

IOWA FALLS & ALDEN  
COMMUNITY SCHOOLS



EMPOWERING  
EVERY STUDENT  
TO LEARN, LEAD  
AND SUCCEED!

# Cadet Gazette

## A Publication of Iowa Falls & Alden Community School Districts

### From the Superintendent

#### Reaching Their Full Potential

*It is only through raising expectations and striving for excellence that our children can reach their full potential. (Brad Henry)*

The vision for Iowa Falls and Alden School Districts is Striving for Excellence in All We Do. Having a vision for our school districts is certainly important. However, if we do little or nothing to move our schools towards achieving our vision, then we deny our students the opportunity to reach their full potential – this would be totally unacceptable.

Striving for excellence is a journey that never ends. In recent years our school district's journey has been filled with successes as well as setbacks; productive work and frustrating work; and times to celebrate as well as times to reflect on what could have been done differently. We always kept moving forward – sometimes it was two steps forward and one step back ... we are human after all.

Our journey towards excellence continues in the 2017-18 School Year. Strategies to move us towards excellence include:

- a) Recruiting and hiring the very best professionals to work closely with our children;
  - b) Employing literacy coaches at each school building as a part of the Teacher Leadership program;
  - c) Expanding preschool opportunities to include all 3- and 4-year-old students who wish to attend;
  - d) Providing new reading/literacy instructional programs in grades preschool through eight;
  - e) Implementing a new technology-based writing program in grades four through eight;
  - f) Pursuing project-based learning and a new "J-Term" at IFAHS;
  - g) Renting musical instruments (for a small fee) to students of low income families through the "Sound Foundations" program
  - h) Replacing all 1:1 chromebooks for students in grades 6-8 (and 5th Grade in Alden);
  - i) Expanding technology-based tutorial and enrichment programs in reading and math; and ...
  - j) Improving the effectiveness of how we deliver our on-going school improvement initiatives that include Authentic Intellectual Work, Instructional Practice Inventory, Technology Integration, and Leader in Me.
- Our quest to strive for excellence is purposefully robust. We are here to ensure that every child is empowered to learn, lead and succeed – every child must reach his/her full potential. It's our moral obligation to make it happen.

**2017-18 REQUIRED NOTICES****Iowa Falls and Alden Mission Statement**

**The mission of the Iowa Falls and Alden School Districts is Empowering Every Student to Learn, Lead, and Succeed!**

**District Non-Discrimination Statement**

The Iowa Falls and Alden School Districts do not discriminate in their education programs or educational activities, or with students, parents, employees and others doing business with or performing services on the basis of race, color, creed, age(except students), religion, sex, marital status, national origin, sexual orientation, gender identity, socio-economic status, or disability in admission or access to, or treatment in, its programs and activities, hiring and employment practices.

It is also the policy for both districts to have curriculum and instructional materials reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women and men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias due to race, color, creed, age, sex, national origin, religion, marital status, sexual orientation, gender identity, or disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a multicultural/gender fair society.

Any person who feel they have been discriminated against are encouraged to contact the Alden and Iowa Falls School District's Affirmative Action Coordinator. The Affirmative Action Coordinator for both districts is Dr. John Robbins, Superintendent and can be reached at either the Alden Elementary, 209 Center Street, Alden, IA 50006, email: jrobbins@ifacadets.net, tel:515-859-3393 or at the Iowa Falls Superintendent's Office, 710 North Street, Iowa Falls, IA 50126, email: jrobbins@ifacadets.net, tel:641-648-6400.

Any person having inquires concerning the school district's compliance with the regulations implementing Title VI, Title VII, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact for the Iowa Falls School District: Michelle Kriegel, High School Counselor, at IFA High School, 1903 Taylor Ave., Iowa Falls, Iowa 50126, email: mkriegel@ifacadets.net tel: 641-648-6440 and for the Alden School District: Kyle Fett, Alden Principal at 209 Center Street, Alden, Iowa, 50006, email:kfett@ifacadets.net,tel:515-859-3393 who have been designated by the Iowa Falls and Alden School Districts to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, the ADA, §504 and Iowa Code 280.3. Any person may also contact the Director of the Region VII office Civil Rights, U.S. Department of Education, Kansas City, Missouri, regarding the school district's compliance with the regulations implementing Title VI or Section 504 or the director of the Iowa Civil Rights Commission, Des Moines, Iowa.

Any persons having inquiries concerning the school district's compliance with the regulations implementing Title IX, is directed to contact for the Iowa Falls School District: Denelle McWherter, at Riverbend MS, 1124 Union Street, Iowa Falls, Iowa 50126, email dmcwherter@ifacadets.net tel: 641-648-6430 and for the Alden

Note: Required notices contain virtually the same information for every school district in the State of Iowa. Unless otherwise stated, the following notices apply to both Iowa Falls and Alden Community School Districts. School District: Kristy Reynolds, 209 Center Street, Alden, IA 50006, kreynolds@ifacadets.net tel: 515- 859-3393 who have been designated by the Iowa Falls and Alden School District to coordinate the school district's efforts to comply with the regulations of Title IX.

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

Both school districts will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies.

Individuals who file an application with the school district will be given consideration for employment if they need or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, marital status, national origin, religion, age, sexual orientation, gender identity, socio-economic status or disability. In keeping with the law, the board will consider the veteran status of applicants.

Complaint Procedure: Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including, but not limited to complaints of discrimination, will be directed to Dr. John Robbins, Superintendent Iowa Falls 710 North Street, Iowa Falls, IA 50126 (641-648-6400) Alden P.O. Box 48, 209 Center Street, Alden IA 50006 (515-859-3393)

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to: Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W Madison Street, Suite 1475, Chicago, IL 60661-7204, Phone (312) 730-1560 or Fax (312) 730-1576 or Email: OCR.Chicago@ed.gov This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

**CHILD CUSTODY**

From time to time custody issues arise regarding students enrolled in school. If specific custody restrictions apply to your child, it is important to file those official restrictions with the office of the school where your child attends and remind the school office personnel where

your child(ren) attend each year at registration. When no restrictions regarding custodial rights are on file, the school assumes equal rights of both parents regarding access to student information, visitation and picking the student up from school.

## **HUMAN GROWTH AND DEVELOPMENT**

Both districts have identified Human Growth and Development curriculum units that are infused throughout the curriculum. Every grade and subject level will provide parents/guardians an outline of these units and their objectives. Parents/guardians may examine this curriculum and the teaching materials at any time. If parents find topics objectionable, they may choose to remove their child/children from the class during the discussion of these topics. Additional information regarding specific curriculum units may be obtained by contacting: Iowa Falls Ryan Robison (641-648-6410) Alden Kyle Fett (515-859-3394)

## **YEARLY PARENT NOTICE FOR SPECIAL EDUCATION**

With the approval and support from the Iowa Department of Education, both school districts will work with Central Rivers AEA to offer greater opportunities for teachers and students to receive assistance when educational problems arise. Under the current procedures, Central Rivers AEA staff such as school psychologists, consultants, speechlanguage pathologists, audiologists, school social workers, and early childhood special education teachers will be considered part of the school team. They, together with the special education teachers employed by our school, will have opportunities to provide consultative services to all teachers and to work with any student who is in need of help. If your child is experiencing learning or behavioral problems in school, you as a parent will be involved in the problem solving activities and the planning of interventions for your child. The interventions developed may include direct service outside the classroom. Together we will also discuss what you may do at home to help your child succeed in school. This is a great opportunity to provide potential help for all students. Please feel free to contact your respective school principal.

## **GENERAL EDUCATION INTERVENTION**

The General Education Intervention process is available to all students. This process is interactive and ongoing and requires teams of individuals. Teams include parents, educators, caregivers, administrators, and Central Rivers AEA support staff to collaborate to create interventions to meet the diverse needs of individual students. The purpose is to identify and implement interventions in the general education classroom which will lead to successful performance for individuals.

## **FREE AND REDUCED LUNCH**

Application forms for families that would like to apply for free and reduced meals are available at any attendance center. If you have questions regarding the application material, please feel free to contact Laura Thies at 641- 648-6440 or Nicky Nachazel at 515-859-3393.

## **FEE WAIVERS**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program(FIP), Supplemen-

tal Security Income(SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or student who believe they may qualify for the waiver of school fees should contact Laura Thies at 641-648-6440 or Nicky Nachazel at 515-859-3393 for a waiver form. This waiver does not carry over from year to year and must be completed annually. Be aware, however, that the School Board believes students should respect school district property and assist in its preservation for future use by others. Therefore, students may be assessed fines, charges or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

## **HOMELESS STUDENTS**

In accordance with Chapter 33, Iowa Administrative Code both school districts will make reasonable efforts to identify homeless children and youth of school age within their respective districts, encourage their enrollment and eliminate barriers to receiving an education which may exist in district policies or practices. The definition of the term "homeless children and youth" is as follows:

A. Means individuals who lack a fixed, regular, and adequate nighttime residence; and

B. Includes the following;

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to a lack of alternative accommodations; are living in emergency or transitional shelters; or awaiting foster care placement;

2. Children and youths who have a primary nighttime residence that is public or private not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

4. Migratory children who qualify as homeless for the purpose of this subtitle because the children are living in circumstances described in 1 through 3.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy/practice areas may be modified: School records, immunization requirements, waiver of fees and charges, enrollment requirements/placement, residency, transportation, and special services.

If you know of any child(ren) who may qualify for homeless benefits, please contact one of the local homeless educational liaisons. Privacy of all parties will be protected as much as possible.

