us
Mary Bell.....	ECFE/Screening Coordinator....	634-4464.....	m.bell@komets.k12.mn.us
Kallie Bohar.....	Preschool Teacher.....	634-4464.....	k.plagge@komets.k12.mn.us
Morgan Burow.....	Preschool Teacher.....	634-4464.....	m.burow@komets.k12.mn.us
Jennifer Durkee.....	Parent Ed Coach/Student Support..	634-4464.....	j.durkee@komets.k12.mn.us
Emily Hansen.....	Preschool Coordinator.....	634-4464.....	e.hansen@komets.k12.mn.us
Megan Krause.....	Speech Teacher.....	634-1571.....	m.krause@komets.k12.mn.us
Amanda Madery.....	ECSE Teacher.....	634-1502.....	a.madery@komets.k12.mn.us
Amy Myrom.....	Secretary.....	634-4464.....	amy.myrom@komets.k12.mn.us
Brandon Myrom.....	Childcare Manager.....	634-1300.....	b.myrom@komets.k12.mn.us
Brook Mobilio.....	Behavior Support.....	634-4464.....	b.mobilio@komets.k12mn.us
Madi Owen.....	Preschool Teacher.....	634-4464.....	m.owen@komets.k12.mn.us
Katie Schroden.....	PAC & REC Coordinator.....	634-1302.....	k.schroden@komets.k12.mn.us
Sierra Wutschke.....	Childcare Program Specialist.....	634-1323.....	s.wutschke@komets.k12.mn.us

## DISCOVER K-M COMMUNITY EDUCATION

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

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

<https://kmcomedu.rst7.rschooltoday.com>

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

## PROGRAMMING OPPORTUNITIES

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

## CE SUPPORT STAFF

- Pam Adamson.....Preschool Assistant
- Savanna Baxter.....Project Kids Staff
- Olivia Cogswell.....Project Beginnings Staff
- Nita Eggert.....ECSE Assistant
- Angie Estupinan.....Project Kids Staff
- Nora Finley.....Project Kids Staff
- Brandylynn Gwost.....Preschool Assistant
- Morgan Hamlin.....Preschool Assistant
- Tanah Hester.....Project Beginnings Staff
- Lexi Hugeback.....Preschool Assistant
- Jen Lance.....Project Beginnings Staff
- Kelly Lattner.....Project Kids Staff
- Jen Musolf.....Project Kids Staff
- Tom McKay.....Project Kids Staff
- Chris Pixley.....Project Kids Staff
- Amanda Ramer.....Project Kids Staff
- Kresta Schultz.....Project Kids Staff
- Katie Smith.....ECSE Assistant
- Emily Threinen.....ECSE Assistant
- Kristi Tottingham.....Project Beginnings Staff
- Darlene Valguna.....Project Kids Staff
- Jenna Wilson.....Project Kids Staff
- Hannah Wright.....Project Beginnings Staff
- Theresa Woodbeck.....Project Kids Staff

## STAY UP TO DATE

Follow Kasson-Mantorville Community Ed!

X (Twitter) @KM\_CommunityEd

Facebook facebook.com/KMCommunityEducation

Instagram @kmcommunityed

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

# COMMUNITY EDUCATION

## PROJECT BEGINNINGS & PROJECT KIDS CHILD CARE

Age Six weeks through Sixth Grade

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



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

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

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

### FOR MORE INFORMATION:

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

### MEET THE TEACHER AND PICTURE DAY

#### KoMet Kids & KoMet Connections, Sept 4-6

On Sept. 4th, 5th and 6th, parents and students will meet with their teacher before the start of the school year.

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



Preschoolers will begin classes for the year during the week of Sept. 9.



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

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



### ALL K-M EARLY CHILDHOOD INFORMATION

WEBSITE: <https://sites.google.com/komets.k12.mn.us/kmearlyeducation>





# COMMUNITY EDUCATION

## PRESCHOOL SUPPLIES LISTS

### IMMUNIZATIONS

Please bring a copy of your child's current immunization record to your Meet the Teacher appointment in September. You can also upload it online when you do your online enrollment.



### CHANGE OF CLOTHES

We would like for each child to bring a change of underwear and a pair of pants in a Ziploc bag (labeled with their name) to keep at school. Occasionally we have "accidents" and the children feel more comfortable having their own clothing available to change into.

### SHOES

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



### SNACKS

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

### BACKPACKS

The United Way of Olmsted/Dodge County has made a generous donation to our preschool program this year. Each child will be provided a backpack, markers, crayons, and glue sticks. Your child is welcome to bring their own backpack if they prefer. We recommend using a regular size backpack (at least 16 inches high). They are the perfect size for artwork, and your child can zip them shut in order not to lose any of their precious creations. This size backpack is also very helpful in the winter when your child's shoes need to fit inside them. Please write your child's first name on the outside of the bag.

