

# HHS NEWSLETTER

## AUGUST 2020

Holdrege High School  
PO Box 2002  
Holdrege, NE 68949  
www.holdregeusers.org



July 29, 2020

Dear Students and Parents,

Usually, I start the school year by making a comment about the speed at which our summer has gone zooming by, but I'm not sure that's applicable to the summer of 2020. It was sort of hard to tell where "summer" started with our last couple months of school occurring with no kids in the building and no traditional "end of school year" stuff. It has been odd to say the least, but we are approaching August 1, and that means a new semester is upon us. As with every other year, there are changes at HHS, and the most significant each year is the change in people.

We have some new staff in the building again this year. There are five new educators that will be working in HHS this year (4 teachers and a paraprofessional). Craig Hall will be teaching English. Adam Jantzi will be running Strength & Conditioning classes. Jacob McLain will teach mathematics, and Morgan Sentelle will be our new HS/MS Band Director. All of them have previous teaching experience and will be helping us out with other duties for extra-curricular coaching/sponsoring as well. In addition to that, Allegra Woollen will be our new Media Center para, who will also manage the Credit Recovery program from that part of the building. We're really excited to have these new people on staff to help our kids excel!

I've also made comments about hoping to teach our students to show flexibility and resilience as the world changes around them. This year, more than ever, that need is paramount! We have been working hard to come up with plans for getting kids back to school safely this fall. A large team was assembled to help provide perspectives from all different angles in the HPS system, with the idea that we want to do the most we possibly can to help our students continue learning and preparing for their futures, while considering their physical, emotional and psychological well being. It's been tough! The target continues to move each day, but we're committed to staying connected to our kids and giving them opportunities to learn and grow. What that looks like to start the year may be different than what it will look like a few months in, but we're preparing ourselves to be agile and adjust to whatever health conditions are prevalent at the time. Showing flexibility is an absolute necessity not only from our staff, but also from students and parents/guardians. The more we cooperate and work as a team, the smoother our path will be to get through these tough times. Be prepared to adjust to a few practices and procedures that are not in our usual bag of tools. We'll do whatever we need to do to help our kids!

Our hope again this year is to make HHS an inviting, effective place for students to learn and grow. There are many questions about how this year will progress, and at the present time, we can't answer all of them, but want to be prepared to adjust as the year goes along. We hope you're all safe and healthy, and we look forward to seeing you in our building again this August!

Robert Drews, Principal  
Holdrege High School

**Updated health information and requirements for transportation will be included with the Return to School plan to be distributed from HPS Central Office.**

## ***IMPORTANT DATES AND TIMES:***

- August 3 - **Freshmen, New Student, and Parent Orientation** (A-L 7:00pm / M-Z 7:45pm) in The Tassel.
- August 3 - HS Open House 8:00pm (following New Student Orientations)
  
- August 6 - Fall Parent/Athlete Meeting 7:00pm (various rooms HHS & Tassel)
- August 6-13 - “Flipped Orientation” available to returning students via email link
  
- August 10 - First day of FB/SB/GGO/BT/VB/CC practices. Physicals must be completed before students may practice. Signed **Student Activities Guidelines** and **Participation Consent** forms must be signed prior to the third practice.
  
- August 10 - **Freshman, New Student Make-Up Orientation** at 7:00pm in The Tassel
- August 13 - First day of school. Period 1 begins at 8:00 a.m. All buildings on Fri. dismissal schedule..

**NEW STAFF AT HHS** – We again have some new faces as educators in our building for 19-20. Craig Hall will be teaching English and Speech and starting his coaching duties with Head Girls Golf. Mr. Hall is originally from Bassett, NE and recently taught at Morrill (NE) HS. Adam Janzti will be our new Strength and Conditioning coordinator. He began his duties already this summer with workouts starting in June. He will also be coaching FB and TR. Jacob McLain comes to us from Scottsbluff HS, where he taught Math. Mr. McLain will be our new FB coach. His wife is taking over our Pre-K program at HES. Morgan Sentelle will be the new HS/MS Instrumental Music teacher. She is originally from Lexington and was recently teaching at Cambridge Public Schools. We also have a new para in the building, as Allegra Woollen will be our Media Para who will also manage our Credit Recovery courses on Odysseyware. We are excited about how our new staff will bring energy and perspectives into a veteran group of educators at HHS!

## ***IMPORTANT INFORMATION FOR THE BEGINNING OF SCHOOL:***



**FRESHMEN/NEW STUDENT/PARENT ORIENTATION & BOOT CAMP** - All Freshmen, and students new to Holdrege High School, and their parents need to attend an orientation/boot camp session on **Monday, August 3rd at 7:00 and 7:45pm** in The Tassel. Students with a last name A-L will be at 7pm with the M-Z at 7:45pm. We will review important information for the beginning of school, as well as answer questions, talk about concerns you may have, and tour HHS. Only one parent/guardian is asked to be present for the session to help limit our numbers for social distancing purposes. All must pay the \$30 computer fee or sign a waiver if qualifying for Free/Reduced lunch.. We hope to see all of the freshmen and new students at the orientation!



**RETURNING STUDENT ORIENTATION/BOOTCAMP ONLINE AGAIN!!** - Students who attended HHS during the 19-20 school year will not be required to attend an orientation session, but will instead go through a “Flipped” Orientation. Each student will receive instructions via school email accounts on how to access a video of the orientation session. They’ll also be asked to follow a link for a few quick questions after viewing the video to verify that they’ve been provided the information needed at the start of the year. We still recommend that parents/guardians view the video as well, but will send the links only to the student accounts. Forms and other papers will be distributed to the students when they come in the office between August 6 and 13, or on the first day of school. We’re taking advantage of the technology available to us for a more efficient way to start our school year!



**NO VISITORS/PARENTS at START OF DAY WITHOUT PRIOR APPROVAL** - To facilitate our health protocols, we ask that no visitors or parents come into the building at the start of the school day without prior approval from administration. By 8:30 or so, you may use the doorbell/buzzer to be allowed inside, but at the start of the day, we will be monitoring temperatures and controlling access by students according to our Return to School Plan dealing with the current pandemic.

