

Sioux Valley School District No. 5-5

PO Box 278, 200 Hansina Avenue, Volga, SD 57071

Phone: 605-627-5657

July 2025

Dear Sioux Valley Parents and Students:

I am looking forward to the 2025-2026 school year and the opportunity to serve as Superintendent of the Sioux Valley School District again this year. A new school year is always an exciting time for students, staff, and parents. We are committed to working with you to provide the students with the best possible learning experiences and keeping them safe and healthy while at school and school events. **The first day of school is scheduled for Tuesday, August 19.**

Registration for all students in grades K-12 will be on Tuesday, August 5, 2025, from 8:00-12:30 and 1:00-5:00. For registration for K-5 students, please use the elementary school entrance door (A1). For registration for 6-12 students, please use the commons doors (B8) to enter the building. **School pictures for all K-11th grade students will be taken on Registration Day.**

In an effort to minimize large numbers of people in the school buildings and long lines, we ask that students register at the following times based on the first letter of your last name. If you cannot make the assigned time slot work, please come any time between 8:00 am and 5:00 pm.

L-N 8:00-9:30	T-Z 11:00-12:30	A-F 1:00-2:30	OPEN 4:00-5:00
O-S 9:30-11:00	LUNCH 12:30-1:00	G-K 2:30-4:00	

We will be having a Back-to-School Night on Thursday, August 14, from 5:00-7:00 pm. This will be an opportunity for students and parents to meet the teachers and to check out their classrooms. It will also be a good time for students to bring in their school supplies.

Payments for school lunches and activity ticket purchases can be made on Registration Day or at the Back-to-School Night. Payments for school lunches can also be made online. Grades K-5 student activity tickets are **\$20** and grades 6-12 student activity tickets are **\$25**. All students that participate in one or more extra-curricular activities (athletics or fine arts) are required to purchase an activity ticket prior to participating in their first event.

We are able to offer **FREE** breakfast to all K-12 students this year; however, it has to qualify as a reimbursable meal and students must take the full breakfast which consists of fruit and a combination of grain, protein, and milk. Students will still be charged for a la carte items and extra entrees. **Families will still have to pay for school lunches for their children. Meal prices: K-5 lunch - \$3.10; 6-12 lunch - \$3.20; reduced price lunch - \$.40.** Free or reduced meal applications are enclosed in this packet and can be found on the district's website. Additional copies will also be available at registration. Applications are available in the district office any time during the year. If you think there is a possibility that your children will be eligible for free or reduced meals throughout the 2025-2026 school year, we encourage you to complete the application and return it to the district office. All information is kept confidential. The percentage of students on free or reduced meals is used to determine funding levels for other federal programs so it is a benefit to the school district if you apply and qualify.

We will continue to utilize the same five "in-town" bus stops again this year. The stops are at the City Park, Industrial Drive/Dakota Gold, 6th/Jefferson, 6th/Kasan, and the park at 6th/Ardis. In-town students will be picked up before school and dropped off after school at these five sites. Due to planned construction on Samara Avenue, bus stops may be adjusted if needed.

Beginning with the 2025-2026 school year, bus routes will not travel outside of the school district boundaries to pick up or drop off students. Any families that live outside the district must meet the bus along an established route. Please coordinate this with Kelly Koerlin, transportation director, if needed.

We will use the Infinite Campus phone system during the school year to contact you with important announcements, weather-related closings or postponements, and emergency notices. It is important that you provide the school with a current phone number so we can reach you using our automated phone system.

You will find information on the Sioux Valley website at svs.k12.sd.us that will be helpful to you as the school term begins. Please take some time to become familiar with it. We frequently place informational items on our website and also provide links to other school related informational sites.

If there is anything we can do to help your child, please do not hesitate to contact us. We trust that your experience with our school will be a positive one.

Sincerely,

Laura K. Schuster, Superintendent
Sioux Valley Schools

SIOUX VALLEY SCHOOL DISTRICT
2025-2026
SCHOOL CALENDAR

Approved: 03/10/25

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

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

Month	C	N
August	8	2.25
September	21	0
October	21	0.75
November	17	0
December	16.75	0
January	18	1
February	18	0.75
March	19	1
April	20	0
May	12.5	1

Total Student Contact Days - C - 171.25
Total Non-Student Contact Days - N - 6.75
Total Contract Days - 178

August

5 - Registration Day/School Photos
12 - New Teacher/Staff Orientation - 9:00-12:00
13 - Staff Development Day - 8:00-4:00 (+1)
14 - Staff Work Day - 8:00-4:00 (+1)
14 - Back to School Night - 5:00-7:00 (+.25)
19 - CLASSES BEGIN
29 - Labor Day Weekend - NO SCHOOL

September

1 - Labor Day - NO SCHOOL
22-26 - Homecoming Week

October

8 - P/T Conferences - 2:00-6:00 (+.25)
9 - P/T Conferences - 4:00-8:00 (+.50)
10 - P/T Conf. Comp Day - NO SCHOOL
13 - Native American/Columbus Day - NO SCHOOL
22 - End of 1st Qtr (C-43, N-3.0)

November

26-27-28 - Thanksgiving Break

December

23 - 1:45 Dismissal - Includes Staff (.75)
23 - End of 2nd Qtr (C-40.75, N-0)
24-31 - Holiday Break - NO SCHOOL

January

1-2 - Holiday Break - NO SCHOOL
5 - Classes Resume
16 - Staff Development Day - 8:00-4:00 (+1)
19 - Martin Luther King Day - NO SCHOOL

February

11 - P/T Conf/Staff Dev - 2:00-6:00 (+.25)
12 - P/T Conf/Staff Dev - 4:00-8:00 (+.50)
13 - P/T Conf. Comp Day - NO SCHOOL
16 - Presidents Day - NO SCHOOL
20 - Kindergarten Screening

March

11 - End of Quarter (C-44, N-1.75)
12-13 - Spring Break - NO SCHOOL
27 - Staff Development Day - 8:00-4:00 (+1)

April

3-6 - Easter Break - NO SCHOOL

May

15 - Last Day of School for JK Students
16 - Graduation - 2:00 PM
19- Last Day of School - Noon Dismissal (.50)
19- End of 4th Qtr/2nd Sem (C-43.5, N-2)
20-21 - Make-Up Snow Days
22 - Staff Development Day - 8:00-4:00 (+1)
25- Memorial Day

The first two snow days will be made up at the end of the school year (May 20-21). Any additional snow days would be e-learning days. The last staff development day may be moved up if snow days are not needed and will be the day following the last day of school.

