

**2018-2019**



# **HIGHLAND HIGHLITES**

ELEMENTARY



MIDDLE SCHOOL



HIGH SCHOOL



# HIGHLAND ADMINISTRATION



**Jane O'Leary**  
Highland Elementary Principal/  
Curriculum Director



**Angela Hazelett**  
Middle/High School  
Principal



**Bill Zywiec**  
Dean of Students



**Steven Genck, Sr.**  
Transportation,  
Building & Grounds



**Sue Rich**  
School Board Secretary /  
Business Manager



**Ken Crawford**  
Superintendent

## BOARD OF DIRECTORS

|                                   |             |
|-----------------------------------|-------------|
| Nate Robinson – President.....    | At-Large    |
| Megan Allen - Vice President..... | District #5 |
| Rachel Longbine.....              | District #1 |
| Michael Golden.....               | District #2 |
| Kevin Engel.....                  | District #3 |
| Lois Schneider .....              | District #4 |
| Cindy Michel .....                | District #6 |

# Registration and Fees

## Registration Schedule

### E-Registration Assistance Day • Middle/High School Library

We are now using Powerschool's online registration system on the E-Registration Portal. This portal is available on the Highland School website ([highland.k12.ia.us](http://highland.k12.ia.us)). This portal is open for registration August 1st and needs to be completed by August 15th. Payment of fees for lunch, textbook rental can be paid the day of E-Registration Assistance Day or online.

**All Grades** { Payment of fees for hot lunch, book rental, and school insurance can be paid the day of E-Registration Assistance Day or online.

### Kindergarten age through Seniors

Tuesday, August 7 ..... 4:00 to 7:00 p.m.

## Fees

### Student Fees and Fee Waivers

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental 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 students who believe they may qualify for temporary financial hardship should contact the secretary at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

#### Fees

##### *Paid at Registration time*

**Instrument Rental** (per year) ..... \$25.00

#### **Book Rental**

**Grades K-5** (per year) ..... \$40.00 per student

**Grades 6-12** (per year) ..... \$50.00 per student

**Drivers Education** ..... \$250.00 per student  
(to be paid when course starts not Registration)

### Proposed Photographic Schedule Highland Community Schools

A fee is required when the pictures are taken if you want to buy pictures. If you are not satisfied with your pictures you may have them retaken or ask for a refund (100%). All students will have their pictures taken for school records. *Again, pre-pay policy will be used.*

September 21, 8:00 a.m. .... All Schools Picture Day

**Photographer:** **B & C School Pictures**  
1904 N. Court  
Ottumwa, IA 52501

### Hot Lunch Program

Highland Community School operates its Hot Lunch Program from a central kitchen located at the high school building. Lunches are prepared in the central kitchen and are transported to the elementary and middle school. The dishes are then transported back to the central kitchen for washing and sanitizing.

Families unable to pay full price for hot lunches are encouraged to participate in the State Free and Reduced Lunch Program. This program covers both breakfast and lunch meals. An application can be obtained from any attendance center during normal business hours. The application is also available in the Highland Highlites. Applications can be returned to the High School office by mail or dropped off during normal business hours. Applications are due by August 1st for processing by the beginning of the school year. It is important to note that applications can be submitted at any time during the school, year if needed. A new application is required each school year.

No charging meals allowed. Please see Highland School Board Policy 710.4. All students will be required to eat in the cafeteria even if they bring a sack lunch.

Lunch (Includes 1 milk)

|        |        |               |
|--------|--------|---------------|
| K-5    | 6-12   | Adult/Visitor |
| \$2.45 | \$2.55 | \$3.65        |

A la Carte and seconds are available at the middle school and high school for an additional cost.

A la Carte / Snack Milk \$0.30 per carton

Breakfast

|        |        |                   |
|--------|--------|-------------------|
| K-5    | 6-12   | Adult/Visitor     |
| \$1.45 | \$1.65 | A la Carte Prices |

Middle school and high school may either purchase a breakfast meal or items A la Carte.

The Highland Community School District is now accepting credit/debit cards for payment both on campus and online. The payment site can be accessed from the district's website. The link is located on the right hand side of the front page of the website titled "Online Payment System" or by clicking on the following link: <https://ia-highland.intouchreceipting.com/>

There is a \$2.50 convenience fee charge when using a credit/debit card online; however, there is no charge for paying with a credit/debit card onsite. Each office will be equipped with a credit/debit card reader for those who choose to pay with their debit/credit card onsite.

### School Insurance Program

– Information will be offered at registration.

### Highland Before and After School Program

The Before and After School Program offers child care for students before and after school hours. The program is available to all school age children. If you are interested in this program please contact the Highland Elementary Attendance Center at 648-2821.

### Grant Wood Area Education Agency Services

Additional support services are available to assist teachers when concerns arise with students. These services include our building staff, (special education teacher, counselor, health secretary, etc.) and Grant Wood Area

Education Agency support staff, (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students through teacher or parent request. Working together, we can provide the best education possible for all of our children. Routine vision and hearing screening is performed by Grant Wood AEA staff. Parents who do not want their child's vision or hearing screened should indicate so in a written statement sent to the building office.

# General Information

## Smoking Is Restricted in All Highland Buildings and School Grounds

According to Board Policy 902.60, smoking will not be permitted in any school district building or grounds. This does pertain to all school activities and athletic events. *Thank you for not smoking!*

### School Phone Numbers

|                            |                      |
|----------------------------|----------------------|
| Superintendent .....       | 648-3822 or 657-4180 |
| Secondary School .....     | 648-2891 or 657-4101 |
| Secondary School.....      | 648-5018 or 657-2091 |
| Highland Elementary .....  | 648-2821             |
| Elementary Principal ..... | 648-2822             |

### Attendance Policy

Regular attendance at school is very important. If it is necessary for your child to be absent, please *call the school*. (or if impossible to call, send a note the next day explaining the reason for the absence). If the absence is due to illness, we request that you tell us the type of illness, since it is necessary for us to monitor contagious diseases. In some situations we may request a doctor's note to explain prolonged or frequent absences.

Only these situations are valid for an excused absence:

1. Personal illness.
2. Death in the family or serious illness in the family.
3. Appointments that cannot be scheduled outside the school day.
4. Recognized religious observances.
5. School-sponsored or approved activities.
6. Other reasons which may be justified and approved in advance by the principal.

Students are counted tardy after 8:10 a.m. daily at the elementary, and 8:17 a.m. at the secondary. If you know your child will be absent in advance, (doctor or dentist appointments, vacations, etc.) please notify the school so that we may make arrangements for your child to receive assignments in advance.

