

# Heron Lake - Okabena School District # 330

Paul Bang, Superintendent/Principal

[paul.bang@isd330.org](mailto:paul.bang@isd330.org)

Elementary School PreK-6  
321 Stearns Avenue, PO Box 378  
Heron Lake, MN 56137  
Telephone: (507) 793-2307  
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Website:  
[www.isd330.org](http://www.isd330.org)

Secondary School 7-12  
124 North Minnesota, PO Box 97  
Okabena, MN 56161  
Telephone: (507) 853-4507  
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## Inside this issue....

- 2023-2024  
School  
Calendar
- Before  
School  
Conferences
- School Lunch  
Program –  
see page 4 for  
details.

and much more...

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## Calendar of Events

August 3<sup>rd</sup> – Sports  
Eligibility Meeting

August 14<sup>th</sup> – Sports  
Practices Begin

August 30<sup>th</sup> & 31<sup>st</sup> –  
Before School  
Conferences

September 5<sup>th</sup> - First  
Day of School

September 13<sup>th</sup> –  
School Portraits

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August 1, 2023

This summer is passing quickly, and the district is preparing for the referendum vote on August 8. The district is asking for funds to replace a portion of the roof on the high school in Okabena plus some additional projects. Please check the school website for information on the special election. Voting for all residents will be in person at the Heron Lake Community Center. If you have any questions, please contact the high school office.

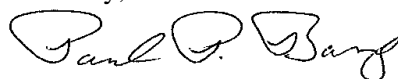
The fall sports meeting will be Thursday, August 3 at 6 pm in the Okabena gym. Varsity Football practice will begin August 7 and all other fall athletic practices begin on August 14. Please pay attention whether home games are in Okabena or Fulda. The first volleyball game is on August 24 at Worthington. The first Cross-Country meet is at Fairmont on August 25. The first football game is in Heron Lake on August 24 versus GHECT and the Heron Lake-Okabena homecoming football game is Saturday, September 30 versus Nicollet.

Enclosed is the beginning of the year newsletter that contains information pertinent to the efficient management of the school. Please review those parts that are relevant to your family. If you have any questions, please contact either office.

The first day of school is Tuesday, September 5. Students in grades K-6 report to the elementary school in Heron Lake. Students in grades 7-12 should report to the high school in Okabena. Classes begin at 8:05 AM.

This year the state is funding free breakfast and lunch for the students. However, please complete the Application for Educational Benefits for Free and Reduced-price meals in the newsletter. Additional compensatory revenue becomes available to the district with qualifying applications.

Sincerely,



Superintendent/Principal

**\*\*\*\*\*FIRST DAY OF CLASSES WILL BEGIN ON TUESDAY, SEPTEMBER 5, 2023**

**SCHOOL WEBSITE-----CHECK IT OUT!!!!**

If you have access to internet and would like to know what is going on at school, just log on to [www.isd330.org](http://www.isd330.org). The website is updated daily. It has the weekly bulletin from the athletic director for all activities, bus times, etc. ***Also, in case of bad weather, check the website to see if there are any cancellations for the day. AND...you can check the progress of your student!! Call the high school office for details!***

**NEW STUDENT REGISTRATION**

Families who are new to the School District should register their children for the upcoming school year ***AS SOON AS POSSIBLE***. The purpose of registering early is to allow school personnel to schedule the students into the proper classes; obtain school records from the previous school; and to orient new students and their parents to the school district.

Families wishing to register their children should contact one of the following schools:

Elementary (preschool through 6<sup>th</sup> grade) in Heron Lake @ 793-2307, Ext. 2100

Jr/Sr High (7<sup>th</sup> through 12<sup>th</sup> grade) in Okabena @ 853-4507, Ext. 1100

**\*\*\*\*BEFORE SCHOOL CONFERENCES\*\*\*\***

**HIGH SCHOOL**

High School conferences will be held in large groups in the media center. Parents and students meet in age groups. Each age group will have 2 times from which to select. They will be structured as class meetings with time for individual conversations following the large group. Our goal is that the group meeting will last approximately 20 minutes with time for paperwork to follow. If someone is unable to attend, they can pick up the paperwork and the outline of what was covered in the office.

**Wednesday, August 30th**

7 <sup>th</sup> Grade and Parents	1:30 pm
8 <sup>th</sup> Grade and Parents	2:00 pm
9 <sup>th</sup> Grade and Parents	3:00 pm
10 <sup>th</sup> Grade and Parents	3:00 pm
11 <sup>th</sup> Grade and Parents	4:00 pm
12 <sup>th</sup> Grade and Parents	4:00 pm

**Thursday, August 31st**

12 <sup>th</sup> Grade and Parents	10:00 am
11 <sup>th</sup> Grade and Parents	10:00 am
10 <sup>th</sup> Grade and Parents	11:00 am
9 <sup>th</sup> Grade and Parents	11:00 am
8 <sup>th</sup> Grade and Parents	12:00 pm
7 <sup>th</sup> Grade and Parents	12:30 pm

**ELEMENTARY**

The elementary format for Back-to-School Conferences is like an open house conference. The students are encouraged to attend the open house with you but be aware that you will be with a group of families, and they will be expected to sit with you during the teacher's presentation. If these times do not work, please contact the classroom teacher and an alternative may be arranged.

**Wednesday, Aug. 30th**

2:00 pm – Kindergarten, Second, Fourth, and Sixth  
 2:30 pm – First, Third, and Fifth  
 3:00 pm – Kindergarten, Second, Fourth, and Sixth  
 3:30 pm – First, Third, and Fifth  
 4:00 pm – Kindergarten, Second, Fourth, and Sixth

4:30 pm – First, Third, and Fifth  
 5:00 pm – Kindergarten, Second, Fourth, and Sixth  
 5:30 pm – First, Third, and Fifth

**Preschool Conferences** will be Wednesday, August 30th from 2-7pm or Thursday, August 31st from 8-11am. Please sign up for a 15 minute time slot by stopping at the elementary or calling the elementary office at (507) 793-2307. If your child is registered for preschool, a letter from the teacher will come in August.

## SCHOOL INSURANCE

The School District does not provide student accident insurance.

## SCHOOL CLOSING NOTICE

The School district will be announcing school closings through JMC Message Center and over the following radio stations: KDOM Windom 94.3 FM and all Worthington radio stations. Television stations: KSFY and on the school website [www.isd330.org](http://www.isd330.org)

## JMC MESSAGE CENTER

This year the district will be using JMC Message Center to send out alerts. Instructions are available on the school website, [www.isd330.org](http://www.isd330.org). It is an easy way to keep aware of what is happening at school, including your students' progress. Please call 507-853-4507 ext. 1100 for username and password or if you have any questions.

## PROFESSIONAL LEARNING COMMUNITIES [PLC's]

On Fridays during the school year the staff will be continuing Professional Learning Communities. The students will be released one hour early at 2:15 pm on Fridays. The use of PLC's has reduced the number of in-service days in the calendar and made for more effective use of staff members professional development time.

## CHARGE BACK FEE

If a check you issue to the school is returned for insufficient funds, we will be charging you a \$30.00 charge back fee in addition to the dollar amount.

## CHURCH NIGHT

Every effort will be made to reserve Wednesday night as a night for church activities. School organizations and activities will try to be scheduled to end by 6:30 p.m. on Wednesdays.

