

2023-2024



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/
Director of Personnel



Sue Rich
School Board Secretary/
Business Manager



Ken Crawford
Superintendent

BOARD OF DIRECTORS

Nate Robinson – President.....	At-Large
Michael Golden - Vice President	District # 2
Rachel Longbine.....	District # 1
Monica Jepson	District # 3
Dan Ruth.....	District # 4
Melissa Murphy	District # 5
Josh Thomann.....	District # 6

Registration and Fees

Registration

You can register your student(s) by going to your Powerschool Parent Login Page on the Highland School website (www.highlandhuskies.org). Choose the Elementary or Secondary Registration Form. **Please make sure your student(s) is signed up for busing if needed.**

Fees

Student Fees and Fee Waivers

All fees, as well as lunch money, can be paid by going to www.highlandhuskies.org, and choosing the Payments tab, then selecting TouchBase Online Payments. 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

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 \$275.00 per student
(to be paid when course starts not Registration)

Contact your School's Secretary with questions.

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 15.....All Schools Picture Day

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

Nutrition Services

Highland Community School operates its Nutrition Services 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 the school website. 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
\$3.15	\$3.40	\$4.85

A la Carte and seconds are available at the middle school and high school for an additional cost. A la Carte Milk (Includes PK & K Snack Milk, an extra milk with a purchased meal, or a milk to go with a lunch from home) A la Carte Milk is not covered by the Free/Reduced Meal Program.

A la Carte / Snack Milk

Skim - \$.45 per carton, Whole -\$.50 per carton, Lactose Free & Soy -\$.100 per carton

Breakfast

K-5	6-12	Adult/Visitor
\$2.00	\$2.10	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.

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 905.2, 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
Secondary School	648-2891 or 657-4101
Highland Elementary	648-2821

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 administration.

Students are counted tardy after 8:15 a.m. daily at the elementary, and 8:15 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	8:15 a.m. - 3:10 p.m.
Middle-High School	8:15 a.m. - 3:10 p.m.

Early Out

Elementary School	2:00 p.m.
Middle-High School	2:00 p.m.

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.

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.

For the complete policy, please refer to Policy 213.1R.

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.

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 319-648-2891.

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 the complete policy, please refer to Policy 104.

Discrimination Complaint Procedure in the Highland Community School District

Please refer to policy number 103. E2 on the school's website for the procedures.

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 Board supports the use of recording devices on district property as a means to monitor and maintain a safe environment for students and employees. District property

includes district-owned land, buildings, vehicles, buses and any other property as needed. The contents of the recordings may be used as evidence in a student or employee disciplinary proceeding. Please refer to policy numbers 804.6 and 804.6R1 on the school's website for more information.

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 refer to policy numbers 501.14 and 501.15 on the school's website, and follow the paperwork assigned for open enrollment.

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 Phar-

macy 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, nonprescription 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/her 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/her own rules for his/her children.

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,

building principal, 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 could 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 the appropriate administrator.

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 cir-

cumstances. 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. DEPT OF AGRIC., SP 46-2016, UNPAID MEAL CHARGES: LOCAL MEAL CHARGE POLICIES (2016). U.S. DEPT OF AGRIC., SP 47-2016, UNPAID MEAL CHARGES: CLARIFICATION ON COLLECTION OF DELINQUENT MEAL PAYMENTS (2016). U.S. DEPT 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

Equal Employment Opportunity

The Highland Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal

employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. The Highland Community School District is an EEO/AA employer. See Policy 401.1 for further details.

Parent And Family Engagement

Parent and family engagement is an important component in a student's success in school. The board encourages parents and families to become involved in their child's education to ensure the child's academic success. In order to facilitate parent and family involvement, it is the goal of the district to conduct outreach and implement programs, activities and procedures to further involve parents and families with the academic success of their students. See Policy 505.8 for further details.

Educational Records Access

The board recognizes the importance of maintaining education records and preserving their confidentiality as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages. The school district will provide training or instruction to employees about parents' and eligible students' rights under Policy 506.1.

