

MINSTER LOCAL SCHOOLS

AUGUST 2011 NEWSLETTER

From Superintendent Brenda Boeke...

As the newly selected Superintendent of the Minster Local School District, I welcome you to the 2011-2012 school year. This quarterly newsletter is one of the means by which I intend to inform families and community members regarding information pertinent to the success of our school district. This newsletter is sent to all families of registered students as well as community members who request a printed copy. The newsletter is also available online at www.minster.k12.oh.us. If you would prefer to have a printed newsletter mailed to your home address please contact Brenda Young at 419-628-3397. If you would like an e-mail notification of when the online Newsletter is available please contact Rod Schey at rod.schey@minster.k12.oh.us.



www.minster.k12.oh.us

As most of you are aware, many changes are in store for this year. We have closed the Elementary building located at 86 North Hanover Street and have consolidated the K-6 students into what was the Middle School. This building, which will now house the K-6 students, will be referred to as the Elementary Building. The students in grades 7-12 have consolidated into the High School building and will now be referred to as the Junior/Senior High School. Many hours of planning, moving and re-designing have gone into this process with an outstanding outcome. Please take the opportunity to view the Elementary and Junior/Senior High School building changes by attending the Ice Cream Social sponsored by the Academic Boosters, Sunday, August 21, from 6:30-8:00pm. Both buildings will be available for tours during this time.

New this year is the addition of in-town bus stops for those students living south of Fourth Street and East of State Route 66. The purpose of these bus stops is to alleviate some of the congestion on Seventh Street at the start of the school day. Please consult additional information in this newsletter concerning the actual stop locations. The in-town bus stops are an extension of existing bus routes. If the busses become overcrowded, the in-town bus stops will cease. We ask that in-town families assist in evaluating their transportation needs to/from school. If you can walk north two blocks to get to school, we ask that you do not walk south two blocks to get to a bus stop. We appreciate your help as we try to make the consolidation process work for everyone.

As in the past, we will have a one hour delayed start for the purpose of our teachers' Professional Learning Communities (PLC's) on Wednesday mornings this year. Because of the consolidation and possible confusion on the first day of school, we will **begin the delayed start for students in grades 1-8 Wednesday, August 31.** The delayed start for students in **grades 9-12 will begin Wednesday, August 24.** Please see more information concerning your child's first day start times in the school pages of this newsletter. The PLC's have proven to be extremely beneficial to our teachers as they review data, develop lessons, plan assessments, and strategize on the best approach to teaching and learning. Once the PLC's start for all grade levels, students are to report to school at 9:00 AM on Wednesdays. Our school buses will run their regular routes on Wednesdays at the regular times for students needing transportation to school. These students should report to the library in their respective building upon arrival. There will be no delayed start for AM or PM kindergarten classes. All Kindergarten students will report to their classrooms with school beginning at their usual time.

As this school year begins, I am very excited to assume the position of Superintendent. As a graduate of Minster who started her teaching career here as well, it is an honor for me to assume this leadership role in a district that means a great deal to me. Our Minster Community values education and I am committed to "Continuing the Excellence" while leading us through the challenging times ahead. Consolidate, according to Webster's Dictionary means to strengthen and unify. The consolidation of the Elementary, Middle and High school buildings will do just that - strengthen and unify our district to attain even higher heights. Good Luck to all students and parents this school year. If you ever have a question or concern, please contact me by phone at 419-628-3397 or by e-mail at brenda.boeke@minster.k12.oh.us

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Lunch Prices for 2011 - 2012

The lunch prices for the current school year are as follows: Grades K - 6 \$1.95 Grades 7 - 12 \$2.20

Please note there was a mistake in the May 2011 newsletter regarding lunch prices for grades 7-12 for this school year. All lunch prices have increased over the 2010-2011 school year by 5¢.

AUGLAIZE COUNTY ESC OFFICE:(419-738-3422)

MINSTER BOARD OF EDUCATION:

Mr. Kurt Forsthoefel, President(628-4169)
 Mrs. Connie Meiring(628-4820)
 Mr. Jeffry Monnin(628-4302)
 Mrs. Julie Ellis.....(628-2393)
 Mr. John Heitbrink(628-1091)

SCHOOL BOARD MEETING NIGHTS:

Third Monday of each Month
 8:00 PM – Elementary Large Group Meeting Room

ADMINISTRATION:

Mrs. Brenda Boeke.....Superintendent
 Mr. Mike Lee.....Principal 7-12
 Mrs. Leanne Keller.....Principal K-6

Mrs. Laura Klosterman.....Treasurer
 Mrs. Brenda YoungAdministrative Secretary
 Mr. Tim Jay..... Head Maintenance
 Mrs. Martha KuetherCafeteria Supervisor

BUS DRIVERS:

<u>Number</u>	<u>Driver</u>	<u>General Direction</u>
Bus #1	Donald Patch	West side of district
Bus #2	Ted Ripploh (AM) Rob Sniegowski (PM)	East and south side of district
Bus #3	Michael Schulze Jerry Dirksen	East side of district
Bus #4	Betty Dahlinghaus Bill Young	Preschool Pickup Preschool Take Home

<u>Number</u>	<u>Driver</u>	<u>General Direction</u>
Bus #5	Steve Blackburn	North side of district
Bus #6 & Van	John Schemmel	TriStar
Bus #7	Diana Hausfeld	South and west side of district Kindergarten Routes

MINSTER LOCAL SCHOOL DISTRICT FACULTY AND STAFF:

Elementary School:

Principal: Mrs. Leanne Keller (Room 103)
 Guidance Counselor: Mrs. Leah Ketner (Room 154)
 Secretary: Mrs. Jennifer Ripploh (Room 101)

<u>Grade</u>	<u>Section</u>	<u>Room</u>	<u>Teacher</u>
6	A	185	Mr. Patrick Baumer
	B	184	Mrs. Leslie Schemmel
	C	182	Mrs. Kristin Heitkamp
5	A	213	Mrs. Heather McClurg / Mrs. Jodi Prenger
	B	203	Mrs. Kelly Hess
	C	201	Mrs. Phyllis Kremer
4	A	209	Mrs. Sue McDaniel
	B	207	Mrs. Ellen Topp
	C	206	Mrs. Dawn Conrad
	D	204	Mrs. Kelly Wiss
3	A	232	Mrs. Kim Schwieterman
	B	231	Mrs. Barb Heitkamp
	C	230	Mrs. Karen Knapke
2	A	237	Mrs. Sue Falk
	B	235	Mrs. Lynne Heitbrink
	C	234	Mrs. Shelley Wolf
1	A	240	Mrs. Mary Jo Schlater
	B	238	Mrs. Linda Winner
	C	217	Mrs. Joyce Luthman
K	A / B	219	Mrs. Lisa Piening
	C	223	Mrs. Ashley Rohrer

<u>Position</u>	<u>Room</u>	<u>Name</u>
Intervention Specialist	214	Mrs. Marie-Andree Eiting
	200	Mrs. Michelle Link
	223	Mrs. Ashley Rohrer
Reading Specialist	210	Mrs. Deb Kruse
Talented/Gifted	224	Mrs. Lori Brunswick
Library	216	Mrs. Rebecca Dues
	216	Mrs. Diane Wyen (Aide)
Art	181	Mrs. Polly Barga
	181	Mrs. Jackie Arling
Vocal Music	176	Mrs. Della Schemmel
Band / Vocal Music	175	Mrs. Jennifer Bear
Assistant Band	175	Mr. Nicholas Baird
Physical Education	Gym	Mrs. Nann Stechschulte
	Gym	Mr. Steve Blackburn
Health	114	Mrs. Nann Stechschulte
Speech	216	Mrs. Karla Grieshop (County)
Psychologist	222	Mrs. Lauren Link (County)
MD Unit	228	Mrs. Lisa Neuman (County)
Instructional Aides		Mrs. Deb Meyer
		Mrs. Joel Whitford (County)
		Mrs. Katie Eilerman (County)
Technology Coord.		Mr. Greg Berning
Maintenance		Mr. Tim Jay
		Mr. Mike Timmerman
Custodian		Mrs. Jane Horstman
		Mrs. Diane McGlaughlin
Head Cook		Mrs. Martha Kuether
Cook's Helper		Mrs. Sandy Hoying
Cafeteria Server		Mrs. Linda Harrod
Cafeteria Server		Mrs. Linda Osterloh
Cafeteria Server		Mrs. Cathy Stahl
Cafeteria Server		Mrs. Beverly Tebbe