## CONTINUOUS NON-DISCRIMINATION POLICY

Heron Lake Okabena Schools does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. The following person(s) have been designated to handle inquiries regarding non-discrimination policies:

### Section 504 Coordinator

Niki Fisher  
PO Box 97  
Okabena, MN 56161  
507-853-4507 ext. 1120  
[niki.fisher@isd330.org](mailto:niki.fisher@isd330.org)

### Alternate Section 504 Coordinator

Paul Bang  
PO Box 97  
Okabena, MN 56161  
507-793-2307 ext. 2118  
[paul.bang@isd330.org](mailto:paul.bang@isd330.org)

### Title IX Coordinator:

Paul Bang  
PO Box 97  
Okabena, MN 56161  
507-793-2307 ext. 2118  
[paul.bang@isd330.org](mailto:paul.bang@isd330.org)

### Alternate Title IX Coordinator:

Jason Fisher  
PO Box 97  
Okabena, MN 56161  
507-853-4507 ext. 1334  
[jason.fisher@isd330.org](mailto:jason.fisher@isd330.org)



## BUS ROUTES

Your students' bus driver will be contacting you with pick up and drop off times. If you have not been contacted by September 1<sup>st</sup>, please call the high school at 507.853.4507.



### SCHOOL PORTRAITS

School portraits will be taken by Rickers Photography Studio of Worthington again this year. All students will have their picture taken even if they are not purchasing a picture package so they can get a student id and their picture in the yearbook.

Pictures will be taken on **Wednesday, September 13<sup>th</sup>**.  
(Pictures will be taken at the high school first, then the elementary.)

### MEDICATIONS FOR STUDENTS

Recent Minnesota legislative action has made it a requirement for a school to have a parent/guardian and physician's signature before we are permitted to give students prescription medications. Prescription medications need to come in the **original** bottle with a prescription label. Any student caught carrying any medication could be subject to disciplinary action.

Also, due to some medical difficulties that have resulted when children are given aspirin, we are unable to give students nonprescription medication without permission slips from parents/guardians. Medication authorization forms are available in the office.

**Each new school year** students must bring **ALL** medications with a permission slip. The medications will be kept in a locked medicine cabinet for days when needed. However, medications need to come in the **original, unopened container**. Medications brought to school in baggies or envelopes **will not** be accepted. At the end of the year medications need to be picked up by a parent or a phone call or note from the parent authorizing the student may bring home the remaining medication. Any medication not picked up at the end of the school year will be disposed of.

### IMMUNIZATION/HEALTH UPDATES

Immunizations, health problems, and/or injuries received during the summer months should be turned into the office to be recorded on the students health record.

### 2023-2024 SCHOOL LUNCH

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



**\*\*\* All families are encouraged to complete the Application for Educational Benefits for Free and Reduced Price meals even though lunches are free. \*\*\*\***

Compensatory funding for our school district is based on those applications. Your cooperation will help us access additional state funds. **This is confidential information.** Application forms are included with this newsletter and are also available at the elementary or high school office and on the website, [www.isd330.org](http://www.isd330.org). Questions? Call the high school office and return the form **at the before-school conferences, or before school begins, as benefits for approved free or reduced lunches start the day the form is turned in.**

**Lunch Cards** will be required to go through the lunch line. These will be handed out after picture day.

### Special Dietary Needs

If a child has been determined by a physician to have a special dietary need and those dietary needs prevent the child from eating a regular meal, our school will make modifications or substitutions prescribed by the physician at no extra charge. A special form from the school needs to be signed by the doctor and kept on file at the school.

## FROM THE ELEMENTARY

### FOR THE SAFETY OF OUR STUDENTS

The elementary has implemented a new security plan. The only door accessible for entry during the school day will be the southwest main entrance door. Use the intercom call button located in the entryway to buzz the office and you will be admitted. The south parking lot door will only be open before and after school for drop off and pick up.

### BREAKFAST PROGRAM

We will have breakfast each morning during the school year. Students breakfast will be free. An extra milk will be \$0.30. Adult breakfast will be \$2.50 each day. We ask that you still complete the Application for Educational Benefits for free or reduced meals even though breakfast is free for all students, as compensatory funding is based on those applications.

### POLICY FOR MILK PURCHASES AT THE ELEMENTARY

Parents are asked to pre-pay for milk for their child(ren) for their daily classroom break. If you wish for your child to participate in this program, you will be able to purchase milk per quarter or for the whole school year. Cost per quarter will be \$14.00 per child or you can save \$4.00 by purchasing milk for the whole school year for \$52.00. Payment for quarterly purchases must be received by the beginning of each quarter (Sept. 5, Nov. 6, Jan. 23 and March 25). Daily, weekly or monthly payments will no longer be received. Refunds are not given. Kindergarten students will not need to purchase milk this school year, as we once again received a state grant for the Kindergarten class only.

### TREATS

\*\*\*\*\***Due to state regulations, treats for the entire classroom, such as birthdays and parties, must be commercially prepared, not home-made. We encourage treats that are healthy.**

## ELEMENTARY DAILY SCHEDULE

#### Morning

First Bell	8:00 - Children to classrooms
Second Bell	8:05 - Tardy bell

#### Lunch and Recess

K - 3	11:45-12:15 Lunch
	12:15-12:45 Recess

4 - 6	11:45-12:15 Recess
	12:15-12:45 Lunch

Dismissal	3:05
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#### **IMPORTANT:**

**Please notify the office (507-793-2307, ext. 2100) between 7:45am and 8:30am each day if your child will not be attending school and for what reason.**

We are requesting Heron Lake students who walk or bike to school **should not arrive before 7:45 a.m.** Remind your child that the bike rack is to be used to store his/her bike during the school day. **Parents of kindergartners should be reminded that your kindergarten child not ride a bike to school.**

### ELEMENTARY DISCIPLINE POLICY

Copies of our handbook will be available in hardcopy and online.

## Heron Lake-Okabena Elementary School Supply List - 2023-2024

**ALL GRADES:** Headphones (available from school in the fall for \$6.00) if needed.

### **KINDERGARTEN**

book bag, large towel or plastic mat, gym shoes, headphones

The rest of the kindergarten supplies have been donated for the whole class by a generous community member.

### **FIRST GRADE**

1 large box of Kleenex  
crayons (24)  
dry erase markers (4)  
washable markers  
2 fun folders  
scissors  
glue bottle (1)  
glue sticks (8)  
#2 pencils (48)  
big pink eraser  
notecards (1 pkg)  
spiral notebook  
black Sharpie marker  
box of Ziplock baggies:  
    (sandwich size – girls)  
    (gallon size – boys)  
Clorox wipes  
1 inch 3 ring binder  
headphones  
pencil box or bag

### **SECOND GRADE**

scissors  
crayons  
school glue bottle & 2 glue sticks  
3 pkgs. #2 pencils (about 20)  
    (no mechanical)  
pencil box  
spiral notebook (1) wide ruled  
2 big erasers  
2 large boxes of Kleenex  
pocket folders (plastic last all yr.):  
    1 red, 1 blue,  
    1 yellow  
washable markers (optional)  
colored pencils (optional)  
black sharpie marker  
girls: 1 box gallon slider bags  
boys: 1 box quart slider bags  
2 Clorox wipes  
headphones

### **THIRD GRADE**

scissors  
ruler  
4 glue sticks  
2 packs #2 pencils  
crayons (24 count)  
large pink erasers (2)  
1 notebook  
1 composition notebook  
2 folders with 3-ring holes  
    (1 needs to be yellow)  
1 pack Expo markers  
1 dry erase eraser  
1 pack washable markers (10 ct)  
notecards (1 pack)  
colored pencils (12)  
1 in. 3-ring binder (with pockets)  
Clorox wipes  
headphones