Inspect and review the student's education records;

Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;

Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and

File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

Student Directory Information

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." See Policy 506.2 for further details.

Use Of Recording Devices On School Property

The district believes in the importance of providing a safe and enriching learning environment possible for its students. The district uses digital recording devices on school property including school transportation vehicles to help protect the safety of district students, employees and community members; and to safeguard district property which is funded using public resources. See Policy 804.6 for further details.

Student Publications Code

Student expression is something that is promoted at Highland Schools. Guidelines for student expression in publications can be found in Policy 502.3 and 502.3R1.

2023-24 Highland Elementary Supply Lists

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 boxes of broad-line markers
3. erasers
4. 8 black fine tip dry erase markers
5. 8 black wide tip dry erase markers
6. 2 glue sticks
7. 1 pencil pouch / bag
8. 2 folders with fasteners
9. old paint shirt
10. mat or towel for rest time
11. watercolor paints
12. book bag
13. a change of clothes (In a Ziploc bag) (to be kept In their book bag: socks, underwear, pants, shirt)
14. non-marking tennis shoes for PE (no sandals, cowboy boots dress shoes, flip flops)
15. headphones (no earbuds)

First Grade

1. 5- inch sharp point scissors
2. 1 box 24 crayons
3. 2 boxes of washable markers
4. 1 box colored pencils
5. 2 glue sticks
6. 1 small pencil box or bag
7. erasers (toppers ok)
8. 1 primary journal composition notebook
9. one 2-pocket folder
10. 24 yellow or black #2 pencils (no designer pencils)
11. 8 dry erase markers
12. 1 bottle school glue
13. 1 book bag without wheels
14. heavy duty headphones
15. non-marking tennis shoes for PE (sandals, cowboy boots, flip flops not allowed)
16. Please keep an extra set of clothes in backpack

Second Grade

1. 1 box colored pencils or Crayons
2. 2 boxes of markers
3. 24 #2 pencils (no designer pencils)
4. 5 inch sharp scissors
5. 4 glue sticks
6. 1 pink eraser
7. zippered pencil bag or pencil box
8. 4 fine/chisel tip dry erase markers
9. two pocket folders
10. 1 composition notebook
11. 1 spiral notebook (wide-line)
12. 2 highlighters
13. book bag without wheels
14. headphones
15. non-marking tennis shoes for P.E. (sandals, cowboy boots, dress shoes, flip flops not allowed)

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. dry erase markers
12. colored pencils or markers
13. pencil box or bag
14. non-marking tennis shoes for P.E. (sandals, cowboy boots, dress shoes, flip flops not allowed)

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. non-marking tennis shoes for P.E. (sandals, cowboy boots, dress shoes, flip flops not allowed)
13. index cards
14. Earbuds / Headphones

Fifth Grade

1. 24 yellow #2 pencils
2. 1 pkg pencil top erasers
3. 1 pkg colored pencils / makers
4. 4 red or black pens
5. scissors
6. 4 glue sticks
7. 2 highlighters
8. 4 fine tipped dry erase markers
9. pencil box (all of the box items need to fit in this box)
10. 4 pocket folders (4 different colors - no trapper keepers)
11. 4 Notebooks wide-ruled
12. loose leaf notebook paper wide-ruled
13. earbuds (labeled with name)
14. non-marking tennis shoes for P.E. (sandals, cowboy boots, dress shoes, flip flops not allowed)

Desired donations: Kleenex, Clorox Wipes, Zip Lock Baggies, Dry Erase Markers, #2 Pencils, Markers, Colored Pencils, Paper Towels

2023-24 Highland Middle School Supply List

NOTE: To help our students with organization please, use the following colors for notebooks & folders:
Yellow= Math, Red= Reading, Blue=Language Art, Green= Science, Purple= Social Studies, Paper (not plastic)=Art, Orange=Agriculture