Alden Nicky Nachazel (515-859-3393)

Iowa Falls Laura Thies (641-648-6440)

## **BOARD SUPPORT OF DISCIPLINE POLICIES**

The Board of Directors of the Iowa Falls and Alden Community School Districts hereby confirm their intent to support the school discipline policy, to support school staff who enforces the discipline policy,

and to hold school staff accountable for enforcing the discipline policy.

### STUDENT LOCKERS/SEARCHES

Student lockers are the exclusive property of the school districts. At no time does either school district relinquish its exclusive control of school lockers provided for the convenience of students. Students may use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of each student to keep his or her assigned locker clean and undamaged. Periodic general inspection of all or a random selection of students lockers by the principal of the building and another individual may be conducted for any reason at any time, without notice, without student consent and without a search warrant. The furnishing of a locker by the school to the student shall not create an expectation of privacy to the student for the locker or the contents of the locker. All students shall utilize only lock mechanisms furnished by the school.

In the event that any item or material held contrary to law is discovered in connection with any locker search herein, such item or material shall be seized by the principal and dealt with as provided by the law.

The school shall advise the students of the contents of this policy in the first week of each school year or within one week after a new student is assigned a locker. No searches shall take place prior to 24 hours after the giving of the notice herein.

### ANTI-BULLYING/HARASSMENT

Bullying/harassment of students by other students will not be tolerated in either school district. This policy is in effect while students are on school grounds, on school district property, or on property within the jurisdiction of the school district; while in school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons will not be tolerated.

The district will promptly and reasonably investigate allegations of harassment. Both districts have designated the following investigators who will be responsible for handling all complaints by students alleging bullying/harassment.

School	Investigator	Building	Telephone
Alden	Nicky Nachazel	Alden Elementary	515-859-3394
	Kristine Reynolds	Alden Elementary	515-859-3394
Iowa Falls	Michelle Kriegel	IFA High School	641-648-6440

Denelle McWherter	Riverbend Middle School	641-648-6430
Ginger Williams	Rock Run Elementary	641-648-6420
Ginger Williams	Pineview Elementary	641-648-6410
Deb Kuhfus	Alternate Investigator-	641-648-6430
	All Buildings	

The Level II Investigator for both school districts is School Investigators of Iowa at 515-360-4800 or 515-255-6014.

### INVESTIGATION OF CHILD ABUSE

In compliance with Chapter 102 of the Iowa Administrative Code, both districts have designated the following investigators of physical and sexual abuse of students by school employees:

#### Alden

Level 1	Telephone	Level 1	Alternate Telephone
Nicky Nachazel	515-859-3394	Kristine Reynolds	515-859-3394

#### Iowa Falls

Laura Thies	641-648-6440	Tony Neumann	641-648-6440
Laura Thies	641-648-6430	Jeff Burchfield	641-648-6430
Laura Thies	641-648-6420	Mike Swartzendruber	641-648-6420
Laura Thies	641-648-6410	Ryan Robison	641-648-6410

The Level II Investigator for both school districts is School Investigations at 515-255-6014 or 515-664-2181.

### OPEN ENROLLMENT

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the State of Iowa should be aware of the following dates:

March 1, 2018 - Last date for regular open enrollment requests for the 2018-2019 school year.

September 1, 2017 - Last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the 2017-2018 school year.

Parents should be aware that open enrollment may result in the loss of athletic eligibility.

For further details, contact Dr. John Robbins, Superintendent at 641-648-6400 (Iowa Falls) or 515-859-3395 (Alden).

### QUALIFICATION OF TEACHERS

Under the No Child Left Behind Act of 2001, parents have a right to know the professional qualifications of the teachers who instruct their child. The No Child Left Behind Act gives parents the right to ask for the following information about each child's classroom teachers:

1. Whether the teacher has met state, licensing criteria for the grade level(s) and subject area(s) taught and whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived.

2. The undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.

3. If the child is provided services by paraprofessionals, their qualifications.

4. Parents will be notified should their child be taught for four or

more consecutive weeks by a teacher who is not highly qualified.

At Iowa Falls and Alden, we are proud of our teaching staff and the quality of education they have received. Parents who would like to review the qualifications of one or more of our teaching staff should contact Dr. John Robbins, Superintendent at 641-648-6400 (Iowa Falls), or 515-859-3395 (Alden).

## **STUDENT RECORDS - FAMILY EDUCATIONAL RIGHTS AND**

### **PRIVACY ACT**

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 a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where records may be inspected.

(2) The right to request the amendment of the student's education records that the parents or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record they believe is inaccurate. They should write the school principal, 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 asked 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 which administrators FERPA are:

Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5290

### **STUDENT DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Iowa Falls and Alden School Districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Iowa Falls and Alden School Districts 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 Iowa Falls and Alden School Districts 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 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. If you do not want the Iowa Falls or Alden School District to disclose directory information from your child's education records without your prior written consent, you must notify the Districts in writing by September 15 of each school year. The Iowa Falls and Alden School Districts have designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Parents of secondary school students have a right to require that their child's name, address and telephone number not be released to a military recruiter without prior written consent.

#### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding the 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 family;
  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 from the parents to a student who is 18 years old or an emancipated minor under State law.

Iowa Falls and Alden Community School Districts will review policies, in consultation with parents, 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. Both School Districts will also directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Both School Districts 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 the participation of the specific activity or survey. Both School Districts will make this notification to parents at the beginning of the school year if the School District has identified the specific or approximate dates or 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 specific activities and surveys covered under this agreement:

• Collection, disclosure, or use of personal information for marketing, sales, or other distribution (As of August 1, 2015, no such activities are planned in the 2015-16 school year.)

• Administration of any protected information survey not funded in whole or part by ED. (As of August 1, 2015, no such activities are planned in the 2015-16 school year.)

• Any non-emergency, invasive physical examination or screening as described above. (As of August 1, 2015, no such activities are planned in the 2015-16 school year.) 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. 20202-5920

#### **STUDENT PHOTOGRAPHS**

Both districts will permit student portrait photographs to be taken on school premises by a commercial photographer as a service to students and their families. Parents will be notified prior to the taking of pictures by a commercial photographer for student "portraits." In no case will students be required to have their pictures taken or be pressured to buy pictures. Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

#### **YEARLY ASBESTOS NOTIFICATION**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Iowa Falls and Alden Schools have conducted reinspections to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make rec-

ommendations on managing or removing the ACBM. At the last re-inspection conducted in 2016, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. Iowa Falls and Alden Schools developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition. There are no future plans to remove encapsulate or enclose asbestos in the 2017-18 school year. It is the intention of the Iowa Falls and Alden Schools to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. Jeff Fiscus, Iowa Falls and Alden is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at Alden 515-859-3393.

## **WATER TESTING**

The Iowa Department of Public Health requires school districts to conduct testing of all water coolers and fountains for lead-containing sediments. The Alden and Iowa Falls Community School Districts have completed the required testing of all district water coolers and fountains. All water dispensers have been identified below 20 ppb (0.020 mg/liter), as required by law. Additional information regarding specific testing results may be obtained by contacting: Iowa Falls/Alden Jeff Fiscus (515-859-3394)

## **Physical Restraint of Students**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your

school. The complete text of the law and additional information is available on the Iowa Department of Education's Website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

## **Post-Secondary Enrollment**

Students in grades nine through twelve must be proficient in all three core subjects on Iowa Assessment Tests. If there is a comparable class that is offered at the high school the student must earn a passing grade in this course before they are allowed to take the course at the college level. Students may receive high school graduation credits for successfully completing courses at community colleges, private colleges or state universities. Grade points associated with the credits received under this program are included in High School grade ranks. The school district may pay up to \$250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district does not pay for the costs of summer school classes. However, summer school classes may be eligible for high school credit. Students who fail a PSEO course or fail to receive credit in the PSEO course paid for by the school district, must reimburse the school district for all costs directly related to the course. Prior to enrolling a course, students age 18 or over or the parents of students under age 18, shall sign a form indicating they are responsible for the costs of any PSEO courses, should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district.

## **Race and Ethnicity Federal and State Requirements**

The federal government has changed the process for identifying personal race and ethnicity. The changes allow individuals to more accurately identify themselves, and it also matches the race and ethnicity data collections on all other federal reporting. Updating of our district's current race and ethnicity data is required. All schools in Iowa will report student data to the Iowa Department of Education using new categories. Currently, Iowa Falls and Alden Community School Districts ask families to provide information on students' race and ethnicity at the time of enrollment. We ask all families to update information on their children's ethnicity and race during the online registration process. The district is required to report this data to both the federal and state government; regulations do not permit the district to leave the space blank.

## **STUDENT TRANSPORTATION**

Our bus drivers have the great responsibility of getting your children to and from school on a safe and timely basis every school day, under many differing conditions. We expect them to maintain a strict student behavior code at all time for everyone's safety. Please encourage your children to obey the rules for riding the buses and to show respect for our drivers and school property at all times.

## **Patience Please**

The first week or two of school is always a challenge in smoothing out unanticipated glitches in student pick-up and drop-off times, and

establishing a solid routine. Patron patience and support will be very much appreciated again this year.

### **Regular Shuttle Routes**

Morning shuttle routes that transport 6th grade students from Iowa Falls to Alden, and 7th -12th grade students from Alden to Iowa Falls, will depart at approximately 8 a.m. each regular day of school. When there is a delayed start to school, students will depart from their home district approximately one-half hour before the start of the school day.