### School Hours

|                          |                       |
|--------------------------|-----------------------|
| Elementary School .....  | 8:10 a.m. - 3:15 p.m. |
| Middle-High School ..... | 8:15 a.m. - 3:15 p.m. |

### Early Out

|                          |           |
|--------------------------|-----------|
| Elementary School .....  | 1:55 p.m. |
| Middle-High School ..... | 1:40 p.m. |

Route buses are scheduled to arrive at the elementary schools at 7:50 a.m. The shuttle busses will depart at 7:55 a.m. to transport students to their attendance centers.

### Citizens Complaints — Board Policy

The Board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the Board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The Board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the Board it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

- Step 1 In the event of a complaint the school patron is strongly encouraged to discuss the problem with the individual directly involved.
- Step 2 If it cannot be resolved at Step 1 or if the complainant cannot meet with the individual directly involved then

they must meet with the individual and their immediate supervisor.

- Step 3 In the event that the matter is not satisfactorily resolved at Step 1 or Step 2 then the appeal process will follow this order.
  - Other supervisory or administrative personnel in the line of responsibility.
  - The Superintendent of Schools
  - The Board of Directors

*In the event that one of the individuals in the appeal process is unavailable, the next person in line can assume that individual's role in the process if the situation warrants immediate attention.*

It is within the discretion of the Board to receive complaints from the members of the school district community, and the Board will only do so if they are in writing, signed and the complainant has complied with this policy.

### School Cancellation Announcements

If school is to be called off, or dismissed early, an announcement will be made over television and radio stations *KCRG TV 9, KGAN TV2, KWWL TV 7* and *KCII Radio* and *WHO Radio*. In case of mechanical failure, every effort will be made to have an announcement on the 10:00 p.m. news. If the decision to cancel school is made too late for this newscast, it will be announced on the 7:00 a.m. news.

If the school is to be dismissed early, the students will be taken home unless parents have left word that they should be taken elsewhere in the case of early dismissal. The bus driver will make every effort to see that the young child is not let off the bus when no one else is home.

### Sign Up for Instant Notifications

The Highland CSD will be using the WENS notification system provided at no cost to the District through Washington County. In the event of school delay or cancellation, event cancellation, lock down, and/or emergency situation, notifications will be sent through the WENS system prior to being sent to the television and radio stations.

Here is the link for signing up as a parent/guardian: [http://entry.inspironlogistics.com/highlandk12/wens.cfm?ep\\_id=patron](http://entry.inspironlogistics.com/highlandk12/wens.cfm?ep_id=patron)

### Asbestos Notification

The asbestos management plan, containing all past, present and future asbestos activity is located at the Central Administration Office, 1715 Vine Avenue, Riverside, Iowa, 52327. Persons wishing to review this plan may contact Highland Community Schools, 1715 Vine Avenue, Riverside, Iowa 52327, 319-648-3822 or 319-657-4180.

### Privacy Act

#### ANNUAL NOTICE

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. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the



record(s) they wish to inspect. The principal or (appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask school district to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

If the district decides not to amend the record as requested by the parent or eligible student, the district 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 district 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 school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, 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 district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment of transfer. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)]*

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office,  
U.S. Department of Education,  
400 Maryland Ave., SW, Washington,  
DC, 20202-4605.

## Public Records

The Code of Iowa, Chapter 22 gives each individual the right to examine and copy public records of the school district. Requests to examine or copy public records should be made to the Superintendent or Board Secretary. Such requests shall be honored within a reasonable period of time as outlined in the law and a reasonable fee may be charged for the copying of public records. Those public records which deal with personnel are covered under the Federal Family Education Rights and Privacy Act and shall not be available for examination or copying.

## To the Parents of Children in the Highland Community School District Educational Equity Compliance

It is the policy of the Highland Community School District not to discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity, disability, or creed in its educational programs, activities or employment practices.

It is also the policy of the District

that the curriculum content and instructional material utilized reflect the cultural and racial diversity present in the United States of the variety of careers, and roles open to women, as well as men, in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of race, religion, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 require school districts to have a grievance procedure for employees, students, and parents. Inquiries regarding implementation, development and monitoring of this program may be directed to the Educational Equity Coordinator, Bill Zywiec, 1715 Vine Avenue, Riverside, Iowa 52327, 319-648-3822 or 319-657-4180 (Fax #319-648-4055) for the Highland Community School District; Director of the Iowa Civil Rights Commission, Des Moines, IA; or the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, MO.

## School Transfer Option

Any student who becomes a victim of violence, and a criminal charge has been filed, shall, to the extent feasible, be permitted to transfer to another school within the school district. For purposes of this rule, a victim of violence is a student who is physically injured, sexually assaulted or threatened with physical injury or is physically injured, sexually assaulted or threatened with physical injury as a result of the commission of a crime (as defined by Iowa law) against the student while the student is in the school building or on the grounds of the attendance center. Within ten calendar days following the date of the request, the school district will offer an opportunity to transfer to the parent of the student.

## Discrimination Complaint Procedure in the Highland Community School District

Students, parents of students, employees and applicants for employment in the Highland Community School District shall have the right

to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

### Level One— Principal, Immediate Supervisor or Personnel Contact Person

Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, religion, marital status, sexual orientation, gender identity or disability are encouraged to discuss it with their instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

### Level Two— Compliance Officer, Superintendent

If the complaint is not resolved at level one and the complainant(s) wishes to pursue the complaint, they may formalize it by filing the allegation in writing on a Discrimination Complaint Filing Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the discrimination complaint and the remedy requested. The filing of the formal, written discrimination complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the complaint, or from the date the complainant could reasonably become aware of such occurrence. The complainant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken

will be sent to the involved parties within fifteen (15) working days after receipt of the complaint.

#### **Level Three —**

##### ***The Discrimination Complaint Committee***

If the complaint is not resolved at level two, the complainant may appeal it at level three by presenting a written appeal to the Discrimination Complaint Committee (through the Compliance Officer) within ten (10) working days after the complainant receives the report from the Compliance Officer. The Discrimination Complaint Committee shall include six persons including one administrator, one teacher, one non-certified employee, one student, one parent, and one consultant. The Discrimination Complaint Committee shall include both men and women and reflect racial/ethnic diversity and persons with disabilities when possible. The complainant may request a meeting with the Discrimination Complaint Committee to discuss the appeal and the Discrimination Complaint Committee may request a meeting with the complainant or other relevant individuals. A decision will be rendered by the Discrimination Complaint Committee within ten (10) working days after receipt of the written appeal.