Junior High & High School:

Mr. Mike Lee	Principal
Mrs. Kim Seaver	Guidance Counselor
Mrs. Dorothy Bruns	Secretary
Mrs. Jackie Arling	Art 7-8; Art I, II, III, IV
Mr. Nicholas Baird	Ass't Band Director
Ms. Angela Baker	Intervention Specialist
Mrs. Jennifer Beair	Instrumental Music
Mrs. Mindy Bettinger	Alg I; Geometry; Alg. Expl I; AP Calc
Mr. Steve Blackburn	Health Grades 7-8
Mr. David Borchers	Alg II; Trigonometry; Alg. Expl II; Cons. Math
Mrs. Peggy Brunswick	Accounting I, II, III; Econ; Bus. Law; Web Design; Desk Top Publishing
Mr. Josh Clune	Athletic Director; PE I & II; Health; Sports Mgmt
Mrs. Rebecca Dues	English I: Media Specialist
Ms. Abby Frilling	Careers; Foods; Life Transitions
Mr. Kurt Goettemoeller	Math Grades 7-8
Mrs. Pamela Grew	AP Chemistry; Chemistry; Physics; Phys. Science
Mr. Nathan Helmstetter	AP Psych; Psych; American Studies; Sociology; Geography
Mrs. Christy Homan	Language Arts Grade 7
Mr. Austin Kaylor	AP Gov't; Gov't; World Studies
Mrs. Jessie Magoto	English II, III
Ms. Barbara Moore	AP English; English IV; Hon. English; Oral Communications; Ind. Rdg.
Mr. Nathaniel Moore	Intervention Specialist
Mr. Ted Oldiges	Graphic Design; Computer Animation; Science Grades 7-8
Mr. Donald Patch	Algebra I; Pre-Calculus
Ms. Karen Perry	Spanish I, II, III
Mrs. Georgia Richard	Intervention Specialist Grades 7-8
Mrs. Peg Rindler	Language Arts Grade 8
Mr. Rodney Schey	Microsoft Applications; Computer Programming; Multi Media; Statistics
Mrs. Jill Sudhoff	Biology I; Adv. Biology; Anatomy & Physiology
Mr. Larry Topp	Pre-Engineering; Custom Design; CAD; Architectural Design
Mr. Paul Winglewich	Earth Science; Plant & Animal Biology; Structural Engineering; Ag Business
Mr. Mike Wiss	Social Studies Grades 7-8
Mr. Greg Berning	Technology Coordinator
Mrs. Beth Hinker	Library Aide
Mrs. Michele Huelsman	Secretary
Mrs. Karla Grieshop	Speech
Mrs. Deb Meyer	Aide
Mrs. Holly Platfoot	County MD Unit
Mr. Tim Jay	Head Maintenance
Mr. Mike Timmerman	Maintenance
Mr. Ted Ripplloh	Custodian
Mrs. Donna Borges	Head Cook
Mrs. Rita Kremer	Cafeteria Server
Mrs. Barbara Kuether	Cafeteria Server
Mrs. Lois Seger	Cook's Helper

BAND NEWS

The raffle winners were as follows:

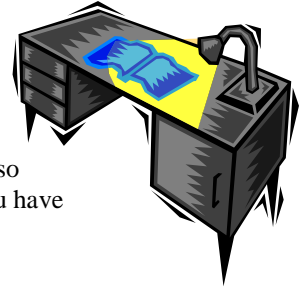
\$75 - Tony Kremer
 \$50 - Treva Albers
 \$25 - Becky Olberding

The fall chicken dinner will be on Wednesday, September 21.

HIGH SCHOOL & JUNIOR HIGH NEWS GRADES 7-12

“From the Administrator’s Desk”

Mr. Mike Lee - High School/Junior High Principal



Welcome to the “new” Minster Junior/Senior High School for the 2011-12 school year! Changes abound, so please read the information included in this newsletter as we embark on another exciting year ahead. If you have questions or concerns relative to various topics, please contact the following:

Transportation: Don Patch (don.patch@minster.k12.oh.us)
 Athletics: Josh Clune (josh.clune@minster.k12.oh.us)
 Scheduling: Kim Seaver (kim.seaver@minster.k12.oh.us)
 Cafeteria: Donna Borges (donna.borges@minster.k12.oh.us)

First Day

With the first day of classes beginning on **Wednesday August 24**, the junior high grade level students will begin at a **normal 8:00 A.M. start**. All students should report to the gym by 8:00. The high school student classes begin at **9:00 A.M.**, the normal one-hour delay schedule. High school students arriving early because of bussing should report to the cafeteria as soon as you arrive in the morning.

Meetings

The following grade level meetings are scheduled for **students** before the year begins. The purpose is to acclimate the students to procedures and policies, and allow for the students to view their classrooms and schedules. The meetings are set as follows:

- *Grade 7: Friday, August 19 beginning @ 10:00 AM
- *Grade 8: Friday, August 19 beginning @ 11:00 AM
- *Grade 9: Friday, August 19 beginning @ 1:00 PM

The sessions will begin at the **elementary building large-group room** (old middle school), and conclude at the junior/senior high school building.

Schedules & Fees

Student schedules can be picked up from the office beginning on Monday, August 8. Changes to schedules can be made with Mrs. Seaver, and must be completed by **Friday, August 19**. A complete listing of fees is included in this newsletter for the junior high and high school courses.

Student Parking

Permit forms for student parking on school grounds are available in the office. All vehicles utilizing parking on school premises must have completed and returned registration materials along with displaying a valid student parking pass ('11-'12). The cost remains the same at \$5.00. Vehicles are subject to towing at the owner's expense if registration and pass have not been properly displayed. **All vehicles must be properly registered by Thursday, August 25, the second day we are in session.**

Student Transportation

Details are included later in this newsletter titled “**Arrival and Dismissal Traffic Patterns**” on page 10. The items not included are addressed in this section:

- Bicycle riders should cross Hanover or Lincoln St. onto Seventh Street and continue down the path to the **front (south)** entry of the building. Riders to the junior/senior high school are not permitted anywhere west of the building. Bicycle racks are available to students in the front.
- Moped drivers should enter the **west driveway** and park in the **first two parking spaces** adjacent to the junior/senior high school building. These spaces are directly across from the industrial technology (Mr. Topp) portion.

Attendance

Regular attendance is a significant student responsibility at all grade levels. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Please notify the office immediately if your child is ill and/or will not be attending school. A doctor's excuse is **required after four consecutive days of illness**.


Handbooks

All students will receive a copy of the student handbook, which is located to the front of the planner. Operating procedures and policies are explained within the confines of the planner.

Jr./Sr. High School Schedules:

The junior and senior high school operates on a modified block schedule. The schedule consists of a six period day typically 55-60 minutes in length. Every day of the school year, all students have 30 minutes built into their schedules around lunch that allows for flexibility in make-up work, intervention, acceleration, meetings, and extended class time. The schedule for the entire year is as follows:

List of A, B, C, & D Days for the 2011-2012 school year:

- A--Omit Periods 1 & 5*
- B--Omit Periods 2 & 6*
- C--Omit Periods 3 & 7*
- D--Omit Periods 4 & 8*
- TW – Teacher Workday*
- W – Waiver Day*
-  *No School*

August

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
TW 22	TW 23	24	B 25	C 26
D 29	A 30	31		