Afternoon shuttle routes will begin to return students to their respective district at approximately 3:10 p.m. each regular day of school. Students will be back in their home districts by 3:30 p.m. to catch their regular bus route home. When there is an early dismissal from school, students will depart to their home district approximately one-half hour before the end of the school day.

### **Activity Shuttle Routes**

Each school district will be responsible for providing transportation for their resident students who are involved in after school extra-curricular or co-curricular activities in the other's district.

Depending on the time of the school year, it is likely that Alden will provide after school shuttle service at multiple times on a given day in order to accommodate different activity practice schedules. Actual times of activity shuttle routes will be announced in advance, and will be adjusted during the school year as activities change.

### **Information for Iowa Falls Residents**

Seven country routes have been approved. All reasonable efforts will be made to ensure that the goal of "first on, first off" is met --- if a student is first on in the morning, then he/she will be the first off in the afternoon. In-town shuttle bus stops have been approved for K-8 pick-up points at Julia O'Neal, Oak Park, Bliss Ave, Sunset Addition, River Oaks, intersection of Sherman and Depot Streets, intersection of Sherman and Richmond Streets, Pineview Elementary and Rock Run Elementary. High school students will not be allowed to ride in-town shuttle bus routes unless special permission is granted in advance from the superintendent and principal.

The central busing point will be at Rock Run. All buses will arrive at Rock Run in the morning by 8 a.m., students will be exchanged, and then buses will depart to Pineview, Riverbend, IFAHS, and/or Alden. All buses will return to Rock Run in the afternoon by 3:20 p.m., students will be exchanged and buses will depart shortly thereafter. Teachers and teacher associates will be on hand at Rock Run to help younger children make the right connections.

### **STUDENT CONDUCT RULES**

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the building administrator. The building principal will have the authority to suspend transportation privileges of the student or impose other

appropriate discipline for misconduct. It is the responsibility of the superintendent, in conjunction with the building principal, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

All persons riding in school district vehicles will adhere to the following rules.

The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses. Driver may assign seats for the entire school year if deemed necessary for the safety of the driver and students.

1. Bus riders will be at the designated loading point before the bus arrival time.
2. Bus riders will wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders will load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all buses for bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
14. Students will assist in looking after the safety and comfort of younger students.
15. A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
16. Students will not throw objects about the vehicle nor out through the windows.
17. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
18. Students will keep feet off the seats.
19. Roughhousing in the vehicle is prohibited.
20. Students will refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
22. The Good Conduct Rule is in effect.
23. No swearing or vulgar language will be allowed.

## SCHOOL BUS DISCIPLINARY PROCEDURES

Disclaimer:

The disciplinary procedures outlined below are for violations of school bus regulations as outlined in school board policy 711.2R1: Student Conduct on School Transportation Incidences of more severe behavioral issues including, but not limited to, fighting, possession of weapons, possession of alcohol, tobacco, drugs, or look-alike substances, will be immediately referred by the driver to the principal. The principal, at his/her discretion, may enact any disciplinary action that is reasonable regardless of the number of previous violations.

### 1st Violation

The driver will give a verbal warning to the student and may assign the student a specific seat assignment.

### 2nd Violation

The driver will assign the student to a specific seat, and will call the parents to discuss the student's behavior. The driver will also advise the principal of the disciplinary situation.

### 3rd Violation

The driver will address the behavior violation with the student and will complete and send a written warning notice to the principal. The principal will meet with the student and will sign and send the warning notice to the parent. The warning notice will inform the parent and student that the next violation will result in the loss of bus riding privileges.

### 4th Violation

The driver will address the behavior violation with the student and will complete and send a second written warning notice to the principal. The principal will meet with the student and will sign and send the warning notice to the parent. The student will lose bus riding privileges for three school days.

### 5th Violation

The driver will address the behavior violation with the student and will complete and send a third written warning notice to the principal. The principal will notify the parents and will arrange a meeting with the student, parents, driver, and the principal. The student will lose bus-riding privileges for ten school days.

### 6th Violation

The driver will address the behavior violation with the student and will complete and send a fourth written warning notice to the principal. The principal will meet with the student and will call and/or meet with the parents to personally inform them that: the student has lost bus-riding privileges for the remainder of the school year. If the student legally qualifies to ride a school bus due to exceeding the state-determined distance from home to his/her school attendance center, and no other means are available to transport the student to school, the parents may petition the Board of Education to resolve the matter in an alternative manner.

## LATE STARTS, EARLY DISMISSALS & CANCELLATIONS

will be announced over the following media outlets:

Radio	Television
KIFG FM 95.3 Iowa Falls	WHO 13 Des Moines

KLMJ FM 104.9 Hampton  
WHO AM 1040 Des Moines

WOI 5 Ames  
KCCI 8 Des Moines  
KWVL 7 Waterloo

## ATTENTION PARENTS

Receive quick and timely winter weather announcements through GovDelivery.Com Iowa Falls and Alden Schools participate in a state-sponsored communication program entitled, GovDelivery.Com. This program provides another means by which parents, staff and community members can be immediately notified when our schools have a delayed start, an early release, or are canceled due to adverse weather. Participation in the GovDelivery.Com is free and easy. Anyone who would like to receive e-mails and/or text messages when there is a change in the school schedule can sign up to receive these announcements by subscribing through the following web link: [https://public.govdelivery.com/accounts/IAEDU0108/subscriber/topics?qsp=CODE\\_RED](https://public.govdelivery.com/accounts/IAEDU0108/subscriber/topics?qsp=CODE_RED)

### Important Notes:

1. Persons who have subscribed to receive these announcements via School Alerts in past years must subscribe again.
2. E-mail and text messaging subscriptions are unique. Receiving announcements through both e-mails and text messages requires setting up one subscription for emails and one subscription for text messages.
3. Select (check) School Alerts box after "Submitting" e-mail or text messaging information to complete the subscription process.

## Health Information

With the online registration we are not always sure that we have the most current health information online for your student. Your student's health needs or medications may change during the school year and your online student account may not get updated. Please take a moment and remember during the year to update their current medications and health information. Also, please keep your contact and emergency contact information names and phone numbers current for your student. If you are unable to make the changes, please contact your student's building secretary to enter the information. We appreciate keeping the lines of communication open when it comes to your child's health concerns so that we can better serve them.

Nicky Nachazel, Laura Thies

## 2017-2018 School Orientation Schedule Alden Elementary

Preschool through 6th Grade Back to School Night will be held Monday, August 21, 2017, from 5-6 pm. Students are invited to bring their school supplies, find their lockers, meet their teachers and pick up their daily schedules. Parents of preschool students are also encouraged to attend a parent-only orientation meeting on Tuesday, August 22, at 6:30 p.m. Parents will be given general information for the year, important forms, and will be able to talk with the teachers to ensure a great year.

### Pineview Elementary School

Informal meetings to assist students and parents in preparing for the school year will be held at Pineview on Tuesday, August 22. These meetings will be held from 5-6 p.m., and will allow students, parents, and teachers to exchange information concerning the students.

All students are to bring their school supplies and place them in the desk that evening. This will assist in first day adjustments. Parents do NOT need to sign up for a time. Just stop into your child's classroom sometime during this time. This small group session will allow for discussion and explanation of classroom activities to assist parents with fostering positive attitudes towards school, and to assist students in making smooth adjustments this fall.

#### **Rock Run Elementary School**

##### *Second and Third Grade Orientation*

An orientation session for third grade students and their parents will be at 6 p.m. Thursday, August 17, in the Rock Run gym. All 2nd and 3rd grade students and parents are encouraged to attend. Students will go to their homerooms immediately afterwards to meet their teacher and drop off supplies.

##### *Fourth and Fifth Grade*

Students are invited to drop off their supplies and meet their homeroom teacher on Thursday, August 17, from 6-7 p.m. Parents will have the opportunity to visit informally with their child's classroom teacher. Students may bring their school supplies with them and put them into their desk. Be sure you have your name or initials on all items!

#### **Riverbend Middle School**

New student orientation and open house will be held at Riverbend Middle School on Wednesday, August 16, from 5:30-7 p.m. This event will start with an assembly at 5:30 p.m. in the Riverbend gymnasium. This assembly is designed for all incoming seventh-grade students and parents, as well as new eighth-grade students and parents.

Returning eighth-grade students are invited to the middle school that evening at 6 p.m. so that you can get your schedule from your CADET Time teacher and try out your new locker. Students and parents / guardians are invited to bring their school supplies and visit their classrooms and generally get acclimated to the building.

#### **Alden and Iowa Falls Elementary Room Parents and Volunteers**

**Needed:** Room parents and volunteers can make a real difference in the school lives of our children. Any person interested in serving as an elementary room parent or volunteer for the 2016-2017 school year is encouraged to contact the school offices for more information: Alden Elementary (515) 859-3393; Pineview Elementary (641) 648-6410; Rock Run Elementary (641) 648-6420.

#### **REMINDER TO PARENTS/GUARDIANS**

A parental note, e-mail or phone call is needed when your child(ren) is absent from school. Pineview Elementary: 648-6410, Rock Run Elementary: 648-6420, Riverbend Middle School: 648-6430, IFA High School: 648-6440 and Alden Elementary 515-859-3393

### **Frequently Asked Questions About Free And Reduced**

#### **Price School Meals**

Dear Parent/Guardian:

Children need healthy meals to learn. The Iowa Falls and Alden Community School Districts offer healthy meals every school day.