### **FOURTH GRADE**

highlighters (3)  
2 packs #2 pencils  
2 large pink erasers  
crayons  
colored pencils  
markers  
Expo markers (1 pack)  
4 glue sticks  
1 glue bottle  
pencil case  
scissors (adult)  
3 notebooks  
3 folders  
2 black Sharpies  
ruler  
1 in. 3-ring binder w/pockets  
2 Clorox wipes  
2 boxes Kleenex  
Gallon Ziplock bags (boys)  
Quart Ziplock bags (girls)  
headphones

### **FIFTH GRADE**

24 - #2 pencils  
2 pens (blue or black)  
2 pink erasers  
colored pencils  
8 Expo markers  
dry erase eraser  
1 highlighter  
1 scissors (adult)  
ruler  
1 glue bottle  
4 glue sticks  
6 folders  
5 notebooks  
1 composition notebook  
markers  
1 black Sharpie (ultra fine point)  
pencil keeper or supply box  
book bag  
2 Clorox wipes  
3 boxes Kleenex  
1 pack notecards (3x5)

### **SIXTH GRADE**

48 - #2 pencils  
colored pencils  
scissors (adult)  
5 folders  
5 composition notebooks  
    (wide ruled)  
1 pack filler paper  
    (wide ruled)  
2 Clorox wipes  
4 boxes Kleenex

### **PRESCHOOL**

large book bag  
1 box crayons  
pencil bag  
2 folders  
1 binder  
8 glue sticks  
**AM class:** 1box Kleenex,  
                    paper towels  
**PM class:** 1 box quart Ziplock bags,  
                    Clorox wipes

**Physical Education** – All students will be required to wear a **pair of tennis shoes** for P.E. class. Please make sure that their shoes are properly secured to the foot and worn appropriately for their safety. We highly recommend a separate pair for the gym.



## FROM THE JUNIOR/SENIOR HIGH

### NOTES FROM PARENTS AND MEDICAL APPOINTMENTS\*\*\*\*\*IMPORTANT!!!

Please call the school by 8:30 each morning if your child will not be in school for the day. The phone number is 507-853-4507, Ext. 1100. If late, **YOU MUST** stop in the office before going to class. If you have a **medical appointment, please bring a card from your physician, other absences we must have a note or phone call from your parent.** Notes from home need to be brought to the office before class begins at 8:05 as you need a make-up slip to be admitted to class.

**Students without notes or phone calls are unexcused for the day. To excuse a student during the day, we need a note from the parent or a phone call; otherwise, the student will not be allowed to leave the building.**

### HIGH SCHOOL OFFICE RULES

Students may use the phone before and/or after school and during their noon break. Long distance phone calls will be blocked.

### CHANGE WILL NOT BE GIVEN FOR THE VENDING MACHINES!!

\*\*\*\***Students are reminded to sign in or out of the office when leaving or returning to the building.** *This includes any program that requires you to leave school early or arrive late.*

### Jr./Sr. HIGH SCHOOL ENTRY DOORS

Due to safety reasons, ALL doors will be locked during the school day. Please use the intercom button located next to the office door(south side of the building) to be let in. **YOU MUST** stop in the office for permission to be in the building. Anyone entering the building for extra-curricular events held in the gym should use the foyer doors, or for handicap accessibility, please use east entrance (by new restrooms).

### CLOSED CAMPUS

The High School operates under the concept of a "closed campus". This means that once students arrive at school for the beginning of the school day, they are to remain on school grounds the entire day. **No one will be allowed to leave the building for noon lunch or go home for things that were forgotten. Parents will need to bring items to school, if possible.**

### BREAKFAST PROGRAM

We will have breakfast each morning during the school year. Breakfast is free for everyone. An extra milk will be \$0.30.

### CAR POLICY

You are asked to not use (or be in) the parking areas during school hours, including noon period and between class sessions, unless you have permission from the administration. This permission can only be granted upon the written report of the parent/guardian. Students driving without permission during the noon hour will be subject to disciplinary action. A second offense could mean revocation of driving privileges. If you are participating in an activity which requires transportation, you should use the transportation provided by the school (unless you have previous written permission to be transported by your parent/guardian). Failure to adhere to this rule may result in disciplinary action which could include being suspended from participating in activities. It is very important to be very cautious when parking or driving by the school as there are many children in the area. Exhibition driving, speeding and other dangerous driving **will be** reported to the police. ***Vehicles parked on school grounds are subject to be searched if there is reason to believe there is any type of illegal activity involved!***

### ACT NATIONAL TEST DATES

The ACT will be given at the high school on April 13, 2024, for juniors. You can also go to [www.actstudent.org](http://www.actstudent.org) to see other test dates, locations, and registration deadlines. There is a fee of \$55.00 to take the ACT.

### SCHOLARSHIPS

There are often many opportunities for FREE money for college. Please check the website for details.

### Supplies for Jr. High/High School:

- Notebook and folder for each subject
- Plenty of blue or black pens, #2 wood pencils and erasers.
- Box of Kleenex
- Teachers requiring other supplies for their class will let the students know.
- **Please note: Backpacks will NOT be allowed in classrooms!**

## JUNIOR HIGH/SENIOR HIGH CLASS FEES/DUES

Drawing, Art History, Painting, Photography, Art Intro, Sculpture, Ceramics & Advanced Art - \$30, FACS, and Industrial Tech. – independent projects are selected, the cost will depend on the project. Lifeguarding - \$165. Band rentals: wind –instrument - \$40 per year/\$25 per semester, percussion instrument - \$15 per year/\$10 per semester Honor Society - \$25, FFA - \$25, FCCLA - \$25.

\*\*\*These classes have a fee as students are allowed to keep the final products. **Fees must be paid in advance of the class.** If a student is registered and not paid, they will be dropped at the add/drop deadline, which is 3 days into the quarter

The School Board set the annual class dues:

Grade 7 - \$10.00

Grade 8 - \$20.00

Grade 9 - \$30.00

Grade 10 - \$40.00

Grade 11 - \$50.00

**Dues must be paid before school begins.**

## Paperless Report Cards

In order to make communication to parents more efficient, the Junior High and High School have initiated paperless report cards. The grade reports are available on the parent portal of JMC. If you would like a paper copy of a report card, please inform the office so they can provide it for you. Please contact the school if you have difficulty getting your students grades.