**VISITOR POLICY AT HPS BUILDINGS ALTERED FOR SAFETY:** With renewed focus on the safety practices and protocols used in public schools across the country, HPS has standardized and updated the way visitors will be handled in each student attendance center. **ALL** individuals entering the building for any duration of time will be required to sign in upon entering and sign out upon leaving. In addition, all buildings will have common bright colored lanyards and visitor badges that must be displayed at all times while in the building during the school day. This includes **ALL** visitors, including parents, spouses of staff, college representatives, practicum students, vendors and maintenance service personnel. Those individuals who have regular patterns with their visits may be assigned a visitor badge to keep on their own, but will still be asked to sign in and out with each visit.



**GUIDANCE OFFICE HOURS FOR REGISTRATION** – The Guidance Office will be open by APPOINTMENT ONLY from 8:00am-3:00pm starting Monday, August 3 for any new students who have yet to register for courses or enroll at HHS for the 2020-21 school year. All Additional information is available by calling the high school office at 995-6558 or calling the Guidance Office directly at 995-8988.

**ACTIVITY FEE POLICY:** With the continual reduction in resources made available to our district, and no shortage of new mandates from the state and federal level, funding is becoming an ever increasing problem. In order to maintain our current level of offerings in the activities arena, the board of education has authorized a “Pay to Participate” fee structure for all activities. Students will be asked to pay a \$30 fee per activity season (fall/winter/spring), with a cap of \$150 per household. Activities that run for more than one season (band/swing choir/FFA/ etc.) will have a season designated.

**STUDENT-PARENT HANDBOOK OPTIONS** – In our continuing efforts to become more efficient and to communicate in a timely manner, we rely on more electronic/digital communication routes between the school and our patrons. We have already moved in that direction with the HHS Newsletter and continue to do so with the yearly Student-Parent Handbook. The default this year will be for a digital version, that will be sent to all students at their duster.org account, and to all parent contacts in our system, as well as being posted on our website. If you wish to have a printed copy, we’ll have a form for you to sign requesting such, and will get it to you as soon as possible. This helps to reduce our paper handling and overall costs. All students will be given printed copies of the necessary receipts/forms from the back of the handbook, but we would like to reduce our need to print hard copies as much as possible.





**HHS MAILING ADDRESS:** We have a request from our local postmaster that all correspondence to HHS or any HPS building have “PO Box 2002” on it. We are continuing to update our outgoing correspondence to reflect this change and to try to reduce confusion as much as possible.

**CELL PHONE POLICY:** Please note that the consequences for use of cellphones during inappropriate times (Start of School– End of School Day w/ exception during Lunch in approved areas ONLY) will again be in effect for this year. When phones are turned in to the office by any staff members, the fine will be \$20 for the phone to be returned. Phones will be turned off and kept in the office until the fine is paid. The administration reserves the right to keep the phone until the end of the year in cases of significant behavior issues.



**STUDENT DRESS:** Remember, all clothes that promote drugs, alcohol, or tobacco products are not allowed at school. Clothing with suggestive or profane messages will also not be allowed at school. Midriff tops are prohibited as well. In addition, tops with bare shoulders, an open back, or spaghetti or string straps will not be allowed at school. Any other clothing item that is determined to be disruptive of the educational process will not be permitted. The student dress code applies to the school day as well as all school activities. We appreciate your support in these matters. Please review the handbook for additional items regarding student dress.



**TOBACCO, ALCOHOL, OR CONTROLLED SUBSTANCES POLICY FOR ACTIVITIES:** The policy related to student use of alcohol, tobacco, and/or illegal drugs in the Activities Guidelines was changed beginning with the 2001-2002 school year. Please be aware of the following provision in the Activities Guidelines:

*“The rules involving the use, possession, or distribution of tobacco, alcoholic beverages, controlled substances, and Code of Conduct activities are to be in effect from the earlier of the NSAA first allowable fall practice date, if a student is involved in a fall sport, or the first day of school through the last school activity of the school year. Students are under these guidelines for the entire school year, regardless if they are currently participating in an activity or not.”*

According to the guidelines, students are under this policy from the first date of fall practice or the first day of school, whichever is earlier, through the last school activity of the school year. Students are covered by the policy for the entire school year, including times they are not participating in an activity. This means that the policy is effective beginning August 10, 2020.

**ACTIVITY TICKETS:** Activity Tickets are available to all Holdrege High School students for \$35. The Activity Tickets will admit you to all home Holdrege High School contests with the exception of any tournament, Central Conference activity, district contest, or state contest that we may host. The tickets may be purchased in the Holdrege High School Office. All students who are participating in one or more NSAA sponsored activity (athletics, band, chorus, play production, and speech) or dance/cheer squads, will be required to purchase an activity ticket.

**STUDENT PLANNERS:** The faculty at Holdrege High School will again be using student planners. The planner program enhances the curriculum by teaching students the important skills of time management, organization, goal setting, and study skills. In addition, the planners will be used as the student’s hallway pass and admit slip to class after being absent. The planners also provide a valuable tool for parents to communicate with their students and teachers. Parents are encouraged to review the planner with their student to keep current with their work in school. This year, planners will be provided to students free of charge at the start of the year, but we will charge \$5 for any replacements. Students will need their planners on the first day of classes!



**OPEN HOUSE:** Holdrege High School's Open House will again be early this year, as we have moved it to the night of Orientation for our new students on Tuesday, August 3 at 7:45 p.m. You can pick up your student's schedule in the Commons as you enter the building, then head to the classrooms to visit with teachers as you like. Not all staff members will be available, as the earlier date means some are not back in Holdrege yet, but we feel this will be a better situation for our new students to have staff in the building when they tour again before the year starts. With the change in Orientation for returning students, the Open House will be a great time to come in and try your new locker after picking up your schedule, however, that can be done any time after the 7th as well. We ask that you limit attendance to HHS students +1 for this event (only 1 parent/guardian per student) due to health requirements at the time.



**SCHOOL PICTURES:** School pictures will not be taken until Thursday, September 9 this year. More information on that process will be available with the September 2020 HHS Newsletter.

**STUDENT ABSENCES:** If your student is absent on any day, please call the school office before 8:00 a.m. to inform us of the absence. If you know ahead of time that your student will be absent, please send a note or call the school office. All student absences require a contact from a parent or guardian.

**ABSENCE/TARDY POLICY:** For a student to earn full credit during a semester, he or she must attend at least 90% of the class sessions. Students who pass the course but attend less than 90% of the class sessions will earn reduced credit towards graduation. Tardy totals will also be figured in the office related to absences. Every 3 tardies after 3 in a class cause a student to be assigned 1 additional absence for that semester. For excessive absence, students may be allowed to serve detentions to make up time as arranged by the administration. Deadlines may be established for such practices. More detailed information is available in the 2020-21 Student/Parent Handbook, which can also be found on our school's website ( [www.dusters.org](http://www.dusters.org)) under the HS Information section.