#### **Level Four—**

##### ***The School Board***

If the discrimination complaint is not resolved at level three, the complainant may appeal it to level four by presenting a written appeal to the Highland School Board of Directors within ten (10) working days after the complainant receives the report from the Discrimination Complaint Committee. The complainant may request a meeting with the School Board or its designee. The Board may request a meeting with the complainant or other relevant individuals to discuss the appeal. A decision will be rendered by the Board or its designee within ten (10) working days after the regular school board meeting after receipt of the written appeal.

This procedure in no way denies the right of the complainant to file a formal complaint with the Iowa Civil Rights, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil

rights complaints, or to seek private counsel for complaints alleging discrimination.

### **ESSA**

Parents/Guardians in the Highland Community School District have the right, to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. The Highland Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

Parents/Guardians may request this information from the Office of the Superintendent by calling 319-648-3822 or sending a letter of request to the Office of the Superintendent, 1715 Vine Ave, Riverside, Iowa 52327.

### **Video Cameras on Buses**

The Highland Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

### **Homeless — You Have A Right To A Public Education**

**Homeless Child** — between ages of 5 and 21 who lacks a fixed, regular, and adequate nighttime residence. Includes youth living on the street, in some other kind of shelter, or with nonnuclear family members or friends, who may or may not have legal guardianship over the child or

youth of school age.

If you, your child, or someone you know is classified as homeless and is located in the Highland School District, please contact the school for more information. The phone number is (319) 648-3822, or the address is 1715 Vine Ave., Riverside, Iowa 52327.

### **Open Enrollment**

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

**September 1, 2018:** Last date for open enrollment requests for entering kindergarten students for the 2018-19 school year.

**March 1, 2019:** Last date for regular open enrollment requests for the 2019-20 school year.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment may result in the loss of athletic eligibility. For further details, contact the school office.

### **Administration of Medication to Students**

Students may be required to take medication during the school day. Medication will not be administered without written authorization from the parent and the medication must be contained in a bottle which is labeled by the pharmacy or the manufacturer with the name of the child, name of the medication, the time of the day in which it is to be given and the duration given.

Only the school nurse, or in the absence of a school nurse, the person who has successfully completed an administration of medication course reviewed by the Iowa Board of Pharmacy Examiners shall have access to the medication.

### **Injury or Illness at School**

Students who become ill or are injured at school will be given first aid by authorized personnel. Whenever possible, parents will be notified

by phone and instructions will be requested as to the disposal of the case. Alternate names of people to be contacted will be developed. When the parent has no telephone or cannot be reached, the ill or injured child shall be transported home, to the hospital, or to the doctor's office by ambulance or other convenient types of transportation. If possible, the family physician listed on the office records shall be contacted.

The board assumes no responsibility for medical treatment of students. If a student must take prescribed medication during school hours, written authorization and instructions must be provided by the parents or legal guardian of the student, as well as by a licensed physician or licensed health practitioner. However, non-prescription drugs may be administered by non-licensed, designated school personnel upon written request and instructions of the student's parent or legal guardian.

### **Student Responsibility and Discipline**

"The Highland Community School Board affirms its support of the school student responsibility and discipline policies, its intent to support school staff who enforce these policies, and its intent to hold school staff accountable for implementing the policies."

### **Student Drivers**

Student drivers will not be allowed time to leave the parking lot before the buses leave using the north exits. Cars are to leave the parking lot in an orderly and careful manner. If any student driver passes a school bus in such a way as to endanger the occupants of either vehicle, his driving privilege will be suspended.

Student drivers should not drive by the elementary school while the buses are loading or unloading. Please park away from the loading area.

Many students ride to and from school with other drivers. The school does not have any rule against this and asks each parent to set his own rules for his children. The administration does not recommend or encourage the use of "School Permits" except in extreme situations.

## Child Abuse Reporting

School district personnel are encouraged, and the law requires certified employees to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse from a parent, guardian, or care giver. The Department of Human Services is responsible for completing this investigation.

If a school district employee or other member of the school district believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of his/her employment, it shall be reported to the building administrator immediately. The building administrators, Angela Hazelett (High/Middle School), and Jane O'Leary (Elementary), have been appointed as the Level I investigators for child abuse complaints against school district employees. However, complaints regarding child abuse by school district employees may also be reported to the Superintendent, the designated alternate investigator for such complaints. A written complaint may also be filed in the superintendent's office. Investigation of a complaint will follow board policy and procedures. A copy of the complaint form, as well as board policy and procedures, are available in the superintendent's office.

## Section 504 of the Rehabilitation Act of 1973

It is the policy of the Board of Directors to provide a free and appropriate public education to each student with a disability within its jurisdiction regardless of the nature or severity of the disability.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Under this policy students may be identified as disabled even though they do not require services pursuant to the Individuals with Disabilities Act (IDEA). Parents who believe their child might be Section 504 eligible are encouraged to contact the Section 504 coordinator, Superintendent, for referral forms and procedures. Due process rights

of students with disabilities and their parents under Section 504 will be enforced.

## Tobacco, Alcohol, and Drugs

The Board of Directors has adopted a policy prohibiting the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district. Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

## Search and Seizure

The Highland Community School District is held in public trust by the Board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas or student vehicles or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.

## Firearms and Dangerous Weapons Policy

The Highland Community Board of Directors believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption

to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Parents of students found to possess a weapon, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and the students will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

## Anti-Bullying/Harassment

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
- tell a teacher, counselor or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:

- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser or bully did;
- witnesses to the harassment or bullying;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser or bully responded.

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 when:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is

not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

The key to effectively dealing with bullying is timely reporting of bullying incidents. If any parent or student feels like their reports are not being heeded please contact Superintendent.

## School Lock Down

At different times throughout the school year situations occur that precipitate the need for some or all of our buildings to go into lockdown.

There are two types of lockdowns:

1. Locking the exterior doors
2. Locking both interior and exterior doors

There are a multitude of reasons for the buildings to go into lockdown. Anytime we are alerted of a potential threat in the area we take the proactive approach of locking our doors. When the situation warrants, parents will be notified about the lockdown. Please understand confidentiality prevents us from revealing certain details; we will always reveal as much information as possible. The safety of our students is our first priority.

## Hearing Screening

Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, that don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

## Meal Charges

**Meal Charges:** In accordance with state and federal law, the Highland Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

**Payment of Meals:** Highland Community School District utilizes Family Meal Accounts eliminating the need for parents or guardians to deposit money into individual accounts. All students and adults that are registered as part of a family charge to one Family Meal Account. When the balance reaches \$0.00, each student on the account may charge no more than three (3) reimbursable lunch meals to this account. If the account has not been paid in full after three (3) lunches, students will be offered an alternative lunch. The student will continue to accrue meal charges to their account during this time. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Families can add money to their student account in several ways:

- The district accepts credit / debit cards for payments on campus or by accessing the district's online payment system through the district website.
- Families may also send a check or cash with their student to give to their building secretary. If sending cash, please enclose it in an envelope and write the students name on the outside of the envelope.