JANUARY

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

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

	New Teacher/Staff Orient.
	Staff Development
	No School
	Registration; Conferences
	Homecoming Week
	End/Beginning of Quarter
	Make-Up Snow Days
	JK/Kindergarten
	Graduation

Revised:

Dear Sioux Valley Middle/High School Families,

Welcome back, Cossacks! I am delighted to extend a warm welcome on behalf of the entire Sioux Valley Middle School and High School staff. We hope your summer was enjoyable and restful. Our staff is excited to work with you to provide an exceptional educational experience for your child. Here's what you need to know to prepare for the fall semester:

Tuesday, August 5th – Registration & Picture Day

Join us in the MS & HS Commons. During registration, parents will update emergency contact information, and students will receive their class schedules, locker assignments, and have their school pictures taken. Activity tickets will feature last year's school picture, so seniors do not need a new photo. Athletes and fine arts participants should purchase a \$25 activity ticket. Students can also deposit money into their lunch accounts and pick up their yearbooks.

High school students will receive their laptops during registration, while middle school students will receive their Chromebooks in the first week of school. Please remember to read, sign, and bring the laptop policy and email form along with the \$20 user fee. Please note that this is a user fee and not insurance for the device.

We have staggered the registration times based on the first letter of the student's last name. However, if your assigned time doesn't fit your schedule that day, feel free to come anytime between 8:00 am and 5:00 pm.

Registration Times:

L-N: 8:00-9:30	O-S: 9:30-11:00	T-Z: 11:00-12:30	Staff Lunch Break: 12:30-1:00
A-F: 1:00-2:30	G-K: 2:30-4:00	Open Slot: 4:00-5:00	

Thursday, August 14th – Back to School Night from 5:00 PM - 7:00 PM

This event is an opportunity for families to meet the teachers, visit classrooms, bring in school supplies, and organize lockers. Tissues may be brought to your first-period teacher or the office.

Tuesday, August 19th – First Day of Classes

Classes start at 8:20 am and end at 3:30 pm from Monday to Friday. On Wednesdays, school will end at 1:45 pm.

Important Updates to Note

- Attendance and behavior points have been separated for increased clarity. Points earned will no longer reset at the semester.
- We will be implementing a **Student Responsibility Period (SRP)** from 3:10 to 3:30 PM for all middle and high school students each weekday, with the exception of Wednesdays. SRP is designed to provide students with the support they need to stay on track academically and grow in responsibility. This is a 20-minute, structured time at the end of each day for students who need help catching up on work, making up missed assignments, or receiving extra instruction.

Here's how it will work:

- If a student has one F or two Ds at midterm, quarter, or semester, they'll be assigned to SRP for the following midterm period.
- All 6th graders and freshmen will start the year in SRP through the first midterm to support their transition.
- Teachers can assign SRP for missed work, reteaching, or to revisit expectations following behavior issues.
- Parents can also request SRP if they'd like that structure for their child. For some students, SRP may be part of their IEP or intervention plan.
- Attendance is required for those assigned. If a student skips SRP, it's treated the same as any unexcused absence.
- If your student isn't assigned to SRP, they may leave at 3:10 or stay in the commons under supervision until 3:30.

We've built SRP into our schedule because we believe in providing proactive support and opportunities, and we want students to take ownership of their learning. SRP will also allow us to hold student leadership meetings, pep rallies, and academic check-ins—without taking time from core instruction.

I encourage you to review these updates and other procedures in our 6-12 handbook.

We're excited for another fantastic year at Sioux Valley! If you have any questions, please don't hesitate to reach out to our staff or contact the office. We truly value your involvement and support. Together, we will inspire, guide, and support our students as they grow and succeed.

With Cossack Pride,

Mr. Bolstad
SV Secondary Principal

SIoux VALLEY MIDDLE SCHOOL

2025-2026

Colored pens
Colored pencils
Pencils - replenish as needed
Pencil Pouch
Highlighters
Accordion Folder or Trapper keeper w/7 two-pocket folders
Scientific calculator (TI-30X)
Whiteboard markers and old sock (Eraser)
2 one-subject Notebooks
2 Composition Notebooks
Loose-leaf paper
Headphones or earbuds (no Bluetooth)
Glue stick
Scissors
3 boxes facial tissues - bring to 1st period teacher or MS/HS office



SIoux VALLEY HIGH SCHOOL

2025-2026

Colored pens
Colored pencils
Pencils - replenish as needed
Highlighters
Folders for each subject
Separate binder for Science classes
Separate spiral notebook for Science classes
Separate notebook for English classes
Texas Instruments TI-30XIIS Scientific Calculator
Loose-leaf paper
3x5 lined notecards
Post-it tabs
12in/30cm ruler
Facial tissues - bring to 1st period teacher or MS/HS office



Welcome to the 2025–2026 School Year at Sioux Valley Elementary

Dear Sioux Valley Elementary Families,

Whether your child is joining us for the first time or returning for another year, I want to extend the warmest welcome back to you and your family. We're excited to begin this school year with energy, purpose, and a strong sense of community.

My name is Heather Hiltunen, and this will be the start of my 9th year as principal here at Sioux Valley Elementary (SVE). It continues to be a privilege to lead a school filled with dedicated staff, supportive families, and incredible students.

Our staff is busy preparing for a strong start to the school year. Classrooms are being organized, lesson plans are coming together, and we are eagerly looking ahead to welcoming students through our doors. Whether it's a student's very first day or they've been with us for years, we're committed to making this year one of growth, joy, and meaningful learning experiences.