**HOMECOMING:** Homecoming for the 2020-21 school year has been scheduled for Friday, October 2, when Holdrege plays Minden in football. The coronation will take place on the track in front of the stadium at the conclusion of the game. The parade will begin at 2:00pm on Friday, October 2 and will follow the traditional route down East Avenue to the courthouse. More details will be distributed to the students as the date approaches.



**BODY PIERCING JEWELRY AND TATTOOS:** As per board policy, body piercing and tattoos that administration determined to be disruptive to the educational process are not allowed at Holdrege High School. Students who come to school or a school activity with unacceptable body piercing jewelry, will be asked to remove the jewelry. Students with disruptive tattoos will be asked to cover them at school and at any school activity or function. Students who refuse to follow this policy will be subject to additional consequences such as detentions, suspensions, and expulsions.

**BOOK BAGS:** Just a reminder that students may bring book bags/backpacks to and from school, but they are to be kept in student lockers until students leave the building. Exceptions must be approved by administration.

**PARKING AND TRAFFIC:** The parking lot is striped with white and yellow lines where parking is allowed. Yellow parking spaces are for faculty and staff, while white spaces are for students. Please note that this year, there will be no student parking on the east side of the gym during the school day. In addition, the parking area on the northwest corner of the building will not be available for any vehicles until after 9:00am each school day through October. This is the area the marching band uses for practice and it is marked with blue lines. Students who park in faculty parking areas during the school day are subject to the loss of open campus privileges during lunch and/or other disciplinary actions. We appreciate everyone using caution and care as they drive on and near the high school grounds. Students who drive recklessly on or near Holdrege High School, or during lunch, may lose their open campus privileges during lunch as well. In addition, as a part of our school safety plan, students and staff will be required to register their vehicles to park on school grounds during the school day this year. Students will be issued parking stickers to place on their windshields for each car they drive to school. Students may register as many cars as needed in the office. Failure to display the permits may result in fines or other disciplinary actions. We appreciate you working with us to help create an orderly environment both inside and outside our building.

**DRIVING ON SCHOOL PERMITS:** In the past, we have had some students who abuse the privileges associated with school permits or who don't understand the limitations on students driving with a school permit. Here are the guidelines for driving on school permits as outlined by , Mr. Mike Henry - Phelps County Attorney:

- Students are permitted to drive to and from school on the most direct route.
- Students may **only** drive to activities and practices in which the student is a participant.
- Students may drive to their own home for lunch, but otherwise, driving at lunch is not permitted.
- Students may not have passengers in their vehicle.

If you have additional questions regarding the use of school permits, please feel free to contact Mr. Drews, HHS Principal, Mr. Henry, Phelps County Attorney, Mr. Gene Samuelson, Phelps County Sheriff, or Mr. Dennis DaMoude, Holdrege Police Chief.

**CLOSED CAMPUS LUNCH FOR FRESHMAN & SOPHOMORES** – The school board voted to approve a plan to close campus for lunch for all freshmen students beginning with the 2008-2009 school year. Sophomores were added to that category the following year. Students classified as Juniors or above still have open campus privileges, provided they do not violate the rules established by the district or the administration. The only way a student may leave campus for lunch is by having a parent sign the student out for the period. To accommodate the number of students staying on campus for lunch, HHS will be running 2 lunches each day of the week. All courses affected will be designated as a “1<sup>st</sup> Lunch” or “2<sup>nd</sup> Lunch” at the start of each new semester to keep numbers balanced.



**SENIOR PHOTOS NEEDED!:** Seniors.....among the many responsibilities of seniors during their last year in high school is to turn in two senior photos to the yearbook advisor, Mrs. Steen. The yearbook staff needs one color senior photo. This color photo should be a “waist-up” photo. This photo cannot be a close-up or “mug” shot. The yearbook staff has to “literally” cut down the photos, so a close-up or “mug” shot would just show the person's face in next year's yearbook. The second photo should be a mug shot. This photo is for the Daily Citizen's special Graduation section in next May's newspaper. For the best quality, this photo should be a black and white photo, but the Citizen will convert color “mug shots” also.

**BELL SCHEDULE FOR 2020-21 SCHOOL YEAR:** The Monday-Thursday (Regular) and Friday bell schedules will basically run on the same schedule as last year. We no longer have any “Zero” hour classes that will start at 7am. School will run from 8:00am-3:37pm on Mon-Thurs and from 8:00am -1:37pm on Fridays We will be holding two lunches during 5<sup>th</sup> period on Mon-Thurs and two lunches during 6<sup>th</sup> period on Fridays. The bell schedule for the 2020-2021 school year is as follows:

Holdrege High School  
2020-2021  
Regular Bell Schedule (M-TH)

Period 1	8:00 - 8:50
Period 2	8:53 - 9:43
Period 3	9:48 - 10:38
Period 4	10:41 - 11:31
Period 5 / Lunch	11:31 - 12:54
<u>1<sup>st</sup> Lunch 11:31-12:01 / 2<sup>nd</sup> Lunch 12:24-12:54</u>	
Period 6	12:59 - 1:49
Period 7	1:54 - 2:44
Period 8	2:47 - 3:37

Holdrege High School  
2020-2021  
Friday Bell Schedule

Period 1	8:00 - 8:35
Period 2	8:38 - 9:13
Period 3	9:18 - 9:53
Period 4	9:56 - 10:31
Period 5	10:36 - 11:11
Period 6 / Lunch	11:11 - 12:19
<u>1<sup>st</sup> Lunch 11:11-11:41 / 2<sup>nd</sup> Lunch 11:49-12:19</u>	
Period 7	12:24 - 12:59
Period 8	1:02 - 1:37

**PARKING AT ACTIVITIES:** Parking at activities can be an adventure, although the situation has improved tremendously the past several years. If you attend one of our activities, please be sure to park in one of the painted stalls. Please **do not** park in the driving lanes, along curbs that are painted yellow, in spaces reserved for drivers with handicaps, or in areas marked with *No Parking* signs. Remember that the area in front of the bus barns is marked with *No Parking* signs. In addition, the area directly in front of the main doors on the south side of Holdrege High is marked with *No Parking Anytime* signs. If you park in one of these areas, you may be asked to move your vehicle and/or have your vehicle towed at your expense. Additional parking spaces are available on the east and west sides of Holdrege Middle School. We appreciate your help in parking in an orderly manner that will help everyone safely utilize our parking lot to its capacity.