### K-M SCHOOL READINESS

# Preschool

- 1 container Clorox wipes
- 1 large box Kleenex
- 4 pack Play-doh
- 1 blunt-tip kids scissors
- 1 box plain Band-aids
- 1 pack construction paper- (assorted colors)

Snack for a class of 17:  
examples Cereal, Animal Crackers, Goldfish Crackers  
\$20 for classroom parties and field trips  
Change of clothes in Ziploc with name

Last names A-I bring:  
Pack of Dry Erase Markers

Last names J-Q bring:  
1 package of White or Brown Paper bags

Last names R-Z bring:  
2 Watercolor Paint Sets

The United Way of Olmsted/Dodge County has made a generous donation to our Preschool Program. Each child will be provided with a backpack, markers, crayons, and glue sticks. \*Your child is also welcome to use their own backpack if preferred.



United Way of Dodge County  
2024-2025

# Welcome to Our Preschool!





# COMMUNITY EDUCATION

## 2024-2025

### Preschool Calendar

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



**Meet the Teacher**



**First Days of Pre-School**

**No School**

**No A.M. Preschool**

**No P.M. Preschool**



**Picture Retakes: October 9 & 10**



**Last Days of Preschool**

**Parent Teacher Conferences**

November 25, 26

March 26, 27, 28

**(no preschool during conferences)**

**Morning Preschool: 8:30-11:00**

**Afternoon Preschool: 12:00-2:30**

**Early Childhood Screening**

October 1

November 5

December 3

January 7

February 4

March 4

April 1

July '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			

August '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

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

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

November '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

December '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				

January '25						
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 '25						
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	

March '25						
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 '25						
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 '25						
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			24
25	26	27	28	29	30	31

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

## FROM THE NURSES

### VISION AND HEARING SCREENING

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

### EARLY CHILDHOOD SCREENING

Minnesota State Law requires all children to be screened before entering Kindergarten and recommends Early Childhood Screening between the ages of 3 and 4-1/2 years old. This process identifies normal aspects of health development and potential problems for further evaluation. Early Childhood Screening includes developmental screen and vision, hearing, weight, and immunization review. You can register your child for screening on the K-M Community Education website. There is no charge for screening. Screening dates will be 10/1/24, 11/5/24, 12/3/24, 1/7/25, 2/4/25, 3/4/25, & 4/1/25, and are listed on the Preschool Calendar.

### IMMUNIZATIONS

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

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

### MEDICATIONS AT SCHOOL

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

### DENTAL & FLU SHOT CLINICS

Dental Clinics: TBD  
Flu Shot Clinic: Nov 8, 2024



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

#### Early Childhood Screening Nurse

Jennifer Langemo

#### Elementary School Nurse

Tanya Vanderpool  
634-1567

#### Middle School Nurse

Michelle Lurken  
634-1608

#### District-Wide Licensed School Nurse

Tammy Richard  
634-1108

#### SCHOOL POLICIES

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

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

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





# TRANSPORTATION

## TRANSPORTATION POLICY

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

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

**REMINDER:** If you have changes to your student's transportation needs, please contact Jake Schmidt via email at [transportation@komets.k12.mn.us](mailto:transportation@komets.k12.mn.us) or phone at 634-1177.


### Introducing EasyRoute!

The Transportation Department will be using a different software this year; EasyRoute. The StopFinder App will no longer be used. Families can expect a text message "SMS" prior to school starting with busing information and if there are changes or delays throughout the school year, families will be notified via text/sms for faster communication. Overall, bus numbers, stops, and times are similar to prior years. Routes and bus assignments are created based on what families have indicated in the Infinite Campus Annual Update. It's critical every family completes this update to ensure there is disruption in your child's transportation services.




### REQUIRED BUS SAFETY TRAINING FOR STUDENTS

Safety first, students! The State of Minnesota mandates that all riders must undergo bus safety training and pass a test to continue enjoying regular, sport, or field trip buses.

 Remember, riding the bus is a privilege, not a right!