### **Board of Education:**

John Volk - Chairperson  
Mark Fest - Vice Chair  
Annie Rasche - Secretary  
Robert Egge - Treasurer  
Katie Janssen - Director  
Travis Hendel - Director

### **Administrative Team:**

Paul Bang – Superintendent/Principal  
Jason Fisher – Dean of Students/  
Activities Director

### **Office Personnel:**

Tracy Freking- Business Manager  
Mikka Liepold – Admin. Assistant at Okabena  
Carla Olsem – Admin. Assistant at Heron Lake

## Elementary Staff

*Preschool* Devin Fisher  
*Kindergarten* Janae Kazemba  
*First Grade* Melissa Larson  
*Second Grade* Melissa Untiedt  
*Third Grade* Brooke Obermoller  
*Fourth Grade* Blake Gunderson  
*Fifth Grade* Matthew Beckendorf  
*Sixth Grade* Joseph Schmidt  
*RTI/Title I* Kelly Haberman  
*Technology* Lenora Kazemba  
*Music* Makayla Edwards  
*PhyEd/DAPE* Lucas Knutson  
*Special Ed* Sara Bartosh/Jamie Opdahl  
*Student Liaison* Niki Fisher  
*Library* Melissa Raverty  
*Cooks* Crystal Seegers & Morgan Blumberg  
*Paras* Lori Schaffer, Kari McBreen, Melissa Stenzel, Jamie Hendel, Cheyliska Schaffer

## Secondary Staff

Amy Bang  
Jared Bourquin  
Llubinka Brkich-  
Breyfogle  
Jessica Daberkow  
Theresa Dirks  
Jeff Drent  
Lisa Fest  
Katy Hattendorf  
Lenora Kazemba  
Carrie Mischke  
Trista Rhubee  
Heather Rindfleisch  
Christine Risell  
Terri Stenzel  
Brandon Thurk  
Danielle Wedeking  
Doyle Zellar  
Cooks RaeAnn Mathias &  
Betty Bloch  
Wellness Center:  
Jason Fisher

## **HL-O JR/SR HIGH SEVEN PERIOD DAY SCHEDULE**

Period 1 8:05 – 8:59 54 minutes  
4 minute break

Period 2 9:03 – 9:57 54 minutes  
4 minute break

Period 3 10:01 – 10:55 54 minutes  
4 minute break

9<sup>th</sup> – 12<sup>th</sup> Grade 7<sup>th</sup> – 8<sup>th</sup> Grade  
Lunch 10:55 - 11:25 Period 4 10:59 – 11:53  
Period 4 11:29 - 12:23 Lunch 11:53 – 12:23

Period 5 12:27 – 1:21 54 minutes  
3 minute break

Period 6 1:24 – 2:18 54 minutes  
3 minute break

Period 7 2:21 – 3:15 54 minutes

**Custodians:** Marsden Bldg. Maintenance, L.L.C.



## High School

Phone: 507.853.450; Fax: 507.853.4642

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Supt./Prin.		
Amy Bang	1122	<a href="mailto:amy.bang@isd330.org">amy.bang@isd330.org</a>
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Jason Fisher	1334	<a href="mailto:jason.fisher@isd330.org">jason.fisher@isd330.org</a>
Niki Fisher	1120	<a href="mailto:niki.fisher@isd330.org">niki.fisher@isd330.org</a>
Tracy Freking	1103	<a href="mailto:tracy.freking@isd330.org">tracy.freking@isd330.org</a>
Katy Hattendorf	1113	<a href="mailto:katy.hattendorf@isd330.org">katy.hattendorf@isd330.org</a>
Lenora Kazemba	1307	<a href="mailto:lenora.kazemba@isd330.org">lenora.kazemba@isd330.org</a>
Mikka Liepold	1100	<a href="mailto:mikka.liepold@isd330.org">mikka.liepold@isd330.org</a>
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Trista Rhubee	1344	<a href="mailto:trista.rhubee@isd330.org">trista.rhubee@isd330.org</a>
Heather Rindfleisch	1114	<a href="mailto:heather.rindfleisch@isd330.org">heather.rindfleisch@isd330.org</a>
Christine Risell	1206	<a href="mailto:christine.risell@isd330.org">christine.risell@isd330.org</a>
Terri Stenzel	1115	<a href="mailto:terri.stenzel@isd330.org">terri.stenzel@isd330.org</a>
Brandon Thurk	1118	<a href="mailto:brandon.thurk@isd330.org">brandon.thurk@isd330.org</a>
Danielle Wedeking	1124	<a href="mailto:danielle.wedeking@isd330.org">danielle.wedeking@isd330.org</a>
Doyle Zellar	1119	<a href="mailto:doyle.zellar@isd330.org">doyle.zellar@isd330.org</a>
Wellness Center	1330	
Kitchen	1107	

## Elementary

Phone: 507.793.2307; Fax: 507.793.2557

Name	Ext.	email
Paul Bang	2118	<a href="mailto:paul.bang@isd330.org">paul.bang@isd330.org</a>
Supt./Prin.		
Sara Bartosh	2105	<a href="mailto:sara.bartosh@isd330.org">sara.bartosh@isd330.org</a>
Matthew Beckendorf	2104	<a href="mailto:matthew.beckendorf@isd330.org">matthew.beckendorf@isd330.org</a>
Kelly Haberman	2110	<a href="mailto:kelly.haberman@isd330.org">kelly.haberman@isd330.org</a>
Brad Doherty	2125	<a href="mailto:custodians@isd330.org">custodians@isd330.org</a>
Makayla Edwards	2107	<a href="mailto:makayla.edwards@isd330.org">makayla.edwards@isd330.org</a>
Devin Fisher	2112	<a href="mailto:devin.fisher@isd330.org">devin.fisher@isd330.org</a>
Niki Fisher	2113	<a href="mailto:niki.fisher@isd330.org">niki.fisher@isd330.org</a>
Blake Gunderson	2109	<a href="mailto:blake.gunderson@isd330.org">blake.gunderson@isd330.org</a>
Jamie Hendel		<a href="mailto:jamie.hendel@isd330.org">jamie.hendel@isd330.org</a>
Janae Kazemba	2111	<a href="mailto:janae.kazemba@isd330.org">janae.kazemba@isd330.org</a>
Lenora Kazemba	2120	<a href="mailto:lenora.kazemba@isd330.org">lenora.kazemba@isd330.org</a>
Lucas Knutson	2123	<a href="mailto:lucas.knutson@isd330.org">lucas.knutson@isd330.org</a>
Melissa Larson	2101	<a href="mailto:melissa.larson@isd330.org">melissa.larson@isd330.org</a>
Kari McBreen		<a href="mailto:kari.mcbreen@isd330.org">kari.mcbreen@isd330.org</a>
Brooke Obermoller	2102	<a href="mailto:brooke.obermoller@isd330.org">brooke.obermoller@isd330.org</a>
Carla Olsem	2100	<a href="mailto:carla.olsen@isd330.org">carla.olsen@isd330.org</a>
Jamie Opdahl	2115	<a href="mailto:jamie.opdahl@isd330.org">jamie.opdahl@isd330.org</a>
Missy Raverty	2121	<a href="mailto:melissa.raverty@isd330.org">melissa.raverty@isd330.org</a>
Cheylika Schaffer		<a href="mailto:cheylika.schaffer@isd330.org">cheylika.schaffer@isd330.org</a>
Lori Schaffer		<a href="mailto:lori.schaffer@isd330.org">lori.schaffer@isd330.org</a>
Joseph Schmidt	2106	<a href="mailto:joseph.schmidt@isd330.org">joseph.schmidt@isd330.org</a>
Crystal Seegers	2119	<a href="mailto:crystal.seegers@isd330.org">crystal.seegers@isd330.org</a>
(Kitchen office)	2124)	
Melissa Stenzel		<a href="mailto:melissa.stenzel@isd330.org">melissa.stenzel@isd330.org</a>
Melissa Untiedt	2103	<a href="mailto:melissa.untiedt@isd330.org">melissa.untiedt@isd330.org</a>
Pool	2123	

### Lisa Fest, Community Education Director

Email: [lisa.fest@isd330.org](mailto:lisa.fest@isd330.org)

Phone: (507) 853-4507, ext. 1212

- Watch the school website/Facebook page for upcoming events.
- Community Education is always looking for new instructors to share their passions and interests with the community.