September

M	T	W	Th	F
			B 1	C 2
5	D 6	7	A 8	B 9
C 12	D 13	14	A 15	B 16
C 19	D 20	21	A 22	B 23
C 26	D 27	W 28	A 29	B 30

October

M	T	W	Th	F
C 3	D 4	5	A 6	B 7
C 10	D 11	12	A 13	B 14
C 17	D 18	19	A 20	B 21
C 24	D 25	26	A 27	B 28
C 31				

November

M	T	W	Th	F
	D 1	2	A 3	B 4
C 7	D 8	9	W 10	PT 11
A 14	B 15	16	C 17	D 18
A 21	B 22	23	24	25
C 28	D 29	30		

December

M	T	W	Th	F
			A 1	B 2
C 5	D 6	7	A 8	B 9
C 12	D 13	14	A 15	B 16
C 19	D 20	21	TW 22	23
26	27	28	29	30

January

M	T	W	T	F
2	A 3	4	B 5	C 6
D 9	10	11	12	13
16	A 17	18	B 19	C 20
D 23	A 24	25	B 26	C 27
D 30	A 31			

February

M	T	W	T	F
		1	B 2	C 3
D 6	A 7	8	B 9	C 10
D 13	A 14	15	B 16	17
20	C 21	22	D 23	A 24
B 27	C 28	29		

March

M	T	W	T	F
			D 1	A 2
B 5	C 6	7	D 8	A 9
B 12	C 13	14	D 15	A 16
B 19	C 20	21	D 22	A 23
B 26	C 27	28	D 29	A 30

April

M	T	W	T	F
B 2	C 3	4	D 5	6
9	A 10	11	B 12	C 13
D 16	A 17	18	B 19	C 20
D 23	A 24	25	B 26	C 27
D 30				

May

M	T	W	T	F
	A 1	2	B 3	C 4
D 7	A 8	9	B 10	C 11
D 14	A 15	16	B 17	C 18
21	22	23	TW 24	25
28	29	30	31	

Interim Dates: 9/23; 12/7; 2/15; & 4/25

Miscellaneous

- Food and/or beverages of any kind are not permitted during the school day. Water is allowed in clear containers at the teacher's discretion. Book bags are also not permitted in the halls or in the classrooms. They are to be used for transportation purposes only.
- A warning tone sounds at 8:00 A.M., with the tardy bell ringing at **8:05 A.M.** Wednesday classes begin promptly at **9:05 A.M.**
- Detention days for all students fall on Mondays and Thursdays from 3:15 until 4:00 P.M. Work and/or extra-curricular activities do NOT take precedent regarding detentions.

- Student lunch accounts will continue to be created through an automated system and are established when money is deposited into the student’s account. A **positive balance** must be kept within the system. The entire junior/senior high school building is a closed lunch, meaning students are not permitted to leave campus.
- Appropriate dress and grooming are required while in attendance. More specifics can be found in the student handbook.

2011-2012 Minster High School Course Fees

<u>Course I.D.</u>	<u>Course Name</u>	<u>Fee Amount</u>		<u>Course I.D.</u>	<u>Course Name</u>	<u>Fee Amount</u>
012A	AP English	\$87.00	(exam)	502	Web Page Design	\$15.00
050	Spanish I	\$15.15		503	Accounting I	\$32.60
051	Spanish II	\$20.55		504	Accounting II	\$34.30
052	Spanish III	\$15.15		505	Accounting III	\$36.00
107A	AP Calculus	\$87.00	(exam)	510	Pre-Engineering	\$10.00
114	Computer Programming	\$10.00		511A	Architectural Drawing	\$10.00
116	Computer Multimedia I	\$15.00		511B	Basic Wood Design	\$10.00
200A	Physical Science	\$6.00		512	Engineering Design (CAD)	\$10.00
201	Biology I	\$9.50		513	Engineering Design (MOD)	\$10.00
203	Chemistry	\$11.10		514	Custom Design	\$10.00
203A	AP Chemistry	\$98.10	(plus exam)	650	Art I	\$23.00
204	Advanced Biology	\$12.45		651	Art II	\$23.00
205	Anatomy & Physiology	\$14.75		651A	Art IIA	\$23.00
206	Physics	\$11.10		652	Art III	\$23.00
302	World Studies	\$6.10		652A	Art IIIA	\$23.00
304	American Government	\$6.10		653	Art IV	\$23.00
304A	AP Government	\$93.10	(plus exam)	654	Computer Graphic Design	\$15.00
305	Sociology	\$6.10		655	Animation	\$15.00
306	Psychology	\$6.10		703	Exploring Careers	\$17.60
306A	AP Psychology	\$103.75	(plus exam)			
307	Geography & Current Events	\$16.80				
414	Healthy & Safe Foods	\$25.00				
415	Advanced Foods & Healthy Lifestyles	\$25.00				
422	Agriculture Food & Natural Resources	\$24.00				
423	Plant & Animal Bioscience	\$24.00				
424	Bus. Management for Agriculture	\$24.00				
425	Agriculture & Environmental Capstone	\$24.00				
427	Structural Engineering	\$24.00				
501	Desk Top Publishing	\$15.00				

GENERAL FEES

Student Planners	\$ 5.50
Technology Fee	\$10.00
Senior Passport	\$19.00
Student Parking Fee	\$ 5.00
Freshman Student Fee	\$ 6.00
Sophomore Student Fee	\$ 6.00
Junior Student Fee	\$ 6.00

Junior High Supply Lists

GRADE 7

- Yellow highlighter
- Colored Pencils (set of 12)
- Red Pen
- Scientific calculator
- 12 inch metric ruler
- 3 single subject notebooks
- 1 pack loose leaf paper for binder
- Scissors
- 3 ring tab dividers (need 6 dividers)
- 8 low odor dry erase markers
- Watercolor paint set for Art
- 1 pocket folder for Music/Band
- 2 boxes of tissues
- 4 pocket folders
- 2 one-inch 3-ring binders

GRADE 8

- Yellow highlighter
- Colored markers
- Red Pen
- Scientific calculator
- 12 inch metric ruler
- 3 single subject notebooks
- 100 pg. Composition notebook
- 1 pack 3” by 5” index cards
- 4 pocket folders with clasps
- 8 low odor dry erase markers
- 1 pack loose leaf paper
- 1 pocket folder for Music/Band
- 2 boxes of tissues
- 1” 3-ring binder

Junior High Book Bills

	<u>GRADE 7</u>	<u>GRADE 8</u>
Language Arts materials	10.75	10.15
Science Lab	8.00	8.00
Technology Fee	10.00	10.00
Art materials	5.45	5.45
Student Planner	6.45	6.45
Music Magazine	.60	.60
Assessment Fee	5.00	5.00
Total	\$46.25	\$45.65

MINSTER HIGH SCHOOL READING INSTRUCTIONS FOR SUMMER 2011

What to Read

All Minster High School students are required to read at least one book over the summer. The language arts teachers recommend that students who need to purchase books contact either the New Bremen Coffee Shop or amazon.com. The New Bremen Coffee Shop offers a 20% discount on these materials. Additional copies of these instructions will be available in the office.

Incoming freshmen: *And Then There Were None* (ISBN 0-312-97947-9)

Incoming sophomores: *The Last Lecture* (ISBN 978-1-4013-2325-7)

Incoming juniors: *For One More Day*

Incoming seniors:

Integrated IV: self-selected, teacher approved, 250 pages

English IV: *Pygmalion* (ISBN-13: 978-1-4165-0040-7 or ISBN-10: 1-4165-0040-5).

Honors: *1984* (school copy)

AP: See separate instructions from Miss Moore

What to Write

While reading your summer book, complete the following four journal entries. All entries must be typed (12-point font, double spaced). Each entry must be at least one full page in length (at least 250 words, not including the headings, one-inch margins). Short entries will be docked.

Write after the first two chapters or scenes. What are your initial thoughts and feelings about the book? Describe the setting (time and place). Who seem to be the main characters? Which ones are the most interesting and why?

Write at the halfway point. Now that you are half way, what are your thoughts and feelings about the book? Have they changed since the first entry? Why or why not? Have you reached the climax or is your book leading to a climax yet? What do you think it might be? Compare this book to something else you have read or watched, explaining in what ways the two works are alike. (Consider style, theme, or character as well as plot.) Is there anything in your book so far that you don't understand or agree with?

Write after you have read at least three quarters of the book. Choose two areas of the book that stand out in your mind. Quote two memorable passages and explain their significance and your reaction to them. Are the passages crucial to the story? Are they extremely well written? Explain. Be sure to include page numbers with your quotations.