Let's ace those competencies:

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

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

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

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



## DRIVERS/AIDES

Jake Schmidt  
 Transportation Director  
[jake.schmidt@komets.k12.mn.us](mailto:jake.schmidt@komets.k12.mn.us)  
 634-1177



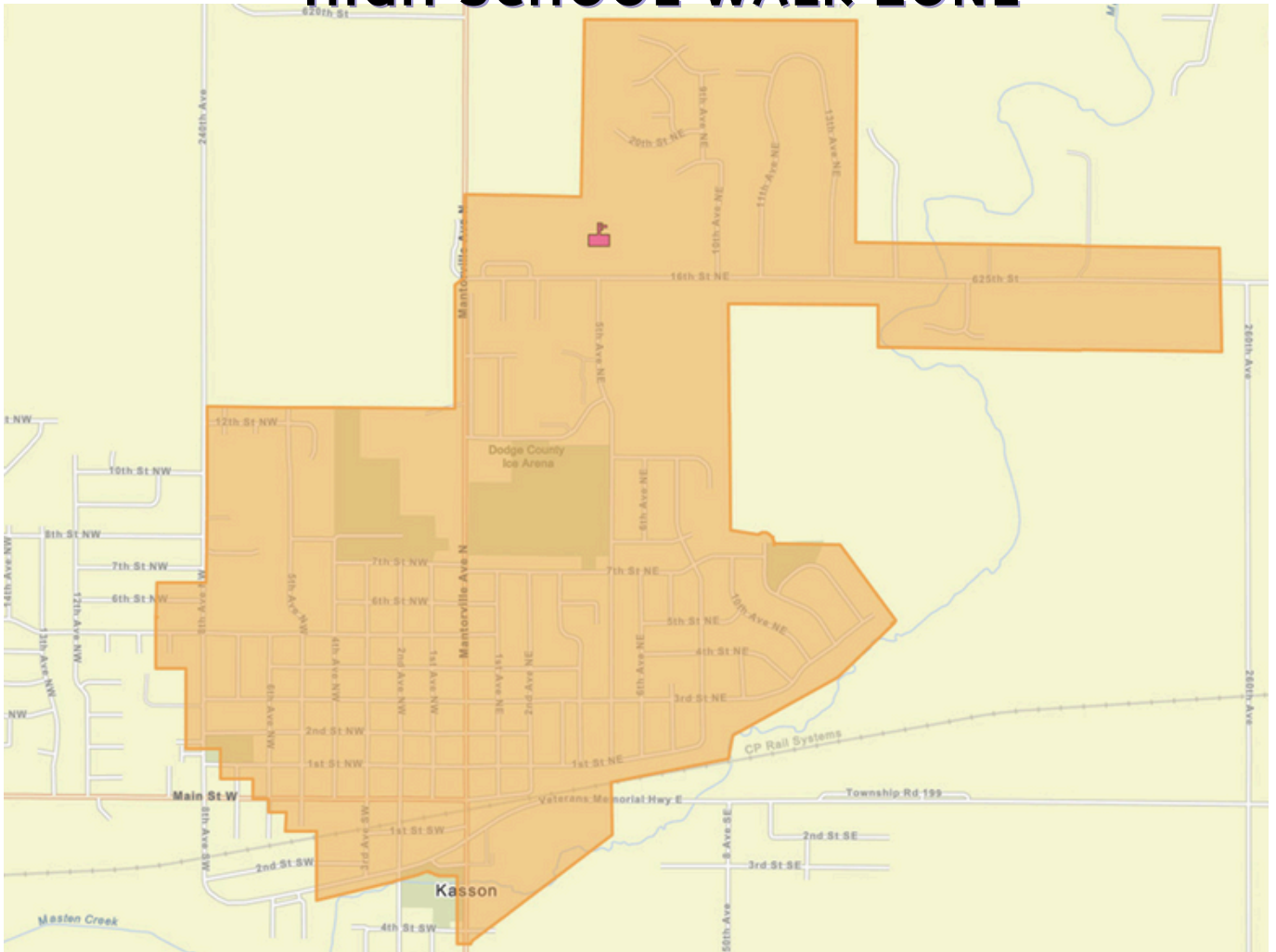
Anderson, Kami  
 Boyum, Tarra  
 Brambrink, Barb  
 Brambrink, Greg  
 Brambrink, Mark  
 Brannan, Dale  
 Brannan, Mark  
 Currier, Ike  
 Christensen, Jon  
 Delzer, Paul  
 Enloe, Adam  
 Freerksen, LaVonne  
 Hodge, Al  
 Martin, Richard  
 McAdams, Judy  
 Mulholland, Kayla  
 O'Donnell, Allen  
 Packer, Kathy  
 Pedersen, Suzy  
 Poff, Jim  
 Poff, Sheri  
 Poffenberger, Krissie  
 Pongrantz, Paul  
 Reker, Jerry  
 Richards, Adam  
 Schmidt, Jeff  
 Schmidt, Rachel  
 Stucky, Greg  
 Thompson, Rob  
 Walker, Tena  
 West, Marsha  
 Wytaske, Tea