***\*\*Call or email if you are interested in teaching or have ideas for classes.***

## ATHLETICS

### ACTIVITY TICKETS FOR ATHLETIC EVENTS:

Ticket prices for athletic events for the 2023-2024 school year are as follows: (subject to change based on Red Rock Conference guidance)

1. **Single game tickets**
  - a. Adults \$7.00
  - b. Students \$5.00 (K-12)
2. **Season Tickets**
  - a. Adults \$60.00
  - b. Students \$40.00 (only covers K-12)
  - c. Senior Citizens \$40.00 (Age 62 or over)
  - d. Family Pass \$200.00

*Note:* Activity Tickets will be good for all HOME (Fulda and HLO) athletic events, with the exception of any scheduled tournament held at the junior/ senior high school. Activity tickets will be on sale at the junior/senior high and the elementary offices beginning August 3, 2023. It is recommended to purchase the activity ticket before the fall sports season begins.

### PARTICIPATION FEES

- \$75.00 per sport/fine arts
- \$375 family cap
- \$240.00 maximum for an individual.

**All participation fees must be paid BEFORE you participate in the sport or fine art. Each student will receive an activity ticket with their paid participation fee.**

\*\*\*\*\*Fee reduction – You must be eligible for free or reduced lunches AND complete an application.



### WILDCAT/COYOTE SPECTATOR POLICY

*These policies are an effort to encourage respectful and responsible spectator behavior to ensure everyone's enjoyment of interscholastic events. Your cooperation is appreciated!*

1. The High School will have only one (1) entrance for volleyball and basketball contests. This entrance will be the east (foyer) entrance. Doors on the north and west sides of the gymnasium are exits only. Handicap parking and entrance is located by the Green House.
2. If you leave the field or gymnasium without permission, you may not get back in. **No readmission.**
3. All HL-O and Fulda facilities are non-smoking facilities. Therefore, no smoking is allowed on any school grounds, including football, baseball and softball playing areas.
4. Spectators are encouraged to display sportsmanlike behavior at all interscholastic events. Failure to abide may result in disciplinary action.
5. Elementary students in attendance at extracurricular events **must be** accompanied **and supervised** by a parent or other adult. Failure to abide may result in a loss of privileges to attend such events.
6. Detentions/discipline notices will be issued to any student whose behavior impedes the enjoyment of the contest by other fans who have also paid admission to attend. Such behaviors include, but are not limited to, rough housing, running around in the halls, derogatory remarks and other similar behaviors.
7. Visits to the concession stand or restrooms should be limited to breaks in play, half times and between contests. You are requested not to congregate in or near any exit – find a seat and enjoy the game.
8. Spectators are not allowed on the court or field at any time unless prior approval has been granted. These areas are limited to the players and coaches participating in the contest.
9. Spectators should make a conscious effort to keep the bleacher areas clean. Please pick up your garbage and place it in the appropriate receptacles.
10. Noisemakers are prohibited at all MSHSL sponsored events.
11. All students desiring to attend sports events as spectators must have an activity ticket or pay at the door.



## ELIGIBILITY MEETING/FALL SPORTS PRACTICE DATE AND TIMES

A meeting for all athletes in grades 7-12 participating in sports for the 2023-2024 school year and their parents will be **Thursday, August 3<sup>rd</sup>**. The general meeting will begin at 6:00 p.m. in the high school gymnasium. Following the general meeting, each fall sport (football, volleyball, cross country) participants will meet with their respective coaches to discuss team information, pay participation fees, and sign participation forms. NO CONCUSSION TESTING WILL TAKE PLACE. Mr. Fisher will be working with the athletes to get their testing completed at another time.

**Practice for fall sports will begin Monday, August 14<sup>th</sup>. (Varsity football will begin practice on August 7<sup>th</sup>.)**

## ACADEMIC ELIGIBILITY

Any student who is failing a class after the fourth week of the quarter will be subject to an academic restriction. Students must maintain a passing grade in all their classes to participate in extra-curricular activities. At the end of each week a grade check will be done on all students involved in extra-curricular activities. Students must be passing all their classes. If not, the student will be notified that they are on academic probation until they receive passing grades. Students on probation must practice with the team, travel with the team, and sit with the team. During the ineligibility period, the student may not compete or perform publicly. An "I" (incomplete grade) means you are not passing all your classes. The student will remain ineligible until the incomplete is made up. If a student receives a failing grade at the end of the spring quarter, he/she may be ineligible for fall activities.

**\*\*\*\*Athletes must be in school by 10:00 a.m. the day of the event, unless absence has been pre-approved with the administration and it is an excused absence. You must contact the school at least a day ahead or by 8:30 a.m. the morning of an event, to be able to participate.**

The procedure for petitioning off the restriction list is as follows:

1. The student must secure an Eligibility Petition from the high school office.
2. The student must have the teacher(s) requesting the restriction sign the petition verifying that an acceptable level of performance has been achieved.
3. The student must return the petition to the office.
4. The principal must sign off on the form and will notify coaches and/or directors of the student's eligibility.
5. The student's name will be removed from the restriction list and all privileges will be restored.

If a student believes that they have good grounds to appeal the restriction, an appeals board will meet with the student and the student's parents prior to the restriction period to review the appeal. The appeals board will consist of the student's teachers, the activities director, and the principal/superintendent. Upon hearing the appeal, the board will vote "yes" or "no" on allowing the student the right to participate. A majority vote stands.

## COMMUNITY WELLNESS CENTER

Jason Fisher is the manager at the Wellness Center. He is a certified Personal Trainer who has worked in the field since graduating from Northwestern College in 2003. Jason has experience working with all age groups and would be willing to set you up on a program.

**Summer Hours:** Monday - Friday 6:00 - 11:00 a.m. and 3:00 - 7:00 p.m.  
Saturday - 8:00 a.m. - 10:00 a.m.

**School Hours:** Monday - Friday 6:00 a.m. - 8:00 a.m.  
Monday - Thursday 10:00 a.m. - 8:00 p.m.  
Friday - 10:00 a.m. - 7:00 p.m.  
Saturday - 8:00 a.m. - 10:00 a.m.

We have a variety of free and cable weights as well as cardio equipment, treadmills, cardio wave machine (like roller blading or ice skating). Come in and check them out. Give Jason a call at 853-4507, ext. 1334, about getting set up on a fitness program today. He will be glad to help you with membership information, or any other questions you may have. You can also log onto the internet at [www.isd330.org](http://www.isd330.org) and click on Wellness Center for more details. Be sure to check for 3-2-1 classes starting this fall and winter.