This is your final journal entry. Reflect on the entire book. Did you enjoy reading it? Why or why not? Be specific! Give details supporting your opinion of this book. Who would like to read this book? Why or why not?

The assignment is due on the first day of school and will be counted as one of your first grades of the year. On the first day of class, you will need to have (1) your own book with you and (2) your journal ready to hand in.

ACT PREPARATION CLASS

Minster High School will be offering an ACT preparation Class this fall. Minster teachers will instruct students in the areas of English, reading, math, and science comprehension as well as general test-taking tips. The class will be held in the junior/senior high school on Wednesday evenings from 3:30-6 p.m. for ten weeks. The class will start October 5th, end December 7th, and prepare students for the December 10th ACT test date. Students will take one diagnostic test and two practice tests during the course. During class time, the students will rotate in small groups among English, math, and science teachers. The course fee is \$200 and includes all course materials and instructional time. If you have any further questions or would like to sign up, please contact Mrs. Bettinger at mindy.bettinger@minster.k12.oh.us or call the high school at 419-628-2324.

NEWS FROM THE 7-12 COUNSELING CENTER



Welcome to a new school year! Along with all the other changes in the school system this year, the counseling role has also changed. School counseling services in Minster are available to students in grades K-12. My name is Kim Seaver and I will be serving as counselor for grades 7-12. The 2011-2012 school year marks my ninth year serving at Minster in the role of counselor, and I look forward to working with students in grades 7-12 this year.

Assisting students with their academic, career, post-secondary plans, and personal-social interests and concerns is a complex process. Please know that I am here to help students and families in any way that I can. I am available to every student who wishes to discuss matters such as career planning, educational planning, college planning, and personal and social development issues. Individual meetings are scheduled as needed. Individual meetings with seniors will help me to better assist them with some of the decisions that need to be made to prepare for plans after high

school, as well as put them in contact with appropriate scholarship information or any other information they may need. In addition to individualized counseling, materials are available in the Counseling Center.

Many times information is given to students in group meetings throughout the school day. Even though students should be responsible to bring this important information home, parents need a source for this information as well. Information will be sent home via parent and student mails that are on file with the school. The counselor's link on the school website will hopefully also be a source to post necessary grade level information, as well as provide access to the many links that parents and students may need as they plan for post-secondary options.

As always, if you have any questions or concerns, feel free to email or call. I look forward to working with all 7-12 students and their parents this school year!

COLLEGE PLANNING PROGRAM SCHEDULED

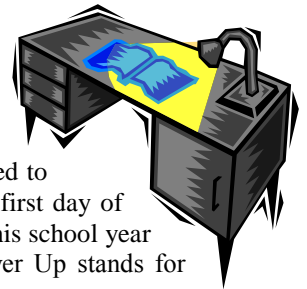
A program for parents who are trying to help their students choose a college is planned for Wednesday, September 28, at 6:30 p.m. in the Minster High School cafeteria. Van Wright, Admissions Officer for Bowling Green State University, will present "How to Help Your Son or Daughter Choose a College." Mr. Wright will speak from a parental perspective and offer insight on the college selection process. He will welcome questions following the session. Any high school parent or student is welcome. Please mark your calendars and plan to attend.

Please contact Guidance Counselor, Kim Seaver, with any questions: kim.seaver@minster.k12.oh.us or at 419-628-2324 Ext. 2050

ELEMENTARY SCHOOL NEWS GRADES K-6

"From the Administrator's Desk"

Mrs. Leanne Keller -Elementary School Principal



WELCOME BACK!! This has been a hectic summer with moving and completing many other tasks related to consolidating three buildings into two buildings! Thanks to the efforts of all, we will be ready for our first day of school on Wednesday, August 24. We are anticipating a great year, as we become a K-6 school family. This school year our theme will be "Power Up" with guidance lessons focused around this theme. The "POW" in Power Up stands for "Performance of Winners".

Please note that elementary students will NOT have release time or a late start on the first day of school. Many of our young students have not experienced transferring by bus following release time, so we will not be making them do this on the very first day of school. Our first late start/release Wednesday will be August 31.

Because newsletters are quarterly, rather than monthly communications, parents are encouraged to include email as well as phone numbers in the One Call System. Weather delays and cancellations are communicated via phone calls. If you have email and provide that address, you will also receive a monthly communication from the principal with the elementary menu and upcoming events. You will have the opportunity to add or update One Call contacts with back-to- school paperwork.

If you have any questions, please feel free to contact the elementary school office at 628-4174. Office hours during August at the elementary school are 9:00 a.m. to 3:00 p.m. Regular hours, beginning the first day of school, are 8:00 a.m. to 4:00 p.m.

Back-To-School Events:

On August 21, from 6:30 – 8:00 PM, the elementary will be open for an Ice Cream Social sponsored by the Academic Boosters. You will be able to visit your child's classroom and pick up beginning of the year paperwork. The Academic Boosters will have supply packets for sale for students in grades K-6. **Please see the Academic Booster portion of this newsletter for information about this sale.** Classrooms will be supervised by volunteers on this evening. We are in great need of volunteers for this event. If you have a high school or college age student in your family, please encourage them to call 937-638-2022 to volunteer!

Please note that Picture Day is early this year. Lifetouch will take elementary fall student pictures on **Monday, August 29**. Retakes will be scheduled for Thursday, October 20.

Parents of students in grades 1-6 are asked to attend "Curriculum Night" on Wednesday, August 31. This will be an important, informative evening for you to learn about grade level curricular standards and classroom procedures. For first grade parents, there will also be a brief meeting at 5:40 pm in the large group meeting room to receive information about the POS (Point of Sale) lunch account system, access to Progress Book, and standards based report cards.

Times are as follows:

Grade 1: 5:40 (whole group in large group meeting room); 6:00 – 6:30 (classrooms)

Grade 2: 6:00-6:30 (classrooms)

Grades 3 & 4: 6:45 – 7:15 (classrooms)

Grades 5: 7:30 – 8:00 (gym)

Grade 6: 7:30 – 8:00 (large group meeting room)

Kindergarten parent orientation and student visitation will be held on Monday, August 22. Kindergarten students will receive a postcard in the mail with time and meeting location. For your benefit it would be best to make other arrangements for siblings so your undivided attention can be given to the kindergarten teachers. Your kindergarten child will take a quick bus ride and learn about bus rules while you meet with teachers.

Elementary School Hours:

Regular School Day 8:15 am – 3:15 pm

Kindergarten 8:15 am – 10:50 am

(Morning Session)

12:40 pm – 3:15 pm

(Afternoon Session)

PLEASE DO NOT SEND YOUR CHILDREN TO SCHOOL BEFORE 8:00 IN THE AM OR BEFORE 12:30 FOR PM KINDERGARTEN. The teachers are not required to be in their classrooms and often are working on getting things ready for the day. Your child will be unattended if you send them before these times. At 8:00 (or 12:30 for PM Kindergarten), students may enter the building. Students will be supervised in the commons area from 8:00 – 8:10. Students may not enter their classrooms until the teacher has opened the classroom door. All students must be in their respective homerooms at 8:15. School doors are not open before 8:00 am or after 4:00 pm.

Attendance:

Please notify the elementary school office, 419-628-4174, if your child is ill and/or will not be attending school. When calling, please leave your name, student's teacher's name and reason for absence. If your child is ill for more than one day, please be sure to contact someone to have homework picked up. A doctor's excuse will be required after the child's third consecutive day of absence.

Student Drop Off And Pick Up:

In-town bus pick up and drop off times are listed below.

These stops will be offered ONLY at the beginning and end of the school day. Decisions about stops were based on safety and distance from school. Continued bus service at these locations is dependent upon bus capacity. Please note that parents are responsible for the supervision of their children until they board the school bus. ALL students who ride the bus are required to follow the safety rules set forth by the transportation director. Students who do not ride safely and cooperatively will lose their bus privileges.