**KIDS CONNECTION:** All students will receive a copy of the Kids Connection application form. Kids Connection is the Nebraska Children's Health Insurance Program through the Nebraska Health and Human Services System. The purpose of this program is to provide health coverage to uninsured children across the State of Nebraska. A copy of the Federal Income Guidelines for eligibility to this program is included with this mailing. For more information regarding this program, please call toll-free to **1-877-632-5437** or go to the website listed below:

[https://www.sas-mn.com/k12enronline/links/2020/ne/fl511\\_1513ne.html](https://www.sas-mn.com/k12enronline/links/2020/ne/fl511_1513ne.html)

**DUAL CREDIT/COLLEGE CLASSES:** Holdrege High School is always looking for ways to expand our dual-credit/post-secondary offerings for our student body. We have begun to place more emphasis on the use of distance learning technology, and still have Learning Center Courses from Central Community College at Holdrege High School as we have for the past several years. Junior and senior students are encouraged to examine the options that may currently be available for classes that can include college credit, or courses articulated for future credit at CCC. For Learning Center Courses, students may contact the Holdrege High School office during operating hours. Students who have already signed up to take a CCC course during the fall semester should stop in the Guidance Office beginning August 1st to complete their course registration. College credit is only a few steps away!





**HOLDREGE FFA TO HOLD KICK OFF PICNIC:** The Holdrege FFA Chapter plans to hold its third annual Kick-off Picnic on Tuesday, August 18 at the South Shelter at North Park starting at 7:00 pm. Generally, all FFA members and their families are invited, along with any students who want to join FFA this school year. There may be some limitations this year due to the pandemic restrictions. Mr. Moore will make sure that info gets out in a timely manner. Chapter sponsors will be serving hamburgers, hot dogs, chips and drinks.

Parents and sponsors usually meet to inform parents about the re-formed FFA Alumni Support group and their activities. The Support Group acts as a booster club for the FFA Chapter and more supporters are needed to keep this group growing. Parents and other community members are encouraged to be a part of the group. At this time the group would meet monthly during the school year at the same time as the FFA Chapter meetings.

FFA members, parents and supporters should mark the FFA Kick-off Picnic on their calendars for Tuesday, August 18 at North Park starting at 7:00pm. If there are any questions please contact the FFA Advisor, Jeff Moore at Holdrege High School.

**BULLYING:** While it may appear to be a harmless rite of passage, bullying can have detrimental and even deadly consequences for some students. Reports from Norway, England, and Japan indicate that students have allegedly committed suicide following episodes of severe bullying. A 1997 article in USA Today concluded, “bullying is rampant in U.S. schools”. There is a growing consensus among researchers that bullying in schools is a “worldwide problem” that can negatively impact the general school climate and students’ right to attend safe schools free from fear.

But what exactly is bullying? Bullying refers to repeated oppression, either physical or psychological, of a less powerful person by a more powerful person or group. The essential ingredient is a power imbalance that makes possible the ill treatment of the victim. In studies of bullying, the most commonly reported form was verbal abuse and harassment, followed by nasty comments about physical appearance, and social bullying. Social bullying, a more subtle form of isolation resulting from the exclusion of students from peer friendship groups, was found to be perhaps “the most pernicious.”

Researchers point out that bullying consists of direct behaviors, such as teasing, taunting, threatening, hitting, and stealing, carried out by one or more students against a victim. In addition to direct attacks, bullying can also be indirect, for example, socially isolating a student through intentional exclusion. Whether direct or indirect, the key component of bullying is that physical or psychological intimidation occurs repeatedly over time, creating an ongoing pattern of harassment and abuse.

Bullying behaviors may result in serious consequences for everyone involved. Studies conducted in Scandinavian countries and elsewhere by D. Olweus revealed a strong correlation between bullying other students during school years and criminal behavior as adults. Olweus’ study in 1993 indicated that 60% of students who were characterized as bullies in grades 6 through 9 ran up at least one criminal conviction by age 24. Another study pointed out that chronic bullies seem to maintain their negative behaviors into their adult years, greatly lessening their ability to develop and maintain positive relationships as adults. Bullying frequently causes the victims to become fearful of school and to view it as an unsafe and unhappy place. Being bullied may also lead to depression and low self-esteem, problems that can carry into adulthood. Various reports and studies have established that approximately 15% of students are either bullied regularly or are initiators of bullying behaviors. Typically, boys engage in bullying behaviors more frequently than girls do. While bullying behaviors are generally higher among elementary and middle level students, it is still an issue in high school.

Bullying behaviors are not acceptable at Holdrege High School and will be dealt with severely. In a 1998 article, R. Gibson stated, “Our society is one in which we glorify the strong and ridicule the weak, and I think that kids tend to very much take this on.” Bullying is not a developmental phase of growing up, but a serious social problem that may greatly affect the ability of students to progress academically and socially. Because bullying may have negative lifelong consequences for both victims and perpetrators, it is necessary for schools to specifically address the issue of bullying. We will be having an assembly in early October with a focus on how students can deal with bullying behaviors in schools. We appreciate your support as we work to eradicate this problem at HHS.





**SELECTIVE SERVICE REGISTRATION:** The Selective Service System is an independent agency within the Executive Branch of the Federal Government. Selective Service is not part of the Department of Defense, but operates under a federal law, the Military Selective Service Act. The law requires that all male United States citizens and male aliens residing in the United States register within a period starting 30 days before, and ending 30 days after, their 18<sup>th</sup> birthday. Failure to register, or otherwise comply with the Military Selective Service Act is, upon conviction, punishable by a fine of up to \$250,000, imprisonment for up to five years, or both. To register, you may pick up the registration from any Post Office, complete and sign it, and hand it to the postal clerk. Eighteen-year-olds may also register on-line at **www.sss.gov**. If you have questions about selective service registration, please feel free to visit with Mr. Bailey, Mrs. Freburg, or Mr. Drews.