**30 & 31** Before school conferences

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '24						
S	M	T	W	Th	F	S
				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		

**16** No School  
**19** Presidents' Day (No School)

**5** First Day of school

SEPTEMBER '23						
S	M	T	W	Th	F	S
					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

MARCH '24						
S	M	T	W	Th	F	S
					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						

**22** End of 3<sup>rd</sup> quarter (42 days)  
**28** Noon dismissal (afternoon conferences)  
**29** Good Friday (No School)

**19 & 20** MEA (No School)

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '24						
S	M	T	W	Th	F	S
	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				

**1** Easter Monday (no school)

**3** End of 1<sup>st</sup> quarter (42 days)  
**16** Noon dismissal (afternoon conferences)  
**17** In-Service (No School)  
**23 & 24** Thanksgiving (No School)

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '24						
S	M	T	W	Th	F	S
			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	

**24** Graduation  
**27** Memorial Day (No School)  
**29** Last Day – End of 4<sup>th</sup> quarter (45 days)

**25 – 29** Winter Break (No School)

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE '24						
S	M	T	W	Th	F	S
						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						

**1** Winter Break (No School)  
**15** M.L. King Day (No School)  
**19** End of 2<sup>nd</sup> quarter (45 days)  
**22** In-Service (No School)

JANUARY '24						
S	M	T	W	Th	F	S
	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			

JULY '24						
S	M	T	W	Th	F	S
	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			

Dear Parent/Guardian:

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

To apply, complete the enclosed Application for Educational Benefits and return it to:

Tracy Freking  
Heron Lake – Okabena ISD 330  
PO Box 97  
Okabena, MN 56161

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

#### **COMMON QUESTIONS:**

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

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

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

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

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

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

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

If you have other questions or need help, call 507-853-4507 ext. 1100.

Sincerely,

John Volk, Chairman of the Board



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

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

Maximum Total Income

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

#### Step 1: Children

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

#### Step 2: Case Number

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

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

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

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

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



## 2023-24 Application for Educational Benefits

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

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

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

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

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

If YES > Enter SNAP, MFIP or FDIPIR 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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Names of All Adult Household Members (First and Last)	Gross Earnings from Working at Jobs					Are you Self-Employed or a Farmer?		Any Other Gross Income					
List all Household members not listed in STEP 1 (including yourself) even if they do not receive income. Include children who are temporarily away at school or in college.	Weekly	Bi-weekly	2x Month	Monthly	Report income before deductions or taxes in whole dollars (no cents).	Monthly	Yearly	Net income from Farm or Self-Employment. Do not duplicate elsewhere.	Weekly	Bi-weekly	2x Month	Monthly	SSI, Unemployment, Public Assistance, Child Support, and others on Page 2
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$	<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	No change	Free After Verified	Reduced After Verified	Denied After Verified
	Weekly	Bi-weekly	2x Month	Monthly	Annualize					
\$	<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"/>
Determining Official Signature:	Date:									
Confirming Official Signature:	Date:									

## OPTIONAL: Children's Racial and Ethnic Identities

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

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

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

## INSTRUCTIONS: Sources of Income

Sources of Income for Children

Sources of Child Income	Examples
<ul style="list-style-type: none"><li>Earnings from work</li><li>Social Security<ul style="list-style-type: none"><li>a. Disability Payments</li><li>b. Survivor's Benefits</li></ul></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:<ul style="list-style-type: none"><li>a. Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</li><li>b. Allowances for off-base housing, food and clothing</li></ul></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.

THIRD PARTY BILLING - PART B NOTICE OF PROCEDURAL SAFEGUARDS and PARENTAL RIGHTS FOR  
PUBLIC SCHOOL SPECIAL EDUCATION STUDENTS

**WRITTEN ANNUAL NOTICE RELATING TO THIRD PARTY BILLING FOR IEP HEALTH-RELATED SERVICES**

Before billing Medical Assistance or MinnesotaCare for health-related services the first time, and each year, the district must inform you in writing that:

1. The district will share data related to your child and health-related services on your child's IEP with the Minnesota Department of Human Services to determine if your child is covered by Medical Assistance or MinnesotaCare and whether those services may be billed to Medical Assistance or MinnesotaCare.
2. Before billing Medical Assistance or MinnesotaCare for health-related services the first time, the district must obtain your consent, including specifying the personally identifiable information that may be disclosed (e.g., records or information about the services that may be provided), the purpose of the disclosure, the agency to which the disclosure may be made (i.e., the Department of Human Services) and which specifies that you understand and agree that the school district may access your (or your child's) public benefits or insurance to pay for health-related services.
3. The district will bill Medical Assistance or MinnesotaCare for the health-related services on your child's IEP.
4. The district may not require you to sign up for or enroll in Medical Assistance or MinnesotaCare or other insurance programs for your child to receive special education services.
5. The district may not require you to incur an out-of-pocket expense such as the payment of a deductible or co-pay amount incurred in filing a claim for health services provided but may pay the cost that you otherwise would be required to pay.
6. The district may not use your child's benefits under Medical Assistance or MinnesotaCare if that use would: decrease available lifetime coverage or any other insured benefit; result in your family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for the child outside of the time your child is in school; increase your premiums or lead to the discontinuation of benefits or insurance; or risk your loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures.
7. You have the right to receive a copy of education records the district shares with any third party when seeking reimbursement for IEP health-related services.

You have the right to stop your consent for disclosure of your child's education records to a third party, including the Department of Human Services, at any time. If you stop consent, the district may no longer share your child's education records to bill a third party for IEP health-related services. You can withdraw your consent at any time, and your child's IEP services will not change or stop.

**This is your annual notification that the Heron Lake-Okabena School District will be billing Medical Assistance/Minnesota Care directly if you have provided consent and have not revoked or denied in writing that consent.**



## PUBLIC NOTICES

### ANNUAL NOTIFICATION OF RIGHTS PROTECTION AND PRIVACY OF STUDENT RECORDS

Pursuant to the requirements of the Heron Lake-Okabena School District #330, School Policy on data privacy regarding the "Protection and Privacy of Student Records" and the requirements of Federal law (45 code of Federal Regulations Section 99.6) the following constitutes the School District's Annual Notification to parents and students regarding data privacy practices of the school district.

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

#### A: Privacy Rights

Educational information which is collected on all students such as standardized tests will be obtained without the prior written permission of the student's parent, guardian, or the eligible student if he or she is eighteen or over or attends a post-secondary institution. This type of information is collected to assist in educational planning or evaluation. The parents, guardian, or eligible student are not legally required to allow the collection of this information. However, if the parent, guardian, or eligible student refuses to allow the school to collect the information, the school will be unable to adequately plan and evaluate the educational program of the student in question. Under limited circumstances, specific persons or entities such as the State Department of Education are authorized to review this information without the consent of the parents, guardian, or eligible student. These exceptions are set out in Policy 515R. In general, however, educational records which identify or could be used to identify a student, other than directory information, may not be released to members of the public without the written permission of the student's parent, guardian, or the eligible student. Copies of the School District data privacy policies and all forms used to comply with the Data Privacy Laws are available in the district office on request.

#### Data Privacy Policy Summary

1. Local school districts should notify parent/guardian each year of the district's data privacy policy. Notice can be through newsletter, newspaper, student handbook, etc.
2. Only those certified staff members with a need to know will have access to student files.
3. Classified staff members who are designated to provide clerical services for student files will have access to student files.
4. Directory information which includes student's name, grade, athletic or academic achievement will not be private data unless parent/guardian or student over 18 requests in writing that it be private data.
5. When a student is transferring to another district, information (student's file) about the student may be sent to the new district without parent/guardian or student's over 18 permission.
6. Parent/guardian or students over 18 must sign permission for any other person or agency to review the file. This includes county welfare, probation, etc.
7. Exceptions: a) an investigation of a crime by a police investigator; b) requests by the State Department of Education for research purposes.

### GOT (THE RIGHT) MILK?

Public and non-public schools are required under Minnesota Statutes 124D.114 to provide lactose reduced milk to any student who has a written request on file from their physician. Schools must notify parents at the beginning of the school year of the option to request lactose reduced milk for their child(ren). Lactose reduced milk may be dispensed from a large container (i.e. half-gallon) or offered to students in individual half-pints at the point of service.