Breakfast cost \$1.45; lunch costs for KPrep-6 daily cost is \$2.50; and for 7-12 is \$2.60. Your children may qualify for free meals/milk or for reduced price meals. Reduced price is .30¢ for breakfast and .40¢

for lunch. Return the completed application to: Laura Thies, IFA High School, 1903 N Taylor, Iowa Falls, IA 50126 (641) 648-6440, lthies@ifacadets.net or Nicky Nachazel, Alden Elementary, P.O. Box 48, Alden, IA 50006 (515) 859-3393 nnachazel@ifacadets.net.

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 Food Assistance, the Family Investment Program (FIP) or another DHS assistance program are eligible for free or reduced price 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 at or below the limits on the Federal

Income Eligibility Guidelines below. (Requires submitting an Application for Free and Reduced Price Meals/Milk.)

#### 2. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS?

No, but please read the letter carefully and follow the instructions. If any children in your household were missing from your notification, contact: Laura Thies, IFA High School, 1903 N. Taylor, Iowa Falls, IA 50126 (641) 648-6440 lthies@ifacadets.net or Nicky Nachazel, Alden Elementary, P.O. Box 48, Alden, IA 50006 (515) 859-3393 nnachazel@ifacadets.net immediately as eligibility for free or reduced price meals is extended to all school age children in a household. If you did not receive a letter from the school, but received a Free Lunch Notice from DHS, submit this letter to your children's school. You may add any students living in your household who are not listed on the letter. Also, if someone in your household receives food assistance and you did not receive either of these letters, you may complete an application listing the case number as this will qualify all school age children in your household for free meals. If you were informed that your children will get reduced price meals automatically, see the income guidelines above and if you feel you would qualify for free meal benefits, complete an application for free and reduced price meals.

#### 3. WHAT IF WE HAVE FOSTER CHILDREN?

Households with foster and non-foster children may choose to include the foster child as a household member, as this may help other children in the household qualify for benefits. If the foster family is not eligible for free or reduced price meal benefits, that does not prevent a foster child from receiving free meal benefits.

#### 4. 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 contact: Laura Thies, IFA High School, 1903 N. Taylor, Iowa Falls, IA 50126 (641) 648-6440 lthies@ifacadets.net or Nicky Nacha-

## INCOME ELIGIBILITY GUIDELINES

Effective 7-1-2017

<u>Household Size</u>	<u>Free Meals</u>					<u>Reduced Price Meals</u>				
	<u>Yearly</u>	<u>Monthly</u>	<u>Twice a Month</u>	<u>Every two weeks</u>	<u>Weekly</u>	<u>Yearly</u>	<u>Monthly</u>	<u>Twice a Month</u>	<u>Every two weeks</u>	<u>Weekly</u>
1	15,678	1,307	654	603	302	22,311	1,860	930	859	430
2	21,112	1,760	880	812	406	30,044	2,504	1,252	1,156	578
3	26,546	2,213	1,107	1,021	511	37,777	3,149	1,575	1,453	727
4	31,980	2,665	1,333	1,230	615	45,510	3,793	1,897	1,751	876
5	37,414	3,118	1,559	1,439	720	53,243	4,437	2,219	2,048	1,024
6	42,848	3,571	1,786	1,648	824	60,976	5,082	2,541	2,346	1,173
7	48,282	4,024	2,012	1,857	929	68,709	5,726	2,863	2,643	1,322
8	53,716	4,477	2,239	2,066	1,033	76,442	6,371	3,186	2,941	1,471
For each additional family member add:	5,434	453	227	209	105	7,733	645	323	298	149

zel, Alden Elementary, P.O. Box 48, Alden, IA 50006 (515) 859-3393  
nnachazel@ifacadets.net.

5. 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 unless complete eligibility information is submitted, so be sure to complete all required information.

6. 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, through August 31, 2017. You must send in a new application unless the school told you that your child is eligible for the new school year. When the carry over period ends, unless you are notified that your children will receive free meals or you submit an application that is approved, the children must pay full price for school meals. The school is not required to send a reminder or a notice of expired eligibility.

7. I GET WIC. CAN MY CHILDREN GET FREE MEALS?

Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

8. 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.

9. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report. You are not required to provide proof with your application.

10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER?

Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limit, if your household size goes up, or if you start getting Food Assistance, FIP or other benefits.

11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?

You should talk to school officials. You also may ask for a hearing by calling or writing to: Dr. John Robbins, Superintendent, Iowa Falls Community School District, 710 North Street, Iowa Falls, IA 50126 (641) 648-6400, jrobbins@ifacadets.net; Dr. John Robbins, Superintendent, Alden Community School District, P.O. Box 48, Alden, IA 50006 (515) 859-3393

jrobbins@ifacadets.net

#### 12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME?

List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, put down that you made \$1,000 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.

#### 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. Whenever this happens please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

#### 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, or receive Family Subsistence Supplemental Allowance payments, 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. There are currently no active Military Housing Projects in Iowa as found on Active Military Housing Projects. Any additional combat pay resulting from deployment is also excluded from income.

15. DO I NEED TO PROVIDE MY SOCIAL SECURITY NUMBER? Only the last four digits of the Social Security Number of the household's primary wage earner or another adult household member (or an indication of "none") is needed.

#### 16. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?

List any additional household members on a Supplemental Worksheet, and attach it to your application. Contact Laura Thies or Nicky Nachazel to receive a Supplemental Worksheet.

#### 17. WHO CAN GET FREE MILK?

If your school participates in the Special Milk Program for half day kindergartners, your kindergarten child may be eligible for free milk. Children who buy extra milk with a meal or if they eat breakfast or lunch and have an afternoon milk break, they are not eligible to receive free milk.

#### 18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?

To find out how to apply for Food Assistance or other assistance benefits, contact your local assistance office or call 1-877-347-5678. Your children may be eligible for hawk-i (children's health insurance) or a waiver of school fees. Read the information on the back of the Application for hawk-i information. A school waiver form is available from your school.

#### 19. CAN CHILDREN WITH DISABILITIES GET FOOD SUBSTITUTIONS?

If a child has a disability, as determined by a licensed medical professional, and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the licensed medical professional. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution for a food allergy, unless it meets the definition of disability. Please call the school for further information.

If you have other questions or need help, call to Laura Thies, IFA High

School, 1903 N Taylor, Iowa Falls, IA 50126 (641) 648- 6440, lthies@ifacadets.net or Nicky Nachazel, Alden Elementary, P.O. Box 48, Alden, IA 50006 (515) 859-3393 nnachazel@ifacadets.net.

Sincerely, John Robbins

### How to Apply for School Meal Benefits Application Instructions

Please use these instructions to help you fill out the application for free or reduced price school meals/milk, which follows these instructions. You only need to submit one application per household, even if your children attend more than one school in Iowa Falls or Alden Schools. Please follow these instruction in order. Each step of the instructions is the same as the steps on your application. The application must be filled out completely to certify your children for free or reduced price school meals. Completed applications should be submitted to Laura Thies, IFA High School, 1903 N Taylor, Iowa Falls, IA 50126 (641) 648-6440, lthies@ifacadets.net or Nicky Nachazel, Alden Elementary, P.O. Box 48, Alden, IA 50006 nnachazel@ifacadets.net

If at any time you are not sure what to do next, please contact Laura Thies, IFA High School, 1903 N Taylor, Iowa Falls, IA 50126 (641) 648-6440, lthies@ifacadets.net or Nicky Nachazel, Alden Elementary, P.O. Box 48, Alden, IA 50006 (515) 859-3393 nnachazel@ifacadets.net

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

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.

A) List each child's name and date of birth. Print each child's first name, middle initial, last name and date of birth (optional). Use one line of the application for each child. If there are more children present than lines on the application, attach a Supplemental Worksheet, which can be obtained from the school, with all required information for the additional children.

B) Is the child a student? Mark 'Yes' or 'No' under the column titled "student" to tell us which children attend Iowa Falls or Alden CSD. If you marked 'Yes' write where the child attends school and write the grade level of the student in the "Grade" column to the right.

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. If you are ONLY applying for foster children, after finishing STEP 1, go to "STEP 4".

Foster children who live with you may count as members of your household and should be listed on your application. 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, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application.

#### STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12.

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 Iowa Falls or Alden Schools, regardless of age.

## STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FOOD ASSISTANCE, FIP, OR FDPPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Food Assistance Program (FA)
- The Family Investment Program (FIP)
- The Food Distribution Program on Indian Reservations (FDPPIR)

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

- Circle 'NO' and go to STEP 3. (Leave the rest of STEP 2 blank)

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

• Circle 'YES' and provide a case number for FA, FIP, or FDPPIR and the name of the household member with the case number. You only need to write one case number. If you participate in one of these programs and do not know your case number, it is located on your Notice of Decision. You must provide a case number on your application if you circled "YES".

- Go to STEP 4.

FOR EACH ADULT HOUSEHOLD MEMBER:

A) List Adult Household member's name. Print the name of each household member in the boxes marked "Name of Adult Household Members (First and Last)." Do not list any household members you listed in STEP 1.

B) Report earnings from work. Refer to the chart titled "Sources of Income for Adults" in these instructions on page 4 and 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 self-employed business or farm owner, you will report your net income. If you need assistance with this, ask your children's school for the Supplemental

## STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

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.

• 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 have known or available information that your household income was reported incorrectly, your application will be investigated.

• Mark how often each type of income is received using the check boxes to the right of each field.

Who should I list here?

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 not related and even if they do not receive income of their own.

Do not include:

• People who live with you but are not supported by your household's income AND do not contribute income to your household.

• Children and students already listed in Step 1.

### What if I am self-employed?

If you are self-employed, report income from work as a net amount. This

is calculated by subtracting the total operating expenses of your business from its gross receipts and revenue. Ask your school for a Supplemental Worksheet to assist you in determining your monthly gross annual income before deductions.