**Free and Reduced Meals:** We encourage families to apply for free and reduced meals if providing lunch money is a burden to the family. Applications may be obtained at any district office or by accessing the Highland Highlights on the district's website. New applications are required for each school year and applications may be submitted at any point in the year if a household

experiences a change in financial circumstances. Certification for free or reduced price school meals remains in effect for the duration of the school year and 30 operating days into the following school year, or until a new eligibility determination is made, whichever comes first. It is important to note that if your child is certified to receive free or reduced meals this includes both breakfast and lunch meals. A la carte items and snack items are not covered by this program and a student must have a positive balance in their account to purchase those items.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

**Employee Meals & A la Carte Purchases:** Employees may use a Family Meal Account for meals and a la carte purchases. When an account reaches \$0.00 an employee will be allowed to charge two (2) meals into the negative and then will not be allowed to charge further meals or a la carte items until the negative account balance is paid.

**A la Carte Purchases:** Middle school and high school students have the option to purchase a la carte entrees and snacks. Students must have a positive balance in their meal account to purchase a la carte entrees and snacks. If a parent does not wish for their child to charge breakfast, a la carte entrees, or snack items to their meal account a block or a spending limit can be placed on the students account by contacting the Food & Nutrition Secretary. If a student has a low balance and the parent wishes for the student to be able to purchase a la carte or snack the same day we encourage them to make a deposit online before 9 am or to bring money to the high school office before the first bell rings.

**Negative Account Balances:** The school district will make reasonable efforts to notify families when meal account balances are low. Daily emails are sent to all families when the account balance is low and continue until the account is brought up to date. Additionally, paper notices are sent home with elementary students; and middle school and high school students are verbally notified when their account balance is low.

The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Negative balances, not paid prior to the end of the school year, will be notified via email at the end of the school year. Negative balances of \$10.00 or more will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

**Communication of the Policy:** The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent may develop an administrative process to implement this policy.

**Legal Reference:** 42 U.S.C. §§ 1751 et seq. 7 C.F.R. §§ 210 et seq. U.S. DEP'T OF AGRIC., SP 46-2016, UNPAID MEAL CHARGES: LOCAL MEAL CHARGE POLICIES (2016). U.S. DEP'T OF AGRIC., SP 47-2016, UNPAID MEAL CHARGES: CLARIFICATION ON COLLECTION OF DELINQUENT MEAL PAYMENTS (2016). U.S. DEP'T OF AGRIC., SP 57-2016, UNPAID MEAL CHARGES: GUIDANCE AND Q&A (2016). Iowa Code 283A. 281 I.A.C. 58.

**Cross Reference:** 710.1 School Food Program 710.2 Free or Reduced Cost Meals Eligibility 710.3 Vending Machine

Adopted 8-14-17



## 2018-19 Highland Elementary Supply Lists Highland Elementary School

### Preschool

1. book bag (large enough for a large library book)
2. change of clothes (in a Ziploc bag - socks, underwear, pants, shirt)

### Kindergarten

1. scissors
2. 2 folder with fasteners
3. old paint shirt
4. rug or towel for rest time
5. book bag
6. a change of clothes (in a Ziploc bag) to be kept in their book bag sock, underwear, pants, shirt
7. one 1 inch 3 ring binder
8. non-marking tennis shoes for P.E. (sandals, cowboy boots, dress shoes, flip flops not allowed)
9. 2 boxes of broad-line markers
10. 4 glue sticks
11. 4 fine tip dry erase markers
12. headphones (no earbuds)
13. 1 glue bottle

### First Grade

(Please label all items with student's name)

1. 5- inch sharp point scissors
2. 1 boxes 24 crayons
3. 3 boxes of washable markers
4. 1 box colored pencils
5. 6 glue sticks
6. 1 small pencil box or bag
7. 1 book bag without wheels
8. erasers (toppers ok)
9. 2 wide ruled spiral notebooks
10. 1 Primary Journal composition notebook
11. two 2 pocket folders (one blue, one other)
12. heavy duty headphones
13. 24 yellow or black #2 pencils (no designer pencils please)
14. 4 dry erase markers
15. 2 packages index cards 3x5 unruled
16. 1 bottle school glue
17. 5 inch clay flower pot for science
18. non marking tennis shoes for PE (sandals, cowboy boots, flip flops not allowed)  
Donations appreciated: Kleenex, Clorox Wipes

### Second Grade

(Please label all items with student's name)

1. 1 box colored pencils (not crayons)
2. 1 box of markers or colored pencils
3. 24 #2 pencils (no designer pencils)
4. 5 inch scissors
5. 4 glue sticks
6. 1 pink eraser
7. zippered pencil bag or pencil box
8. book bag (no wheels please)
9. 1 two pocket folder
10. 1 composition notebook
11. 1 spiral notebook (wide-line)
12. 2 highlighters
13. headphones
14. non-marking tennis shoes for P.E. (sandals, cowboy boots, dress shoes, flip flops not allowed)  
Desired donations: Kleenex & Clorox Wipes

### Third Grade

1. 12 #2 pencils
2. eraser
3. scissors
4. crayons
5. headphones or earbuds
6. 3 wide lined notebooks
7. 1 composition notebook
8. 3 folders with pockets
9. 2 glue sticks
10. highlighter
11. pencil box or bag
12. non-marking tennis shoes for P.E. (sandals, cowboy boots, dress shoes, flip flops not allowed)  
Desired Donations: Clorox wipes, Kleenex, Baggies, index cards

### Fourth Grade

1. pencils / erasers / pens
2. scissors
3. glue / glue sticks
4. crayons
5. colored pencils
6. highlighter
7. dry erase markers
8. 2 folders with pockets
9. 2 pkgs. of wide lined notebook paper
10. basic function calculator
11. 2 composition notebooks
12. expandable folder
13. non-marking tennis shoes for P.E. (sandals, cowboy boots, dress shoes, flip flops not allowed)
14. Clorox wipes
15. index cards
16. Kleenex
17. Earbuds / Headphones

### Fifth Grade

1. 24 yellow #2 pencils
2. 1 pkg pencil top erasers
3. 1 pkg colored pencils / makers
4. 4 red pens
5. scissors
6. 4 glue stick
7. 2 highlighters
8. 4 fine tipped dry erase markers
9. ear buds (labeled with name)
10. pencil box (all of the box items need to fit in this box)
11. 5 pocket folders (5 different colors - no trapper keepers)
12. 5 composition notebooks wide-ruled
13. loose leaf notebook paper wide-ruled
14. 3 ring binder (for paper) 1/2 inch
15. 1 expandable folder
16. non-marking tennis shoes for P.E. (sandals, cowboy boots, dress shoes, flip flops not allowed)  
Desired Donations: Kleenex & Chlorox Wipes

\* Donations of Clorox wipes and Kleenex are appreciated.