At Sioux Valley, we believe that a strong school culture is built by educators who lead with integrity, compassion, and professionalism. Our team is dedicated to building positive relationships, creating safe and supportive learning environments, and maintaining high expectations for every child. We are here to support, guide, and challenge our students each and every day.

What You Can Expect This Year:

- A safe, welcoming environment where your child is known and supported
- Clear communication from your child's teacher and the school office
- High expectations paired with compassion and care
- A team of educators who genuinely love what they do

How You Can Support:

- Stay connected: Read emails, check in with your child's teacher, and ask questions
- Encourage your child to be resilient, kind, and curious
- Show grace: We're all working toward the same goal: what's best for your child

Arrival Reminders on the First Two Days of School:

Parents and caregivers are welcome on the playground during arrival times **on the first two days of school** to take pictures and help ease the transition into the new school year. Grade-level signs or banners will be posted around the playground for students to place their backpacks if they wish to play before the bell rings. When the bell rings, students should find their backpacks, return any playground equipment, and line up at their designated grade-level spots (these will be marked on the sidewalks and posted on the doors near their entry points). Playground Supervisor duty begins at 7:50am.

We are honored to partner with you and your family this year. Your trust means everything to us. Let's make this a year full of learning, laughter, and growth—for every child, every day.

Please don't hesitate to reach out with questions or ideas. We're in this together and we're so glad you're here.

With Cossack Pride,

Heather Hiltunen

Principal, Sioux Valley Elementary

2025-2026
Sioux Valley Elementary School Supplies
200 Hansina Ave Volga SD 57071

Item	Grade					
	KG	1st	2nd	3rd	4th	5th
	No label	Label	No label	No label	No label	No label
Fiskars Scissors (2nd-5th pointed)	1	1	1	1	1	1
Elmer's Glue Bottle	1			1		1
Glue Stick	6	2	4	4	12	12
Dry Erase Marker	4 fine	4	4	4 fine	4	8
Dry Eraser or Old Sock		1	1	1	1	1
Box of 24 Crayons	4	1	2	1		
Small Supply BOX (no bigger than 9x6x3, no zipper)	1	1	2	1	1 or the other	1 or the other
Pencil Bag		1				
Highlighter	1		1	1	1	4
Pink Eraser (white or pink)	1	1	3	1	2	2
Colored Pencils	1	1	2	1	1	1
Crayola Fine Line Markers	1	1	1	1		
Wide Lined Notebook (70 count)	1	1	3	2		3
Crayola Watercolor Paints			1			
Pocket Folders (plain color, plastic)			1		1	4
Folders with 2 pockets & prongs - (blue, green, yellow & red)(plain colors only)	1 red plastic no prongs	3 r,b,g		3 r,y,b		
3-Ring Binder w/slip cover (no cloth)	2"	1.5"			1.5"	2"
8-pack of binder tabs						1
Headphones (earbuds ok for 3rd-5th)(no bluetooth)	1	1	1	1	1	1
#2 Pencils- package	1	1	3	1	3	4
Red Pen				2		
Black Sharpies					2	4
Scotch Tape						4
Washable Markers Wide	1		1	1	1	1
Hand Sanitizer (small)					1	
Deodorant (to be kept in locker)					1	1
Clorox Wipes	2	2	2	1	1	2
Box of Kleenex	1	1	2	2	2	2
Box of Gallon Size Bags(slider) (not expandable)	1boys	1			1 boys	1 boys
Box of Quart Size Bags (slider)	1girls	1		1	1 girls	1 girls
Magic Eraser	1					

Sioux Valley Music Masters



The Sioux Valley Music Masters are looking forward to an exciting year! The Music Master's mission is to support the music programs of Sioux Valley Schools. If your child participates in any music program, you are officially a member of the Music Masters!

Projects supported by the Music Masters include: How Sweet the Sound, SV Marching Band Festival, All State Choir & Band participants, fundraising to provide needed equipment for the SV Music Program, planning and fundraising for a music student performance trip scheduled every four years, scholarships for high school senior music students, and MORE!

Music Masters meet once per month during the school year. For meeting schedules and announcements, please follow 'Sioux Valley Music Masters' on Facebook and email svmusicmasters@gmail.com to be added to our BAND group.

Music is Part of a Sound Education!

BASE (Before and After School Enrichment)



The Sioux Valley BASE program serves children residing in the Sioux Valley School District in grades JK-5 by providing quality care during out of school time hours. While at BASE, children will have the opportunity to participate in activities in a safe and supervised environment.

The BASE program opens at 7:15 in the morning and takes children to breakfast if needed. Afternoon care at BASE begins when school dismisses; Monday, Tuesday, Thursday, and Friday at 3:30pm and Wednesday at 1:45pm. BASE closes daily at 6pm. ALL Day BASE days are available by sign-up on specific days when school is not in session, for those enrolled in BASE.

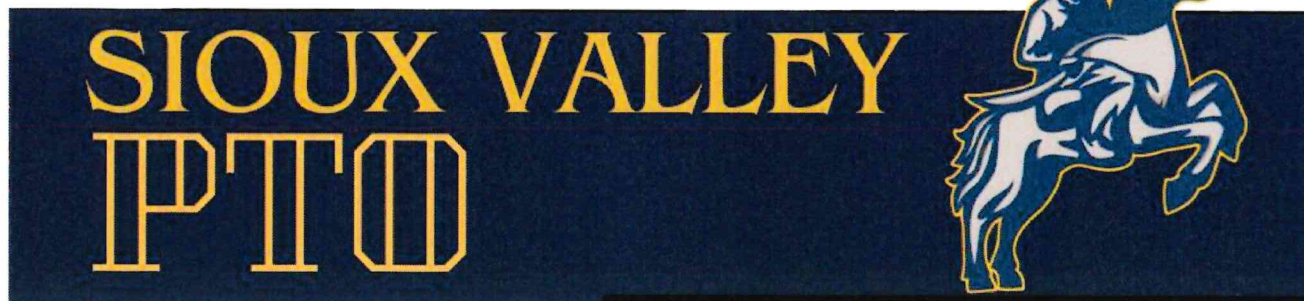
Program fees are either a full-time (AM or PM) \$60, mornings only \$30, or afternoons at a rate of \$45 per week. These are flat rates and are subject to change. If you are interested in having your child attend BASE please contact Crystal Niemann (crystal.niemann@k12.sd.us) and she will send additional paperwork out to you.