6th Grade General Supplies

- Earbuds
- 1 pair scissors
- 1 (12 ct.) pack of colored pencils
- 2 highlighters
- 1 black Sharpie
- 2 glue sticks
- 1 hand-held pencil sharpener
- 1 pkg (12 ct) pencils (no mechanical pencils. May need more through the year)
- 2 erasers or 1 pkg pencil top erasers
- 1 pencil pouch or pencil box (please put the above 9 materials in the pouch or box (5 pencils to begin with))
- 1 pkg 11" x 14" white poster board
- 2 canisters of disinfectant wipes
- 2 boxes of facial tissue (Kleenex) (200 ct.)
- 2 pencils & 1 **paper** pocket folder (new or used) to stay in art room

6th Grade Social Studies/ Science

- 1: 1.5 in. 3 ring binder (No zippered binders)
- 1: green 3 hole punched two pocket folder (**No metal prong**/plastic coated folders)
- 1: purple 3 hole punched two pocket folder (**No metal prong**/plastic coated folders)
- 2: pkgs. Loose leaf paper
- Suggested but not required: Self Adhesive Hole Reinforcements

6th Grade Language Arts/ Reading

- 1: red two pocket folder for Reading
- 1: blue two pocket folder for Language Arts
- 1: one subject college ruled spiral notebook with holes (red or blue)
- 1: 3x5 in notecards (100 ct. Or more)

6th Grade Math

- 2: one subject spiral notebook
- 1: folder
- 8: dry erase markers
- 1: whiteboard eraser or sock
- 1: x-large /jumbo book cover
- 1: scientific calculator (optional)

7th/8th Grade General Supplies

- 1 pair of earbuds
- 1: pair scissors
- 1: pkg colored pencils (12 ct.)
- 1: pkg markers
- 1: pkg crayons
- 4: Highlighters
- 2: Large glue sticks
- 1: hand-held pencil sharpener
- 2: Pens (no gel pens please)
- 2: erasers or 1: pkg of pencil top erasers
- 1: pencil pouch or pencil box (please put above 10 items in the pouch or box)
- 2: canister of disinfectant wipes
- 2: boxes of facial tissue (Kleenex) 200ct.

7th Grade English

- 1: spiral notebook
- 1: 3 ring binder
- 1: pkg looseleaf paper
- 1: Sharpie
- 2: folders
- 4: dry erase markers (may be large or small)
- 1: package sticky notes

7th/8th Grade Science

- 1: 1-inch 3-ring binder (no zippered binders)
- 1: Pkg loose leaf paper
- 1: green 3 hole punched folder (plastic folder preferred)
- 1: scientific calculator (optional)

7th/8th Grade Math

- 2: one subject spiral notebook
- 1: folder
- 8: dry erase markers
- 1: whiteboard eraser or sock
- 1: x-large /jumbo book cover
- 1: scientific calculator (optional)
- 1: protractor (for HS Geometry)
- 1: geometry compass (for HS Geometry)
- 1: ruler (for HS Geometry)

8th Grade English

- 1: spiral notebook
- 1: 3 ring binder
- 1: pkg looseleaf paper
- 1: Sharpie
- 2: folders
- 4: dry erase markers (may be large or small)
- 1: package sticky notes

8th Grade US History

- 1: 1 in. 3 ring binder (No zippered binders)
- 1: purple 3 hole punched two pocket folder (**No metal prong**/plastic coated folders)
- 2: pkgs. Loose leaf paper

7th/8th Grade Life Skills

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

7th/8th Grade Art

- 2 pencils w/ erasers to stay in the art room
- Graphic ruled composition book

7th/8th Agriculture

- 1, orange, 1-inch 3-ring binder
- Colored pencils with at least 12 colors
- Black or blue pens AND a few pencils
- Washable markers
- An orange notebook (unless they prefer to use loose leaf paper)
- 2 glue sticks
- 1 package of sheet protectors