**DIRECTORY INFORMATION:** The Holdrege Public Schools policy #5208 states as follows: *“The Holdrege Board of Education Policy reserves the right to distribute directory information. Directory information is defined by the Department of Health, Education and Welfare as: the student’s name, address, telephone number, date and place of birth, major field of study, participation in school activities, height, weight and membership on athletic teams, date of attendance, and degree and awards received. Parents who do not wish the District to distribute such information should make such request in writing to the principal in charge of their student. The request is valid for the current school year. A new request must be made each school year.”*

It is the policy of the Holdrege High School to release student directory information to groups and organizations that request such information and are approved by the principal. Directory information may include such information as a student’s name, address, telephone number, birthday, honor rolls (including 4.0 honor roll), honors and awards, and dates of attendance. You may request that we not disclose directory information regarding your student. The *No Child Left Behind Act* recently passed by Congress directs schools to share directory information with military recruiters. You may also request that directory information not be disclosed to military recruiters. Please submit all such requests in writing to the school office, and we will remove your student’s name from all directory information lists.

**HHS Meals August 2020** - To find the most accurate and current menus each day for Holdrege HS, go to our website ([dusters.org](http://dusters.org)) and find “Lunch Menu” option as you hover over “Links” on the right hand side of the top banner, or use the link provided below:

### **HHS Breakfast & Lunch Menu - August 2020**

<https://www.myschoolmenus.com/instance/291/district/311>

Holdrege Public School does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

Title: Mr. Todd Hilyard, Superintendent of Schools  
Address: 505 14th Avenue, Holdrege, Nebraska 68949  
The Phone #: 308.995.8663

If parents, employees and students do not feel that their complaints regarding Title IX, Title VI, Section 504 have met with resolution at the local level, they can appeal their grievances to the regional Department of Education, Office for Civil Rights. All appeals should be directed to the

following address:  
Office for Civil Rights  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114  
816-268-0550  
FAX: 816-8

## **COVID-19 Virus Response in School Food Service: What Lunchtime Solutions is doing to mitigate the spread of COVID-19**

As the beginning of the school year approaches, we know schools and families face difficult decisions and obstacles from the impact of COVID-19. As your school food service provider, Lunchtime Solutions is taking action to provide a safe work environment for our employees and a safe food service experience for our student customers. These actions include tools and employee training for executing our program in your schools safely, including changes in operations and the number of entrée choices we serve.

Our commitment to safety has never been more important as we face the challenges of preventing the spread of COVID-19.

### **Changes in the foodservice program:**

You may notice several changes in breakfast and lunch service as your student returns to school in the fall. Dependent on your school and local health advisories, there could be several things that look different; however, you can still expect healthy and delicious food options that your student will enjoy and that meet USDA regulations as part of the National School Lunch Program.

- 1. Options:** To begin the school year, menu options will most likely be limited, and your student may notice less choices offered daily. Our options, even though limited, will be choices the students love, ensuring a high level of satisfaction.
  - a. If students visit the cafeteria and come through the line, every option will be individually wrapped or served directly to students, making self-serve stations limited to obsolete.
    - i. Decreasing choices while still serving options will help keep the line moving faster with less congestion and crowding of students. This in turn, will provide a safer food service experience for student customers.
    - ii. When possible, we have transitioned most options to individually wrapped items to further increase safety measures.
  - b. If schools opt to have students eat in the classroom, options could be limited due to ordering and delivery constraints.
  - c. Students will see fewer offerings in fruits and vegetables.
    - i. As an additional safety measure, self-serve fruit and veggie bars will be eliminated and replaced with staff serving students fruit and vegetable choices. To the best of our ability we will offer choices that students like and will eat. How these will be served will be dependent on each school building.
  
- 2. Supply shortages:** Food and supply shortages are very fluid, and we ask for your patience with our staff as menu option changes are inevitable.
  - a. Many suppliers are seeing challenges with providing everything we order due to manufacturing and supply chain limitations related to COVID-19.
    - i. You may have experienced this personally when you go to the grocery store or order groceries online.
  - b. Due to these potential shortages, some items are no longer available, and some will be substituted with similar options.
  - c. Our menus may change without notice due to supplier shortages.

### **Staff Requirements to mitigate risk:**

We understand and empathize with the uncertainty of the situation you, as our customers, are experiencing. We want you to be aware of our prevention and response protocols as well as our plan to

help our employees, student customers, schools and communities prioritize the safety of everyone utilizing food service. Below is a high-level outline of the trainings, guidance, and safety protocols that have been put in place for every operation, at every school based off CDC recommendations and guidance:

**1. Kitchen Area Signage**

- a. Signs will be posted in the kitchen and they will serve as ongoing reminders to support our trainings on COVID-19 transmission and prevention, including face coverings, physical distancing, and hygiene.
- b. Signs will also be posted in the serving areas reminding students to stay 6-feet apart and to, "please only take the food they touch".

**2. Daily Health Assessments & Temperature Screenings**

- a. Prior to reporting to their work location, all foodservice employees are required to complete a daily health questionnaire provided by Lunchtime Solutions. This daily health screening includes a temperature check and a self-assessment of the symptoms associated with COVID-19 as outlined by the CDC.

**3. Physical Distancing & Face Coverings**

- a. To the extent feasible, employees will attempt to maintain at least 6-feet of physical distance in all interactions with fellow employees and customers.
- b. All employees are required to wear a face covering when 6-feet of physical distancing cannot be maintained and at all times when serving students and district personnel.

**4. Vendor & delivery driver protocols**

- a. All vendors are required to wear face coverings while delivering product or when in a school kitchen.

**5. Hygiene & Disinfection Protocols**

- a. Additional cleaning & disinfecting practices are being completed to ensure high touch areas are sanitized multiple times per day.

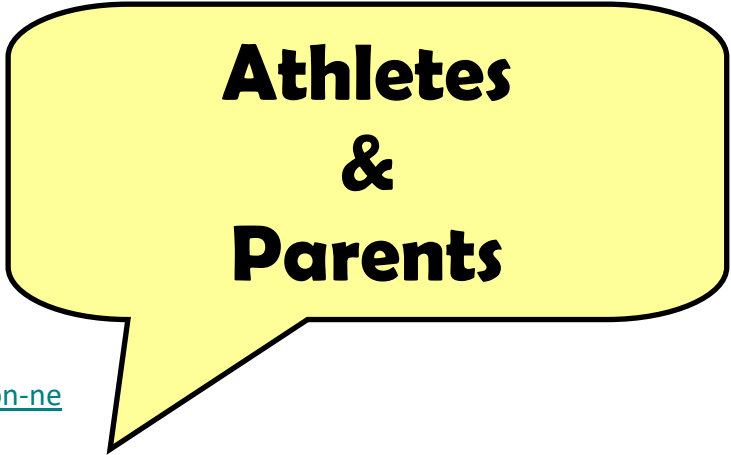
Lunchtime Solutions is partnering with your school to navigate any health emergency and to mitigate the risk of the spread of COVID-19. Together we will work to optimize nutrition while ensuring the health and safety of the students and communities we serve.