Sioux Valley Alumni & Friends Foundation



The mission of the SV Alumni & Friends Foundation is to promote increased academic and co-curricular opportunities at Sioux Valley Schools through an organized network of friends and alumni representing the Bruce, Sinai and Volga communities. We invite new members and encourage anyone who is interested in helping with the many projects we assist with to attend a meeting. A few projects we have done include fundraising for the SV Performing Arts Center, collaborating with the SV PTO to fundraise for playground equipment, sponsoring the annual SV Distinguished Alumni award and recognizing past royalty at SV Coronation. We provide scholarships to SV Seniors and t-shirts for students of the month in the middle and high school. Recently, we've begun sponsoring the Junior Achievement program that has local businesspeople presenting in the individual classrooms in the elementary.



Help us support our Elementary Students & Staff!

Join the Sioux Valley Parent Teacher Organization (PTO) to support our Elementary Staff & Students! Be a part of an organization that promotes healthy activities and relationships at our school, homes, and community!

What we support:

Dakota Players Children's Theater Performance, updating playground benches and sidewalk art, family movie nights, kids night in events, Homecoming Cossack store, staff appreciation activities, & more!



@SiouxValleyPTO



SiouxValleyPTO123@gmail.com

School Hours

Elementary School ~ Middle School ~ High School	
Staff	8:00am-4:00pm
Students	8:15am - 3:30pm (M, T, Th, F)
	8:15 am – 1:45 pm (Wed)
Tardy Bell	8:20 am (all students must be in their classroom)

Students should NOT be on the school grounds or in the building before 8:00 am unless they are participating in the school breakfast program, in which case they may arrive at 7:50am and must remain in the commons area until 8:00am.

If for some reason your child will not be riding the bus after school, they need to be picked up no later than 5 minutes after the dismissal bell or make arrangements to enroll in BASE.

Sioux Valley Schools

Mailing Address: PO Box 278

Physical Address: 200 Hansina Avenue

Volga, SD 57071

Phone: 605-627-5657 Fax: 605627-5291 Website: www.svs.k12.sd.us

SIOUX VALLEY SCHOOL DISTRICT 5-5
IMPORTANT INFORMATION

Welcome to the 2025-2026 school year. We are looking forward to a successful year at Sioux Valley School.

Activity tickets and season tickets may be purchased and meal account deposits may be made at the business office between 8:00am to 12:00noon and 1:00pm to 4:00pm. We encourage you to take care of these items prior to the beginning of school. Lunch payments may also be made online through the Infinite Campus Parent Portal (Select Food Service from upper left menu, "pay", add amount, "add to cart", click shopping cart to checkout).

SEASON/ACTIVITY TICKETS

Grades JK-5 season tickets are \$20, grades 6-12 activity tickets are \$25, single ticket is \$4.00.

Adult season tickets are 10 events for \$40.00 or 20 events for \$80.00, single ticket is \$6.00

All students that participate in one or more co-curricular activities (athletic or fine arts) are required to purchase an activity ticket prior to participating in their first event.

IMPORTANT DATES

Aug 5	Paperwork & Picture Day for JK-12 8:00-12:30 & 1:00-5:00
Aug 14	Back to School Night/Open House 5:00-7:00pm
Aug 19	Classes Begin
Aug 29-Sept 1	NO SCHOOL
Sept 22-26	Homecoming Week
Dec 24- Jan 2	Winter Break
May 16	Graduation
May 19	Last Day of School (weather permitting)

FOOD SERVICE INFORMATION

We look forward to the coming school year at the Sioux Valley School District. The purpose of this communication is to provide you with some idea of what to expect from the school food service program this year. If you have any questions or comments about our program, call Shondra Glawe at 605-627-5657 ext 276 or Kim Jacobson, Business Manager at 605-627-5657 ext 402.

School Breakfast

Please encourage your child to participate in school breakfast. Research studies show that eating breakfast can help students perform better in the classroom. **Free Breakfast will be offered to ALL students JK-12 for the 2025-2026 school year.** Breakfast prices are:

2025-2026 Breakfast Prices	Paid Students	Reduced Price Students	Free Students
JK-12 Breakfast	\$1.95	\$.30	\$0.00
Extra Breakfast Entrée	\$1.65	\$1.65	\$1.65
Juice Cups	\$.70	\$.70	\$.70

School Lunch

School lunch offers a wide variety of choices for students. All meals include a choice of an entrée, hot vegetable, and milk choice. Sioux Valley Schools has a closed noon hour for grades JK-11 (students are not allowed to leave campus).

2023-2024 Lunch Prices	Paid Students	Reduced Price Students	Free Students
JK-5 Lunch	\$3.10	\$0.40	\$0.00
6-12 Lunch	\$3.20	\$0.40	\$0.00
Extra Lunch Entrée	\$2.15	\$2.15	\$2.15
Extra Milk	\$0.65	\$0.65	\$0.65

ALL CHECKS SHOULD BE MADE OUT TO "Sioux Valley School Lunch"

School Lunch

Extra Entrees/ Extra Milk

All Students, at an extra cost, can purchase an additional entrée offered as part of the school lunch program. For example, if a student wants an additional slice of pizza, then that entrée and 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 receives 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 entrees or milk.

Snacks

Snack items are available during the breakfast period and include: muffins, yogurt, and juice. For High School students, snack items will be available during lunch period. Snack items offered include, but not limited to: fruit drinks, popcorn, a variety of chips, yogurt and granola bars. Snack items may be deducted from the student lunch account, so please visit with your student about any snack items that they may, or may not purchase in addition to the school breakfast or lunch. Snack items may also be purchased with exact cash (change cannot be made). Any Student. Paid, free or reduced, must have money in their account to purchase any snack items.