### Worksheet which has self-employment calculations.

C) Report income from public assistance/child support/alimony. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. 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. Refer to Table 2 below titled "Sources of Income for Adults" below and report all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

Table 2. Sources of Income for Adults

Earnings from Work	Public Assistance/ Alimony/Child Support	Pensions/Retirement/All Other Income
<ul style="list-style-type: none"> <li>• Salary, wages, cash bonuses</li> <li>• Net income from self-employment (farm or business)</li> </ul> <p><b>If you are in the U.S. Military:</b></p> <ul style="list-style-type: none"> <li>• Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</li> <li>• Allowances for off-base housing, food and clothing</li> </ul>	<ul style="list-style-type: none"> <li>• Unemployment benefits</li> <li>• Worker's compensation</li> <li>• Supplemental Security Income (SSI)</li> <li>• Cash assistance from State or local government</li> <li>• Alimony payments</li> <li>• Child support payments</li> <li>• Veteran's benefits</li> <li>• Strike benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Social Security (including railroad retirement and black lung benefits)</li> <li>• Private Pensions or disability benefits</li> <li>• Regular Income from trusts or estates</li> <li>• Annuities</li> <li>• Investment Income</li> <li>• Earned interest</li> <li>• Rental income</li> <li>• Regular cash payments from outside household</li> </ul>

E) Report all income earned or received by children. Refer to the tablet titled "Sources of Income for Children" and report the combined gross income for ALL children listed in Step 1 in your household in the box marked "Total Child Income." Only count foster children's income if you are applying for them with the rest of your household (income from a part-time job or from any funds provided to the child for the child's personal use). It is optional for the household to list foster children living with them as part of the household on an application for non-foster children.

### 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. Use the chart below to determine if your household has child income to report.

Table 1. Sources of Income for Children

#### 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. Use the chart below to determine if your household has child income to report.

Sources of Child Income	Example(s)
<ul style="list-style-type: none"> <li>• Earnings from work</li> </ul>	<ul style="list-style-type: none"> <li>• A child has a regular full or part-time job where they earn a salary or wages. (Infrequent earnings, such as income from occasional babysitting or lawn mowing, are not counted as income.)</li> </ul>
<ul style="list-style-type: none"> <li>• Social Security                             <ul style="list-style-type: none"> <li>◦ Disability Payments</li> <li>◦ Survivor's Benefits</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• A child is blind or disabled and receives Social Security benefits.</li> <li>• A parent is disabled, retired, or deceased, and their child receives social security benefits.</li> </ul>
<ul style="list-style-type: none"> <li>• Income from person <i>outside</i> the household</li> </ul>	<ul style="list-style-type: none"> <li>• A friend or extended family member <i>regularly</i> gives a child spending money.</li> </ul>
<ul style="list-style-type: none"> <li>• Income from any other source</li> </ul>	<ul style="list-style-type: none"> <li>• A child receives regular income from a private pension fund, annuity, or trust.</li> </ul>

F) Report total household size. Enter the total number of house-

## 2017-2018 Iowa Application for Free and Reduced Price School Meals/Milk

Received Date: \_\_\_\_\_

Complete one application per household. Please use a pen (not a pencil). This application cannot be approved unless complete eligibility information is submitted.

**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 the supplemental worksheet.)**

<p>Definition of <b>Household Member</b>: "Anyone who is living with you and shares income and expenses, even if not related." Children in <b>Foster care</b> and children who meet the definition of <b>Homeless, Migrant or Runaway</b> are eligible for free meals. Read <b>How to Apply for Free and Reduced Price School Meals</b> for more information.</p>	Child's First Name	MI	Child's Last Name	Birth Date	Student? Yes No	Child's School	Grade	Foster Child	Homeless, Migrant, Runaway
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>

**STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: Food Assistance, FIP, or FDIPIR? Circle one: Yes / No If no, complete STEP 3. If you answered Yes, write a case number here then go to STEP 4 (Do not complete STEP 3).**

Write only one case number in this space. **Not acceptable:** Medicaid, Title XIX & EBT card numbers.

Case Number: \_\_\_\_\_ Name of Household Member with Case Number: \_\_\_\_\_

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

Please read **How to Apply for Free and Reduced Price School Meals** for more information. The **Sources of Income for Children** section will help you with the **Child Income** question. The **Sources of Income for Adults** section will help you with the **All Adult Household Members** section.

**A. 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 do receive income, report total gross income for each source in whole dollars 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. Applications with blank income fields will be processed as complete. **If more spaces are required for additional names, attach the supplemental worksheet.**

Name of Adult Household Members (First and Last)	B. Earnings from Work	How often?					C. Public Assistance/ Child Support/Alimony	How often?				D. Pensions/Retirement/ All Other Income	How often?			
		Weekly	Bi-Weekly	2x Month	Monthly	Annually		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly
	\$						\$					\$				
	\$						\$					\$				
	\$						\$					\$				
	\$						\$					\$				

**E. Child Income:** Sometimes children in the household earn income. Please include the TOTAL gross income earned by all Household Members listed in STEP 1 here.

**F. Total Household Members (Children and Adults)**

**G. Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member** X X X X X  Check if no SSN

**STEP 4 Contact Information and Adult Signature MAIL COMPLETED FORM TO:** Iowa Falls: Laura Thies, 1903 Taylor Ave., Iowa Falls, IA 50126 or Alden: Nicky Nachazel, Alden Elementary, PO Box 48, Alden, IA 50006

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

Street Address (if available) Apt. # City State Zip Daytime Phone (optional) Email (optional)

Printed name of adult completing the form Signature of adult completing the form Today's date

**DO NOT WRITE BELOW THIS LINE. FOR ADMINISTRATIVE USE ONLY.** Annual income conversion: Weekly x 52; Bi-Weekly x 26; 2 Times per Month x 24; Monthly x 12

Household Income: \$ \_\_\_\_\_  Weekly  Bi-Weekly  Twice Monthly  Monthly  Annually Household Size: \_\_\_\_\_

Application Approved:  Income  Foster Child  FIP/Food Assistance  Head Start (documentation required)  Homeless/Migrant/Runaway-Local Official Documentation Required

Eligibility Determination:  Free  Reduced  Free Milk Application Denied:  Incomplete  Over income limits

Determining Official's Signature Effective Date Confirming Official's Signature Date Follow-up Signature Date

hold 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.

G) 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."

**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

**OPTIONAL Children's Racial and Ethnic Identities**

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

**Low-Cost Health Insurance for Children**

If your children do not have health insurance, many families getting free or reduced price meals can also get free or low-cost health insurance for their children. The law requires public schools to share your free and reduced price meal eligibility information with Medicaid & *hawk-i*, the State's medical insurance program for children. Private schools, RCCIs and childcare organizations may choose to share this information. Specifically, we will give them your child's name, your name & address. Medicaid & *hawk-i* can only use the information to identify children who may be eligible for free or low-cost health insurance and contact you. They are not allowed to use the information from your free and reduced meal application for any other purpose or to share it with any other entity or program. You are not required to allow us to share this information, it will not affect your child's eligibility for free or reduced price meals. **If you do NOT want your information shared with Medicaid or *hawk-i*, you must tell us by completing the information below.** If you want further information, you may call *hawk-i* at 1-800-257-8563. Also, if you are already receiving Medicaid or *hawk-i*, please sign below. This will avoid another contact.

My signature below indicates I DO NOT want school officials to share information from my free and reduced price meal application with Medicaid or *hawk-i*.

Parent/Guardian Name (Printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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 submit all needed information, 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 social security number is not required when you apply on behalf of a foster child or you list a Food Assistance (FA), Family Investment Program (FIP) 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.

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

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

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

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

This institution is an equal opportunity provider.

**Iowa Non-Discrimination Statement:** "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14<sup>th</sup> St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

Translated applications are available at: <http://www.fns.usda.gov/school-meals/translated-applications>

**Optional Waiver Information**

If your child(ren) qualifies for free or reduced price meals, you may also be eligible for other benefits. One of these benefits is (must be specific)(eg. book fees, band fees, drivers education). If you sign this waiver, your child(ren) will be considered for a full or partial waiver of (list your specific fees). I understand that I will be releasing information that will show that I applied for free and reduced price school meals for my child(ren). I give up my rights to confidentiality for waiver of school fees ONLY.

I certify that I am the parent/guardian of the child(ren) for whom application is being made.

Signature of Parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

address, or both is optional, but helps us reach you quickly if we need to contact you.

B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box. "Signature of adult completing the form."

C) Mail completed form to: Laura Thies, IFA High School, 1903 N Taylor, Iowa Falls, IA 50126 (641) 648-6440, [lthies@ifacadets.net](mailto:lthies@ifacadets.net) or Nicky Nachazel, Alden Elementary, P.O. Box 48, Alden, IA 50006 (515) 859-3393 [nnachazel@ifacadets.net](mailto:nnachazel@ifacadets.net)

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.

E) Decline having your information released to hawk-i. If you do not want your household information shared with hawk-i, print, sign and date in the box provided.

F) Obtaining translated applications. If you need a translated application with instructions, they can be found in 49 languages at: <https://www.fns.usda.gov/school-meals/translated-applications>

## 2017-2018 Iowa Application for Free and Reduced Price School Meals/Optional Supplemental Worksheet

### Additional Children in Your Household (not listed on page 1)

Child's First Name	MI	Child's Last Name	Birth Date	Student?		Child's School	Grade	Foster Child Homeless, Migrant, Runaway	
				Yes	No				
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check all that apply

Any income earned by the above listed children should be included under Step 3 E on the first page of the application.