### ADA POLICY

The Americans with Disabilities Act offers comprehensive protections for individuals with disabilities. Heron Lake-Okabena Public School District, in its commitment to the practice of nondiscrimination, is in the process of evaluating its services, programs, activities and policies for nondiscrimination on the basis of disability. If you are a disabled individual, represent an individual with a disability, or are otherwise interested in this process, please contact your local school official or district superintendent for more information.

ADA Public Law 101-336, Title II Compliance Form Prepared by IEA, Inc.

### WELLNESS POLICY

The HL-O School Board adopted the Wellness Policy which became effective on September 5, 2006. The purpose of the policy is to ensure a school environment that promotes and protects students' health, wellbeing, and ability to learn by supporting healthy eating and physical activity. A copy of the Wellness Policy is available in the high school and elementary offices or online at [www.isd330.org](http://www.isd330.org).

## ANNUAL PARENT NOTIFICATION

### What Student Information Is Collected by Schools?

By state law, Minnesota Public Schools must collect school census information on all students in public or private schools if the parents reside in their district. Census information includes student and parent names, address, telephone, schools attended, grade, school transportation information and special education program assignments. Other information typically collected for public school students includes district-wide testing data, subject marks, attendance and in some instances, with approval, special tests, or evaluations by professional staff. Financial aid to the school district is based on census and other information sent to the Department of Education.

### Where Is Student Record Information Kept?

While a student is enrolled in a public school, official school records are kept in the student's Cumulative Record Folder. This folder holds the official student records and other data school officials believe is needed to provide the best instructional services for each student. Census and related administrative information are kept at the district's central office.

### Who May See Student Records?

Access is limited to the following: Parents or legal guardians who present proper identification: Students age 18 and over who present proper identification: Staff members of the public school, such as the principal, teachers, and counselors, school social workers, nurses and other authorized professional personnel: Other third parties (employers, social agencies, law enforcement, etc.) may have access to records only with written permission of adult students, parents, or legal guardians.

**Exceptions:** Directory information (name, address, school, birth date, dates of attendance, awards, extra-curricular information) is public information and may be released. Forms for restricting this information may be obtained by calling the Superintendent's office.

### How Long Are Records Kept?

Most records are destroyed when they no longer are needed by professional personnel to plan the most appropriate instructional programs for students. Many evaluative records are destroyed after one year. Contents of the Cumulative Record Folder (less the permanent records) usually are destroyed within five years of the time a student leaves the school system. However, a summary of census information along with certain grade reporting and attendance data is kept permanently when students leave the school system, as required by law. These permanent files are kept to fill requests for information from former students who later need to verify school-related information from their own records.

### What Happens to The Records When a Student Leaves a Public School?

When a student leaves the school system (graduates, moves away, withdraws), contents of the Cumulative Record Folder are forwarded to other school systems, colleges, vocational institutes, at student request unless the parent (or adult student) signs a form specifically directing the Public School not to release information to other schools. This form may be obtained from the school at the time the student leaves. After the student leaves, the academic record and health form is forwarded to the school district's central office, where these records are preserved.

### What Are Your Rights Regarding Student Record Information?

State and federal laws governing school records allow parents, legal guardians, and adult students (age 18 and over) to examine and/or obtain copies of their records or those of their children upon proper identification. The law requires release of student information to a non-custodial parent. Exceptional circumstances should be referred to the superintendent. You may challenge the accuracy of the record. You may request that school officials change it. After consultation, school officials may decide whether to alter the record. If you disagree, you have the right to a hearing.

### Who Should You Contact Regarding Questions on Records Procedure?

The superintendent is the person authorized by the district to receive concerns about student records and may be contacted at the central office.

#### Data Privacy Annual Notification

##### 1. Annual Notification

A. At least once each school year parents must be informed in writing of their rights under the privacy laws. If it is known that the parent is non-English speaking/reading, it is incumbent upon the school district to make certain that the parents understand their rights under the law. Contact your superintendent if you need such assistance.

B. All students who are new to the school system should be given a copy of the Data Privacy Guidelines when they are enrolled.

1. The laws require the following annual reminder in one of the earliest newsletters or communications sent by the school to the home: Our school district has adopted a data privacy policy in keeping with both state and federal regulations. If you wish a copy of a summary of that policy, you may request it from the school. Any questions you may have concerning the policy should be referred to the superintendent.

2. Copies of the Data Privacy Guidelines are available in the superintendent's office and are available without charge for distribution to the public.

2. Release of Directory Information – Directory information is defined in our district as student and parent/guardian name(s), address (es), birth date, birthplace, attendance dates, previous school(s) attended and information related to athletic, degrees and awards. Such information is public and by law must be released upon request to any third party. However, directory information release may be delayed if, in the judgment of the principal, or the designated representative, such information may jeopardize the health or safety of the student or his/her family. Questions on the appropriateness of release should be referred to the superintendent. Directory information must be restricted if the parent/guardian completes the appropriate form requesting said restriction. Parent (s)/guardians may revoke that restriction at any time. If a school organization wishes to print and distribute a directory of parents/guardians and telephone numbers, they must first secure written permission of the parent/guardian.

3. Forwarding Records to Other Schools A. School records should be forwarded upon student transfer or withdrawal to any other school, college, or educational agency upon their request with parental/guardian permission. If the parent/guardian or adult student has signed the appropriate form refusing or restricting the release of such information, those directions must be followed. B. Parents/guardians or adult students have the right to take copies of school records with them although a reasonable charge may be made for copies of the records (actual copying costs).

4. Right to Hearing – If parents wish to challenge the accuracy of a student's records, the building principal and other school personnel, as appropriate, shall meet to decide whether to change the record. Course grades or marks may not be challenged except as to the accuracy of recording. If it is decided that a record should not be changed, the parent/guardian should be informed of their right to a hearing. The hearing shall be conducted with the superintendent and other school personnel as needed. Such a hearing must allow for presentation of evidence, representation by an attorney if desired, and the eventual issuance of a decision in writing (including a summary of the findings and the reasons for the decision). If the request to change the record is denied by the district, the parent/guardian must be afforded the opportunity to place a statement in the records setting forth their reasons for disagreement with the decision of the school district, or any other commentary they may have concerning the record. If the challenged record is released or forwarded, a copy of the parent/guardian statement of disagreement must also be sent with it. A reasonable attempt must be made to notify all other parties who have previously received copies of the disputed record.

5. Noncustodial Parents/Guardians – Noncustodial parents/guardians (a parent/guardian who does not have custody of a given child after a divorce action but who does have the right of visitation) does have the right to full and complete information about his/her child unless specified otherwise by court order. When the child enrolls in your school, request from the custodial parent/guardian a copy of the court order indicating the custody arrangement and records restriction if any. This procedure protects all parties involved. If a request for student or parent/guardian information is received from the non-custodial parent/guardian, this procedure will be followed:

A. Inform the noncustodial parent/guardian that he/she has a right to this information (unless otherwise restricted by a court order on file). However, district procedure does require that the custodial parent/guardian be notified before any information is released. Until this notification is made, no information is to be released about the child. After notification of the custodial parent/guardian, the noncustodial parent/guardian should be contacted and except in extraordinary circumstances as outlined in (B) below, the requested information should be released.