## 2018-19 Highland Middle School Supply List

\*additional lists may be given on first day of class

NOTE: To help our students with organization please, use the following colors for notebooks & folders:  
Yellow= Math, Red= Reading, Blue= Language Arts, Green= Science, Purple= Social Studies, Black= Art

### 6th Grade General Supply List

- Earbuds
- 1 pair scissors
- 1 (12 ct.) pack of colored pencils
- 2 highlighters
- 1 black Sharpie (to be stored in classroom)
- 2 glue sticks
- 1 hand-held pencil sharpener
- 1 (24 pk) pencils (no mechanical pencils)
- 2 erasers
- 1 pkg pencil top erasers
- 1 pencil pouch or pencil box
- 2 pkgs 11" x 14" white poster board
- 2 canisters of disinfectant wipes
- 2 boxes of facial tissue (Kleenex) (200 ct.)
- 2 pencils and 1 black pocket folder to stay in art room

### 6th Grade Social Studies/ Science Supply List

- 1: 1.5 in. 3 ring binder (No zippered/Trapper Keeper binders)
- 1: green 3 hole punched folder (No prong/plastic coated folders)
- 1: purple 3 hole punched folder (No prong/plastic coated folders)
- 2: pkgs. Loose leaf paper
- 1: pkg. 3x5 in note cards (100 ct. Or more)
- 1: pkg. 25 pack page protectors

### 6th Grade Language Arts Supply List

- 1: 1.5 in. 3 ring binder (No zippered binders)
- 1: red 3 hole punched folder (No prong/plastic coated folders)
- 1: blue 3 hole punched folder (No prong/plastic coated folders)
- 2: one subject college ruled spiral notebook with holes (1 red, 1 blue)
- 1: 3x5 in notecards (100 ct. Or more)
- 1: pk. Of sticky notes (non-accordion style)

### 6th Grade Math Supply List

- 1: one subject spiral notebook
- 1: 3 hole punched folder
- 8: dry erase markers
- 1: compass/protractor
- 1: ruler (inches/centimeters)
- 1: scientific calculator

### 7th/8th Grade General Supply List

- 1: pair scissors
- 12 ct. Pack of colored pencils
- Markers
- Highlighter
- 2: Glue sticks
- 1: hand-held pencil sharpener pencils/  
2 of the pencils for art class to stay  
in the art room
- Pens (no gel pens please)
- 2: erasers
- 1: pkg of pencil top erasers
- 1: pencil pouch or pencil box
- 2: canister of disinfectant wipes
- 2: boxes of facial tissue (Kleenex) 200ct.

### 7th Grade Reading/Language Arts:

- 2: spiral notebooks
- 1: pkg looseleaf paper
- 1: Sharpie
- 3: folders.
- 1: box of Kleenex
- 1: canister of Clorox wipes

### 7th/8th Grade Science:

- 1: pkg 3x5 note cards (100 ct. Or more)
- Composition notebook

### 7th/8th Grade Math:

- 1: notebook for math only
- 8: dry erase markers
- 1: 3 hole punched folder for math only
- 1: compass
- 1: protractor
- 1: ruler (inches/centimeters)
- 1: pkg. Graph paper
- 1: scientific calculator

### 7th/8th Grade Life Skills

- 1: pocket folder with loose-leaf paper
- 2: pencils

### 8th Grade Reading / Language Arts

- 1: .5 in. 3 ring binder
- 1: pkg. Of loose leaf paper
- 1: pkg. Of dividers for binder
- 2: pocket folder

