It is the policy of Midway Public School #128 that no person shall, on the basis of race, color, national origin, sex/gender, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the District's nondiscrimination policies (AAC):
Mr. Jason Keating, HS Principal
3202 33rd Ave NE, ND 58233
Telephone: 701-869-2432   email: jason.keating@k12.nd.us

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APPENDICES:
  • 2018-19 SCHOOL IMMUNIZATION REQUIREMENTS
  • FREE/REDUCED LUNCH PROGRAM INFORMATION
The purpose of this manual is to provide students and parents with all of the information that is required by various laws and regulations. It is hoped that, through this manual, parents will be able to be more actively involved in their children’s education. Unless otherwise noted, all questions regarding items in this manual should be directed to the Superintendent of the school district.

Contact Information:  Dr. Roger Abbe
Midway Public School
3202 33rd Ave NE
Inkster, ND  58233

Phone:  701-869-2432
FAX:    701-869-2688
e-mail: roger.abbe@k12.nd.us
NOTICE OF DIRECTORY INFORMATION (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Midway School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Midway School District 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 Midway School District to include this type of information from your child's education records in certain school publications. Examples include, but are not limited to:

- 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 basketball, 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 three directory information categories - 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. *(1)*

If you do not want the Midway School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1 of each year. The Midway School District has designated the following information as directory information:

- Address
- Date & place of birth
- Dates of attendance
- Degrees, honors and awards received
- Grade level
- Most recent school attended
- Name (first and last)
- Participation in officially recognized activities and sports
- Photograph
- School email address
- Student identification number if it cannot be used alone to access an educational record and is not the student's social security number.
- Telephone listing
- Weight and height of members of athletics teams.

School officials with a legitimate educational interest in a student's educational record shall be granted access to the portions of the record that they have a need to know. For the purpose of this policy, legitimate educational interest is defined as access that is needed in order for a school official to fulfill his/her professional responsibility. School official is defined as:

1. An individual employed by the District in an administrative, instructional, or support staff position.
2. School board members
3. A person or company contracted by the District to perform institutional services and/or functions, including, but not limited to, attorneys hired by the District and data storage and protection agencies.
4. A volunteer that performs institutional services and/or functions for the district.
5. A consultant hired to perform institutional services and/or functions for the District.
6. A threat assessment team.

Footnotes:
1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.
NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") 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 or Business Manager 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.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal or Business Manager, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 consent to disclosures of personally identifiable information contained in 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); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District 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 20202-5901

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services.
or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
DERCHOS CONFORME A FERPA PARA LAS ESCUELAS PRIMARIAS Y SECUNDARIAS

La Ley de Derechos Educativos de la Familia y la Confidencialidad (Family Educational Rights and Privacy Act), conocida por sus siglas en inglés FERPA, confiere a los padres y los estudiantes mayores de 18 años (denominados “estudiantes aptos”) ciertos derechos con respecto a los expedientes académicos o registros educativos del estudiante. Estos derechos son:

(1) El derecho a inspeccionar y revisar el expediente del estudiante en un plazo de 45 días contado de la fecha de petición de acceso.

El padre o estudiante apto debe presentar al director de Escuela [o el correspondiente funcionario escolar] una petición por escrito que señale el documento o los documentos que desea inspeccionar. El funcionario de escuela se encargará del acceso y de notificar al padre o el estudiante apto respecto a la hora y el lugar donde los documentos se pueden inspeccionar.

(2) El derecho a solicitar una modificación del registro que el padre o el estudiante apto estime inexacto o equivoco.

Un padre o estudiante apto puede pedirle a la escuela que se modifique un registro que él considere inexacto o equivoco. Debe dirigirse por escrito director de la escuela [o al correspondiente funcionario], señalar con claridad la parte del registro que desea que se modifique, y especificar por qué es inexacto o equivoco. Si la escuela determina no modificar el registro en el sentido de la petición presentada por el padre o el estudiante apto, la escuela notificará al padre o el estudiante apto sobre la decisión y le avisará sobre su derecho a una audiencia en relación con la petición de modificación. Se proporcionará información adicional al padre o el estudiante apto sobre el procedimiento de audiencia al ser notificado sobre el derecho a audiencia.

(3) El derecho a dar consentimiento para la divulgación de información susceptible de identificación personal contenida en los expedientes académicos del estudiante, salvo en los casos señalados por FERPA que autorizan la divulgación sin consentimiento.