School Lunch & Breakfast Account Policy

The District has a meal account policy that may restrict negative lunch account balances to no more than \$15.00 per student for school meals. When account balances become low and/or negative, automated emails and phone calls are made. Once an account is negative, a student will not be allowed to charge extra entrees, nor a la carte items. If an account is negative at least \$15, a cheese sandwich and milk may be discreetly served until the account is brought current. Balance information and credit/debit card payments can be made online through the Infinite Campus Parent Portal (Select Food Service from upper left menu, "pay", add amount, "add to cart", click shopping cart to checkout).

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

- * Each Student will have is/her own individual Student Account.
- * Deposits must be turned in by 9:00am.
- * Please make checks to "Sioux Valley School Lunch". To ensure credit to the proper account, the student's name should accompany the check.
- * If sending cash with a student, place in a sealed envelope, along with the student's name. We are not responsible for lost, unidentified or stolen cash.
- * Students must have money deposited in their lunch account in order to purchase extra entrees, regardless or eligibility status (Paid, Free or Reduced).

Diet Modifications

Families are responsible for notifying the School Food Service if their child requires a diet modification to be addressed and monitored by the School Food Service. A licensed physician must provide specific written medical documentation. Please contact the School Food Service Director, Shondra Glawe at 605-627-5657 ext 276 for more information.

Outside Food and Beverage

The District does not allow the delivery of food or beverages from outside vendors or fast food establishments for 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.

Join Us!

Please feel free to join your child for lunch or breakfast on any day. Adult lunch is TBD and breakfast is TBD. We hope to see you there!

Sioux Valley School District Meal Charge Policy

I. Federal Requirement

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

You can find more information about this US Department of Agriculture (USDA) Food and Nutrition Service (FNS) requirement at: <https://www.fns.usda.gov/school-meals/unpaid-mealcharges>.

II. PURPOSE OF POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

III. SCOPE OF RESPONSIBILITY:

The food service department, Business Manager, Administrative Assistants: Responsible for maintaining charge records and notifying the student's parent/guardian. ☐ The Parent/Guardian: Immediate payment

IV. ADMINISTRATION

1. Families are encouraged to apply for free and reduced price meal benefits. Applications are available in the school business office or on the school website www.svs.k12.sd.us

2. Families are encouraged to pre-pay for meals and money is accepted in the school business office daily for payments on the day of service. Lunch payments may also be made online through the Infinite Campus Parent Portal (Select Food Service from upper left menu, "pay", add amount, "add to cart", click shopping cart to checkout) or mailed to PO Box 278, Volga, SD 57071.

3. Elementary students: The District has a meal account policy that may restrict negative lunch balances to no more than \$15 per student for school meals. When account balances become low and/or negative, automated emails and phone calls are made. Once an account is negative, a student

will not be allowed to charge extra entrees nor a la carte items. If an account is negative at least \$15, a cheese sandwich and milk may be discreetly served until the account is brought current.

- a. Balance information and credit/debit card payments can be made online through the Infinite Campus Parent Portal (Select Food Service from upper left menu, “pay”, add amount, “add to cart”, click shopping cart to checkout).
- b. All delinquent accounts at the beginning of June of the current school year will be subject to collections for payment.
- c. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child’s money to repay previously unpaid charges if the child intended to use the money to purchase that day’s meal.

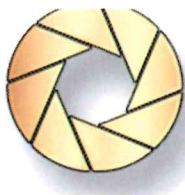
4. Middle School students: The District has a meal account policy that may restrict negative lunch balances to no more than \$15 per student for school meals. When account balances become low and/or negative, automated emails and phone calls are made. Once an account is negative, a student will not be allowed to charge extra entrees nor a la carte items. If an account is negative at least \$15, a cheese sandwich and milk may be discreetly served until the account is brought current.

- a. Balance information and credit/debit card payments can be made online through the Infinite Campus Parent Portal (Select Food Service from upper left menu, “pay”, add amount, “add to cart”, click shopping cart to checkout).
- b. All delinquent accounts at the beginning of June of the current school year will be subject to collections for payment.
- c. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child’s money to repay previously unpaid charges if the child intended to use the money to purchase that day’s meal.

5. High School students: The District has a meal account policy that may restrict negative lunch balances to no more than \$15 per student for school meals. When account balances become low and/or negative, automated emails and phone calls are made. Once an account is negative, a student will not be allowed to charge extra entrees nor a la carte items. If an account is negative at least \$15, a cheese sandwich and milk may be discreetly served until the account is brought current.

- a. Balance information and credit/debit card payments can be made online through the Infinite Campus Parent Portal (Select Food Service from upper left menu, “pay”, add amount, “add to cart”, click shopping cart to checkout).
- b. All delinquent accounts at the beginning of June of the current school year will be subject to collections for payment.
- c. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child’s money to repay previously unpaid charges if the child intended to use the money to purchase that day’s meal.

6. Families may contact the school business office at 605-627-5657 to discuss payment plan options.



SCHOOL TIME PHOTOS

Photography by Mark inc.

Hello Sioux Valley parents,

We hope your summer is going great!

It's that time of year to start preparing for the next school year!

School Picture day is creeping up, so what better way to get ordering pictures out of the way than now.

It is easy to prepay your student's school day pictures online! Visit www.schooltimephotos.com

- **Preorder opens July 1, 2025**
- **If you are ordering for multiple students, you will need to complete an order for each student you are ordering photos of if they are not in the same school.**

How To Order Picture Day Photos Online:

1. Go to www.schooltimephotos.com
2. Click on "Order Here"
3. Enter "**SVSD**" for the event name, click "search."
4. Click on your school district.
5. Click on your student's school.
6. Enter your email address and click "login." All orders are tracked by the email address you enter.
7. You should now see a page with our photo packages. Choose from any of our packages and/or order ala-carte items.
8. Once you are done shopping, click on the "shopping cart" icon. You will be prompted for your student's information as well as yours. That is, it!