### Art:

- Paper pocket folder in black or white

# Highland Elementary Center



**Megan Eaton**  
Preschool



**Teresa Griener**  
Preschool



**Bethany Williams**  
Kindergarten



**Rebeca Yoder**  
Kindergarten



**Alicia Sewell**  
First Grade



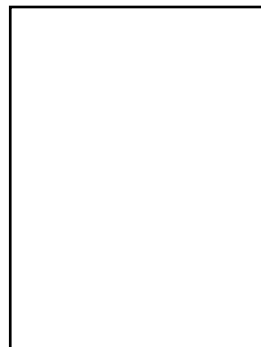
**Mary Beth Sammons**  
First Grade



**Michelle McCarthy**  
Second Grade



**Judy Lauer**  
Second Grade



**Allison Van Buren**  
Third Grade



**Debra Stewart**  
Third Grade



**Don Schantz**  
Fourth Grade



**Mary Brase**  
Fourth Grade



**Misty Soukup**  
Fifth Grade



**Jill Strubbe**  
Fifth Grade



**Brenda Bean**  
Instructional Strategist



**Angela Whetstine**  
Instructional Strategist



**Janice Thomann**  
Title I Teacher



# Highland District Side Teachers



**Angie Alberts**  
Technology Integration  
Specialist & Instructional Coach



**Clay Eaton**  
Elementary P.E. & Health



**Anna Burns**  
Elementary Music



**Cassandra Goodwin**  
K-12 ELL Instructor



**Janelle Sulhoff**  
Instructional  
Coach



**Ashley VanBuren**  
Elementary Art



**Sonya Stanerson**  
Elementary Guidance



**Shawn Loy**  
School Nurse

## Grant Wood AEA

**Cathie Stutsman**  
Social Worker

**Jacayla Milledge**  
Speech & Language

**Marty Van Roekel**  
Spec. Ed. Consultant

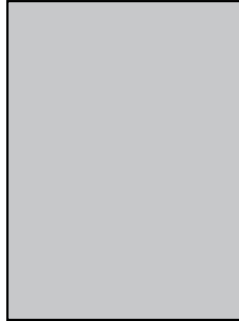
# Highland Middle & High School



**Chris Anderson**  
HS Math



**Derik Ball**  
Guidance Counselor



**Marlinda Beachy**  
Librarian



**Lisa Bohannon**  
HS Instructional  
Strategist



**Mark Bressler**  
Band Instructor



**Jeff Collins**  
HS Social Studies



**Cindy Conrad**  
HS At-Risk



**Joe Donovan**  
MS/HS P.E.  
Co-Activities Director



**Mike Eden**  
MS/HS  
Social Studies



**Jody Fink**  
MS Social Studies/  
MS P.E.  
Co-Activities Director



**Tom Harbison**  
HS Instructional  
Strategist



**Brian Haymond**  
Industrial Arts



**Jim Higdon**  
HS Language Arts



**Mitchell Huntington**  
Consumer Science, PE,  
Health



**Clint Jones**  
HS Business  
Education Computers



**Jayme Kallaus**  
Sixth Grade Social  
Studies/Science



# Highland Middle & High School



**Marge McArtor**  
MS Instructional  
Strategist



**Cassi Montandon**  
MS Science



**Angie Netser**  
MS Math



**Susan Norris**  
MS Language Arts/  
Reading



**Rod Orrego-Lindstad**  
HS Foreign Language



**Justin Rapier**  
HS Language Arts



**Angela Strobel**  
Sixth Grade Language  
Arts/Reading



**Amrika Stumpf**  
MS Language Arts/  
Reading



**Tim Surine**  
HS Science



**Elissa Swafford**  
HS Instructional  
Strategist



**Will Swain**  
HS Science



**Carla Trees**  
MS/HS Art



**Patrek Tufts**  
MS/HS Math



**Duane Van Winkle**  
Ag/Industrial Arts



**Jennifer McClenahan**  
Vocal Music

# DISTRICT SUPPORT STAFF

## BUS DRIVERS

### ROUTE DRIVERS

Joyce Bausch  
Diana Chandler  
Steve Genck  
David Neff  
Cathy Richardson  
Mark Thompson

### VAN DRIVER

Tom Kappes

## COOKS



**Rachel Cerny**  
Food & Nutrition  
Director



**Cindy Mize**  
Lead Cook



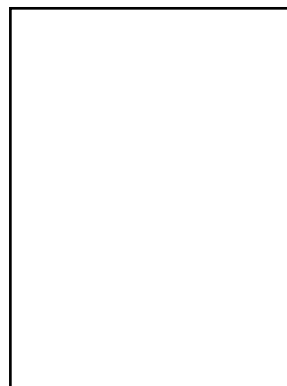
**Michelle Wollrab**  
Elementary Cook



**Jenny Mize**  
Elementary Cook

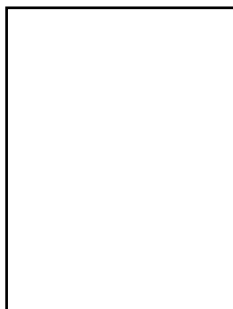


**Bonnie Clarke**  
MS Cook



**Luana Genck**  
MS Cook

## ASSOCIATES



**Amber Dean**  
Elem. Associate



**Sheila Mast**  
Preschool Associate



**Maria Marin**  
Elem. Associate



**Alison Butterbaugh**  
MS Associate



**Julie Colbert**  
Elem. Associate



**Brenda Kirk**  
Elem. Associate



**Heidi Wide**  
Elem. Associate



**Sam Wieland**  
HS Associate



**Tamara VanSchoyck**  
Elem. Associate



**Sonya Manley**  
MS/HS At-Risk  
Associate



**Kelli Schwarz**  
Library /  
Admin. Associate



**Tiffany Miller**  
HS Associate



**Jenny Young**  
Elem. Associate



**Kim Dean**  
Elem. Associate



**Michelle Amigon**  
Elem. Associate



**Diane Bruegge**  
MS Associate



**Traci Vonnahme**  
HS Associate



**Jessie Krotz**  
Elem. Associate



**Lacey Stransky**  
Elem. Associate



## ASSOCIATES



**Susan Weber**  
MS Associate



**Carrie Wieland**  
MS Associate



**Bill Weber**  
HS Associate



**Christina Waters**  
HS Associate

## SECRETARIES



**Charlotte Thomann**  
Elementary



**Donna DeWolf**  
Secondary/Nutrition  
Bookkeeper

## CUSTODIANS



**Silas Minchew**  
HS/MS (night)



**Jeff Wieland**  
Riverside



**Michael Kurtz**  
MS School (night)

# Extra-Curricular Activity Coaches/Sponsors 2018-19

|                     |  |
|---------------------|--|
| Cheyenne Adamson    | Jr. High Girls Basketball                                    |
| Angie Alberts       | Jr. High Track<br>Jr. High Volleyball                        |
| Derik Ball          | Head Wrestling   |
| Mark Bressler       | Instrumental Music Sponsor                                   |
| Darcy Burton        | Assistant Volleyball   |
| Alison Butterbaugh  | Jr. High Student Council Sponsor                             |
| Tony Castillo       | Head Soccer  |
| Clint Colbert       | Assistant Baseball   |
| Nick Cole           | Assistant Wrestling  |
| Joe Donovan         | Co-Head Football   |
| Mike Eden           | Jr. High Football<br>Assistant Girls Basketball              |
| Jody Fink           | Head Girls Basketball<br>Jr. High Track<br>Drivers Education |
| Marcus Hall         | Head Boys Basketball   |
| Tom Harbison        | Jr. High Wrestling   |
| Brian Haymond       | Speech Sponsor<br>School Play Sponsor                        |
| Kelsey Hora         | Jr. High Softball  |
| Whitney Howard      | Head Volleyball  |
| Mitchell Huntington | Jr. High Football<br>Jr. High Boys Basketball                |
| Clint Jones         | Jr. High Volleyball<br>Jr. High Baseball                     |
| Jayne Kallaus       | Jr. High Student Council Sponsor<br>Speech Sponsor           |

|                     |  |
|---------------------|--|
| Jennifer McClenahan | Vocal Music Sponsor                                |
| Seth Milledge       | Head Baseball<br>Jr. High Boys Basketball          |
| Cassi Montandon     | FFA Advisor  |
| Scott Morel         | Co-Head Football                                   |
| Kayla Schneider     | Jr. High Softball                                  |
| Amanda Schultz      | Wrestling Cheer Sponsor                            |
| Angela Strobel      | Cross Country<br>Head Track                        |
| Sarah Sublette      | Assistant Track<br>Assistant Varsity Cross Country |
| Tim Surine          | Robotics Advisor                                   |
| Carla Trees         | NHS Sponsor  |
| Patrek Tufts        | Assistant Football<br>Assistant Boy's Basketball   |
| Christina Waters    | Football Cheer Sponsor                             |
| Carrie Wieland      | Head Softball<br>HS Student Council Sponsor        |
| Samantha Wieland    | Assistant Softball                                 |
| TBA                 | Jr. High Baseball                                  |
| TBA                 | Basketball Cheer Sponsor                           |
| TBA                 | Drill Team Sponsor                                 |