### REMINDERS FOR RIDING THE BUS

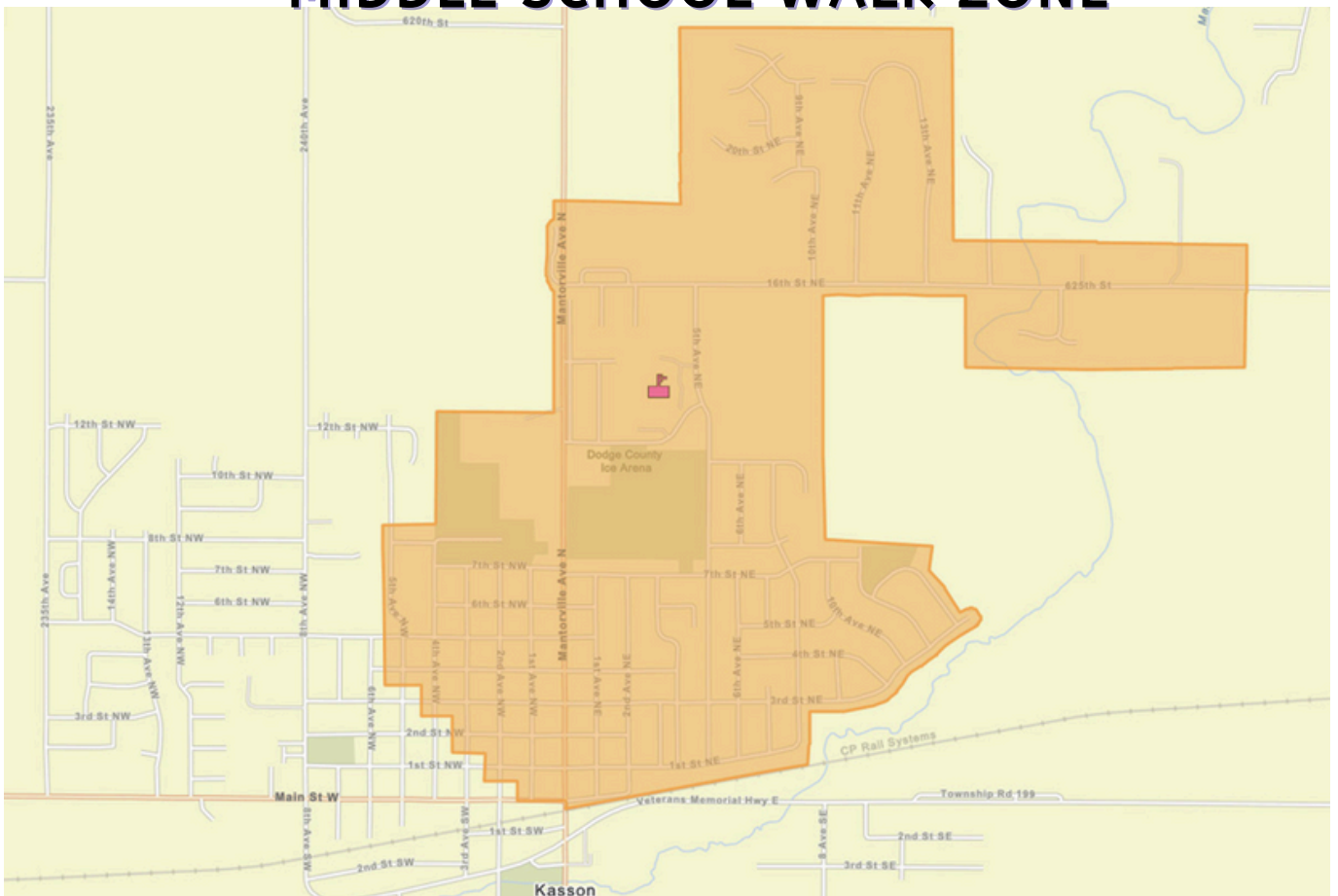
- Students should be at bus stops five minutes before the bus comes.
- During the first week of school, the bus drivers ask that students please come to their bus stops 10 minutes early.
- All students who need to cross the road at their bus stop, please wait for the bus driver to signal you across.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

# TRANSPORTATION

## HIGH SCHOOL WALK ZONE



## MIDDLE SCHOOL WALK ZONE





## NOTIFICATIONS

### PHOTOGRAPH AND AUDIO/VIDEO TAPE PERMISSION

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

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

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

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

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

### SCHOOL BOARD POLICIES

**ANNUAL NOTIFICATION OF POLICIES:** 515 Protection and Privacy of Pupils Records, 722 Public Data and Data Subject Requests, 503.4 Homeless Students, 609 Religion and Religious and Cultural Observances. All our policies can be found on our website at [www.komets.k12.mn.us](http://www.komets.k12.mn.us) by clicking "District" - - > "District Policies"