If you have any questions or concerns about the program or our mitigation protocols, please call your Food Service Director Casey Greenlee at [c.greenlee@lunchtimesolutions.com](mailto:c.greenlee@lunchtimesolutions.com) or (402)209-4465.



<https://wrestlelikeagirl.org/>

<https://wrestlelikeagirl.org/sanction-ne>



**“Wrestle Like a Girl” presents webinar through Zoom.**

**Topic: Nebraska Girls Wrestling**

**Time: Wednesday, August 5, 7:00 PM CST**

**Join Zoom Meeting**

<https://zoom.us/j/94800969269>

- What is Sanction NE?
- Women’s Wrestling: On the Rise
- The Value Wrestling
- How To Get Involved?
- Questions???



**Free & Reduced Price School Meals Family Application** – complete one application per household Attachment C: 2020-21

**Return Completed Application to:** Holdrege Public Schools, 505 14<sup>th</sup> Ave, PO Box 2002, Holdrege, NE 68949

**Part 1: Children in School**

List names of all children in school ( <b>First, Middle Initial, Last</b> ). If all children listed are foster, skip to Part 4 to sign the form. If some of the children are foster or are homeless, migrant or runaway children, complete all steps of the application.	Grade	Name of School Child Attends	Check all that apply:	
			Foster Child	Homeless, Migrant, Runaway
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

**Part 2: Assistance Programs – SNAP, TANF or FDPIR Benefits**

Enter **MASTER CASE NUMBER** if household qualifies for SNAP, TANF or FDPIR:  
(Social Security numbers, Medicaid numbers and EBT numbers are not accepted.) Skip to Part 4

**Part 3: Total Household Gross Income – You must tell us how much and how often.**

<b>1. Household Members</b> List <b>everyone</b> in the household, current income each person earns in <b>whole dollars</b> (no cents) & how often. Entering "0" or leaving the income field blank certifies no income to report. A foster child's <b>personal</b> use income must be listed.	<b>2. Gross Income (before taxes) and How Often it was Received</b>					
	Earnings from Work before deductions		Public Assistance, Child Support, Alimony		Pensions, Retirement and All Other Income	
	Income	How often	Income	How often	Income	How often

Total Number of Household Members: (Children and Adults) \_\_\_\_\_ Last four digits of Social Security Number (SSN) of the adult signing this form: XXX – XXX – \_\_\_\_\_ Check if no SSN

**Part 4: Adult Signature and Contact Information – An adult household member must sign the application.**

*"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."*

Sign here: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Street Address (if available): \_\_\_\_\_ Zip: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

**Part 5: Children's Ethnic and Racial Identities – Optional**

**Check one Ethnic Identity:** – and – **Check one or more Racial Identities:**

Hispanic or Latino       Asian       Black or African American       Native Hawaiian or other Pacific Islander  
 Not Hispanic or Latino       White       American Indian or Alaskan Native

**Do Not Fill Out the Section Below - For School Use Only**

Annual Income Conversion:      Weekly X 52;      Every 2 weeks X 26;      Twice a month X 24;      Monthly X 12

Total Household Size: \_\_\_\_\_

Total Income: \_\_\_\_\_ per \_\_\_\_\_

Free       Reduced       Denied  
 Income      Reason for denial:  
 Categorically eligible:       Income too high  
      SNAP/TANF/FDPIR       Incomplete application  
      Foster Child  
      Homeless/Migrant/Runaway;  
     (Official Documentation Required at School)

Signature of Determining Official: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**FOR THE VERIFICATION PROCESS ONLY:**

Signature of Confirming Official: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_ Date Withdrawn From School: \_\_\_\_\_

Signature of Verifying Official: \_\_\_\_\_ Date Verified: \_\_\_\_\_

Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL INCOME CHART for School Year 2020-21					
Household size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	23,606	1,968	984	908	454
2	31,894	2,658	1,329	1,227	614
3	40,182	3,349	1,675	1,546	773
4	48,470	4,040	2,020	1,865	933
5	56,758	4,730	2,365	2,183	1,092
6	65,046	5,421	2,711	2,502	1,251
7	73,334	6,112	3,056	2,821	1,411
8	81,622	6,802	3,401	3,140	1,570
Each additional person:	8,288	691	346	319	160

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 are 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.

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

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

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

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

This institution is an equal opportunity provider.

**Sharing Information with Other Programs - Optional**

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meal Application may be shared with other programs for which your child(ren) may qualify.

We must have your permission to share your information for the Student Fee Waiver Program. This program may cover some of your child's fees. Some examples of fees that may be covered are headphones, activity tickets, activity fees (including pay to participate), field trips, annual computer use fee, and other items/programs as determined by the school district.  
*Class dues are NOT included the Student Fee Waiver Program.*

**Sending in this form will not change whether your children get free or reduced price meals.**

- Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application for the purposes of the Student Fee Waiver Program.
- No! I **DO NOT** want school officials to share information from my Free and Reduced Price School Meals Application for the purposes of the Student Fee Waiver Program.

**If you checked "yes" above, complete the following form to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the individuals involved with the Student Fee Waiver Program.**

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

For more information, you may contact Dana Brinkman at 308-995-8663 or email [dana.brinkman@dusters.org](mailto:dana.brinkman@dusters.org).

Return this form to the school your child is attending or to Central Office.

**A Free and Reduced Price School Meal application must be completed prior to any fees waived. Students are responsible for fees charged prior to the approval of the application and waiver.**

# Holdrege Public Schools

Empowering ALL Students For Success

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

P.O. Box 2002 • Holdrege • Nebraska • 68949-2002

An Equal Opportunity Agency

Dear Parent/Guardian:

Children need healthy meals to learn. **Holdrege Public Schools** offers healthy meals every school day. Breakfast costs **\$1.85 for PK-12**; lunch costs **\$2.90 for PK-4 and \$3.10 for 5-12**. The chef prepared entrée costs **\$2.25 (5-12 only)**. Your child(ren) may qualify for free or reduced price meals. Reduced price is **\$.30** for breakfast and **\$.40** for lunch. If your child(ren) qualified for free or reduced price meals at the end of last school year, you must submit a new application by **September 24, 2020** in order to avoid an interruption in meal benefits.