B. Contact the custodial parent/guardian, inform him/her of the information request and that the district must release this information. Also inform the parent/guardian that the district can assist in delaying the release only by a court order. We would delay, within the law, any release of information that might jeopardize the health or welfare of any student or parent/guardian. Questions on this matter should be referred to the superintendent.

6. Records Subpoena – When student records have been subpoenaed by a court of law, the district is required to make a reasonable attempt to notify the parent/guardian informing them that the school district is required by laws to produce the school records in court. Records delivered under subpoena should be copies and not the original records.



**7. Access Record** – The law required that the list of people accessing a student’s record file be kept updated, accurate and complete. Forms have been provided for this purpose and should always be kept in the student’s cumulative folder. The student records will always be kept in a central, secure location. If any portion of the record is taken elsewhere by authorized personnel, a note to that effect will be placed in the folder.

**8. Emergency Release** – In emergency situations, relevant information may be released without authorization. The superintendent must be contacted prior to that release. All parties will be notified as soon as possible after the release of information.

### **Students in the State May Choose Where They Attend School**

Students in greater numbers are taking advantage of the opportunity to choose where they attend school. Minnesota was the first state in the nation to offer parents and learners a chance to seek the public school that best fits the needs and interests of the individual. The following enrollment options programs are available to learners in Minnesota:

**Postsecondary Enrollment Options** allow 11<sup>th</sup> and 12<sup>th</sup> graders to attend full or part-time, a technical college, a community college, a private, liberal college, or university, or any of the state universities for high school credit. Students must meet the requirements of that postsecondary institution. Students are requested to inform the high school before March 30<sup>th</sup> if considering participation in the program the following academic year and should work with their high school counselor to ensure the courses taken will meet graduation requirements.

**Open Enrollment** permits kindergarten through 12<sup>th</sup> grade students to apply to attend a school outside the district in which they live. Applications must be received by the nonresident district before January 15<sup>th</sup> for enrollment for the following fall. Accepted students must agree to attend the new district for one full year. School districts with desegregation plans require that applications be sent to the home district first for approval to leave before it is sent to the nonresident district. Applications into or out of Duluth, or St. Paul may be made at any time and enrollment may begin at any time.

**High School Graduation Incentives** program is designed to encourage learners who are having difficulty in school or who have dropped out of school to complete their high school credits in alternative settings. Qualifying students may attend another traditional high school inside or outside their district, and Area Learning Center, and alternative school or program, or a nonpublic, nonsectarian school which has been contracted by a district to provide educational services.

**Diploma Opportunities for Adults** encourages individuals aged 21 or older who have not completed high school to return to get their diplomas. Qualifying people have up to two years of free state aid to complete their requirements. Many of the same programs available under High School Graduation Incentives are available to adults.

**Area Learning Centers** provide year-round, nontraditional education toward a high school diploma for students 12 years of age through adult on a full or part-time basis. Students develop, with an instructor, learning plans which best fit their course needs and learning styles.

**Public and Private Alternative** Programs personalize the education of learners at risk of not completing high school. Classes are taught using nontraditional methods and allow for flexible scheduling. These programs operate during the school year.

**Education Programs for Minor Parents and Pregnant Minors** are designated to ensure teens who are parents or pregnant complete their high school education. When requested, educational programs which fit the needs of the individual must be made available by the school district along with any necessary supportive services.

Transportation costs will be reimbursed for qualifying low-income families whose children are participating in Open Enrollment and Postsecondary Enrollment Options. For more information about these enrollment option programs visit the school or call the Enrollment Options Hotline at 1-800-657-3990.

## **GENERAL PESTICIDE NOTICE FOR PARENTS OR GUARDIANS**

A Minnesota state law went into effect in year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule, please contact Brad Doherty, Custodian, at 507-793-2307, Ext. 2125.

**2023-2024 SCHOOL YEAR ANNUAL ASBESTOS NOTIFICATION**

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Heron Lake-Okabena School District has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees. In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the school district were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

The required six month surveillances have been conducted to inspect the asbestos containing materials (ACM) for change in condition. Any changes in condition have been and will be noted on the Periodic Surveillance Forms found in the Asbestos Management Plan. Also, the required three year reinspection of asbestos containing materials have been conducted by an accredited inspector. An Operations and Management Program has been implemented by HL-O School District to keep the ACM located within the buildings(s) in good condition.

There were no asbestos abatement projects done in the district during the past school year.

Short-term workers (contractors who work in the district) must be provided with information regarding the asbestos in the building prior to the beginning of work. Contact Superintendent/Principal Paul Bang.

Should you have any further questions, you may contact Brad Doherty, the district's designated person.

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

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

HL-O ISD #330 has a list of the location(s) type(s) of asbestos containing materials found in that school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to the district office.

**INDOOR AIR QUALITY NOTICE**

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

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

The Indoor Air Quality contact person is Paul Bang, Superintendent/Principal. If there are any questions regarding the school's IAQ Program, please feel free to call the school at 507-853-4507, Ext. 1108

**LEAD-IN-WATER ANNUAL NOTICE**

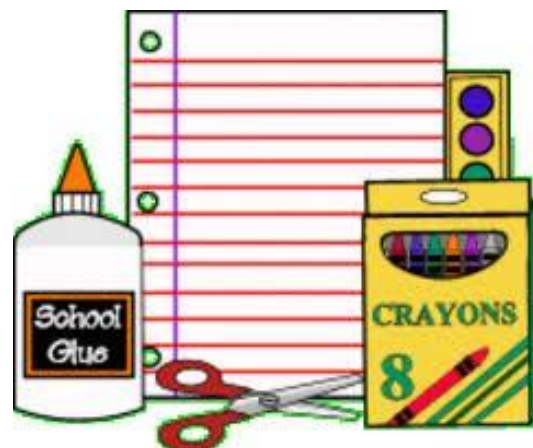
Minnesota Statute 121A.335 requires public school buildings serving prekindergarten through grade 12 to test for lead in water every 5 years. This statute also requires school districts to make the results of the testing available to the public for review and to notify parents of the availability of the information. Notification may be accomplished by publishing a statement in the "Back to School" newsletter or publication that is available to staff, students, parents, and the public. Heron Lake-Okabena ISD #330 is committed to providing a safe working and learning environment for employees and students. The district has developed a lead in water management plan and testing program that complies with Minnesota Statute 121A.335, as well as recommendations from the Environmental Protection Agency's (EPA's) Lead Contamination Control Act (LCCA) of 1988 and the Minnesota Department of Health (MDH), and Minnesota Department of Education (MDE). For more information on Heron Lake-Okabena ISD #330 lead reduction and testing program, please contact Paul Bang, Superintendent at (507) 853-4507 ext. 1108.



The Caring Connections school stores will be open again for the upcoming school year. There is a store at the elementary in Heron Lake and at the high school in Okabena that is stocked with not only school supplies, but also toothpaste/toothbrushes, shampoo/conditioner, body wash, deodorant, feminine hygiene products, hairbrushes, socks, shorts, and more that are FREE to anyone! We have a wonderful community that has been the backbone of this for our students. Please know that we are always accepting donations and are willing to lend a hand to anyone in need, no questions asked, and no judgements made! If you have any questions, or are wanting to help, please call the school and I will get back to you.

Thank you!

Nicole Fisher



Independent School District #330  
Heron Lake-Okabena  
124 North Minnesota Ave  
PO Box 97  
Okabena, MN 56161

Non-Profit Org.  
U.S. Postage  
PAID  
Okabena, 56161  
Permit No. 2

Change Service Requested