### MILITARY RECRUITER ACCESS TO STUDENT DATA

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

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

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

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

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

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

## NOTIFICATIONS

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

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

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

#### HS SURVEYS

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

#### MS SURVEYS

**Student Wellness Survey** - September & March  
**SAEBRS** - September, January, & May  
**Student Engagement Survey** - March/April  
**Student Life Survey** - May

#### ES SURVEYS

**Healthy Kids Survey** - October & April/May  
**SAEBRS** (gr. 2-4) - September, January, & May

### DIRECTORY & YEARBOOK INFORMATION

#### REMINDER ABOUT STUDENT RECORDS:

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

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

## STUDENT DATA PRIVACY

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

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

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

## NOTIFICATIONS

### 2024-2025 SPECIAL SERVICES AVAILABLE THROUGH KM SCHOOLS

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

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

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

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

- **Speech/Language Therapy (SL)**
- **Visually Impaired (VI)**

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

For general information or if you suspect that your child (age birth through 22) may be in need of special services, contact District Special Education Director, **Nicole Kujath** [n.kujath@komets.k12.mn.us](mailto:n.kujath@komets.k12.mn.us) or **634-1101**.

### SECTION 504 OF THE REHABILITATION ACT OF 1973

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

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

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

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

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

The Family Educational Rights

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

Nicole Frantz (ES).....634-1564  
Lindsey Campbell (MS)..634-1664  
Alicia Snow (HS).....634-1153

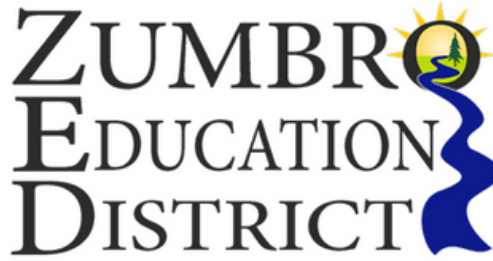
# NOTIFICATIONS

## SERVICES PROVIDED THROUGH ZUMBRO EDUCATION DISTRICT

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

### SPECIAL EDUCATION SERVICES/STAFF

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



- Special Education due process and file compliance training

### PROGRAMS

- ZED Campus (setting IV program for special education students grades K-12)
- Transition 2 Success (transition program for special education students ages 18-22)
- Birth-3 (home-based programming for special education students ages birth to 3 years old)
- Area Learning Center (alternative programming for students in grades 6-12)

### GENERAL EDUCATION SERVICES/STAFF

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

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

### MEETINGS/COUNCILS

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

### MEETINGS/COUNCILS

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

**For more information about ZED programs and services, visit our website at [www.zumbroed.org](http://www.zumbroed.org) You can also subscribe to our electronic newsletter when you visit our homepage.**



## NOTIFICATIONS

### TITLE I NOTIFICATION

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

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

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

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



### NOTICE OF NON-DISCRIMINATORY POLICY

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

### HOMELESS EDUCATION

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

### HEALTH & SAFETY INDOOR AIR QUALITY

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

## NOTIFICATIONS

### LEAD IN DRINKING WATER TESTING

Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten through grade 12 to test for lead in water every five years. Kasson-Mantorville Schools has historically conducted and continues to conduct Lead in Drinking Water testing per the Minnesota Department of Health guidelines. If found, the District remediates lead levels following the Minnesota Department of Health guidelines and completes retesting prior to use. Lead in water testing was last completed on May 11, 2022.



### AHERA ANNUAL ASBESTOS NOTIFICATION

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

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

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

The complete updated Asbestos Management Plan for Kasson-Mantorville Schools can be found in the Buildings & Grounds Office or in the administrative office. The Management Plan can be viewed, without cost or restriction, during normal working hours.

Copies can be obtained for a fee of \$.25 per page. Any questions concerning this notice or an explanation of our Asbestos Management Plan can be directed to JJ Williams at 634-1172.