Una excepción, que permite la divulgación sin consentimiento, se trata de la divulgación a los funcionarios escolares con intereses educativos legítimos. Un funcionario escolar es un empleado de la escuela en calidad de administrador, supervisor, instructor, o personal de apoyo (incluyendo el personal de salud o médico y el personal de la unidad de seguridad o policial); una persona que integre el Consejo Escolar; una persona o compañía con la cual la escuela contrate para desempeñar una función particular (como un abogado, un auditor, un consultor médico, o un terapeuta); o un padre o estudiante que se desempeñe en un comité oficial, tal como un comité de disciplina de procedimientos conciliatorios de disputas laborales, o que asista a otro funcionario escolar en el ejercicio de sus funciones.

Un funcionario tiene un interés legítimo si el funcionario necesita revisar un registro educativo a fin de cumplir con su responsabilidad profesional.

[Optativo] A petición, la escuela divulgará sin consentimiento registros educativos a los funcionarios de otro distrito escolar en donde el estudiante piensa o pretende matricularse. [NOTA: Según lo dispuesto por FERPA, un distrito escolar tiene la obligación de hacer un intento razonable de notificar al padre o el estudiante apto sobre la petición de expediente a no ser que se señale en su notificación anual que tiene la intención de hacer llegar los expedientes en respuesta a la solicitud.]

(4) El derecho a presentar un reclamo ante el Departamento de Educación de EE.UU. respecto al presunto incumplimiento con los requisitos de FERPA por parte de la Escuela. El nombre y la dirección de la Oficina que administra FERPA son:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

[NOTA: Además, puede ser conveniente para una escuela incluir su aviso público de información de directorio junto con su notificación anual de derechos conforme a FERPA, según lo dispuesto por § 99.37 de las regulaciones.]

5
NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

- **Receive notice and an opportunity to opt a student out of**:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- **Inspect, upon request and before administration or use**:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. The Midway School District has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Midway School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Midway School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Midway School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

6
STATEMENT OF ENVIRONMENTAL COMPLIANCE

ANNUAL NOTIFICATION OF ASBESTOS CONTAINING MATERIALS

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), the Midway Public School District performed inspections of the district's buildings for asbestos containing materials in July of 1989. The inspection findings and asbestos management plans have been on file in the school administrative office since that time.

The EPA requires the district to perform re-inspections of the asbestos materials every three years. An accredited Inspector/Management Planner performed the latest re-inspection of the district's buildings and has issued a report regarding the results. A copy of the latest re-inspection report is available for your review as explained below.

All asbestos containing materials in the Midway Public School District are in good condition and safely contained and the district will continue to manage them in place, as recommended by the accredited Management Planner.

The results of the re-inspection, as well as the last 6 Month Surveillance, are on file in the Management Plan in the district's administrative office. Everyone is welcome to view these any time during the normal school hours (8:30am – 3:30pm). The district's Asbestos Program Manager, Mr. Kim Linstad is available to answer questions you may have about asbestos in the district's building. Mr. Linstad can be contacted at 701-869-2432.

The Midway Public School District is intent on complying with all federal, state, and local regulations in this area. The district plans to do what is necessary to insure that the children and employees of the district have a safe and healthy environment in which to learn and work.

DISTRICT PROFILES

The state of North Dakota publishes District Profiles in a “Dashboard” format as part of the Every Student Succeeds Act (ESSA). You can access this by going to https://insights.nd.gov/. Data specific to Midway can be found at https://insights.nd.gov/Education/District/18128. Available data includes demographics, academic progress, student engagement. State data is also available on this site. Contact the district office if you would like to discuss any data you find. A link to this “Dashboard” can be found on the Midway website (www.midayk12.org).

ENGLISH LANGUAGE LEARNERS (ELL)

Midway Public School surveys all families who have children in the school to determine eligibility for the English Language Learner Program. Within 30 days of testing, parents of eligible students are to be notified of the reasons for eligibility, their child's level of English proficiency, the methods of instruction to be used, as well as other information as required by federal law. For more information about the English Language Learner program, contact Dr. Roger Abbe (Superintendent), Mrs. Kristine Dale (Elementary Principal), or Mr. Jason Keating (HS Principal) at 701-869-2432.

