

# NORTH MAHASKA COMMUNITY SCHOOL

## 2022-2023 REGISTRATION PACKET



Office Hours:

Summer Hours (June 3, 2022 - August 9, 2022)

Elementary Office is Closed

HS Office 7:30 am to 3:30 pm; Closed on Friday

Regular Hours (starting August 10, 2022)

Elementary Office 7:40 am to 4:10 pm

HS Office 7:15 am to 3:45 pm

**SCHOOL START DATE IS WEDNESDAY AUGUST 24, 2022 - 8:15 AM TO 3:30 PM**

---

North Mahaska Community School District

PO Box 89 - 2163 135th Street

New Sharon, IA 50207

HS Ph# (641) 637-4187    Elem Ph# (641) 637-4041

## Table of Contents

<a href="#">New Staff Members</a> .....	2
<a href="#">Back to School Fair</a> .....	2
<a href="#">Elementary Open House</a> .....	3
<a href="#">7th Grade Orientation and iPad Roll Out</a> .....	3
<a href="#">Mrs. Livezey's - Superintendent - Welcome Back Letter</a> .....	3
<a href="#">Mrs. Livezey's - Superintendent - Welcome Back Letter Continued</a> .....	4
<a href="#">Mrs. Goemaat's Welcome Back to School Letter</a> .....	5
<a href="#">Mrs. Livezey's - Elementary Back to School Letter</a> .....	6
<a href="#">Mrs. Livezey's - Elementary Back to School Letter Continued</a> .....	7
<a href="#">Mrs. Livezey's - Elementary Back to School Letter Continued</a> .....	8
<a href="#">iPad Information</a> .....	9
<a href="#">Return to Learn</a> .....	10
<a href="#">Special Dismissals and No School Days - Inclement Weather Announcements</a> .....	11
<a href="#">2022-2023 School Registration</a> .....	12
<a href="#">School Registration Process</a>	
<a href="#">Existing Parents</a> .....	13
<a href="#">New Parents</a> .....	14
<a href="#">Communication Channel</a> .....	15
<a href="#">Elementary Supply List</a> .....	16-17
<a href="#">Jr./HS Supply List</a> .....	18
<a href="#">Student Health Requirement</a>	
<a href="#">Immunization Record</a> .....	19
<a href="#">Certificate of Immunization</a> .....	20
<a href="#">Dental</a> .....	21
<a href="#">Kindergarten and 3rd Grade Health Record</a> .....	22
<a href="#">7th Grade Health Record</a> .....	22
<a href="#">12th Grade Health Record</a> .....	22
<a href="#">New Nutrition Regulation for School Meals</a> .....	23
<a href="#">Free and Reduced Paperwork</a>	
<a href="#">Public Release</a> .....	24
<a href="#">Information Letter</a> .....	25-27
<a href="#">How to apply for Free and Reduced Price - School Meal / Milk</a> .....	28-31
<a href="#">2022-2023 Free and Reduced Application</a> .....	32-34
<a href="#">Annual Notices</a> .....	35-41
<a href="#">Regulation for Students Riding the Buses</a> .....	42
<a href="#">Bus Route Information</a> .....	43
<a href="#">Tentative 2022-2023 Bus Route</a> .....	44
<a href="#">Covid-19 Parent Response Questions</a> .....	46
<a href="#">August Activities Calendar</a> .....	48
<a href="#">September Activities Calendar</a> .....	49
<a href="#">Athletic Department Info</a>	
<a href="#">Practice - Football &amp; Volleyball</a> .....	50
<a href="#">Sports Physical</a> .....	50
<a href="#">Activity Passes</a> .....	50
<a href="#">ACT Test Dates</a> .....	50
<a href="#">Senior Calendars</a> .....	50
<a href="#">Mission / Vision / Equity Statement</a> .....	51

# New Staff Members

We would like to welcome the following staff members to North Mahaska Community School District:

Alexis DeVries - Language Arts  
Alexandra Doepp - Band  
Caitlyn Fank - Social Studies Jr/Sr High  
Paul Kessler - Science Jr/Sr High  
Molly Ray - Art K-12  
Mark Schroeder - Jr/Sr High PE, Jr High Girls Track Coach  
Courtney Schock - Library Associate  
Shelby Steen - Science Jr/Sr High  
Jilinda Van Utrecht - School Nurse  
Morgan Yang - 2nd Grade

We hope that you will make our new staff members feel at home. We are looking forward to working with them as they bring their expertise to our school and community.