### Additional Adults in Your Household (not listed on page 1)

Name of Adult Household Members (First and Last)	Earnings from Work	How often?					Public Assistance/ Child Support /Alimony	How often?				Pensions/Retirement/All Other Income	How often?			
		Weekly	Bi-Weekly	2x Month	Monthly	Annually		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

### Self-Employment Income Calculations

This guidance will assist you in calculating the amount to report if you engage in farming, are self-employed or have income from other sources.

Self-employed persons may use income tax records for the preceding calendar year as a base to project the current year's net income, unless the current monthly income provides a more accurate measure. Report income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home payments, medical expenses, and other similar non-business deductions are not allowed in reducing gross business income. Additional income from other kinds of employment must be treated as separate and apart from the income generated or lost from your business venture. For example, if you operated a business at a net loss, but held additional employment for which a salary was received, the income for purposes of applying for reduced price or free meals would be the income from the salary only. The loss from the business cannot be deducted from a positive income earned in other employment. For purposes of this application, it is not possible to report a negative income from any business venture. The least income possible is zero (no income). The necessary information for arriving at allowable income from private business operation may be taken from your most recent U.S. Individual Income Tax Return - Form 1040. Add together the amounts reported on the following lines:

- LINE 12 \$ \_\_\_\_\_ Business Income or (Loss)
- LINE 13 \$ \_\_\_\_\_ Capital Gain or (Loss)
- LINE 14 \$ \_\_\_\_\_ Other Gains or (Losses)
- LINE 17 \$ \_\_\_\_\_ Rental real estate, royalties, partnerships, S corporations, trusts, etc.
- LINE 18 \$ \_\_\_\_\_ Farm Income or (Loss)

TOTAL \$ \_\_\_\_\_ Gross Annual Income Before Any Deductions.

Computed Monthly Income \$ \_\_\_\_\_ (Gross Annual Income ÷ 12 = Computed Monthly Income.)

The computed monthly income should be reported in Step 3 on the Application for Free and Reduced Price School Meals under All Other Income.

### Iowa Falls Lunch Program Information:

Lunch accounts are not meant to be charge accounts, rather depositories for maintaining a positive balance in which to draw from for meals.

### Meal Accounts and Negative Balance Policy:

The Iowa Falls Community School District Nutrition Service Department is a self operating program. In order to maintain financial stability and equality of all lunch paying students, policies regarding lunch accounts have been adopted.

The State of Iowa Bureau of Nutrition and Health Services recommends that negative balances should not be acceptable.

Each student has a computerized meal account. Parents must pre-pay money into the student's meal account. The computer records the meal and deducts the appropriate amount from the student's account. To keep meal prices reasonable, the Food Service Department & office staff at each building closely monitor student accounts to prevent negative balances and charges. Here are some of the services we provide to parents to ensure their child has adequate funds for meals.

- Parents may monitor student accounts from home (via their parent Power School account.)
- Parents may sign up for automatic lunch balance notifications, which will be emailed via PowerSchool when a student's lunch bal-

ance reaches \$10.

- An email or a letter of account status is sent home if balance falls below \$5 per student.
- High School students are encouraged to make phone calls home when their balance reaches \$5.
- Online prepayments with debit/credit card at the Iowa Falls website can be made through pay schools. \*\*Please allow a minimum of 24 hours for deposits via Pay Schools to be processed and show up in student accounts\*\*
- Cash or check payments are accepted at your child's school office

### Negative balances:

Once a student's lunch balance is -\$10, parents will be notified via phone by the principal. Once the balance notification has been communicated, parents/guardians will have three (3) days to pay or make arrangements to pay outstanding student balances. Parents with negative student accounts will be asked to send a sack lunch from home until negative balances are taken care of or a payment plan schedule is arranged. Students with negative balances who do not bring a sack lunch from home may receive a sandwich lunch (sandwich and milk) in place of the regular hot lunch that complies with USDA requirements. Middle school and high school students need to notify the office each day they are requesting a sandwich lunch due to an unpaid negative balance.

High school students on free or reduced priced meals may not be allowed to purchase seconds or additional a' la carte items unless they have a positive lunch balance.

Negative balances are expected to be paid in full before the end of the school year or before graduation if a senior. Balances not paid in full will be carried over to the following school year.

### Free/Reduced Lunch Applications

A. Parents/guardians are strongly encouraged to submit free/reduced lunch application forms annually, as well as, when their household information or income changes. Applications can be submitted at any time and are available during registration or through individual schools, as well, as on the district's website: <http://www.ifacadets.net/link3.php>.

B. Free/reduced applications are also a part of all paperwork provided to families of students transferring into the Iowa Falls Schools.

C. Any lunch balances accrued before a free/reduced lunch application is approved is the responsibility of the parent/guardian to pay.

### On-line E-Registration for 2017-2018

We are again excited to offer online registration with electronic payment for all fees for the 2017-2018 school year! This will allow you to complete your child's school registration from the convenience of your own home.

Parents/Guardians: Be sure to create a "single sign-on account" in PowerSchool to allow you access to the online registration if you haven't already done so. If you need computer access and assistance in completing the forms or online registration, staff will be available to help you at the IF-A High School or the Alden Elementary on the scheduled date and time listed below.

You need only go to one building to register all your children. (Computer access is also available at the Iowa Falls and Alden Public Libraries). Laura Thies, Iowa Falls School Nurse will be available on

Wednesday, August 9, at the high school from 4:30 to 7 p.m., and Nicky Nachazel, Alden School Nurse will be available on Thursday, August 10, at the Alden Elementary from 4:30 to 7 p.m. to accept free and reduced lunch application forms and also answer any questions about student medical needs. Online E-Registration will be available starting Tuesday, August 1, at the Iowa Falls and Alden Website at [www.ifacadets.net](http://www.ifacadets.net).

Required forms for your child/ren will be available online and should be printed off, completed and returned to one of the building offices. We encourage parents to pay school fees online using PaySchools that include various fees, such as school fees, band fees, driver's education, technology, activity tickets and lunch.

Iowa Falls-Alden High School: Wednesday, August 9, 4:30 to 7 p.m.

Alden Elementary: Thursday, August 10, 4:30 to 7 p.m.

New students and parents are asked to come in to their student's respective building initially to enroll.

Alden Elementary(Grades PK-6th) 515-859-3393

Iowa Falls Pineview Elementary(Grades PK-2nd) 641-648-6410

Iowa Falls Rock Run Elementary(Grades 3rd-5th) 641-648-6420

Riverbend Middle School-Iowa Falls & Alden(Grades 7th-8th) 641-648-6430

Iowa Falls-Alden High School(Grades 9th-12th) 641-648-6440

### IOWA FALLS COMMUNITY SCHOOL DISTRICT FEES

#### Meal Costs:

Breakfast: All Grades Daily - \$1.45 20 Days - \$29

Lunch: K Prep – 5th Grade Daily - \$2.50 20 Days - \$50

7-12th Daily - \$2.60 20 Days - \$52

Milk: All Grades: \$ .35¢ 20 Days - \$7

#### School Fees:

Book Rent – Grades KPREP – 5th Grade \$36

Grades 7-12 \$48

Family Maximum \$118

School Owned Brass or Woodwind Instrument (5-12) \$60

All Percussionists Rental Fee (9-12) \$50

Marching and Concert Band Uniform Maintenance (9-12) \$12.50

Choir Robe Maintenance (Grade 9 only) \$6.50

Driver's Education \$425

Technology Deposit(NEW STUDENTS ONLY) \$30

FFA Membership Dues (Grades 7-12) \$15

2017-2018 Yearbook \$35

2017-2018 Athletic Activity Tickets (regular season home games only)

STUDENT ACTIVITY TICKET: (Grades K Prep-12th) (Optional) \$31

ADULT ACTIVITY TICKET: (Optional) \$75

ADULT 10 PUNCH ACTIVITY TICKET: (Optional) \$40

### ALDEN COMMUNITY SCHOOL DISTRICT FEES

#### Meal Costs:

Breakfast – Kdg-6th Daily- \$ 1.45 20 Days - \$29

Lunch: Kdg-6th Daily - \$ 2.50 20 Days - \$50

Extra Milk \$ .35¢

Kindergarten/1st Grade Snack-Time Drink \$ 7 a month

PreSchool Snack-Time Drink \$ .35¢

**School Fees:**

Book Rent - Kdg-6th Grade \$ 36  
 Chromebook Deposit – Grades 5-6th \$ 30  
 (Exception--Alden 6th graders that have already paid a deposit in 5th grade)  
 FAMILY MAXIMUM \$ 118  
 School Owned Horns Grades 5-6 \$ 60  
 Student Agendas (Grades 3-4) \$ 3  
 2017-2018 Athletic Activity Tickets (regular season home games only)  
 Student Activity Ticket: (Grades K-6) (Optional) \$31  
 Adult Activity Ticket: (Optional) \$75  
 Adult 10 Punch Activity Ticket: (Optional) \$40

**Back to School Supply Lists****ALDEN ELEMENTARY****Preschool: Mrs. Elerding**

Full Size Backpack (no small ones please)  
 Elmer Glue Sticks  
 Pre-sharpened #2 pencils (not mechanical)  
 Extra set of clothes with your child's name on them  
 Optional Items for Donation  
 Napkins  
 Clorox (any other brand) wipes  
 Paper plates/bowls  
 Mr. Clean Magic Eraser  
 Everything will be shared, no names please (except for the extra clothing)