Highland Elementary Center



Brenda Bean
Instructional Strategist



Mary Brase
Fourth Grade



Drake Brezina
Second Grade



Elizabeth Coeburn
Instructional Strategist



Ryan Cortum
Fifth Grade



Courtney Dietze
Fifth Grade



Megan Eaton
Preschool



Teresa Greiner
Preschool



Thomas Hartley
Kindergarten



Courtney Keen
Third Grade



Tanner Kruse
Second Grade



Cam Larson
PE & Health



Madison Osman
Music



Sonya Stanerson
School Counselor



Debra Stewart
Math Interventionist



Makenzie Stoffer
Fourth Grade



Janelle Sulhoff
Instructional Coach



Kelsey Tran
First Grade



Ashley VanBuren
Elementary Art



Angela Whetstine
Title I Teacher



Kaden Wray
Third Grade



Abigail Yoder
Kindergarten



Rebeca Yoder
First Grade

Highland District Additional Teachers



Angie Alberts
Technology
Integration
Specialist &
Instructional Coach



Cassandra Goodwin
K-12 ELL Instructor



Cindy Peiffer
School Nurse



**Anna Westermeyer
Marlin**
Librarian

Grant Wood AEA



GRANT WOOD
AREA EDUCATION AGENCY

Vanessa Chahin
Psychologist

Anne Schlabaugh
Speech & Language

Highland Middle & High School



Dan Brandstetter
MS Instructional
Strategist



Samantha Cox
MS Instructional
Strategist



Brandon Devillier
HS Science



Mike Eden
HS At-Risk



Jody Fink
MS P.E./Health/
Activities Director



Casey Halligan
Secondary Social
Studies



Tom Harbison
HS Instructional
Strategist



Zach Hebl
Secondary Math



Jim Higdon
HS Language Arts



Brooke Hitchcock
Secondary Math



Clint Jones
HS Business Education
Computers



Jayme Kallaus
Sixth Grade Social
Studies/Science



Mandi Lueck
MS Science



Jennifer McClenahan
Vocal Music



Andy McDonald
Band Instructor



Kelli Peck
MS English and
Tech Skills



Cory Quail
MS/HS P.E.