Picture Info You Should Know:

- All Picture Packages are on sale until 3 days after Picture Day!
- A valid email address is required to place an order.
- You will receive a confirmation email once an order is placed.
- All orders placed through Picture Day will be processed and delivered to the student's school 2-3 weeks following Picture Day.
- If you are ordering a Class Picture for an elementary student, the **Class Picture will be delivered to the school about a month after Makeup/Retake Day.**
- All portrait orders will be delivered to your students' school.

For more information, please visit our website www.schooltimephotos.com

Feel free to call or email us with any questions!
School time Photos by Photography by Mark, INC
605-362-9221

www.schooltimephotos.com

SIOUX VALLEY SCHOOLS
200 HANSINA AVENUE
VOLGA, SD 57071

Family Educational Rights and Privacy Act (FERPA)
Notification of rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW, Washington, DC 20202.
5. The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Sioux Valley Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However Sioux Valley Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Sioux Valley Schools to include this type of information from your child's education records in certain school publications. Examples include:
 - A playbill, showing your student's role in a drama production;
 - The annual yearbook;
 - Honor roll or other recognition lists;
 - Graduation programs; and
 - Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

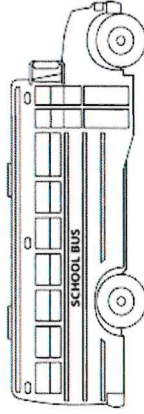
If you do not want Sioux Valley Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **August 8, 2025**, Sioux Valley Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

2025-2026 Bus Schedule -updated 7/23/25

FIRST DRAFT- Subject to change * Designates student(s) do not usually ride (can be changed at anytime by calling Kelly)

Sinai		phone
Bus 1 (at school)		
Heylens, Dustin *	1	605-690-5449
Hanson	2	605-695-4047
Gerdes (Daggitt) *	2	605-690-7091
Moe	1	605-651-4126
Wheelhouse *	2	605-690-7965
Ailts	2	605-880-5504
Brezina	1	605-690-0009
Burch *	2	605-690-1283
Schnaidt	1	605-592-1989
O'Mara	1	605-651-2383
Fernandez	2	686-330-0986
Hope *	3	605-690-3841
Langum	3	605-690-4870
Heylens (Hoeko)*	1	605-651-6569
Svartoiien *	2	605-660-0605
Nagelhout *	2	605-690-5402
Jacobsen *	1	605-690-6280
Knutson	3	605-826-4500
Knutson	4	605-695-9115
Wilde	1	605-695-8559
Barsness	2	605-530-0347
Sunne *	3	605-941-0484
Diaz Espinoza	2	605-902-8594
Olson, Justin*	2	605-695-1528
Top*	3	605-881-3065
6th/Ardis AM & PM	7:55	
6th/Kasan AM & PM	8:00	
		Red



Oakwood/Bruce		phone
Bus 2 (at school)		
Oines	3	605-361-7716
Bjerke	2	605-695-2061
Thomas	2	605-695-9876
Ness	1	605-690-1248
Tangen	2	605-627-5589
Shultz*	3	605-627-9228
Benson	3	605-645-7545
Ford	2	605-690-5614
Koropatnicki	2	206-713-6010
Haroldson	1	605-695-1514
Diedrich*	1	605-690-5254
Kruse *	2	605-691-4295
Lewis	2	605-690-8111
Gunnink *	1	507-227-9527
Hawley *	1	605-690-5020
Suderman *	2	605-592-5803
Hartley *	1	605-651-9802
Cook	2	605-203-1877
Langland*	2	605-627-3065
Langstraat	5	605-360-0079
Rud *	2	605-695-2105
Holderby*	2	605-695-1026
Boulais	2	605-651-4973
Jensen, Jesse	1	701-388-0661
Gross	1	605-690-7709
Janssen	4	605-690-6304
Bohnet *	3	605-690-6658
Vander Wal, Kyle	2	605-252-0427
Severson*	3	605-212-4903
Bothwell	1	605-530-0738
Gatzke*	2	605-460-4275
Hanson, Chad*	1	605-651-0730
VanderWal, Phil	?	605-690-0915
City Park AM & PM	7:55	
Dakota Gold AM & P	8:00	
		Yellow

Brookings		phone
Bus 3 (at school)		
Miller, K	2	605-695-9503
Olson, Jeff	4	605-680-9853
Odegaard	2	605-695-0212
Hansen	3	605-695-4432
Johnson*	2	605-627-5239
Underhill	1	605-651-7477
VandeWeerd, James	2	605-690-2911
VandeWeerd, Justin	3	605-690-3106
Ahlers	1	612-834-4465
Franklin	2	605-651-3279
VanderWal, Thomas	3	605-690-7136
Ribstein	1	605-520-4073
Liljegren	3	605-690-2738
Meyer (Lemme)	3	605-201-5219
Volkers	3	712-579-6602
BUS STOP	?	
Kahler*	1	605-693-6365
Knutson, David*	1	605-651-1579
Schlummer	2	605-627-9144
Shoup	2	605-360-0474
Green Acres Trlr Pk	8:00	?
Antonsen (daycare)	8:00	?
6th/Jefferston AM	8:00	
		Blue



Lake Cambell-VCS		phone
Bus 4 (at school)		
Yonker	1	605-881-8604
Thiex, T	2	605-695-6161
Thiex, D	2	605-881-4993
Skovlund*	2	605-693-3395
Hillestad, C	2	605-695-2451
Steage	2	605-695-2016
Moldenhauer *	2	605-695-8398
Murano	3	605-695-7805
Borthem (Erickson)	1	605-661-4797
Granum*	2	605-520-0040
Wagner	3	605-695-4570
Pates	2	605-690-6857
Eich	2	605-690-4899
Sapp	4	605-695-5033
Mulder *	2	507-298-0014
Bjerke *	1	605-826-4152
Raguse	2	605-951-3705
Hillestad, A	2	605-690-4007
Richarz	1	605-690-4662
Peterson *	1	605-826-2525
DeGroot	2	605-690-6738
Wallace *	1	701-799-8224
Leite	1	507-995-1693
Howell	4	507-995-0952
Nelson, D*	1	605-690-3898
Intermill	8:00	2
6th/Jefferston PM		
		Green