This packet includes an application for free or reduced price meal benefits and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

## 1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR) are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **Todd Hilyard, Superintendent, 308-995-8663, or [todd.hilyard@dusters.org](mailto:todd.hilyard@dusters.org)**.

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Holdrege Public Schools, Attn: Dana Brinkman, 505 14<sup>th</sup> Ave, PO Box 2002, Holdrege, NE 68949**

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Dana Brinkman at 308-995-8663**, immediately.



5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
6. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
8. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
9. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling **308-995-8663** or writing to: **Holdrege Public Schools, Attn: Todd Hilyard, PO Box 2002, Holdrege, NE 68949.**
10. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
12. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
13. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
14. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact the school your child attends or Central Office to receive a second application.
15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits, please go online to [ACCESSNebraska.ne.gov](http://ACCESSNebraska.ne.gov) or call 1-800-383-4278.

If you have other questions or need assistance please call 308-995-8663.

Sincerely,  
Dana Brinkman  
Holdrege Public Schools  
Central Office

## Instructions for Completing the Free & Reduced Price School Meals Family Application

**For households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR), follow these instructions:**

- Part 1:** List each child's name, the school they attend and their grade.  
**Part 2:** Enter household's Master Case Number if the household qualifies for SNAP, TANF or FDPIR.  
**Part 3:** Skip this part.  
**Part 4:** Complete this part. An adult must sign the form.  
**Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

**For households with FOSTER, HOMELESS, MIGRANT or RUNAWAY CHILDREN, follow these instructions:**

**If all children in the household are foster children:**

- Part 1:** List all foster children, the school they attend and their grade. Check the box indicating the child is a foster child.  
**Part 2:** Skip this part.  
**Part 3:** Skip this part.  
**Part 4:** Complete this part. An adult must sign the form.  
**Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

**If some of the children in the household are foster children or are homeless, migrant or runaway children:**

- Part 1:** List all children, the school they attend and their grade. Check the appropriate box.  
**Part 2:** If the household does not have a Master Case Number, skip this part.  
**Part 3:** Follow these instructions to report total household income from last month.  
**Column 1 – Household Members:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.  
**Column 2 - Gross Income and How Often it was Received:** Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.

**Earnings from Work** includes the following:

- Salary, wages, cash bonuses
- Net income from self-employment (farm or business)

If you are in the U.S. Military, include:

- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
- Allowances for off-base housing, food and clothing

**Do not include income** from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.

**Public Assistance/Child Support/Alimony** includes the following:

- Unemployment benefits, Worker's compensation
- Supplemental Security Income (SSI), Cash assistance from state or local government
- Veteran's benefits (VA benefits), Strike benefits
- Child support payments, Alimony payments

**Pensions/Retirement/All Other Income** includes the following:

- Social Security payments (including railroad retirement and black lung benefits)
- Private pensions or Disability benefits
- Regular income from trusts or estates, Annuities, Investment income, Earned interest, Rental income and *Regular* cash payments received from outside the household.

If you have no income, write "0" or leave the income field blank. By doing this, you are certifying there is no income to report.

**Household Size:** Enter the total number of people in your household.

**Social Security Number:** The adult signing the form must list the last four digits of their Social Security Number (SSN) or check the box to the right labeled "Check if no SSN."

**Part 4:** Complete this part. An adult must sign the form.

**Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

**Please note:** Children who meet the definition of homeless, migrant or runaway, are eligible for free meals. However, the school district must have documentation on file from a migrant coordinator, homeless/runaway liaison or the district's Direct Certification list to approve the child for free meals.

**For ALL other households, follow these instructions:**

**Part 1:** List all children, the school they attend and their grade.

**Part 2:** If the household does not have a Master Case Number, skip this part.

**Part 3:** Follow these instructions to report total household income from last month.

**Column 1 – Household Members:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.

**Column 2 - Gross Income and How Often it was Received:** Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.

**Earnings from Work** includes the following:

- Salary, wages, cash bonuses
- Net income from self-employment (farm or business)

If you are in the U.S. Military, include:

- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
- Allowances for off-base housing, food and clothing

**Do not include income** from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.

**Public Assistance/Child Support/Alimony** includes the following:

- Unemployment benefits, Worker's compensation
- Supplemental Security Income (SSI), Cash assistance from state or local government
- Veteran's benefits (VA benefits), Strike benefits
- Child support payments, Alimony payments

**Pensions/Retirement/All Other Income** includes the following:

- Social Security payments (including railroad retirement and black lung benefits)
- Private pensions or Disability benefits
- Regular income from trusts or estates, Annuities, Investment income, Earned interest, Rental income and *Regular* cash payments received from outside the household.

If you have no income, write "0" or leave the income field blank. By doing this, you are certifying there is no income to report.

**Household Size:** Enter the total number of people in your household.

**Social Security Number:** The adult signing the form must list the last four digits of their Social Security Number (SSN) or check the box to the right labeled "Check if no SSN."

**Part 4:** Complete this part. An adult must sign the form.

**Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

### Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program.

### Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are mailed to each student household at the start of the school year and are available at each school office and Central Office. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances or household size and a new application is approved.

### Meal Account Balances

The District will ensure that families can check their meal account balances online or contact the school directly or Central Office. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to prepay for meals. Students and families may also add funds during the school day. Any balance remaining in an account shall carry over into the next month. Households with funds remaining in their account at the end of the school year may request a refund or carry over funds to the next school year. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Each school will notify the student, parent, or guardian that the balance is getting low by sending a note, an automated phone call, an email, or ask the student to contact the parent or guardian. If the balance becomes negative, no further regular breakfasts or lunches will be offered. Rather an alternate meal will be provided to the student as approved by the Nebraska Department of Education Nutrition Services or a sack lunch may be brought from home. We request that food brought from home have nutritional value and should not contain fast food, soda pop, or energy drinks. Ala carte purchases will be prohibited if the student does not have money in their account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) that require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Legal Reference: Richard B. Russell National School Lunch Act (42 U.S.C. § 1751);  
U.S.D.A. Memorandum SP 57-2016.