EDUCATION OF EXCEPTIONAL CHILDREN

The Midway Public School District assures that all students with disabilities, ages 3-21, have the right to a free and appropriate public education in accordance with the Individuals with Disabilities Education Act and North Dakota Century Code. For the purpose of providing this assurance, the Midway Public School District is a member of the Upper Valley Special Education Multidistrict Unit and subscribes to its policies and procedures.

NON DISCRIMINATION POLICY

The Midway School District #128 does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Mr. Jason Keating, 3202 33rd Ave NE, Inkster, ND 58233, 701-869-2432.
OFFICE OF CIVIL RIGHTS / SECTION 504

This notice is to all parents/guardians and employees that Midway Public School District #128 does not discriminate on the basis of disability in education programs or activities that we operate.

Midway Public School District #128 does not discriminate on the basis of race, color, gender identity, disability, religion, ancestry, national or ethnic origin, or any characteristic that is legally protected under applicable local, state, or federal law in the administration of its educational policies, behavior policies, admissions policies, scholarship and loan programs, food service, and athletic or other school-administered programs.

Midway Public School District #128 abides by the North Dakota Civil Rights Law, Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS § 12101, et. Seq.), and all other Federal Civil Rights.

This serves as a notice to all students, parents/guardians, and employees that the following person has been designated to handle inquiries regarding Section 504 and the implementing regulations, non-discrimination, and Federal compliance policies:

Midway Public School District #128
Dr. Roger Abbe
Nondiscrimination Coordinator
3202 33rd Ave NE
Inkster, ND 58233

Complaints or grievances regarding Section 504 may be directed to Midway Public School District’s 504 Coordinator. Inquires may also be made to the regional office of the OCR directly: U.S. Department of Education, Office for Civil Rights, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, Telephone: (312) 730-1560/Facsimile: (312) 730-1576.

Annual Notice to Parents (34 CFR 104.8)

In compliance with state and federal law, Midway Public School District #128 will provide to each protected eligible student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. In order to qualify as a protected student with a disability, the student must be of school age, been evaluated and have a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for “protected students who are disabled” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected students with disabilities, see the student Evaluation and Identification section or contact the school’s 504 Implementation Coordinator.
EDUCATION OF HOMELESS STUDENTS
Midway Public School guarantees equal access to district programs to homeless students in accordance with the The McKinney-Vento Homeless Assistance Act (PL100-77). Mrs. Heather Berg, counselor, serves as the Homeless School Liaison.

EDUCATION OF FOSTER CHILDREN
Midway Public School guarantees equal access to district programs to foster children in accordance with federal law. Mr. Art Woods, Family Resource Worker, serves as the point of contact for this program.

TOBACCO, ALCOHOL, ILLICIT DRUGS, MEDICATIONS, STUDENTS
Midway Public School has policies relating the use of tobacco, alcohol, and illicit drugs. These policies can be viewed by contacting the school office and asking for policy ABBA and policy FFA. The district policy relating to prescription medication can be found in policy ACBD.

CHILD NUTRITION PROGRAMS
Midway Public School participates in the federal lunch program sponsored by the US Department of Agriculture. Through this program, Midway provides access to breakfast and lunch for all students as well as after school snacks for students in the Extended School Program. Rate for meals are available by contacting the district office. All families are encouraged to investigate the free/reduced lunch program. Eligible guidelines are included in the Appendices. Office personnel can assist you. All meals served are in accordance with guidelines established by the US Department of Agriculture.

The Midway Public School District has a Health/Nutrition committee which develops and reviews programs to promote healthy lifestyles to students, staff, and the community. See the Appendix section of this manual for specific qualification information.

STUDENT CONSULTATIVE REVIEW
North Dakota law requires that each high school student be entitled to receive a consultative review of the student’s individual high school education plan at least once during each high school grade. A student can schedule this review by contacting the school counselor.

STUDENT/PARENT/TEACHER COMPACT
STUDENT AGREEMENT
It is important that I work to the best of my ability. Therefore, I shall strive to do the following:
* Always try to do my best in my work and in my behavior.
* Cooperate with parents and teachers.
* Show respect for myself, my school, my teachers, and other people
* Complete and return homework assignments on time.
* Be on time, prepared with supplies, for class and attend regularly.
* Obey the school and bus rules.