If you are not going to ride in the AM
please call Kelly at 651-3956
Bus Garage Number 627-5523

Please confirm if you will or will not be using the bus with Kelly (605-651-3956). If your name is not on the list and should be, please contact the Elementary Office 627-5657 ext 2

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED-PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Sioux Valley School District** offers healthy meals every school day. Breakfast costs **\$1.95**; lunch costs **\$3.10 for grades JK-5 and \$3.20 for grades 6-12; your children may qualify for free meals or for reduced-price meals.** Reduced-price is **\$0.30** for breakfast and **\$0.40** for lunch. 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 SNAP, the Food Distribution Program on Indian Reservations (FDPIR), or TANF 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

FEDERAL ELIGIBILITY INCOME CHART For School Year 2025-2026			
Household size	Yearly	Monthly	Weekly
1	\$28,953	\$2,413	\$557
2	\$39,128	\$3,261	\$753
3	\$49,303	\$4,109	\$949
4	\$59,478	\$4,957	\$1,144
5	\$69,653	\$5,805	\$1,340
6	\$79,828	\$6,653	\$1,536
7	\$90,003	\$7,501	\$1,731
8	\$100,178	\$8,349	\$1,927
Each additional person:	\$10,175	\$848	\$196

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 **Heather Hiltunen, Elementary Principal at Heather.Hiltunen@k12.sd.us**.

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: **Sioux Valley School District, PO Box 278, Volga, SD 57071.**

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 **Kim Jacobson, phone: (605) 627-5657 or email: Kim.Jacobson@k12.sd.us** right away so those children get benefits, too.

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.

6. I GET WIC OR MEDICAID. CAN MY CHILDREN GET FREE MEALS?

Children in households participating in WIC or Medicaid **may** be eligible for free or reduced-price meals. WIC and Medicaid are **not** automatic qualifications. 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 by calling **Kim Jacobson**, phone: (605) 627-5657 or email: Kim.Jacobson@k12.sd.us. You also may ask for a hearing by calling or writing to: **Laura Schuster**, PO Box 278, Volga, SD, 57071. Phone: (605) 627-5657 or email: Laura.Schuster@k12.sd.us.
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 MY INCOME CHANGES DURING THE YEAR OR MY SNAP, TANF, OR FDPIR BENEFITS CHANGE?
If your application for free or reduced-price benefits was properly approved, you will remain eligible for those benefits for a certain period of time. You may visit with a school/center official to get the exact date the meal benefits will expire.
13. 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. When 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.
14. 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. Family Subsistence Supplemental Allowance (FSSA) payments and any additional combat pay resulting from deployment are also excluded from income.
- IS COMBAT PAY COUNTED AS INCOME?
No, if the combat pay is received in addition to the basic pay because of deployment and it was not received before deployment, combat pay is not counted as income. Contact your school for more information.
15. WILL YOU TELL ANYONE ELSE ABOUT THE INFORMATION ON MY FORM?
We will use the information on your form to decide if your children should get free or reduced-price meals. We may inform officials associated with other child nutrition, health, and education programs of the information on your form to determine benefits for those programs or for funding and/or evaluation purposes.
16. 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.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?
Contact your local Department of Social Services office to find out how to apply for SNAP or other assistance benefits.
18. WHAT IF MY CHILD NEEDS SPECIAL FOODS?
The school will make substitutions to the regular school meal for children whose disability restricts their diet when a physician certifies that disability. If the parent requests changes, the staff may choose to make substitutions for individual children who do not have a disability, but who cannot drink regular milk due to medical or other special dietary needs that are supported by a certified medical authority. These requests will be handled on a case-by-case basis. Please call the school food service department for further information to request special meals or milk.

If you have other questions or need help, call (605) 627-5657.

Sincerely,

Laura Schuster
Superintendent

HOW TO APPLY FOR FREE AND REDUCED-PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced-price school meals. You only need to submit **one** application per household, even if your children attend more than one school in the **Sioux Valley School District**. The application must be filled out completely to certify your children for free or reduced-price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact [Kim Jacobson, phone: (605) 627-5655 or email: Kim.Jacobson@k12.sd.us].

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1:

LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN & STUDENTS UP TO AND INCLUDING GRADE 12.

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here?

When filling out this section, please include **ALL** members in your household who are:

- Children age 18 or under **AND** are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending **Sioux Valley School District**, regardless of age

A) List each child's name.

For each child, print their first name, middle initial and last name. Use one line of the application for each child. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

B) How old is the child? Is the child a student? What school does the child attend?

Fill in the information for the center or school to use.

C) Do you have any foster children?

If any children listed are foster children, mark the "Foster Child" box next to the child's name. **Foster children who live with you may count as members of your household and should be listed on your application.** If you are only applying for foster children, after completing STEP 1, skip to STEP 4 of the application and these instructions. If you are applying for both foster and non-foster children, go to step 3.

D) Are any children homeless, migrant, or runaway?

If you believe any child listed in this section may meet this description, please mark the "Homeless, Migrant, and Runaway" box next to the child's name and **complete all steps of the application.**

STEP 2:

DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

If anyone in your household participates in the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program on Indian Reservations (FDPIR)

A) IF NO ONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:

- Leave STEP 2 blank and go to STEP 3

B) IF ANYONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:

- Write a case number for SNAP, TANF, or FDPIR. You only need to write **one** case number. If you participate in one of these programs and do not know your case number, contact your local assistance office.
- **You must provide a case number on your application**
- Go to STEP 4

STEP 3:

REPORT INCOME FOR ALL HOUSEHOLD MEMBERS.

- A) Use the charts titled "**Sources of Income for Adults**" and "**Sources of Income for Children**," printed on the back side of the application form to determine if your household has income to report.