Denise Roth
Secondary English/
Talented and Gifted
Instructor/Yearbook



Peggy Schwab
School Counselor

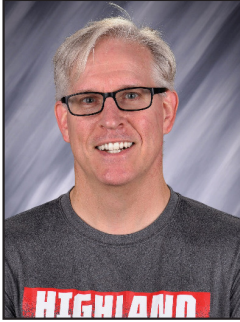


Shayla Seils
MS/HS Ag

Highland Middle & High School



Angela Strobel
Sixth Grade Language
Arts/Reading/
Instructional Coach



Tim Surine
HS Science



Carla Trees
MS/HS Art



Byron Yoder
Secondary Social
Studies



Olga Zelenski
Secondary Math



Molly Zywiec
HS Foreign Language

Bus Drivers

BUS DRIVERS

ROUTE DRIVERS

Dave Gerot
Tom Harbison
Randy Knottnerus
Noel Maier
Mark Thompson
Jeff Wieland

Secretaries



Donna DeWolf
Secondary/Nutrition
Bookkeeper



Julie Strabala
Elementary



Traci Vonnahme
Admin. Assistant/
Transportation
Director

Cooks



Rachel Cerny
Food & Nutrition
Director



Michelle Wollrab
Lead Cook



Selena Calderon
General Cook



Marilyn Goody
General Cook



Noah Holden
General Cook



Caryn Wellindorf
General Cook



Raye Wieland
General Cook



Tami Fulk
General Cook

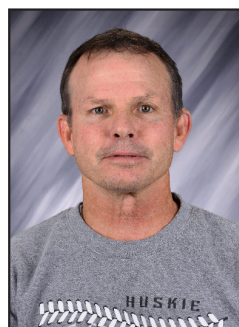
Custodians



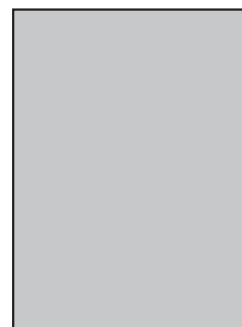
Randy Knottnerus
Middle/High School



Tyler Thomann
Maintenance Director



Jeff Wieland
Riverside



Jeff Hoft
Middle/High School

Associates



Patti Britt
MS Associate



Alison Butterbaugh
MS Associate



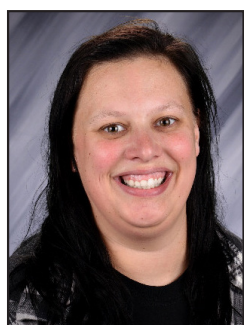
Julie Colbert
Elem. Associate



Julie Giesmann
HS Associate



Meagan Hayes
Elem. Associate



Natoshia Kennedy
HS Associate



Brenda Kirk
HS Associate



Jessie Krotz
Elem. Associate



Sonya Manley
MS / HS At-Risk
Associate



Maria Marin
Elem. Associate



Sheila Mast
Preschool Associate



Kelli Schwarz
Library / Admin.
Associate



Tamara VanSchoyck
Elem. Associate



Mark Vazquez
MS Associate



Susan Weber
MS Associate



Kirsten Westcott
Elem. Associate



Carrie Wieland
Elem. Associate

Extra-Curricular Activity Coaches/Sponsors 2023-2024

Angie Alberts	Jr. High Track Jr. High Volleyball
Jacob Allen	School Play Sponsor
Erin Bramble	Jr. High Girls Wrestling
Drake Brezina	Jr. High Football
Alison Butterbaugh	Jr. High Student Council Sponsor
Clint Cobert	Assistant Baseball
Nick Cole	Head Wrestling Assistant Wrestling (Girls)
Brady Copeman	Jr. High Football
Ryan Cortum	Assistant Football Jr. High Boys Basketball
Samantha Cox	Assistant Softball Jr. High Girls Basketball NHS Sponsor
Mike Eden	Jr. High Baseball Assistant Girls Basketball
Jody Fink	Head Girls Basketball Driver's Education
Ashley Fisher	Drill Team Sponsor
Rocky Hamilton	Jr. High Wrestling
Zach Hebl	Jr. High Girls Basketball
James Higdon	Assistant Boys Basketball
Shannon Hills	Head Volleyball
Kelsey Hora	Jr. High Softball
Clint Jones	Jr. High Volleyball Jr. High Baseball
Jayne Kallaus	Jr. High Student Council Sponsor Speech Sponsor








Cam Larson	Assistant Football Jr. High Boys Basketball
Anne Layman	Wrestling Cheer Sponsor Basketball Cheer Sponsor Football Cheer Sponsor
Jennifer McClenahan	Vocal Music Sponsor
Andy McDonald	Instrumental Music Sponsor
Seth Milledge	Head Baseball
Abbie Miller	Jr. High Softball
Madison Osman	Assistant Volleyball
Cory Quail	Head Football
Travis Riggan	Head Golf
Kelli Schwarz	HS Student Council Sponsor
Shayla Seils	FFA Advisor
Sonya Stanerson	Jr. High Track
Dylan Stewart	Head Soccer Assistant Wrestling
Angela Strobel	Head Cross Country Head Girls Track
Tim Surine	Robotics Advisor
Traci Vonnahme	HS Student Council Sponsor
Carrie Wieland	Head Softball
Bill Zywiec	Head Boys Basketball
Molly Zywiec	NHS Sponsor
TBA	Assist. Track
TBA	Boys Head Track