# 2018-2019 SCHOOL CALENDAR

**JULY**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
| 2  | 3  | 4  | 5  | 6  |
| 9  | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 |    |    |    |

**AUGUST**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
|    |    | 1  | 2  | 3  |
| 6  | 7  | 8  | 9  | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

**SEPTEMBER**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
| 3  | 4  | 5  | 6  | 7  |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

**OCTOBER**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  |
| 8  | 9  | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 |    |    |

**NOVEMBER**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
|    |    | 1  | 2  |    |
| 5  | 6  | 7  | 8  | 9  |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

**DECEMBER**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
| 3  | 4  | 5  | 6  | 7  |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 |    |    |    |    |

**JANUARY**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  |
| 7  | 8  | 9  | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 |    |

**FEBRUARY**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
|    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 |    |

**MARCH**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
|    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

**APRIL**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  |
| 8  | 9  | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 |    |    |    |

**MAY**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
|    |    | 1  | 2  | 3  |
| 6  | 7  | 8  | 9  | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

**JUNE**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
| 3  | 4  | 5  | 6  | 7  |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

## Summary of Calendar

|        |        |   |
|--------|--------|---|
| August | 7      | Elementary Teacher Flex Work Day<br>E-Registration Day 4:00-7:00p.m.  |
|        | 17, 20 | New Teachers Workshop   |
|        | 21     | Teacher Work Day/Professional Development                             |
|        | 22     | Teacher Work Day/Professional Development                             |
|        | 23     | Begin First Semester  |
|        | 23-24  | <b>Early Dismissal</b>  |
| Sept.  | 3      | <b>Labor Day – No School</b>  |
| Oct.   | 9      | Parent/Teacher Meetings (4:00 pm – 8:00 pm)<br><b>Early Dismissal</b> |
|        | 11     | Parent/Teacher Meetings (4:00pm – 8:00 pm)<br><b>Early Dismissal</b>  |
|        | 12     | <b>No School</b>  |
|        | 26     | End of 1st Quarter (46 Days)  |
| Nov.   | 21     | <b>Early Dismissal – No Professional Development</b>                  |
|        | 22-23  | <b>Thanksgiving Vacation</b>  |
| Dec.   | 21     | <b>Early Dismissal</b>  |
|        | 21     | End of 2nd Quarter (38 days)  |
|        |        | End of 1st Semester (84 days)   |
|        | 22-31  | <b>Winter Vacation</b>  |
| Jan.   | 1-2    | <b>Winter Vacation</b>  |
|        | 2      | Teacher Work Day  |
|        | 3      | Classes Resume - Begin Second Semester                                |
|        | 21     | <b>No School – Martin Luther King Day</b>                             |
| Feb.   | 12     | Parent/Teacher Meetings (4:00 pm – 8:00 pm)                           |
|        | 14     | <b>Early Dismissal</b>  |
|        | 14     | Parent/Teacher Meetings (4:00 pm – 8:00 pm)                           |
|        | 15     | <b>Early Dismissal</b>  |
|        | 18     | <b>No School</b>  |
|        | 18     | <b>No School – President's Day</b>                                    |
| March  | 15     | End of 3rd Quarter (50 days)  |
| April  | 18     | <b>No School</b>  |
|        |        | Snow Make-Up Day  |
|        | 19-22  | <b>Easter Break</b>   |
| May    | 19     | Graduation  |
|        | 23     | End of 4th Quarter (46 days)  |
|        | 23     | End of 2nd Semester (96 days)   |
|        | 23     | <b>Last Day of School – Early Dismissal</b>                           |
|        | 24     | Snow Make-Up Day  |
|        |        | MS/HS Teacher Flex Work Day   |
|        | 27     | <b>Memorial Day – No School</b>                                       |

**Teacher In-Service – Early Dismissal**  
Wednesday afternoons 2:30 pm – 4:00 pm • August 29, 2018 – May 22, 2019

## Key

|     |                                   |
|-----|-----------------------------------|
| < > | Early Dismissal                   |
| □   | Vacation Days                     |
| ○   | Holidays                          |
| └─┘ | Parent/Teacher Conferences        |
| └─┘ | Begin Semester                    |
| └─┘ | End Quarter/Semester              |
| ◇   | Work Day/Professional Development |

**Snow Make-up Days**  
April 18, May 24

## Contract Holidays

Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve  
New Year's Day  
Presidents Day  
Good Friday (unpaid)  
Monday after Easter  
Memorial Day

Days in Classroom:  
First Semester 84 days  
Second Semester 96 days  
180 days

Days in Contract:  
Classroom Days 180 days  
Teacher Work Days 4 days  
Holidays (Paid) 10 days  
194 days

## For Delays & Cancellations Listen To

KCRG TV 9  
KGAN TV 2  
KWWL TV 7  
KCII Radio

Families interested in Free or Reduced Meals for the 2018-2019 school year must complete and return the Free and Reduced Meal Application Form by August 1<sup>st</sup> to have their applications processed before the beginning of the school year.

A new application form is required each school year.

Forms can be returned by mail to:

Highland Community Schools  
1715 Vine Avenue  
Riverside, Iowa 52327

or returned to the Main Office at the High School.

It is important to note that families can apply at any time during the school year if their financial situation changes or makes it difficult to pay for school breakfasts / lunches.

## INFORMATION LETTER

### Frequently Asked Questions About Free And Reduced Price School Meals

Dear Parent/Guardian:

Children need healthy meals to learn. **Highland Community School District** offers healthy meals every school day. Breakfast cost **K-5 \$1.45, 6-12 \$1.65**; lunch costs **K-5 \$2.45, 6-12 \$2.55**. Your children may qualify for free meals/milk or for reduced price meals. Reduced price is **\$.30** for breakfast and **\$.40** for lunch. Return or mail the completed application to: **Highland CSD, 1715 Vine Ave., Riverside, IA 52327.**

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 a few specific Medicaid programs 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.)