REPORT INCOME EARNED BY CHILDREN <ul style="list-style-type: none"> • Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household • What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income 		
REPORT INCOME EARNED BY ADULTS <p>Who should I list here?</p> <ul style="list-style-type: none"> • When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own • Do NOT include: <ul style="list-style-type: none"> ○ People who live with you but are not supported by your household's income AND do not contribute income to your household ○ Infants, children and students already listed in STEP 1 		
a) List adult household members' names. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." <u>Do not list any household members you listed in STEP 1.</u> If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.	b) Report earnings from work. Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.	c) Report income from public assistance/child support/alimony. Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. <u>Do not report the cash value of any public assistance benefits NOT listed on the chart.</u> If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.
d) Report income from pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.	e) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3 . If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced-price meals.	f) Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

- B) Report all amounts in GROSS INCOME ONLY.** Report all income in whole dollars. Do not include cents.
- Gross income is the total income received before taxes
 - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- C) Write a "0" in any fields where there is no income to report.** Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- D) Mark how often each type of income is received using the check boxes to the right of each field.**

What if I am self-employed?

If you are self-employed, report income from that work as a **net** amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

- E) To figure monthly income for self-employment/farming:** The information to figure income from private business operation is to be taken from your U.S. Individual Income Tax Return – Schedule 1. Write the numbers from the corresponding tax form lines in the box below. Write it on the free/reduced-price meal application in the earnings column as annually. If it is a negative number, write it as zero on the application. All other income from the tax form must be listed separately for the person who earned it. Net loss carryover cannot be used to decrease the household income.

Line 1 of the IRS Form 1040 cannot be used to report income. Income from wages or salaries must be reported on the free/reduced price meal application for the most recent month by family member and frequency.

Line 7b (total income) and **Line 8b** (adjusted gross income) **of the IRS Form 1040** cannot be used for the purpose of applying for free and reduced-price meals.

The line items below are used to determine allowable self-employment income. Refer to the US Individual Income Tax Return Form 1040 – Schedule 1 under Part I, Additional Income section.

Line 3, Business Income (or loss)	\$	NOTE: If any members of the household have income from wages or salary, the gross income from last month must be reported on the application form. This attachment is used only to report income from self-employment and/or farming.
Line 4, Other Gains (or losses)	\$	
Line 5, Rental Real Estate, etc.	\$	
Line 6, Farm Income (or loss)	\$	
Line 8, Other Income	\$	
TOTAL OF ABOVE LINES:	\$	
		Equals annual self-employment income**

If the TOTAL OF THE ABOVE LINES is a negative number, it must be changed to zero before it is transferred to the free/reduced price meal application

**Report this amount on the free and reduced-price meal application in the category labeled "Farming/Pensions/Retirement/Other Income."

- F) Report total household size.** Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number **MUST** be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household determines your income cutoff for free and reduced-price meals.
- G) Provide the last four digits of your Social Security Number.** The household's primary wage earner or another adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number mark the box to the right labeled "Check if no SSN."

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. **By signing the application, that household member is promising that all information has been truthfully and completely reported.** Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

- A) Provide your contact information.**
Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced-price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.
- B) Sign and print your name.**
Print your name in the box "Printed name of adult completing the form." Sign your name in the box "Signature of adult completing the form."
- C) Write Today's Date.**
In the space provided, write today's date in the box.
- D) Share children's Racial and Ethnic Identities (optional).**
On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced-price school meals; however, if you do not select a race/ethnicity, one will be selected for you based on visual observation.

☐ New Applicant ☐ Previous Applicant

Definition of Household Member. "Anyone who is living with you & shares income and expenses, even if not related."

Children in **Foster care** and children who meet the definition of **Homeless, Migrant, or Runaway** are eligible for free meals. Read **How to Apply for Free and Reduced Price School Meals** for more information.

STEP 2: Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF or FDIPIR? (NOT Medicaid)

Case Number:

STEP 3: Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all children listed in STEP 1 here.

B. All Adult Household Members (including yourself)

Are you unsure what income to include here?

Flip the page and review the charts titled "Sources of Income" for more information.

Total Household Members
(Children and Adults)

"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 knowingly give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street Address (if available)	Apt #	City	State	Zip	Daytime Phone and Email (optional)
Printed name of adult completing the form					Today's Date
Signature of adult completing the form (Required)					

INSTRUCTIONS: Sources of Income

Sources of Income for Children	
Sources of Child Income	Example(s)
• Earnings from work	• A child has a regular full or part-time job where they earn a salary or wages
• Social Security o Disability Payments o Survivor's Benefits	• A child is blind or disabled and receives Social Security benefits • A Parent is disabled, retired, or deceased, and their child receives Social Security benefits
• Income from person outside the household	• A friend or extended family member regularly gives a child spending money
• Income from any other source	• A child receives regular income from a private pension fund, annuity, or trust

Sources of Income for Adults		
Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
• Salary, wages, cash bonuses • Net income from self-employment (farm or business) If you are in the U.S. Military: • Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) • Allowances for off-base housing, food and clothing	• Unemployment benefits • Worker's compensation • Supplemental Security Income (SSI) • Cash assistance from State or local government • Alimony payments • Child support payments • Veteran's benefits • Strike benefits	• Social Security (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 • Regular cash payments from outside household

OPTIONAL: Children's Racial and Ethnic

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

Ethnicity (check one): ☐ Hispanic or Latino ☐ Not Hispanic or Latino
Race (check one or more): ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

Civil Rights: Information if you have a complaint

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

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, audiotope, 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: How to File a Complaint, 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:

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

This institution is an equal opportunity provider.

Do Not Fill Out: FOR SCHOOL / CENTER USE ONLY

Do not convert if only one income frequency reported. Annual Income Conversion: Weekly x 52, Bi-Weekly x 26, Twice a Month x 24, Monthly x 12.

Total income:

How Often?

Household Size:

Categorical Free Eligibility: (Select 1)

Income Eligibility: (Select 1)

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Weekly	Bi-Weekly	2xMonth	Monthly	Annual
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Foster	Homeless	Runaway	Migrant	SNAP/TANF /FDP/IR
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Free	Reduced	Denied
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Determining Official's Signature

Confirming Official's Signature

Date

Verifying Official's Signature

Date