PARENT/GUARDIAN AGREEMENT
I want my child to achieve. Therefore, I will encourage him/her by doing the following:
* Support the school in its efforts to maintain proper discipline.
  * Establish a time for homework and review it regularly, insisting that all assignments are completed.
• Read with my child, let my child see me read and encourage my child to silently read at home while monitoring his/her TV viewing.
* See that my child attends school regularly, on time, and is well rested.
* Attend parent-teacher conferences.
* Encourage positive attitudes about school while showing respect and support for my child, the teachers and school.

TEACHER AGREEMENT
It is important that students achieve. Therefore, I will strive to do the following:
* Believe that each student can learn.
* Come to class prepared to teach.
* Show respect for each child and his/her family.
* Demonstrate a positive attitude.
* Maintain open lines of communication with the students and his/her parents.

ADMINISTRATION AGREEMENT
I support this form of parental involvement. Therefore, I shall strive to do the following:
* Provide a quality curriculum and instructional practices
* Provide teaching aids/technology concurrent with courses.

SUPPLEMENTARY SERVICES
The special education services for Midway Public School are provided by the Upper Valley Special Education Cooperative. This cooperative provides services in the areas listed below. Contact a Midway principal if you would like more information about any of these programs.

School Social Worker
Learning Disabilities (LD)
Speech/Language Disabilities
Emotionally disturbed (ED)
Speech/Language Pathology
Physical Therapy
Occupational Therapy

Social Worker

Other support services available through Midway school include:
Title 1 - This federal program focuses on students in grades K-8 who have special difficulties in the areas of reading and mathematics.
Extended School Program- Available to all students with first priority for spaces going to students whose family qualifies for the free/reduced lunch program. This program enhances the educational program of Midway School by providing support and tutoring services, especially in mathematics and reading.

• School Counselor
The school counselor is available to work with students regarding academic and personal needs. It is recommended that an appointment be made with the counselor or social worker if the student needs a lengthy discussion. Students are to come to the counselor during study hall time or before/after school. Students are not to leave class to consult with the counselor unless the teacher pre-approves the absence.
TITLE I NOTIFICATIONS

In accordance with Federal Law, the Midway Public School has policies and documents relating to Title I Parental Involvement and Title I Parental Complaint Procedures. These can be obtained by contacting the Midway Title I administrator, Mrs. Mary Ralston, at 701-869-2432.

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration office at (701) 869-2432. Upon this request, you will receive a detailed explanation of the licensing, education, and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at our school(s).

The following information will be provided:
➤ Names of teachers
➤ Current Position (Grade Level/Subject)
➤ Bachelor’s Degree Major and/or Major Equivalency
➤ Graduate Degree, Special Credentials, Endorsements
➤ Meets State Qualifications and Licensing

This information is available in Midway’s district office. You may request a copy in person, by phone (343-2366), or by e-mail.

SUMMARY OF ANNUAL NOTICES

Student Records: The Midway School Board and Administration assure compliance with federal laws pertaining to student records and privacy.

Parents of students or 18-year-old students who wish to review any or all of the school records pertaining to the student should contact the principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying. If the parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the records. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent for a hearing.

Release of Information: Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is the policy of this district to forward school records without parental consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. Similarly, without parental consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

Directory Information: Federal law allows a school district to identify certain information as “directory information”. Directory Information may be publicly released to third parties, including Armed Forces recruiters, without permission of the parents. Midway Public School identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous school attended. Any parent who does not want this information sent is to complete a form that is available in the Midway School office. Directory information will not be sold or given to marketers or vendors for the purpose of selling products to students unless the product is directly related to an activity or sport in which the student participates and the product is approved by the principal.

Surveys/Screenings: In accordance with federal law (Protection of Pupil Rights Amendment of 2001), parents have the right to inspect any survey distributed to students and the right to approve any physical examinations or screenings done by the school.