SUMMARY OF CALENDAR

Aug.	17-18	New Teachers Workshop
	21	Teacher In-Service Day
	22	Teacher In-Service Day
	23	Begin First Semester
Sept.	4	Labor Day – No School
Oct.	4	Parent/Teacher Meetings (3:00 pm – 7:00 pm) Early Dismissal
	11	Parent/Teacher Meetings (3:00 pm – 7:00 pm) Early Dismissal
	13	No School
	27	End of 1st Quarter (46 Days/285.8 hrs)
Nov.	22-24	Thanksgiving Vacation - No School
Dec.	22-31	Winter Vacation - No School
Jan.	1-2	Winter Vacation - No School
	3	Classes Resume
	11	End of 2nd Quarter (43 days/267.6 hrs) End of 1st Semester (89 days/553 hrs)
	12	Teacher In-service Day (No School)
	15	Martin Luther King Jr. Day - No School
Feb.	19	President's Day - No School
Mar.	6	Parent/Teacher Meetings (3:00 pm – 7:00 pm) Early Dismissal
	13	Parent/Teacher Meetings (3:00 pm – 7:00 pm) Early Dismissal
		End of 3rd Quarter (41 days/254.6 hrs)
	14-15	Spring Break - No School
	29	Easter Break - No School
Apr.	1	Easter Break - No School
May	19	Graduation
	24	Last Day of School – Early Dismissal End of 4th Quarter (48 days/297.6 hrs) End of 2nd Semester (89 days/552 hrs)
	27	Memorial Day
	28	Teacher In-Service Day

Teacher In-Service – Early Dismissal
Wednesday afternoons • August 23, 2023 – May 22, 2024

KEY

-  Early Dismissal
-  Vacation Days
-  Holidays
-  Parent/Teacher Conferences
-  Begin Quarter/Semester
-  End Quarter/Semester
-  Teacher In-Service Days

FOR DELAYS & CANCELLATIONS LISTEN TO:

KCRG TV 9
KGAN TV 2
KWWL TV 7
KCII Radio

SNOW MAKE-UP DAYS

Snow make-up days will be added to the end of the year.

JULY 2023

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				

AUGUST 2023

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	

SEPTEMBER 2023

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

OCTOBER 2023

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			

NOVEMBER 2023

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	

DECEMBER 2023

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

JANUARY 2024

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		

FEBRUARY 2024

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	

MARCH 2024

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 2024

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 2024

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 2024

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

Families interested in Free or Reduced Meals for the 2023-2024 school year must complete the Free and Reduced Meal Application form found on our website under the Resources tab, then Food and Nutrition Services.

A new application form is required each school year.

Printed forms can also 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.

PARENT/GUARDIAN INFORMATION LETTER FOR WEB-BASED APPLICATIONS

Frequently Asked Questions About Free and Reduced Price School Meals

Dear Parent/Guardian:

Children need healthy meals to learn. **Highland CSD** offers healthy meals every school day. Breakfast costs **K-5 \$2.00, 6-12 \$2.10**; lunch costs **K-5 \$3.15, 6-12 \$3.40**. Your children may qualify for free meals/milk or for reduced price meals. Reduced price is **\$.30** for breakfast and **\$.40** for lunch. If you need assistance completing this web-based application contact: **Donna DeWolf, 319-648-2891 or ddewolf@highlandhuskies.org**. Please visit our website to complete an application at :[Highlandhuskies.org](https://onlineapp.totalk12.com/HCXtMqY60S3iwN67gGHw) or **To Apply On-Line go to: <https://onlineapp.totalk12.com/HCXtMqY60S3iwN67gGHw>**

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 the Supplemental Nutrition Assistance Program (SNAP-formerly Food Assistance in Iowa), 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 and submit an application for free and reduced price meals/milk.

FEDERAL INCOME ELIGIBILITY GUIDELINES for SCHOOL YEAR 2023-2024

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	26,973	2,248	1,124	1,038	519
2	36,482	3,041	1,521	1,404	702
3	45,991	3,833	1,917	1,769	885
4	55,500	4,625	2,313	2,135	1,068
5	65,009	5,418	2,709	2,501	1,251
6	74,518	6,210	3,105	2,867	1,434
7	84,027	7,003	3,502	3,232	1,616
8	93,536	7,795	3,898	3,598	1,799
Each additional family member:	9,509	793	397	366	183

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, 319-648-2891 or ddewolf@highlandhuskies.org**, 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 the Iowa Department of Health and Human Services (DHHS), 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 SNAP or FIP benefits 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, 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: **Building Principal, Jane O'Leary (319) 648-2821 or Principal Angela Hazelett (319) 648-2891**.

5. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No, complete the applications for free and reduced price school meals for all the 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 **9/23/23**. You must complete a new application unless the school told you that your child is eligible for the new school year. When the carryover 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 complete and 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 SNAP, FIP or other benefits.
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to your 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.**
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 the 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. 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 :**Donna DeWolf, 319-648-2891 or ddewolf@highlandhuskies.org** 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, 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 SNAP or other assistance benefits, contact your local assistance office or call **1-877-347-5678**. Your children may be eligible for Hawki (children's health insurance) or a waiver of school fees. Read the information on the back of the Application for Hawki 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.
20. DO I NEED TO REPORT MY RACE AND ETHNICITY? It is optional to complete the racial/ethnic portion of the application, however, if you do not select race or ethnicity, one will be selected for you based on visual observation.
21. Translated applications are available at: <http://www.fns.usda.gov/school-meals/translated-applications>.
22. If you decide you do not want to complete an application electronically, you can obtain a paper application by contacting **Donna DeWolf**, 319-648-2891 or ddewolf@highlandhuskies.org

If you have other questions or need help, call **(319) 648-2891**.

Sincerely,

Donna DeWolf

USDA Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

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

Information Statement

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), 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 programs rules.

2023-2024 Iowa Application for Free and Reduced Price School Meals/Milk Complete one application per household. Use a pen (not a pencil). Please read “How to Apply for Free and Reduced Price School Meals” for more information on completing this application.

STEP 1

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. 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.

Child's First Name

MI

Child's Last Name

Date of Birth

Student

Grade

Foster Child

Homeless, Migrant, Runaway

Ethnicity

Race

Write only one case number in this space. Medicaid and EBT card numbers are NOT acceptable.

Case Number: - - - - -

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

Apply Online: To Apply On-Line go to: https://onlineapp.totalk12.com/HCXtMqY60S3iwN6 Hw

STEP 2

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

A. Total Number of All Household Members (Children + Adults)

B. Last Four Digits of Social Security Number (SSN) of Adult Household Member (last 4 digits)

XXX-XX-

C. Check No SSN (adult):

D. All Adult Household Members (include yourself): List all Household Members not listed in STEP 1 even if they do not receive income. 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. The sources of income for adults section will help you with the adult income. Report all income in whole dollar amounts before deductions or taxes.

Gross Earnings from Work/All Other Income

How Often? (mark "X" in box)

Weekly

Bi-weekly

2x Month

Monthly

Yearly

\$

\$

\$

\$

Gross Public Assistance/Child Support/Alimony

How Often? (mark "X" in box)

Weekly

Bi-weekly

2x Month

Monthly

\$

\$

\$

\$

Gross Pension/Retirement

How Often? (mark "X" in box)

Weekly

Bi-weekly

2x Month

Monthly

\$

\$

\$

\$

E. Child Income: Sometimes children in the household earn or receive income. Please include the TOTAL gross earned income by all Children listed in STEP 1 here. The sources of income for children section will help you with the Child Income.

Total Income Received by All Children

How Often? (mark "X" in box)

Weekly

Bi-weekly

2x Month

Monthly

Yearly

\$

\$

\$

\$

STEP 4

Contact Information and Adult Signature

Signature of adult completing the form

Printed name of adult completing the form

Today's Date

Street Address (if available)

Apt. #

City

State

Zip

Daytime Phone (optional)

Email (optional)

DO NOT WRITE BELOW THIS LINE. FOR SCHOOL ADMINISTRATIVE USE ONLY

Return completed form to: 1715 Vine Ave., Riverside, IA 52327, Attn: D. DeWolf

Annual Income Conversion

x52

Weekly

x26

Bi-Weekly

x12

Monthly

Yearly

Total Income: \$

Application #:

Date Received:

Household Size:

ERROR PRONE APPLICATION

Signature and Effective Date of Determining Official

Signature and Date of Confirming Official

Signature and Date of Verification Follow-Up

Application	<input type="checkbox"/> Income	<input type="checkbox"/> Foster Child	<input type="checkbox"/> FIP/SNAP	<input type="checkbox"/> Head Start (confirmation required)	<input type="checkbox"/> Homeless/Migrant/Runaway-Local Official confirmation Required	
Eligibility Determination	<input type="checkbox"/> Free	<input type="checkbox"/> Reduced	<input type="checkbox"/> Free Milk	Application Denied	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Over Income Limits