**Kindergarten: Mrs. Doering**

8+ glue sticks  
 2 Large boxes of Kleenex  
 2-boxes of 24 crayons (no neon or glitter)  
 1-box colored pencils (24 count or less)  
 2-boxes of 8 Classic Color magic markers (thin or wide)  
 Non-perishable food item for snack (cookies, crackers, etc)  
 1-pkg Expo dry erase markers (fine)  
 1 2-pocket folder  
 1 large pink eraser  
 PLEASE LABEL THE BELOW

**ITEMS WITH YOUR CHILD'S NAME:**

1-Fiskars scissors  
 Backpack (no wheels, it should be big enough for a 3-ring binder and a large library book.)  
 Beach towel for rest time  
 An extra set of clothes (including underwear) in bag with name on it.  
 PE shoes (Can leave a pair in locker or send child in tennis shoes on PE days)  
 Headphones (optional)  
 Optional items/Donations  
 Quart or gallon size Ziploc bags  
 Clorox wipes

**1st Grade: Ms. Richards and Mrs. Young**

2 Boxes of Crayola Crayons (24 ct.)  
 2 Boxes of Basic Color Crayola Markers (8 ct.)  
 2 pkg. dry-erase markers (thin or thick, any color)  
 1 pkg. colored pencils  
 2 pkgs. yellow #2 Pencils (not mechanical)  
 3 Pocket Folders, solid color, with clasps inside  
 1 Hard Cover, One-Half Inch 3-ring Binder with plastic cover so a paper can fit inside.  
 1 Pair Sharp Fiskars Scissors  
 2 Elmer's Glue Sticks  
 1 Elmer's School Glue (4oz.)  
 Ear phones /buds (for ipads/laptops)-be sure your child is comfortable wearing the one you choose!  
 2 Large Boxes Tissues  
 1 non-perishable snack-to be kept at school  
 book bag  
 old clean sock-for erasing dry erase boards  
 P.E. shoes (can keep a pair at school or wear on P.E. days)  
 Donations:  
 1 box Quart or gallon size Zip-lock bags  
 Clorox wipes  
 \*\*Please do not send extra items, as desk space is limited.

**2nd Grade: Mrs. Moore**

Old clean sock-for erasing dry erase boards  
 Black Expo Dry Erase Markers 2 pkg (Thick)  
 1 pkg Crayola Markers (8ct. Thick

or Thin)  
 1 box of Crayola Crayons (24 or more)  
 1 box of Colored pencils  
 2-3 glue sticks  
 24 pkg of #2 yellow pencils only and sharpened please (not mechanical)  
 1 - 1 inch 3 ring binder  
 4 folders (one of each color : red, orange, green, and blue)  
 1 spiral wide line notebook paper  
 1 Mead Composition Book (Non spiral and non perforated)  
 Scissors (Fiskars please)  
 Large pencil box  
 pencil pouch  
 2 large boxes of Kleenex  
 P.E. shoes and a pair of socks to keep at school  
 ear phones /buds (for ipads/laptops)-be sure your child is comfortable wearing the one you choose!  
 bookbag (no wheels, it should be big enough for a 3-ring binder and a large library book.)  
 Optional  
 1 box Quart or Gallon size Zip-lock bags  
 Paper plates or napkins

**3rd Grade: Mrs. Houston and Miss Brandt**

1 unopened packages of wide-lined loose leaf paper (100-150 sheets)  
 1-pocket portfolio with prongs  
 5-solid colored pocket portfolios-any colors  
 1 pocket portfolio--student choice (homework folder)  
 Headphones for computer/iPad use (2) 3-ring binders—1" wide (no wider as space is limited)  
 Scissors  
 2 Glue sticks  
 2 dry erase markers (broad/chisel tip) these will need replaced throughout the year  
 12 #2 pencils  
 Colored pencils and/or Crayons (12-24 count)  
 Small pencil box or case (large enough for scissors, pencils, crayons, glue stick)  
 P. E. shoes--leave at school or wear on P. E. days  
 2 or 3 Large boxes of Kleenex to share  
 Assignment book  
 Optional Items

1 box sandwich, pint, or quart sized Zip-lock bags  
 8-10 count washable markers (1 box only)  
 PLEASE Do Not bring Trappers or large binders, no binders with zippers  
 Backpacks with wheels (don't fit in lockers)  
 Mechanical pencils

**4th Grade: Miss McGill**

5 notebooks  
 2 binders  
 Binder dividers  
 Loose leaf paper  
 Pens and pencils  
 5 folders  
 Headphones  
 Fine point sharpie  
 Highlighters  
 Deck of playing cards  
 2 large kleenex  
 \*please do not send extra items.  
 Donations:  
 Bean bags

**5th Grade: Mrs. Heiden and Mrs. Kuhnle**

Community supplies (The students will be sharing them throughout the year. They will be in a supply cabinet and not in the student's desk)  
 package of 8 assorted markers (washable classic colors)  
 6 low odor dry erase markers (chisel-tip)  
 Dry eraser  
 1 pair scissors  
 1 glue stick  
 20 No. 2 pencils (Pre-sharpened if they have them!)  
 2 large boxes of tissues (to be shared)  
 2 Highlighters  
 package black/blue bic pens  
 Individual supplies:  
 Individual pencils  
 Mini hand held pencil sharpener  
 4 spiral bound notebooks  
 1 folder  
 gym shoes  
 headphones or earbuds required  
 Agenda-required (available to purchase at school or you may pick your own)  
 Donations (Clorox wipes, lined paper)

## 6th Grade:

Note- large sports bags or roller bags do not fit in lockers. Please take supplies to your Homeroom and supplies will be collected.

- 2 or more boxes of kleenex
- Ear buds for Chromebooks
- 1 package of Broad-tip markers (8 assorted pack)
- 1 white 3-ring binder (1 or 1 ½) -with name inside
- 1 Package of binder tabs (8 tabs) - put inside of 3-ring binder
- 4 - packages No 2 pencils
- 1 - Package of blue pens
- 1 package black pens (not gel)
- 1 - Package of red pens
- 2 - spiral notebooks
- 1 - Composition Notebook
- 5 - pocket folders
- 1 - small package of highlighters
- 1 - package of colored pencils
- 1 - pencil pouch
- 2 - Glue Sticks
- Flash-drive for Chromebooks
- PE clothes - t-shirt, shorts or sweats, socks, tennis shoes

## PINEVIEW Elementary

### Pre-school

- Backpack - No wheels
- 2 - 4 oz. bottles Elmer's glue (not school glue - it is too thick)
- 6 large glue sticks ("disappearing purple")
- 2 boxes of 24 crayons
- 1 box of 8 washable markers
- 1 Fiskars scissors
- 2 cans of playdough - any color
- Set of extra play clothes including underwear - labeled with name
- 1 pair of socks for Boost U

### Kindergarten Prep

- Backback - No wheels
- 4 Lg.Elmer's Disappearing Purple glue sticks
- 2-4 oz. bottle Elmer's glue (no gel)
- 2 boxes 16 ct. crayons, Crayola if possible
- 1-8 count Crayola slim washable markers
- 1 can of play dough (any color)
- 2 spiral notebooks (DO label with name)
- Headphones for computer use - no earbuds
- Extra set of clothes - mark with name
- \*K-Prep students will need a rug or

mat.  
DO NOT label K-Pep supplies

### Kindergarten

- Backpack - No wheels
- 1 bottle Elmer's Glue (4 oz.) please no gel
- 4 large glue sticks
- 1 wide rule spiral notebook
- School Box (5x8) - NOT K-Prep
- 1 box of 24 crayons, no neon or glitter
- 1 eraser
- 1 Fiskars scissors
- 1 box of 10 washable markers, no thin line
- 2 - #2 pencils
- 2 - 2 pocket folders with prongs, one solid red and one solid green, DO NOT put name on folders.
- 1 can of playdough - any color
- Headphones for computer use
- Extra set of clothes - mark with name
- \*Kindergarten students will not need a rug or mat.

### First Grade

- Backpack - No wheels
- 4 large glue sticks
- 1 box of 24 crayons
- 1 box - 8 washable markers
- 12 - #2 pencils (yellow only)
- 1 large eraser
- pencil top erasers
- Headphones for computer use
- Pair of socks for Boost Up
- DO NOT LABEL SUPPLIES

### Rock Run Elementary

- Bags - NO wheels
- 2 1-subject spiral notebook (wide rule)
- 2 large glue sticks
- 1 glue bottle
- 1 box of crayons 24 count
- 2 pkgs. #2 lead pencils-Ticonderoga Brand
- 2 red pens
- 1 pkg. dry erase markers (8 count)
- 2 pkgs. pencil top erasers (NOT Rose Art)
- 1 large eraser
- school box (5x8)
- 1 Fiskars scissors
- 1 3-ring binder zippered pencil bag
- 1 pkg. Avery Brand Two-Pocket Insertable Plastic Dividers, 5 tabs-#81828
- 1 Avery Brand Clear Cover Heavy Duty

1" 3-ring white binder-#79138  
headphones OR ear buds for computers  
All 2nd Graders must return the United Book that was read during the summer:  
Cam Jansen of the Mystery of The Babe Ruth Baseball