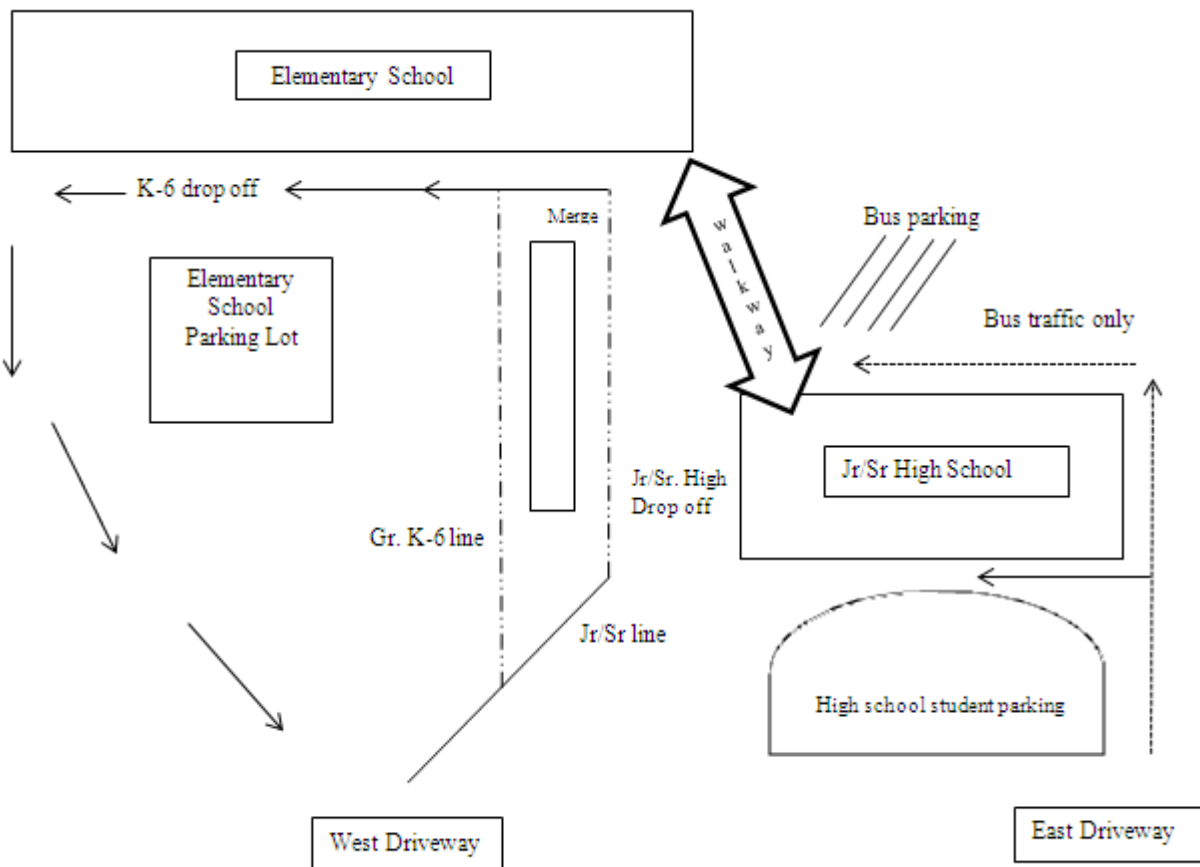
Bus Stop Location	Bus Number	Driver	Pick Up Time	Drop Off Time
Webster & Third (NE corner)	#3	Schulze/ Dirksen	7:47	3:28
Park Place & Hamilton (NE corner)	#3	Schulze/Dirksen	7:50	3:25
Third & Stallo/Garfield (N side; mid block)	#2	Hausfeld	7:50	3:25
Lincoln & Third (NW corner)	#1	Patch	7:46	3:29
Frankfort & Third (SE corner)	#1	Patch	7:50	3:25
Garfield & Sixth (East side of Garfield)	#7	Blackburn	7:45	3:24
Paris & Oakwood (NE corner)	#7	Blackburn	7:49	3:28

Out-of-town bus riders will be contacted by their bus driver concerning drop off and pick up times. If you have not been contacted before August 19, please call Mr. Don Patch at Minster High School, 419-628-2078.

Arrival and Dismissal Traffic Patterns

Please refer to the diagram and note the following:

1. All high school drivers will enter and exit through the East driveway.
2. Buses will both enter and exit through the East driveway. Bus traffic always has the right of way.
3. Elementary parents will enter and exit the West driveway. Drop off procedure will follow the same pattern as this school year, with drop off at the front of the building (traffic flow from East to West). Parents who are picking up students from the elementary should park in the elementary parking lot. Car riders and walkers will be dismissed at 3:20, using the sidewalk near the swimming pool, after bus traffic and high school traffic.
4. Parents who are dropping off a Jr/Sr high school student and an elementary student will enter the West driveway. Jr/Sr students will be dropped off at the West side of the Jr/Sr building, using the area that currently holds the "Do Not Enter" sign. The driver will then merge with the elementary traffic at the front of the elementary building. An adult will be on duty to assist with the traffic merge.
5. Elementary students who are riding to school with a high school driver will enter the Jr/Sr high school front doors and walk through the band hallway to the north exit, then cross the parking lot to the elementary building. There will be no traffic flowing through this pathway at any time.

**Lunch Program:****Lunch prices for the 2011-12 school year are \$1.95 for grades 1-6.**

Minster schools use an automated point of sales (POS) purchasing system for all cafeterias. Student accounts are created through an automated system and are established when parents send in money to be deposited for use by the students to purchase lunches/milk. Monies deposited can be in any increment, and when the balance of the account is low, you will be notified. At that time, please send money to the school office in an envelope with your child's name and their teacher's name. Students will access their accounts at the

end of each lunch line by using their four-digit code. **As a reminder, students may leave the school grounds for lunch only when a parent or their designee signs the child out in the office.**

Ala Carte menu items will be offered to grades 3-6 only. The menu line is the regular lunch menu while the ala Carte line consists of grab and go's such as wraps, chef salads, and yogurt based lunches. Ala Carte items are not considered part of the federal free and reduced lunch program.

Lunch Schedule:

Lunch & Recess Schedules are as follows:

11:30 – 12:25	Grades 3 & 4
12:00 – 12:40	Grades 5 & 6
12:30- 1:25	Grades 1 & 2

Please Note: Parents of students in grades 1 & 2 will be asked to contribute a simple, healthy snack for the class on a rotating basis. You will receive a calendar with your snack dates listed. With a 12:30 lunch time, this will ensure that each student has a daily snack to carry them through the morning. You will not need to contribute a drink, as students will be offered water.

Our schools participate in the Ohio Department of Agriculture program called **Offer versus Serve**. The program offers students a complete (5 food item meal) but allows students to decline one or two items that they do not intend to eat. This means that students must take at least three of the five food items offered, including the main course item. Please note that first grade students will receive all items on the menu the first few weeks of school. After that they will be required to say yes or no to the cooks as they go through the cafeteria line. Please review the lunch menu with your child daily. Your child should come to school knowing which food items they will choose. For more information on this program, contact the cafeteria supervisor, Martha Kuether, at 628-2324.

Free and Reduced Lunch Applications:

2010-11 applications qualify your child for the lunch program for 30 days. Please submit a new application ASAP for the 2011-12 school year. Families who qualify for free or reduced lunch are also eligible for book bill reduction. Please complete paperwork for this, which is attached to the Free & Reduced lunch application.

Elementary Handbook:

Each family will receive a revised copy of the Minster Elementary School Handbook for Parents and Students. It includes detailed information about many policies adopted by the Board of Education, including Student Conduct, Family Education Rights and Privacy Act (FERPA), Academic policies, etc. This handbook should be kept on hand by each family. Each student will receive a Minster Elementary Quick Reference Guide. This guide should be used to answer most questions about daily operations, check the school calendar, find contact information, etc. We encourage you to read this carefully with your children.

Elementary Planners And Folders:

Please ask to see your child's folder or planner (depending on grade level) every day after school, as they are used as a means of communication between home and school. Your help in assisting your child with keeping these items organized and returning forms with signature when necessary is appreciated.

Book Bills and Supply Lists for 2011 - 2012:

The following fees are to be paid by elementary school students. You may pay them at the elementary school office beginning the week of August 8, from 9:00-3:00. Otherwise, the students will bring a book bill home the first day of classes. Please return your child's book bill in an envelope marked with your child's name to their homeroom teacher or to the office. All book bills must be paid separately from lunch POS fees. The supply lists are listed on the right for each grade level.