<p>Low-Cost Health Insurance for Children</p> <p>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 and Hawki, 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 and address. Medicaid and Hawki 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 Hawki, you must tell us by completing the information below. If you want further information, you may call Hawki at 1-800-257-8563. Also, if you are already receiving Medicaid or Hawki, please sign below. This will avoid another contact.</p> <p>My signature below indicates I DO NOT want school officials to share information from my free and reduced price meal application with Medicaid or Hawki.</p> <p>Parent/Guardian Name (Printed) _____ Signature _____ Date _____</p>

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 Supplemental Nutrition Assistance Program (SNAP), 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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov
- *Do not mail applications to this address, only complaints of discrimination.**

This institution is an equal opportunity provider.

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

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 _____

Students Name(s): _____

Sources of Child Income	Earnings from Work (Adult Income Sources)	Public Assistance/Alimony/Child Support (Adult Income Sources)	All Other Income (Adult Income Sources)
<ul style="list-style-type: none">Earnings from workSocial Security (disability payments and survivor's benefits)Income from person outside the householdIncome from any other source	<ul style="list-style-type: none">Salary, wages, cash bonuses (before deductions or taxes)Net income from self-employment (farm or business)If you are in the U.S. Military:<ul style="list-style-type: none">a. Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)b. Allowances for off-base housing, food and clothing	<ul style="list-style-type: none">Cash Assistance from State/local governmentSupplemental Security IncomeUnemployment benefitsWorker's compensationAlimony or child support paymentsVeteran's benefitsStrike benefits	<ul style="list-style-type: none">Social SecurityDisability benefitsRegular income from trusts or estatesAnnuitiesInvestment incomeRental incomeRegular cash payments from outside household

Optional Supplemental Worksheet 2023-2024 Iowa Application for Free and Reduced Price School Meals/Milk

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

Child's First Name	MI	Child's Last Name	Date of Birth	Student		Child's School	Grade	Foster Child	Homeless, Migrant, Runaway	OPTIONAL	
				YES	NO					Ethnicity	Race
										H=Hispanic or Latino N=Non-Hispanic/Latino	A=Asian W=White I=American Indian/Alaskan Native B=Black/African American P=Native Hawaiian/Other Pacific Islander

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

Additional Adults in Your Household (Not listed on page 1)

Names of All Adult Household Members	Gross Earnings from Work/All Other Income				Gross Public Assistance/Child Support/Alimony				Gross Pension/Retirement			
	How Often? (mark "X" in box)				How Often? (mark "X" in box)				How Often? (mark "X" in box)			
First and Last Names. Include children who are temporarily away at school or in college.	Weekly	Bi-weekly	2x Month	Yearly	Weekly	Bi-weekly	2x Month	Monthly	Weekly	Bi-weekly	2x Month	Monthly
	\$				\$				\$			
	\$				\$				\$			
	\$				\$				\$			
	\$				\$				\$			
	\$				\$				\$			
	\$				\$				\$			

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 the 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 or 1040-SR and Schedule 1. Add together the amounts reported on the following lines:

Capital Gain or (Loss) Form 1040 or 1040-SR, LINE 7	\$ _____
Business Income or (Loss) Schedule 1 Part 1, LINE 3	\$ _____
Other Gains or (Losses) Schedule 1 Part 1, LINE 4	\$ _____
Rental real estate, royalties, partnerships, S corporations, trusts, etc. Schedule 1 Part 1, LINE 5	\$ _____
Farm Income or (Loss) Schedule 1 Part 1, LINE 6	\$ _____
TOTAL \$ _____	Gross Annual Income Before Any Deductions. Report in Step 3 under All Other Income (Computed Monthly Income \$ _____ Gross Annual Income ÷ 12)