Published Lists: Midway Public School publishes students’ names for quarterly Honor Rolls, attendance recognition, programs for sporting events and approved activities.
**Social Media:** Midway Public School also allows students' pictures and lists of students' names to be placed on its official social media sites including, but not limited to, the website, Twitter and Facebook. Names and pictures will not be tied together without parental authorization.
APPENDICES

- 2018-19 SCHOOL IMMUNIZATION REQUIREMENTS
- 2018-19 FREE/REDUCED LUNCH PROGRAM INFORMATION
### 2018 – 2019 School Immunization Requirements

<table>
<thead>
<tr>
<th>Vaccine Type</th>
<th>Kindergarten-6th grade</th>
<th>Grades 7-10</th>
<th>Grades 11-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP/DTP/DT/Tdap/Td*</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>IPV/OPV‡</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>MMR</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Varicella (Chickenpox)</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Meningococcal‡</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>TdapΘ</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

* One dose of DTaP (pediatric diphtheria, tetanus, and acellular pertussis) vaccine must have been given on or after the fourth birthday. Only four doses are necessary if the fourth dose was administered on or after the fourth birthday. Three doses of Tdap (adolescent/adult tetanus, diphtheria, and acellular pertussis)/Td are required for children ages seven or older who were not previously vaccinated. Tdap should be used as the first dose followed by two doses of Td for children age seven or older not previously vaccinated.

† For polio vaccination, in all-IPV or all-OPV schedule: one dose must have been given on or after the fourth birthday. The final dose in the series should be administered on or after the fourth birthday and at least six months after the previous dose. If four doses are administered prior to age four, a fifth dose should be administered on or after age four. Only three doses of IPV are required if the third dose is given on or after the fourth birthday. Children born before August 2005 only need four doses separated by at least four weeks. These children do not need a dose after the age of four.

¶ One dose of meningococcal conjugate vaccine (MCV4) must have been given on or after the tenth birthday. The second dose of MCV4 must be given on or after the sixteenth birthday. If the first dose of MCV4 is given after the sixteenth birthday, then only one dose of MCV4 is required for eleventh and twelfth grade.

Θ One dose of Tdap must have been given on or after the seventh birthday.

### Exemptions

Students may be exempt from immunization requirements for the following reasons:

- **Medical Exemption**: Requires a certificate signed by a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.
- **Personal Belief or Religious Belief Exemption**: Requires a certificate signed by the parent or guardian whose sincerely held philosophical, moral or religious belief is opposed to such immunization.
- **History of Disease Exemption**: Requires a certificate signed by a physician stating that the child has a reliable history of disease. History of disease exemptions may only be claimed for hepatitis B, varicella, measles, mumps, or rubella.

### Exclusion

All children need to be up-to-date according to the school immunization requirements or have claimed an exemption by **October 1st** of each school year or they must be excluded from school. Children enrolling in school after October 1st have 30 days to be up-to-date or claim an exemption or they must be excluded from school.
NORTH DAKOTA
DEPARTMENT of HEALTH

2018 - 2019 La Escuela los requisitos de inmunización

<table>
<thead>
<tr>
<th>Tipo de vacunas</th>
<th>El número de dosis necesarias</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kindergarten-6th grade</td>
</tr>
<tr>
<td>Tétanos, Difteria y Tos ferina (pertussis) (DTP/DTaP/DT/Tdap/Td*)</td>
<td>5</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>3</td>
</tr>
<tr>
<td>Polio (IPV/OPV)*</td>
<td>4</td>
</tr>
<tr>
<td>Sarampión, Paperas y Rubéola (MMR)</td>
<td>2</td>
</tr>
<tr>
<td>Varicela (Viruela)</td>
<td>2</td>
</tr>
<tr>
<td>†Meningocócica (MCV4)</td>
<td>0</td>
</tr>
<tr>
<td>Tétanos, difteria y Tos ferina (Tdap) 0</td>
<td>0</td>
</tr>
</tbody>
</table>

* Una dosis de DTaP (pediátrico la difteria, el tétanos y la tos ferina acelular) vacuna debe haber sido dada en o después del cuarto cumpleaños. Sólo cuatro dosis son necesarias si la cuarta dosis fue administrada en o después del cuarto cumpleaños. Tres dosis de Tdap (adolescente/adulto, la difteria, el tétanos y la tos ferina acelular)/Td son obligatorios para los niños entre las edades de siete o más que no fueron vacunados previamente. Tdap deben utilizarse como la primera dosis seguida de dos dosis de Td para los niños de siete años o más de edad no vacunados previamente.