Book Bill

Art Materials	\$5.00
Learning Center Materials	5.00
Language Arts Materials	8.00
Math Materials	8.00
Technology Fee	10.00
Assessment Fee	6.00
Student Folder	_.95
	\$42.95

Grade K

Supply List

1 Eraser
Crayola Crayons – 24 regular size
Scissors (Fiskars w/pointed tip)
White Elmer's School Glue
Set of 8 Watercolor paints
1 large box of soft tissues
1 School Box (cigar size)
School bag – no wheels

Book Bill

Art Materials	\$6.00
Phonics Workbook	17.50
Personal Dictionary	2.20
Math Workbook	7.05
Music Magazine	.60
Student Folder / Pencils	3.95
Technology Fee	10.00
Assessment Fee	<u>6.00</u>
	\$53.30

Book Bill

Art Materials	\$6.00
Lang. Arts Theme Bklets	4.70
Math Flashcards	5.25
Math Workbook	7.05
Soc. St./Sc. Magazine	5.50
Music Magazine	.60
Student Folder	.95
Technology Fee	10.00
Assessment Fee	<u>9.50</u>
	\$49.55

Book Bill

Art Materials	\$6.00
Lang. Arts Wkbks/Theme Bklets	22.00
Math Flashcards	5.25
Math Workbook	7.05
Music Magazine	.60
Plastic Song Flute	2.50
Planner & Student Folder	2.50
Technology Fee	10.00
Assessment Fee	<u>6.00</u>
	\$61.90

Book Bill

Art Materials	\$6.00
Language Arts Materials	11.00
Soc.St./Sci. Magazine	5.50
Music Magazine	.60
Student Planner	5.50
Technology Fee	10.00
Assessment Fee	<u>9.50</u>
	\$48.10

Grade 1**Supply List**

1 Eraser (big, pink)
 1 Double Pocket Folder
 Crayola Crayons – 24 regular size
 Scissors (Fiskars w/pointed tip)
 White Elmer's School Glue
 4 Low odor, black dry erase markers (fine pt)
 Yellow highlighters
 1 Deck playing cards
 1 large box of soft tissues
 1 School Box (cigar size)
 School bag – no wheels

Grade 2**Supply List**

No. 2 Pencils (no mechanical)
 1 Eraser
 1 Double Pocket Folder
 Crayola Crayons – 24 regular size
 12 inch/cm wooden ruler
 Scissors (Fiskars w/pointed tip)
 2 Highlighters (different colors)
 White Elmer's School Glue
 2 Glue sticks – large
 4 low odor black dry erase markers- fine pt
 2 large boxes of soft tissues
 1 School Box (cigar size)
 School bag – no wheels

Grade 3**Supply List**

No. 2 Pencils (no mechanical)
 1 Eraser
 1 Double Pocket Folder-not trapper keeper
 Crayola Crayons – 24 regular size
 12 inch/cm wooden ruler
 Scissors (Fiskars w/pointed tip)
 1 Highlighter
 White Elmer's School Glue
 2 Glue sticks – large
 4 low odor black dry erase markers (fine pt)
 Colored Pencils
 Red Pencil
 1 One-Subject Notebook (spiral bound)
 2 large boxes of soft tissues
 1 School Box (cigar size)
 School bag – no wheels

Grade 4**Supply List**

2 pkgs. of 12 Post-It-Notes (1 3/8" x 1 7/8" or 2" x 2")
 Pencils #2 (no mechanical)
 Eraser
 Ruler – **clear plastic** inch/cm (no folding rulers)
 Red pen
 2 packs (150 sheets) **wide-ruled** loose-leaf paper
 3 small glue sticks (0.21 oz. size)
 2 large boxes of tissues
 2 pocket folders (for homework and Music)
 1 clipboard (to hold 8 1/2" x 11" paper)
 1" binder (with clear view pocket on front of binder)
 4 **low odor** dry erase markers
 Yellow highlighter
Ultra-fine black Sharpie
 Scissors (Fiskars with pointed tip)
 Colored pencils (set of 12)
 White Elmer's school glue (not "no run") for Art
 Watercolor paint set for Art (may reuse old set)
Zipper pencil bag (Minster Bank bag) no boxes
 1 box of ziplock baggies (sandwich size)

Book Bill

Art Materials	\$6.00
Science Lab	2.00
Music Magazine	.60
Student Planner	5.50
Technology Fee	10.00
Assessment Fee	<u>6.00</u>
	\$30.10

Grade 5**Supply List**

Pencils #2 (no mechanical)
Eraser
4 red pens
2 highlighters
4 **low odor** dry erase markers
Scissors (Fiskars brand)
2 glue sticks
1 black & white marbled composition book (not primary)
2 packs of loose-leaf paper
2 large boxes of tissues
Clipboard (from 4th grade)
Zipper pencil bag (Minster Bank bag) no boxes
Watercolor paint set for Art (may reuse old set)
1 small 4 oz. bottle of glue for Art (not “no run”)
1 pocket folder (for Band/Music)

Book Bill

Art Materials	\$6.00
Science Lab	2.00
Music Magazine	.60
Student Planner	5.50
Technology Fee	10.00
Assessment Fee	<u>6.00</u>
	\$30.10

Grade 6**Supply List**

Watercolor paint set for Art (may reuse old set)
1 pocket folder (for Band/Music)
Bottle of glue for Art (not “no run”)
1 pack loose-leaf paper
9 pocket expandable file (standard size)
2 large boxes of tissues
Pencils #2
Clipboard (from 5th grade)
Eraser
1 pack Post-It-Notes 3” x 3” (**Optional for LA**)
2 pens
1 pack tab dividers for a 3 ring binder (for LA)
Colored pencils (set of 12)
Zipper pencil bag (Minster Bank bag) no boxes
2 yellow highlighters
1 college ruled notebook (100 pgs. Or more for Math)
4 **low odor** Expo dry erase markers

6TH GRADE CAMP WILLSON 2011-2012

The 6th grade parent information meeting to be held on August 31 will also include the Camp Willson field trip informational meeting. During this meeting, medical and chaperone forms, horseback riding permission forms, and payment for the trip can be turned in. Any questions parents may have about the trip will also be answered. We look forward to seeing the 6th grade parents then!

MINSTER ACADEMIC BOOSTERS

WHO WE ARE

The Minster Academic Boosters is an organization of caring parents, teachers, and administrators, working to establish, maintain, and improve communication between school and home. Each year, we support the school and the students by providing funds to make education at Minster both innovative and creative. We have been an active organization in the Minster school community since 1995.

WHAT WE DO

The Boosters support our students and staff in a number of ways.....

- We award grants to teachers each year. This past spring, the Boosters received grant requests totaling almost \$8,400. We were financially able to award over \$4,500 of the grants. (Details regarding each of the individual grants will be highlighted in *Community Post* articles over the next few months.)
- Sponsor COSI On Wheels at elementary. (This year, COSI will be visiting on Tuesday, October 11.)
- Supply healthy snacks to students during spring testing dates.
- Purchase books for each of the school libraries.
- Sponsor the back-to-school ice cream social at the elementary. (Sunday, August 21, 6:30 PM-8:00 PM).
- Award a scholarship to a senior with an intended college major in education. Recent recipients:

2011	Abby Borges	2008	Amy Poeppelman
2010	Alex Clune, Danielle Dues	2007	Janel Baumer
2009	Alexis Carder, Lauren Fausey	2006	Michelle Timmerman



- Also, make a donation to the Minster High School Scholarship Fund.
- Purchase gift certificates for end-of-year teachers' luncheon.
- Provide refreshments at the spelling bee.
- Frame three pieces of student art each year for the elementary building.
- Organize the parent volunteer program.
- Coordinate principals' advisory committee (one parent representative from each grade level).

HOW WE DO IT Thanks to your help and generosity!