### KASSON-MANTORVILLE SCHOOLS PESTICIDE NOTICE

All Minnesota schools are required to inform parents/guardians and school employees that they may request to be notified prior to pesticide application on school property. Pesticides include chemicals that are used to control insects, weeds, rodents or other pests as defined by the law (M.S. 123B.575, Subd. 9). In order to provide the required information, schools must maintain a list of parents/guardians and school employees who request notification. Schools must also provide information about individual pesticide applications upon request, including the name of the pesticide product and the time and location of the planned application. An estimated schedule of pesticide applications is available for review or copying at the Buildings & Grounds Office. Pesticides and non-chemical treatments may be used in combination in and around schools for a variety of reasons, including the control of pests that have the potential to bite, sting, spread disease, cause asthma, and/or trigger an allergic reaction. Pesticides may also be used to prevent or control damage to materials within the school building or to the school building itself, or to control pests or weeds that are seen as a nuisance. The long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. Children may be more susceptible to pesticides than adults due to their smaller size and rapid growth and development. Also, their playful behavior may expose them to more pesticide residue. To limit the potential pesticide exposure, this school follows safety regulations to ensure pesticides are applied properly. All pesticide products, which are used in and around school buildings, are required to be registered with the Minnesota Department of Agriculture and the U.S. Environmental Protection Agency. In addition, school employees and certified and licensed applicators are required by state and federal law to comply with all requirements of the pesticide label, including building sites, application rates, re-entry intervals, posting, use of personal protective equipment, use restrictions, and disposal on the product label. To be notified about pesticide applications, please contact JJ Williams at 634-1172 or [jj.williams@komets.k12.mn.us](mailto:jj.williams@komets.k12.mn.us)

# NOTIFICATIONS

## MINNESOTA K-12 EDUCATION TAX CREDIT & SUBTRACTION



Published on Minnesota Department of Revenue (<https://www.revenue.state.mn.us>)  
Last Updated January 03, 2024

### K-12 Education Subtraction and Credit

The Minnesota Department of Revenue has two tax relief programs for families with children in kindergarten through 12th grade: the K-12 Education Subtraction and the K-12 Education Credit. Both programs help lower taxes and may provide a larger refund when you file [Form M1, Individual Income Tax](#).

**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 either program, you must:

- Have a qualifying child (see Qualifying Child accordion below) attending kindergarten through 12th grade at a public, private, or qualified home school.
- Have paid "qualified education expenses" during the year for that child's education. For details, see [Qualifying Expenses for the K-12 Education Subtraction and Credit](#).

**Note:** You may not use the same qualified education expenses to claim both the subtraction and the credit.

#### Qualify for the K-12 Education Credit

You may qualify for the credit if:

- Your filing status is not Married Filing Separately.
- Your adjusted gross income is below a certain limit for the year. See income limits below.

Complete [Schedule M1ED, K-12 Education Credit](#), to claim this credit.

#### Income Limits for the K-12 Education Credit

If you have this many qualifying children:	Your maximum adjusted gross income is:
1 or 2	\$76,000
3	\$79,000
More than 3	\$79,000 plus \$3,000 for each additional child

#### Qualify for the K-12 Education Subtraction

You may qualify for the subtraction if your qualifying child attends a school located in Minnesota, Iowa, North Dakota, South Dakota, or Wisconsin. There is no income limit, and you may qualify regardless of your filing status.

Complete [Schedule M1M, Income Additions and Subtractions](#), to claim this subtraction. Your subtraction amount depends on your qualifying child's grade level.

If your child was in	Then your maximum subtraction is
Kindergarten through sixth grade at the end of the tax year	\$1,625
Seventh through 12th grade at the end of the tax year	\$2,500
12th grade and started college during the tax year	\$2,500

#### Claim the Credit or Subtraction



# NOTIFICATIONS

## MINNESOTA K-12 EDUCATION TAX CREDIT & SUBTRACTION

You must have documentation, such as itemized cash register receipts and invoices, to prove you paid qualifying expenses. Save your receipts and other documentation as we may ask to review them.

For details, see:

- [Minnesota Individual Income Tax Instructions \(Form M1\)](#)
- [K-12 Education Subtraction and Credit \(Income Tax Fact Sheet 8\)](#)
- [Qualifying Home School Expenses \(Income Tax Fact Sheet 8a\)](#)
- [Minnesota Statutes, section 290.0674 \(Minnesota Education Credit\)](#)

### Qualifying Child

To claim education expenses for the K-12 Education Subtraction or Credit, you must have a qualifying child.

Your child is a qualifying child for the subtraction and credit if both of these apply:

- Your child attended kindergarten through 12th grade during the year
- Your child meets the federal definition of qualifying child used for the Earned Income Credit

Only one person may claim education expenses paid for that child. You and the other eligible individual must decide who will claim the subtraction or credit. If you cannot decide, the federal tie-breaker rules apply.

Whoever claims the subtraction or credit may only use the expenses they actually paid. You may not claim expenses the other person paid, and they may not claim expenses you paid.

For details, see the [Qualifying Child Rules page on the IRS website](#) and [Income Tax Fact Sheet 8 - K-12 Education Subtraction and Credit](#)

**Does your child  
have health insurance?  
If not, help may be available.**

Minnesota Health Care Programs have free and low-cost health insurance for children and families who qualify.