#### FEDERAL INCOME ELIGIBILITY GUIDELINES for School Year 2018-2019

| Household Size          | Yearly | Monthly | Twice per Month | Every Two Weeks | Weekly |
|-------------------------|--------|---------|-----------------|-----------------|--------|
| 1                       | 22,459 | 1,872   | 936             | 864             | 432    |
| 2                       | 30,451 | 2,538   | 1,269           | 1,172           | 586    |
| 3                       | 38,443 | 3,204   | 1,602           | 1,479           | 740    |
| 4                       | 46,435 | 3,870   | 1,935           | 1,786           | 893    |
| 5                       | 54,427 | 4,536   | 2,268           | 2,094           | 1,047  |
| 6                       | 62,419 | 5,202   | 2,601           | 2,401           | 1,201  |
| 7                       | 70,411 | 5,868   | 2,934           | 2,709           | 1,355  |
| 8                       | 78,403 | 6,534   | 3,267           | 3,016           | 1,508  |
| Each additional person: | 7,992  | 666     | 333             | 308             | 154    |

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: **Donna DeWolf, 1715 Vine Ave., Riverside, IA 52327 or call 319-648-2891 or 319-657-4101** 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: **Highland CSD or building Principal.**
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, 2018**. 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: Highland CSD Superintendent, 1715 Vine Ave., Riverside, IA 52327 or call 319-648-3822 or 319-657-4180.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
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 **319-648-2891 or 319-657-4101** to receive a Supplemental Worksheet.
17. WHO CAN GET FREE MILK? If your school participates in the Special Milk Program for half day kindergarteners, 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 **319-648-2891 or 319-657-4101**.

## HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS/MILK

Please use these instructions to help you fill out the application for free or reduced price school meals/milk. You only need to submit **one** application per household, even if your children attend more than one school in **Highland Community School District**. 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 mailed or returned to Highland CSD, 1715 Vine Ave. Riverside, IA 52327.** If at any time you are not sure what to do next, please contact **Highland CSD, 319-648-2891 or 319-657-4101.**

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

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

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

#### Who should I list here?

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

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

- 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 **Highland 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 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FOOD ASSISTANCE, FIP, OR FDPIR?

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 (FDPIR)



**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 FDPIR. 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.

**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.

**A) Report all income earned or received by children.** Refer to the table below 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.

**Table 1. Sources of Income for Children**

| <b>What is Child Income?</b>   |   |
|--|---|
| Child income is money received from outside your household that is paid <b>directly</b> 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. |   |
| <b>Sources of Child Income</b>   | <b>Example(s)</b>   |
| <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>   |

**FOR EACH ADULT HOUSEHOLD MEMBER:**

- B) 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.**

**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.

- C) Report earnings from work.** Refer to the chart below titled "Sources of Income for Adults" 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 Worksheet which has self-employment calculations.

**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

- D) Report income from public assistance/child support/alimony.** Refer to the chart below titled "Sources of Income for Adults" 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.

- E) Report income from pensions/retirement/all other income.** Refer to Table 2 below titled "Sources of Income for Adults" and report all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

**Table 2. Sources of Income for Adults**

| <b>Earnings from Work</b>   | <b>Public Assistance/<br/>Alimony/Child Support</b>   | <b>Pensions/Retirement/All Other<br/>Income</b>   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• Salary, wages, cash bonuses</li> <li>• <b>Net</b> 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> |

- F) Report total household size.** Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number **MUST** be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household 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 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 or return completed form to:** Highland Community School District.
- 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. If you do not select race or ethnicity, one will be selected for you based on visual observation.
- 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>.

# 2018-2019 Iowa Application for Free & Reduced Price School Meals/Milk

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.)

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related." Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.

| Child's First Name | MI | Child's Last Name | Date of Birth | Student?<br>Yes No | Child's School | Grade | Homeless,<br>Migrant,<br>Runaway |
|--------------------|----|-------------------|---------------|--------------------|----------------|-------|----------------------------------|
|                    |    |                   |               |                    |                |       |                                  |
|                    |    |                   |               |                    |                |       |                                  |
|                    |    |                   |               |                    |                |       |                                  |
|                    |    |                   |               |                    |                |       |                                  |

Check all that apply

## 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 No, go to 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. Medicaid, Title XIX & EBT card numbers are not acceptable.

Case Number: \_\_\_\_\_

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

### A. Child Income

Sometimes children in the household earn or receive income. Please include the TOTAL gross income earned by all Household Members listed in STEP 1 here. Total Child Income

\$ \_\_\_\_\_

### B. All Adult Household Members (including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write "0". If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report. 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) | C. Earnings from Work | D. Public Assistance/child Support/Alimony | E. Pensions/Retirement/All Other Income | How often?                          |
|--|-----------------------|--|---|-------------------------------------|
|  |                       |  |   | Weekly Bi-Weekly 2x Monthly Monthly |
|  |                       |  |   | Weekly Bi-Weekly 2x Monthly Monthly |
|  |                       |  |   | Weekly Bi-Weekly 2x Monthly Monthly |

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 Check if no SSN ☐

## STEP 4 Contact Information and Adult Signature

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 ☐ 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 \_\_\_\_\_

Effective Date \_\_\_\_\_

Confirming Official \_\_\_\_\_

Date \_\_\_\_\_

Follow-up Signature \_\_\_\_\_

Date \_\_\_\_\_

## 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. If you do not select race or ethnicity, one will be selected for you based on visual observation.

**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 last four digits of 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).

\*only use this  
address if you are  
filing a complaint  
of discrimination

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



# 2018-2019 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 | Student?<br>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"/>   |
|                    |    |                   | <input type="checkbox"/> <input type="checkbox"/> |                |       | <input type="checkbox"/> | <input type="checkbox"/>   |
|                    |    |                   | <input type="checkbox"/> <input type="checkbox"/> |                |       | <input type="checkbox"/> | <input type="checkbox"/>   |

Check all that apply

Any income earned by the above listed children should be included under Step 3 A 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 |           |          |         | Public Assistance/<br>Child Support / Alimony |        | Pensions/Retirement/<br>All Other Income |         | How often? |        |          |         |          |
|--|--------------------|-----------|----------|---------|---|--------|--|---------|------------|--------|----------|---------|----------|
|  | Weekly             | Bi-Weekly | 2x Month | Monthly | Annually                                      | Weekly | 2x Month                                 | Monthly | Annually   | Weekly | 2x Month | Monthly | Annually |
|  | \$                 |           |          |         |   | \$     |  |         |            | \$     |          |         |          |
|  | \$                 |           |          |         |   | \$     |  |         |            | \$     |          |         |          |
|  | \$                 |           |          |         |   | \$     |  |         |            | \$     |          |         |          |

## 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.

### WAIVER STATEMENT

If your child(ren) qualifies for free or reduced price meals, you may also be eligible for other benefits. If you sign this waiver, your child(ren) will be considered for a full or partial waiver of school 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. **YOU DO NOT HAVE TO COMPLETE THIS WAIVER TO GET FREE OR REDUCED PRICE SCHOOL MEALS.**

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