- In conjunction with the Minster Wildcat football team, the Academic Boosters sell discount cards that are redeemable at 23 local businesses. (See further information in this newsletter.)
- We have a booth at the annual Oktoberfest, which is staffed primarily by Minster teachers, selling sauerkraut balls and shredded pork sandwiches. The Academic Boosters also sponsor the French fry booth.
- Funds generated from the school's Market Day program and Otis Spunkmeyer cookie dough sales go towards Academic Boosters' endeavors. Following this past year's success, in the spring 2012, we will have another Otis Spunkmeyer fundraiser. Again, all profits will be used to purchase playground and recess equipment for the new K-6 elementary school.
- And, NEW this year: Back-to-school supply packets for grades 1-6 will be available for purchase at the ice cream social on August 21. (See further information in this newsletter.)

Thank you for supporting the Minster Academic Boosters!

BACK-TO-SCHOOL SUPPLIES

As both a service to parents and a fundraiser for the Minster Academic Boosters, back-to-school supply packets will be available for purchase at the Ice Cream Social. The cost of the packets varies per grade level as indicated below:

Kindergarten	\$10.00	4 th grade	\$25.00
1 st grade	\$10.00	5 th grade	\$20.00
2 nd grade	\$15.00	6 th grade	\$25.00
3 rd grade	\$15.00		

If you would like to reserve a packet, please contact Bonnie Trzaska (trzaska-bonnie@hotmail.com). Supplies are limited, so please be sure to reserve ahead.

DISCOUNT CARDS AVAILABLE!

For the last 13 years, Minster Academic Boosters have sold discount cards as a fall fundraiser. Beginning this year, the Academic Boosters are teaming with Minster Wildcat football players to sell the cards.

These discount cards offer fabulous continuing discounts at 20 local businesses:

A'Bloom Flowers & Gifts	J.J. Kids & Co.	Pizza Hut – New Bremen
Community Lanes	Jenni's Hallmark	Schwieterman Pharmacies
Donauer's Barber Shop	k/s Studio	Studio 66 Salon
Dudley's Flowers & Gifts	Marathon – Minster	Taco Bell – Anna
Dutch Mill	McDonald's – Minster	Tasty Treet
Far Motors Service	Mile Creek Animal Hospital	Tom's Barber Shop
Golden Image	Minster Flowers & Gifts	

Also included are generous one-time discounts to these merchants:

Ernst Sporting Goods	Willy's Tavern & Drive Thru	Wooden Shoe Inn
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The cards, which are valid through July 1, 2012, are available for \$20 each from any football player or from the Academic Boosters. Because of the great discounts offered, the cards are available in limited quantities. If you would like to reserve a card, please complete the following form and mail it with your payment to Minster Academic Boosters.

If you have any questions, please contact: Bonnie Trzaska, 419-628-2062, trzaska-bonnie@hotmail.com or Coach Nate Moore, 419-628-4174, nate.moore@minster.k12.oh.us

THANK YOU for your continued support of Minster Academic Boosters and student athletes.

of discount cards requested _____ x \$20 = _____



NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

Please mail to: MINSTER ACADEMIC BOOSTERS, P.O. Box 169, Minster, OH 45865

2011 Minster Wildcat Fall Season Ticket Order Form
(Home Games Only)

Football (5 games)

Adult General Admission _____ @ \$ 27.50 / ticket \$ _____
 Student/Child Admission _____ @ \$ 15.00 / ticket \$ _____

Volleyball (7 games)

Adult General Admission _____ @ \$ 38.50 / ticket \$ _____
 Student/Child Admission _____ @ \$ 21.00 / ticket \$ _____

Senior Citizens ALL Sports Pass* _____ @ \$ 50.00 / ticket \$ _____

*MAC Tournaments, Memorial Invitational (Track), Sectional, District not included

Junior High ALL Sports Pass (MAC Tournament not included)

Adult General Admission _____ @ \$ 12.00 / ticket \$ _____
 Student/Child Admission _____ @ \$ 6.00 / ticket \$ _____

TOTAL of ORDER \$ _____

Fill in number of tickets, mail order form & check payable to: **Minster Athletic Department
 Minster High School
 100 E. Seventh St.
 Minster, Ohio 45865**

Send tickets to: **Name:** _____
Address: _____

MINSTER LOCAL SCHOOLS - CALENDAR 2011-2012

Monday-Tuesday.	August 22-23	Teacher Work Days
Wednesday	August 24	First Day for Students
Monday	September 5	No School - Labor Day
Wednesday	September 28	No School – Waiver Day for Teacher Professional Development
Wednesday	October 26	End of Nine Weeks (45 + 2 + 1)
Thursday	November 10	No School – Waiver Day for Teacher Professional Development
Friday	November 11	No School – Parent Teacher Conferences
Wednesday-Friday	November 23-25	No School - Thanksgiving Break
Thursday	December 22	No School – WOE A Day
Friday	December 23	First Day of Christmas Vacation
Tuesday	January 3	Classes Resume
Friday	January 13	End of Nine Weeks (47 + 2 + 0)
Monday	January 16	No School – Martin Luther King Day
Friday-Monday	February 17-20	No School – President’s Day
Wednesday	March 7	No School – Waiver Day for Teacher Professional Development
Wednesday	March 21	End of Nine Weeks (45 + 1 + 0)
Friday-Monday.	April 6-9	No School - Easter Vacation
Wednesday	May 23	Last Day for Students
Thursday	May 24	Teacher Workday (43 + 0 + 1)
Sunday	May 27	Graduation

*** Make-up Days: If required to make up any or all days, any of the following days may be used for make-up: 2-17; 2-20; 4-9; 5-24; and 5/25 and extend school year if needed.

*** Interim Dates: September 23, 2011, December 7, 2011, February 15, 2012, and April 25, 2012

GRADING PERIODS	IN SESSION	PROFESSIONAL	TEACHER WORK DAYS
1. August 24 – October 26	45	1	1
2. October 27 – January 13	47	1	0
3. January 17 – March 21	45	1	0
4. March 22 – May 23	<u>43</u>	<u>0</u>	<u>1</u>
Totals	180	3	2



Free and Reduced Price school meals application Forms

School Year 2011-2012

Instructions For School Districts

This packet contains:

Required information that *must* be provided to households:

- Letter to Households
- Free and Reduced Price School Meals Application
- Notice to Households of Approval/Denial of Benefits¹ (notification is required if household is denied; notification is optional if household is approved)

Optional application-related materials that *may* be provided to households:

- Sharing Information With Medicaid/*Healthy Start, Healthy Families* – Local Education Agencies (LEAs) may share student meal eligibility information with the Ohio *Healthy Start, Healthy Families* program. If the LEA chooses to do so, this form must be sent to households informing them of the right to decline disclosure of the information.
- Sharing Information With Other Programs – If the LEA wishes to share student meal eligibility information with persons affiliated with programs of which parental consent is required, this form must be provided to households to obtain parental consent. See page 53 of the USDA Eligibility Manual for School Meals, 2008 edition to determine if parental consent is required.

Optional application-related materials that *may* be posted at the school:

- *Healthy Start, Healthy Families* flyer informing households of the opportunity to apply for free health care coverage

The pages are designed to be printed on 8½” by 11” paper. Some pages may be printed front and back. You will need to identify the benefits that are offered in your school, such as afterschool snacks. **[Bold bracketed fields]** indicate where you need to insert school district specific information. For example, you must include your district’s homeless liaison’s phone number on the application. If you make additional changes, you must submit your application package to the Ohio Department of Education, Office for Child Nutrition for approval.

This prototype application package includes information regarding the exclusion of housing allowance for those in the Military Housing Privatization Initiative. If this is not pertinent to your school district, please modify as appropriate.

If you have questions, contact:

Ohio Department of Education
Office for Child Nutrition
25 South Front Street, Mail Stop 303
Columbus, Ohio 43215
(800) 808-6325 Telephone
(614) 752-7613 Facsimile

¹ All households must be notified of their eligibility status. Households with children who are denied benefits must be given written notification of the denial. The notification must advise the household of the reason for the denial of benefits, the right to appeal, instruction on how to appeal, and a statement that the family may re-apply for free and reduced-price meal benefits at any time during the school year. Households with children who are approved for free or reduced price benefits may be notified in writing or orally.