Your child may qualify if your household income is below the following:

Family size	Monthly income	Yearly income
2	\$4,684	\$56,210
3	\$5,917	\$71,005
4	\$7,150	\$85,800
5	\$8,382	\$100,595

**m** DEPARTMENT OF  
HUMAN SERVICES

Income is one factor for qualifying. Other rules and limits apply. For more information, call your county office or visit <http://mn.gov/dhs/people-we-serve/adults/health-care/>. These income limits are valid until June 30, 2025.

**To get a MNsure application for health coverage and help paying costs (DHS-6696):**

- Print one from <http://mn.gov/dhs/people-we-serve/adults/health-care/>
- Call 877-KIDS-NOW toll free

# TAHER FOOD SERVICE

## 2024-2025 LUNCH PRICES



**Lunch and breakfast meals are free for all students.**

### STUDENT MEALS / A LA CARTE PURCHASES

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

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

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

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

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

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

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

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

### OUR MISSION

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

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

Elementary students receive a hot lunch along with a wide variety of fruits and vegetables. All meals meet the USDA recommendations for the new food guidelines.

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

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

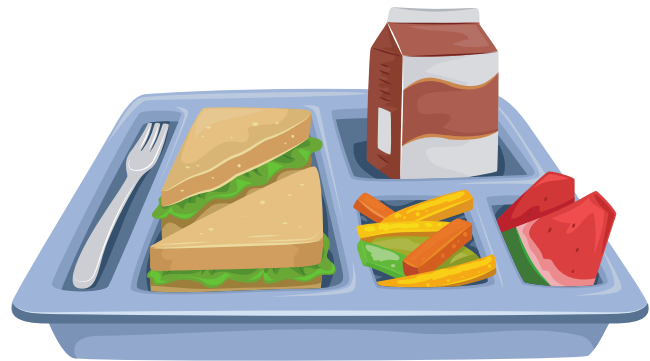
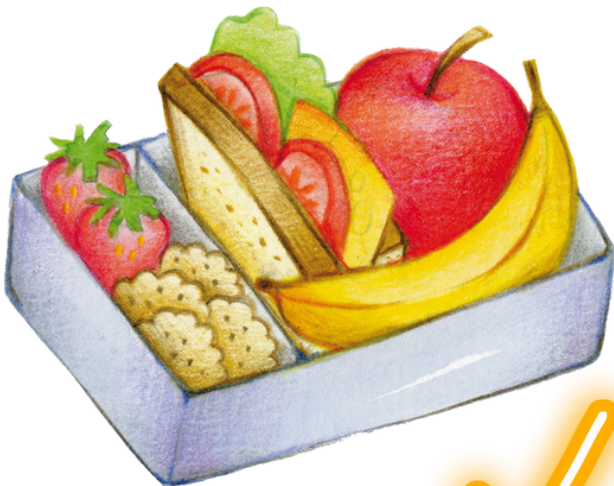
**PEANUT AND OTHER FOOD ALLERGIES** Please contact the Food Service Office if your child has special diet needs. In order to provide a special diet, we will need a note from your child's physician. We will make every attempt at providing a substitution within reason. We do not serve items with peanuts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

## TAHER FOOD SERVICE

TAHER continued from page 31

### LUNCH ACCOUNT & LOW BALANCE NOTIFICATION

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



**Payments are accepted at all three schools and online payments are available** on the Infinite Campus Parent Portal. If you are paying by check, please send to: Taher, Inc. (located at the Kasson-Mantorville High School) 101 16th St. NE, Kasson, MN 55944. One check is acceptable for all children in your family. In the memo section on your check, please note student name(s) and/or how the check should be divided. If no name is in the memo, the amount will be automatically split between all students in your family. Please request a cash receipt when paying with cash. The Food Service Department is not responsible for cash payments without a receipt. Our staff will be set up at the various schools during Open Houses to accept lunch payments and answer questions about our program.

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

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

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

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



## EDUCATIONAL BENEFITS

**Although no application is required to receive free meals,  
FILLING OUT THE APPLICATION FOR EDUCATION BENEFITS IS STILL IMPORTANT!**

### Dear Parent/Guardian:

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

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

### Who should complete this application?

Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), Minnesota Family Investment Program (MFIP) or Food Distribution Program on Indian Reservations (FDPIR), and foster, homeless, migrant and runaway children can qualify for additional non-meal benefits without reporting household income. Alternatively, children can qualify for additional non-meal benefits if their household income is within the maximum income shown for their household size in the instructions on the next page below.

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

Children in households participating in WIC or Medical Assistance do not automatically qualify. Children may be eligible depending on other household financial information. Please fill out an application.