† Para la vacunación contra la poliomielitis, en todos-IPV o toda la OPV Horario: Una dosis debe haber sido dada en o después del cuarto cumpleaños. La última dosis de la serie debe ser administrada en o después del cuarto cumpleaños y al menos seis meses después de la dosis previa. Si cuatro dosis son administradas antes de la edad de cuatro años, una quinta dosis debe ser administrada en o después de la edad de cuatro años. Sólo tres dosis de IPV son necesarios si la tercera dosis es dada en o después del cuarto cumpleaños. Los niños nacidos antes de agosto de 2005 sólo necesitan 4 dosis separadas por un mínimo de cuatro semanas. Estos niños no necesitan una dosis después de los cuatro años de edad.

¶ Una dosis de la vacuna antimeningocócica conjugada (MCV4) debe haber sido dada en o después de la celebración del décimo aniversario de la segunda dosis de la vacuna MCV4 debe ser dada en o después del 16º cumpleaños. Si la primera dosis de la vacuna MCV4 es dada después del 16º cumpleaños, entonces sólo una dosis de la vacuna MCV4 es requerido para 11º y 12º grado.

Una dosis de Tdap Θ debe haber sido dada en o después del séptimo cumpleaños.

Exenciones
Los estudiantes pueden estar exentos de los requisitos de inmunización para las razones siguientes:

- **Exención médica:** requiere un certificado firmado por un médico licenciado declarando que el estado físico del niño es tal que la inmunización podría poner en peligro la vida o la salud del niño.
- **Las convicciones personales o creencias religiosas Exención:** requiere un certificado firmado por el padre o tutor cuya sincera filosóficos, morales o creencias religiosas se opone a dicha vacunación.
- **Historia de enfermedad Exención:** requiere un certificado firmado por un médico afirmando que el niño tiene un historial confiable de enfermedad. Historia de la enfermedad las exenciones sólo pueden ser reclamadas para la hepatitis B, varicela, sarampión, paperas o rubéola.

Exclusión
Todos los niños necesitan ser actualizados según la escuela o los requisitos de inmunización han reclamado una exención por el **1 de octubre** de cada año escolar o deben ser excluidos de la escuela. Los niños matriculados en la escuela después del 1 de octubre tienen 30 días para ser actualizados o reclamar una exención o deben ser excluidos de la escuela.
Dear Parent or Guardian:

Children need healthy meals to learn. Midway offers healthy meals every school day. Breakfast costs $2.00 lunch costs $2.45/$2.55. Your children may qualify for free meals or for reduced price meals. Reduced price is $0 for breakfast and $0.40 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: Midway Public School, 3202 33rd Ave NE, Inkster, ND 58233.

2. WHO CAN GET FREE MEALS? All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP) the Food Distribution Program on Indian Reservations (FPDIR) or the Temporary Assistance Program for Needy Families (TANF) can get free meals regardless of your income. Also, your children can get free or reduced price meals if your household income is within the limits on the Federal Income Chart.

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? If you haven’t been told your children will get free meals, please call the school at 1-701-869-2432 to see if they qualify.

5. 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.

6. 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.

7. 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.

8. WILL THE INFORMATION I GIVE BE CHECKED? Yes, we may also ask you to send written proof of income.

9. IF I DON’T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year if your household size goes up, income goes down, or if you start receiving SNAP TANF or FPDIR. If you lose your job, your children may be able to get free or reduced price meals during the time you are unemployed.

10. 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: MIDWAY SCHOOL BOARD, 3202 33RD AVE NE, INKSTER, ND 58233.

11. 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 U.S. citizens to qualify for free or reduced price meals.

12. WHO MUST 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). You must include yourself and all children living with you.

13. 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.

14. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you receive an off-base housing allowance, it must be included as income.

15. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HIS/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.

FEDERAL INCOME CHART
For School Year 2018-2019

<table>
<thead>
<tr>
<th>Household Size</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>Each Additional Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yearly</td>
<td>$22,459</td>
<td>$30,451</td>
<td>$36,443</td>
<td>$46,435</td>
<td>$54,427</td>
<td>$62,419</td>
<td>$70,411</td>
<td>$78,403</td>
<td>$7,992</td>
</tr>
<tr>
<td>Monthly</td>
<td>$1,872</td>
<td>$2,538</td>
<td>$3,204</td>
<td>$3,870</td>
<td>$4,536</td>
<td>$5,202</td>
<td>$5,868</td>
<td>$6,534</td>
<td>$666</td>
</tr>
<tr>
<td>Weekly</td>
<td>$432</td>
<td>$586</td>
<td>$740</td>
<td>$893</td>
<td>$1,047</td>
<td>$1,201</td>
<td>$1,355</td>
<td>$1,508</td>
<td>$154</td>
</tr>
</tbody>
</table>

If you have other questions or need help, call myself or Kristi Armbrust at 701-869-2432.