Adoption: 6/12/2017

# infoodservice

INFORMATION  
PAYMENTS  
MEAL PRICES  
MENUS  
LOCATIONS  
CONTACTS



We look forward to the coming school year at Holdrege Public Schools as Lunchtime Solutions continues to provide the food service program. The purpose of this communication is to provide you with an overview of the school food service program this year. If you have any questions or comments about our program, please feel free to contact Casey Greenlee, Food Service Director at 402-209-4465 or [c.greenlee@lunchtimesolutions.com](mailto:c.greenlee@lunchtimesolutions.com) or Jodi Ringling, Area Director at 605-464-0098 or [j.ringling@lunchtimesolutions.com](mailto:j.ringling@lunchtimesolutions.com). For your convenience, our menu is posted monthly on the Holdrege Public School website, at [www.dusters.org](http://www.dusters.org). Lunch and breakfast prices are listed below, along with extra entrée prices and extra milk prices.

## School Breakfast

Breakfast is served in the dining areas at all schools before school starts. Please encourage your student to participate in school breakfast. Research studies show that eating breakfast can help students perform better in the classroom.

## School Lunch

School lunch will offer a wide variety of choices daily for students. Elementary offers 2 entrée choices, Middle School offers 4 entrée choices, and High School offers 6 entrée choices. All meals include an entrée choice, a hot vegetable plus the unlimited Fruit & Veggie Bar, and milk choices.

**Chef Entrée** - Lunchtime Solutions' school chef will visit Holdrege Middle School and High School to prepare special entrées giving students additional healthy, contemporary entrée choices. Students have the option of purchasing the entrée and the Fruit & Veggie bar separately, or purchasing the entrée in addition to a regular reimbursable meal.



	Paid	Reduced	Free
<b>Lunch Prices</b>			
Pre-K-4 Lunch	\$2.90	\$0.40	\$0.00
5-12 Lunch	\$3.10	\$0.40	\$0.00
5-12 Chef Prepared Entrée	\$2.25	\$2.25	\$2.25
Extra Lunch Entrée	\$1.80	\$1.80	\$1.80
Extra Branded Pizza (MS/HS only)	\$1.95	\$1.95	\$1.95
Extra Milk	\$0.45	\$0.45	\$0.45
<b>Breakfast Prices</b>			
PK-12 Student	\$1.85	\$0.30	\$0.00
Extra Breakfast Entrée	\$1.10	\$1.10	\$1.10
<b>ALL CHECKS SHOULD BE MADE OUT TO "Holdrege Public Schools"</b>			
<b>Join Us Anytime!</b> Please join your child for breakfast or lunch on any day. The cost for an adult meal, breakfast \$2.20, Lunch \$3.80 and Adult one trip fruit and veggie bar \$1.90. We hope to see you soon!			



## INFORMATION ONLINE:

- Monthly menus
- Health and wellness articles
- Fun recipes
- Locally grown selections

# MY LUNCHTIME CHOICES!

## Extra Entrées & Extra Milk

At an extra cost, students can purchase an additional entrée or milk. For example, if a student wants an additional slice of pizza, that entrée can be selected in the lunch line and charged to the student's account. Extra entrees are only sold to students who first purchase a school lunch. If a student qualifies for free or reduced-price meals they receive one entrée and milk with their meal; they must have money in their account to purchase any extra entrées or extra milk.

## A la Carte Snack and Beverage Sales

For Middle/High School students, a la carte items will be available during the lunch period. A la Carte items offered include: 100% fruit juice, snack mixes like Chex Mix, a variety of baked chips, and a variety of ice cream treats. All a la carte items meet standards set by the Holdrege Public School's Wellness Policy. All students - paid, or those that qualify for free or reduced - must have money in their account to purchase any a la carte items.

## Outside Food and Beverage

The District does not allow the delivery of food or beverages from outside vendors or fast food establishments for a student's breakfast or lunch meal. All meals are to be provided by the District's School Food Service or a prepared meal from home may be sent with your student. No soda pop is allowed during the breakfast and lunch serving times.

## Diet Modifications

Families are responsible for notifying the School Food Service if their child requires a diet modification because of a disability. A licensed physician must provide specific written medical documentation. Please contact Casey Greenlee at 402-209-4465 or [c.greenlee@lunchtimesolutions.com](mailto:c.greenlee@lunchtimesolutions.com) for more information.

## School Lunch Account

Families are encouraged to visit with their students about their school lunch account and set any limits necessary by contacting the Central Office at 308-995-8663. To assist parents with monitoring their student's lunch account activity, please log onto your Infinite Campus account. All students can also be informed of their account balance in the lunch line. **The District does not allow students to charge when the account balance reaches zero.** When an account balance is low, students will receive a reminder to bring lunch money. When an account is negative, all purchases will stop. If the student qualifies for free lunches, they still will be able to receive a school lunch, but no extra entrée or a la carte sales will be allowed. Students will not be allowed to purchase any extra items unless they have money in their account. Please refer to the district's Lunch Account Policy for more information.

A Point of Sale (POS) software system is used for the school lunch program. Please note the following important information:

- Each student will have his/her own individual **Student Account**, however a **Family Account** is available to share a funds balance. Please contact Dana Brinkman at Central Office at 308-995-8663 to set up a Family Account.
- If sending cash with a student, place in a sealed envelope, with the student's name. We are not responsible for lost, unidentified, or stolen cash.
- Deposits should be turned in by 9:00 a.m. at the student's school.
- Online payments to student accounts may be made by logging onto the Infinite Campus Portal. To receive a user name and password, please contact the school office.

**Lunch Account Deposits can be made before the first day of school.** Because we receive an overwhelming amount of deposits the morning of the first day of school, we cannot guarantee that we will be able to input all deposits into accounts before the lunch period begins. To insure that your deposit is credited to your student's lunch account on the first day of school, please send your first deposit, for each student in your family, to the building your students will be attending.

- Be sure to include your name and your student's name. Also include any changes in your address or telephone number.
- Student Lunch Account Deposits will be accepted during the open houses being conducted at each school building before school starts.

**Free & reduced meal applications may be submitted at any time during the school year but eligibility won't apply until the application is approved.** Applications can be picked-up at the administration building or at each school office. Previous eligibility will carry over to **September 24th**. At that time, students will revert to paid status until a current Free & Reduced application has been received and approved. Status is effective

Contact: Casey Greenlee, Food Service Director at 402-209-4465 or  
[c.greenlee@lunchtimesolutions.com](mailto:c.greenlee@lunchtimesolutions.com)  
[www.lunchtimesolutions.com](http://www.lunchtimesolutions.com)



Lunchtime  
Solutions, Inc.

*This institution is an equal opportunity provider and employer.*



**UNLIMITED  
SERVINGS  
OF  
FRUITS  
& VEGGIES**