### Who should I include as household members?

Include yourself and all other people living in the household, related or not (such as grandparents, other relatives, or friends).

### May I apply if someone in my household is not a U.S. citizen?

Yes. You or your children do not have to be U.S. citizens for you to complete an application.

### What if my income is not always the same?

List the amount that you normally get. If you normally get overtime, include it, but not if you get overtime only sometimes. For seasonal work, write in the total annual income.

### Will the income information or case number I give be checked?

It may be. We may also ask you to send written proof.

### How will the information be kept?

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

### If I don't qualify now, may I apply later?

Yes. Please complete an application at any time if your income goes down, your household size goes up, or you start getting SNAP, MFIP or FDPIR benefits.

Please provide the information requested about children's racial identity and ethnicity, which helps to make sure we are fully serving our community. This information is not required for approval.

If you have other questions or need help, call 634-1100 or email Karlyn Petersen at [k.petersen@komets.k12.mn.us](mailto:k.petersen@komets.k12.mn.us)

# EDUCATIONAL BENEFITS

## HOW TO COMPLETE THE APPLICATION FOR EDUCATIONAL BENEFITS

Complete the Application for Educational Benefits form for school year 2024-25 if any of the following applies to your household:

- Any household member currently participates in the Minnesota Family Investment Program (MFIP), or the Supplemental Nutrition Assistance Program (SNAP), or the Food Distribution Program on Indian Reservations (FDPIR) or
- The household includes one or more foster children (a welfare agency or court has legal responsibility for the child) or
- The total income of household members is within the guidelines shown (**gross earnings before deductions**, not take-home pay). Do not include as income: foster care payments, federal education benefits, MFIP payments, or value of assistance received from SNAP, WIC, or FDPIR. Military: Do not include combat pay or assistance from the Military Privatized Housing Initiative. The income guidelines are effective from July 1, 2024 through June 30, 2025.

### MAXIMUM TOTAL INCOME

House size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	27,861	2,322	1,161	1,072	536
2	37,814	3,152	1,576	1,455	728
3	47,767	3,981	1,991	1,838	919
4	57,720	4,810	2,405	2,220	1,110
5	67,673	5,640	2,820	2,603	1,302
6	77,626	6,469	3,235	2,986	1,493
7	87,579	7,299	3,650	3,369	1,685
8	97,532	8,128	4,064	3,752	1,876
Add each +1	9,953	830	415	383	192

#### Step 1: Children

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

#### Step 2: Case Number

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

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

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

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

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



## 2024-25 Application for Educational Benefits

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

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

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

Child's First Name (list all children in household)	MI	Child's Last Name	School	Grade	Birthdate	Foster Child (Y)
						<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 2: Do Any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, MFIIP or FDIIP? Medical assistance does not qualify. If NO > Go to STEP 3.**

**IF YES > Enter SNAP, MFIIP or FDIIP 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)	Gross Earnings from Working at Jobs				Report income before deductions or taxes in whole dollars (no cents).	Are you Self-Employed or a Farmer?		Any Other Gross Income				
	Weekly	Bi-weekly	2x Month	Monthly		Monthly	Yearly	Net Income from Farm or Self-Employment. Do not duplicate elsewhere.	Weekly	Bi-weekly	2x Month	Monthly
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

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

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

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

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

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

Do Not Fill Out: For School Office Use Conversions to Annualize All Income:	All Total Income (include child and adult income)					Verified? Attach Tracker	Free After Verified	Reduced After Verified	Denied After Verified					
	Weekly	Bi-weekly	2X Month	Monthly	Annualize					Household Size:	Free	Reduced	Denied	
\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X52	X26	X24	X12	X1				
Determining Official Signature: _____	Date: _____													
Confirming Official Signature: _____	Date: _____													

# EDUCATIONAL BENEFITS



# EDUCATIONAL BENEFITS

## OPTIONAL: Children's Racial and Ethnic Identities

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

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

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

## INSTRUCTIONS: Sources of Income

### Sources of Income for Children

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

### Sources of Income for Adults

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

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

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

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

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

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

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

This institution is an equal opportunity provider.

# EDUCATIONAL BENEFITS

## KASSON-MANTORVILLE FOOD FOR FRIENDS

### What is Food for Friends?

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

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

### How can I sign my student up?

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

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

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

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

## FOOD FOR FRIENDS APPLICATION

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

### K-M ELEMENTARY SCHOOL

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

### K-M MIDDLE SCHOOL

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

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

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

## FOOD FOR FRIENDS PROGRAM

\*Please indicate children who live in your household for the 2024-2025 school year\* Student

Name(s): \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student Name(s): \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student Name(s): \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student Name(s): \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Allergies: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_