Minster Local Schools

Mission: Challenging Today's Students to Become Tomorrow's Leaders

Dear Parent/Guardian:

Children need healthy meals to learn. Minster Local Schools offers healthy meals every school day. Lunch costs \$1.95 Grades 1-6; \$2.20 Grades 7-12. Your children may qualify for free meals or for reduced price meals. Reduced price is \$.40 for lunch.

1. Do I need to fill out an application for each child? No. Complete the application to apply for free or reduced price meals. 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 the building principals – Leanne Keller, Minster Elementary School, 50 E. Seventh Street, Minster, OH 45865 (419-628-4174); and Mike Lee, Minster Jr./Sr. High School Principal, 100 E. Seventh Street, Minster, OH 45865 (419-628-2324).**

2. Who can get free meals? All children in households receiving benefits through the Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF) benefits can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Guidelines.

3. Can foster children get free meals? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.

4. Can homeless, runaway and migrant children get free meals? Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you have not been told your children will get free meals, please call or email Brenda Boeke, Supt. (419-628-3397, brenda.boeke@minster.k12.oh.us) to see if they qualify.

5. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart shown on this application.

6. Should I fill out an application if I received a letter this school year saying my children are approved for free meals? Please read the letter you got carefully and follow the instructions. Call the school at 419-628-3397 if you have questions.

7. My Child's application was approved last year. Do I need to fill out another 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.

8. I get WIC. Can my child(ren) get free meals? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.

9. Will the information I give be checked? Yes, we may ask you to send written proof.

10. 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.

11. 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 or writing to: Laura S. Klosterman, 50 E. Seventh Street, Minster, OH 45865 (419-628-3397).

12. May I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.

13. Who should I include as members of my household? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children who live with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.

14. 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.

15. We are in the military, do we include our housing allowance as income? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.

16. My Spouse is deployed to a combat zone. Is her combat pay counted as income? No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.

17. Why am I being asked about giving my consent for an instructional fee waiver? Ohio public schools are required to waive the school instructional fees for children who qualify for free meal benefits. School Food Service personnel must have parent consent to share student meal application if your child(ren) qualify for a fee waiver. If you agree to allow your child(ren)'s meal application to be shared with school officials to see if he/she/they qualifies for a fee waiver then check "yes" in part 5. If you do not wish for that information to be shared, then check "no" in part 5. Answering no to this question will mean your child will not be able to be considered for a fee waiver. Answering this question either way will not change whether your child(ren) will get free or reduced price meals.

18. My Family needs more help. Are there other programs we might apply for? To find out how to apply for Ohio SNAP or other assistance benefits, contact your local assistance office or call 877-852-0010.

If you have other questions or need help, call **419-628-3397**

Si necesita ayuda, por favor llame al teléfono: 419-628-3397

Si vous voudriez d'aide, contactez nous au numero: 419-628-3397

Sincerely,
Brenda Boeke

Superintendent

INSTRUCTIONS FOR APPLYING

A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU

IF YOUR HOUSEHOLD RECEIVES BENEFITS FROM THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) OR OHIO WORKS FIRST (OWF), FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the school name and school grade level for each child.

Part 2: List the 10-digit case number for any household member (including adults) receiving SNAP or OWF benefits.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.

Part 6: Sign the form. The last four digits of a Social Security Number are **not** necessary.

Part 7: Answer this question if you choose to.

IF NO ONE IN YOUR HOUSEHOLD GETS SNAP OR OWF BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR RUNAWAY, FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the school name and school grade level for each child.

Part 2: Skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call Brenda Boeke, Superintendent (419-628-3397).

Part 4: Complete only if a child in your household isn't eligible under Part 3. See Instruction for All Other Households.

Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.

Part 6: Sign the form. The last four digits of a Social Security Number are **not** necessary if you didn't need to fill in part 4.

Part 7: Answer this question if you choose to.

IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS:

If all children in the household are foster children:

Part 1: List all foster children and the school name and school grade level for each child. Check the box indicating the child is a foster child.

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.

Part 6: Sign the form. The last four digits of a Social Security Number are **not** necessary.

Part 7: Answer this question if you choose to.

If some of the children in the household are foster children:

Part 1: List all household members and the school name and school grade level for each child. For any person, including children, with no income, you must check the "No Income" box. Check the box if the child is a foster child.

Part 2: If the household does not have a 10-digit SNAP or OWF case number, skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call Brenda Boeke, Superintendent (419-628-3397). If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- **Box 1—Name:** List all household members with income.
- **Box 2—Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. Check the box to tell us how often the person receives the income—weekly, every other week, twice a month, or monthly. For earnings, be sure to list the **gross income**, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount and check the box to tell us how often each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under *All Other Income*, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDIPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For **ONLY** the self-employed, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.

Part 6: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

Part 7: Answer this question, if you choose.

ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the school name and school grade level for each child. For any person, including children, with no income, you must check the "No Income Box".

Part 2: If the household does not have a 10-digit SNAP or OWF case number, skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call . If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- **Box 1–Name:** List all household members with income.
- **Box 2 –Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. Check the box to tell us how often the person receives the income—weekly, every other week, twice a month, or monthly. For earnings, be sure to list the **gross income**, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount and check the box to tell us how often each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran’s benefits (VA benefits), and disability benefits. Under *All Other Income*, list Worker’s Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For **ONLY** the self-employed, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Part 5: Answer yes or no and sign your name if you would like the application to be checked by school officials to determine if the child(ren) qualifies for a school instructional fee waiver.

Part 6: An adult household member must sign the form and list the last four digits of his or her Social Security Number (or mark the box if s/he doesn’t have one).

Part 7: Answer this question if you choose to.

Don't fill out this part. This is for school use only.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24 Monthly x 12

Total Income: _____ Per: Week, Every 2 Weeks, Twice A Month, Month, Year Household size: _____

Categorical Eligibility: ___ Date Withdrawn: _____ Eligibility: Free ___ Reduced ___ Denied ___ Reason: _____

Temporary: Free ___ Reduced ___ Time Period: _____ (expires after ___ days)

Determining/Approval Official's Signature: _____ Date: _____

Confirming Official's Signature: _____ Date: _____

Follow-up Official's Signature: _____ Date: _____

If selected for Verification, Date Verification Notice Sent: _____ Response Date: _____ 2nd Notice Sent: _____ Results Sent: _____

Verification Result: No Change ___ Free to Reduced Price ___ Free to Paid ___ Reduced Price to Free ___ Reduced Price to Paid ___

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

INCOME ELIGIBILITY GUIDELINES			
Household size	Yearly	Monthly	Weekly
1	20,147	1,679	388
2	27,214	2,268	524
3	34,281	2,857	660
4	41,348	3,446	796
5	48,415	4,035	932
6	55,482	4,624	1,067
7	62,549	5,213	1,203
8	69,616	5,802	1,339
Each additional person:	7,067	589	136

Privacy Act Statement: This explains how we will use the information you give us.

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 social security number of the adult household member who signs the application. 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), Ohio Works First (OWF) 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.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer".

SHARING INFORMATION WITH OTHER PROGRAMS

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify. **For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.**

No! I **DO NOT** want information from my Free and Reduced Price School Meals Application shared with any of these programs.

Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with textbook, lab and materials fees.

If you checked yes to any or all of the boxes above, fill out the form below. Your information will be shared only with the programs you checked.

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 call **Brenda Boeke, Superintendent at 419-628-3397**

Healthy Start & Healthy Families

Does your child qualify for the School Meals Program?
If so, your family may qualify for free health coverage!



Healthy Start & Healthy Families

Healthy Start offers free health care coverage for kids (birth to age 19) and pregnant women.

Healthy Families offers free health care coverage for the entire family - parents AND kids.

Healthy Start & Healthy Families Covers:

Doctor Visits
Hospital Care
Immunizations
Substance Abuse

Prescriptions
Vision Services
Dental Care
Mental Health

And Much More!

For more information or an application, call:
1-800-324-8680 (a free call!)

TDD 1-800-292-3572

Monday - Friday 7 am to 8 pm
Saturday - Sunday 12 pm to 5 pm



Your family's size and income determines if you and your family are eligible for Healthy Start or Healthy Families.
Healthy Start & Healthy Families are Medicaid Programs administered by The Ohio Department of Job & Family Services.