### 3rd Grade

- Book Bag – NO wheels
- 1 1-subject spiral notebook (wide rule)
- 2 3-subject spiral notebook (wide rule)
- 1 2-pocket folder with prongs
- 2 large glue sticks
- 1 box crayons (16 count)
- 2 pkgs. #2 lead pencils – Ticonderoga (to be shared with class)
- 2 red pens
- 1 box markers (8 count)
- 1 pkg. dry erase markers (8 count)
- 1 pkg. highlighter markers
- 3 pkgs. pencil top erasers (NOT Rose Art) (to be shared with class)
- scissors
- 1 3 ring-binder zippered pencil bag
- 1 pkg. Avery Brand Two-Pocket Insertable Plastic Dividers, 5 tabs - #81828
- 1 Avery Brand Clear Cover Heavy Duty 1.5" 3-ring black binder - #697766 (Leadership Binder)
- Headphones OR ear buds for computers
- Art: 12 pack Crayola colored pencils
- 1 pkg. of 3" Post-It Notes
- All 3rd Graders must return the United Book that was read during the summer:  
Dinosaurs Before Dark

### 4th Grade

- Book Bag – NO wheels
- 2 large glue sticks
- crayons (16 count) OR colored pencils
- 3 pkgs. #2 lead pencils (24 count) OR mechanical pencils w/ lead refills (.7mm)
- 2 3-subject spiral notebook (wide rule)
- 1 1-subject spiral notebook (wide rule)
- 1 pkg. highlighter markers
- 2 pkgs. dry erase markers (8 count)

1 large eraser AND pencil top erasers  
scissors  
1 pkg. Avery Brand Two-Pocket Insertable Plastic Dividers, 5 tabs - #81828  
red pen  
1 3 ring-binder zippered pencil bag  
1 3 prong folder (heavy-duty, plastic)  
1 enclosed pencil sharpener for desk  
1 pkg. of 3" Post-It Notes  
NO trapper keepers  
1 Avery Brand Clear Cover Heavy Duty 1.5" 3-ring black binder - #697766 (Leadership Binder)  
headphones OR ear buds for computers  
Art: 24 pack Crayola colored pencils  
All 4th Graders must return the United Book that was read during the summer: Being Teddy Roosevelt

### 5th Grade

- Book Bag – NO wheels
- 1 pkg. Avery Brand Two-Pocket Insertable Plastic Dividers, 5 tabs - #81828
- .7 mm mechanical pencils
- 2 pkgs. .7 mm lead refills
- 1 pkg. dry erase markers (8 count)
- scissors (Fiskars)
- 1 pkg. pencil top erasers
- 1 enclosed pencil sharpener for desk colored pencils
- 2 1-subject spiral notebooks (wide rule)
- 1 3-subject spiral notebook (wide rule)
- 1 pkg. of 3" Post-It Notes
- 1 pkg. highlighter markers (2 count)
- 2 large glue sticks
- pencil case or box
- 2 boxes #2 pencils (24 count)
- NO trapper keepers
- 1 Avery Brand Clear Cover Heavy Duty 1.5" 3-ring black binder - #697766 (Leadership Binder)
- headphones OR ear buds for computers
- Art: 12 pack Crayola washable markers
- All 5th Graders must return the United Book that was read during the summer:  
Runaway Twin

## STAFF FEATURES

### New Teachers at Iowa Falls

NAME: Ben Jass

POSITION: High School Special Education

EDUCATION: BA-Upper Iowa University -2003;

MA-Morningside College - 2016

PROFESSIONAL EXPERIENCE: Nashua-Plainfield School – 2008-2014

Webster City High School – 2014-2017

NAME: Brittane Nederhoff

POSITION: 2nd Grade Teacher

EDUCATION: BA-University of Northern Iowa - 2012

PROFESSIONAL EXPERIENCE: Clarksville Schools – 2013-2015

Mason City School – 2015-2017

NAME: Ross Schumaker

POSITION: 5th, 7th & 8th Grade Band Instructor

EDUCATION: Bachelor of Music – Iowa State University-2009; MA-Morningside College-2012

PROFESSIONAL EXPERIENCE: Mid-Prairie Schools – 2009-2017

NAME: Kathy Stockdale

POSITION: 3rd Grade Teacher

EDUCATION: BS – Iowa State University -1987; MS – Drake University – 1993

PROFESSIONAL EXPERIENCE: Montezuma Schools Washington Schools

Johnston Schools – 1990-1998

Iowa Falls Schools-Substitute Teacher-2007-2017

NAME: Ladana Van Eschen

POSITION: Level III Special Education Teacher

EDUCATION: BA-Community Recreation-UNI-1983

BA-Western Governors University-Special Education-2012

PROFESSIONAL EXPERIENCE: Rockridge Schools -Illinois-2008-2013

KeBecca Education Services – 2013-2017

NAME: Emily Snyder

POSITION: Preschool Teacher

EDUCATION: AA-Iowa Lakes Community College-1998; BS-Minnesota State College & Univ.-2000

PROFESSIONAL EXPERIENCE: First Year Teacher

### 2017-2018 New Teaching Assignments for Alden

NAME: Leslie Brandt

POSITION: Third Grade

EDUCATION: BA Luther College

PROFESSIONAL EXPERIENCE: First Year Teacher

NAME: Wendy Cooper

POSITION: Sixth Grade Language Arts

EDUCATION: BA University of Northern Iowa

PROFESSIONAL EXPERIENCE: 29 years teaching 1st- 6th grades in Azle, Texas

(August 23 – May 25 )

Summary of Calendar

Days/Hours in classroom:

First Semester . . . . . 91

Second Semester . . . . . 92

TOTAL DAYS/HOURS 183

### CALENDAR LEGEND

Start/End

Prof. Dev.

Quarter

Holidays

Vacation Days

Early Dismissals for Teacher Inservice \*

### HOLIDAYS:

Labor Day (9/4)  
 Thanksgiving Day (11/24)  
 Christmas Day (12/25)  
 New Year's Day (1/1)  
 Easter Sunday (4/1)  
 Memorial Day (5/28)

### SNOW/WEATHER RELATED MAKEUP DAYS

February 16 – Snow Makeup Day  
 All other snow makeup days will be added to the end of the school year.

Every Wednesday, the Iowa Falls and Alden Schools dismiss early for professional development.  
 Note: If school is delayed due to inclement weather, the p.m. professional development will be cancelled and regular dismissal times will be followed.

## Iowa Falls and Alden Community School Districts 2017-2018 School Calendar

Adopted 2/13/17

August					Student Days/Hours	
M	T	W	Th	F		
7	8	9	10	11		
14	15	16	17	18		
21	22	23*	24	25	3	
28	29	30*	31		7	
<b>September</b>						
				1	8	
4	5	6*	7	8	12	
11	12	13*	14	15	17	
18	19	20*	21	22	22	
25	26	27*	28	29	27	
<b>October</b>						
2	3	4*	5	6	32	
9	10	11*	12	13	37	
16	17	18*	19	20	41	
23	24	25*	26	27	46	
30	31				48	
<b>November</b>						
		1*	2	3	51	
6	7	8*	9	10	56	
13	14	15*	16	17	61	
20	21	22	23	24	63	
27	28	29*	30		67	
<b>December</b>						
				1	68	
4	5	6*	7	8	73	
11	12	13*	14	15	78	
18	19	20*	21	22	83	
25	26	27	28	29		
<b>January</b>						
1	2	3*	4	5	86	
8	9	10*	11	12	91	
15	16	17*	18	19	96	
22	23	24*	25	26	101	
29	30	31*			104	
<b>February</b>						
			1	2	106	
5	6	7*	8	9	111	
12	13	14*	15	16	115	
19	20	21*	22	23	120	
26	27	28*			123	
<b>March</b>						
			1	2	125	
5	6	7*	8	9	130	
12	13	14*	15	16	135	
19	20	21*	22	23	140	
26	27	28*	29	30	144	
<b>April</b>						
2	3	4*	5	6	148	
9	10	11*	12	13	153	
16	17	18*	19	20	158	
23	24	25*	26	27	163	
30					164	
<b>May</b>						
	1	2*	3	4	168	
7	8	9*	10	11	173	
14	15	16*	17	18	178	
21	22	23*	24	25	183	
28	29	30*	31			
<b>June</b>						
				1		
4	5	6	7	8		

### 183 Day Calendar Date Events

Aug. 14 & 15 Inservice Days for New Teachers  
 Aug. 16,17,21,22 Inservice/Work Days for Teachers  
 Aug. 23 Classes Begin  
 Aug. 23 Begin 1<sup>st</sup> Semester

Sept. 4 Labor Day (No School)

Oct. 20 Teacher Professional Day-No School  
 Oct. 26 End of 1<sup>st</sup> Qtr. (45 days)

Nov. 22-24 Thanksgiving Holiday (No School)  
 Nov. 27 Classes Resume

Dec. 25-29 Vacation (No School)

Jan. 1 New Year's Day (No School)  
 Jan. 2 Vacation (No School)  
 Jan. 3 Classes Resume  
 Jan. 12 End of 2<sup>nd</sup> Qtr. (46 Days) HS Only  
 Jan. 12 End of 1<sup>st</sup> Semester (91 Days)  
 Jan. 15 Begin 2<sup>nd</sup> Semester

Feb. 16 Vacation Day (No School)  
 Snow Makeup Day

March 16 End of 3<sup>rd</sup> Qtr. (44 Days)

March 30 Spring Break (No School)

April 1 Easter  
 April 2 Spring Break (No School)  
 April 3 Classes Resume

May 20 High School Commencement  
 May 25 Last Day of School  
 Early Dismissal at 11:00 A.M.

May 25 End of 4<sup>th</sup> Qtr. (48 Days)  
 May 25 End of 2<sup>nd</sup> Semester (92 Days)  
 May 25 Teacher Work Session  
 May 28 Memorial Day (No School)