Sincerely,

Amanda Bina, Business Manager

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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

USDA is an equal opportunity provider, employer, and lender.
**STEP 1** List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet.)

<table>
<thead>
<tr>
<th>Child's First Name</th>
<th>MI</th>
<th>Child's Last Name</th>
<th>School</th>
<th>Grade</th>
<th>Foster</th>
<th>Homeless, Migrant or Runaway</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Definition of Household Member:** Anyone who is living with you and 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: (mark which program) SNAP, TANF, or FDPIR?

IF NO > Go to STEP 3

IF YES> Write a case number here and then go to STEP 4 (Do not complete STEP 3)
Case Number: ____________

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

A. Child Income: Sometimes children in the household earn or receive income.
Please include the TOTAL Income received by all Household Members listed in STEP 1.
Child's Income: $________

<table>
<thead>
<tr>
<th>How often?</th>
<th>Wk</th>
<th>BiWk</th>
<th>2xMo</th>
<th>Mo.</th>
</tr>
</thead>
</table>

B. All Adult Household Members (including yourself): List all household members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total income for each source in whole dollars (no cents) only.
If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

**Name of Each Adult Household Member (First and Last)**
Household member is anyone who is living with you and shares income and expenses, even if not related.

<table>
<thead>
<tr>
<th>Gross Pay from Work (before deductions) Do not enter hourly wage</th>
<th>Net Income from Farm or Self-Employment (after business expenses) Annual</th>
<th>Other Support</th>
<th>All other Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wk</td>
<td>BiWk</td>
<td>Mo.</td>
<td>Wk</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Total Household Members: ______ Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member: X X X X - X X (X if No SSN)

**STEP 4** Contact information and adult signature. Mail Completed Form to:

"I certify (promise) that all information on this application is true and correct and all household members and incomes are reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Signature of Adult (Form must be signed to be complete) ___________________________ Date: __________

Print Name: ___________________________
Address: _____________________________ City: ___________________________ State: _______ Zip: ________
Daytime Phone and Email (optional): ___________________________

Do Not Fill Out - For School Use Only

Annual Income Conversion: (Weekly $x2; Every 2 Weeks $x26; Twice a Month $x24; Monthly $x12)
Total Income: ___________________________
Approval: Case Number: _______ Free _______ Reduced _______ Denied _______

Determining Official's Signature: ___________ Date: ___________ Confirming Official's Signature: ___________ Date: ___________
Verifying Official's Signature: ___________ Date: ___________
## Department of Public Instruction
### Child Nutrition and Food Distribution Programs
### Income Eligibility Guidelines
#### July 1, 2018 to June 30, 2019

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Free Meals – 130 Percent</th>
<th>Reduced Price Meal – 185 Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yearly</td>
<td>Monthly</td>
</tr>
<tr>
<td>1</td>
<td>$15,782</td>
<td>$1,316</td>
</tr>
<tr>
<td>2</td>
<td>$21,398</td>
<td>$1,784</td>
</tr>
<tr>
<td>3</td>
<td>$27,014</td>
<td>$2,252</td>
</tr>
<tr>
<td>4</td>
<td>$32,630</td>
<td>$2,720</td>
</tr>
<tr>
<td>5</td>
<td>$38,246</td>
<td>$3,188</td>
</tr>
<tr>
<td>6</td>
<td>$43,862</td>
<td>$3,656</td>
</tr>
<tr>
<td>7</td>
<td>$49,478</td>
<td>$4,124</td>
</tr>
<tr>
<td>8</td>
<td>$55,094</td>
<td>$4,592</td>
</tr>
<tr>
<td>For each additional family member, add</td>
<td>$5,616</td>
<td>$468</td>
</tr>
</tbody>
</table>

### NOTE:
Do not allow hardship deductions from the above

### Reminders
* Multiply income that is received every 2 weeks (biweekly) by 26 to arrive at annual income.
* Multiply weekly income by 52 to arrive at annual income.
* Gross or total income must be used in determining eligibility for wage earners.
* A net loss from a business or farm may not be used to offset other income.