## **School Starts Wednesday, August 24, 2022 8:15 am to 3:30 p.m.**

### **ELEMENTARY OPEN HOUSE**

We invite students and parents to our Back to School Night on Monday, August 22, 2022 from 2:00 p.m. to 6:00 p.m. At that time, students can bring their supplies to their classroom and get acquainted with their teacher. The parent handbook will also be available for you on-line at the NM website for you and your child. Printed copies of the handbook will be available upon request. If you have any questions, please feel free to contact your child's teacher or the elementary office at (641) 637-4041. The elementary office hours are Monday-Friday 7:40 a.m. to 4:10 p.m starting August 10, 2022.

A Title I parent meeting will be held at 5:30 pm in the elementary library on August 22, 2021. If your child is eligible for Title I services, we invite you to attend the meeting so we can share what's new in our Title I Programs and gather input from you as to how to best meet your child's needs.

### **7th GRADE ORIENTATION AND iPad NIGHT**

7th grade orientation will be August 22, 2022 at 6:00 p.m. in the auditorium, this will include 7th graders and new junior high and senior high students/parents that are new to the district. This will be followed by the iPad roll-out meeting with parents at 6:30 p.m.

# BACK TO



Register Online:  
Visit <https://bit.ly/3hRln3F>

or

scan the QR Code

**\*Registration closes July 27**



United Way  
of Mahaska Coun

## Mrs. Livezey's - Superintendent's Welcome Back Letter

Welcome North Mahaska Students, Parents, Staff, and Community Members! We are gearing up for the start of the 2022-2023 school year at North Mahaska. There are so many things to be excited about with the start of a new school year! Here are our top ten reasons to celebrate:

1. All of the teaching staff at North Mahaska Schools are eager to have students back in the classroom this fall with a normal start to the school year!
2. The students have an engaging preK-12 learning environment with **dedicated staff members who are all working towards the common goals** of preparing students to be college and / or career ready and **providing a positive learning environment for all**.
3. The construction project is finished and has brought about increased safety and security, new spaces, and a comfortable learning environment with air-conditioning!
4. The **PACT group (Parents and Community Together) provides enhanced educational opportunities for our students and staff** through their fundraising efforts! During the 2021-2022 school year they hosted a book fair, the elementary walk a thon, and staff appreciation! They also provided an outstanding trip for our 6th-8th grade students to the Omaha Zoo.
5. The **North Mahaska Education Foundation** continued to support our school by providing new resources for teachers to enhance student learning and hosting the Jace Race.
6. The **Athletic Boosters, Music Boosters, and FFA Advisory provided increased opportunities for students** by purchasing athletic equipment and uniforms, fundraising for band and vocal programs, hosting community events, and supporting students at the county and state fair.
7. Positive vibes were felt when multiple Parents, Students, and Staff shared they felt a **greater sense of pride and school spirit! #Warhawkpride365**
8. Through a partnership with Indian Hills Community College, students can also take over 150 college level classes earning both high school and college credit.
9. **The NM School Board is goal oriented and working diligently** on opportunities to enhance student learning and capitalize on financial incentives to save tax payers money.
10. The way students, staff, and families have persevered and stayed **strong together** through a global pandemic has been **nothing short of inspiring!** We were excited to get another full school year in the books!

*As we transition into a new school year and soon to be another graduating class with many more to follow, I assure you **North Mahaska School will continue to prepare students for success.** Today's workforce requires essential skills and concepts in critical thinking, effective communication, creativity, collaboration, flexibility and adaptability, productivity and accountability. **We will work diligently to provide students with these skills and take every opportunity to encourage, to motivate and to build a sense of community and well-being within our school. We invite you to take part in every opportunity you can to partner with us and help make each and every year a great one to remember at North Mahaska.***

***Serving the School & Community** -Angela Livezey, Elementary Principal/Superintendent*

Hello Warhawks,

It is with great pleasure that I welcome you and your family to the 2022-2023 school year at North Mahaska Junior-Senior High School! Work is already underway to prepare for **the opening of the new school year on Wednesday, August 24, 2022**. I hope that your summer has been enjoyable and relaxing thus far.

Social-Emotional Learning is an initiative that is being implemented throughout North Mahaska Schools. Students in grades kindergarten through twelfth will have regular opportunities to learn about and engage in lessons that promote character development and social and emotional learning. At the 7th-12th grade level, this learning will happen once a week during the Advisory period. Each grade level team of advisors will determine the social-emotional needs of the students in their respective grade levels.

Preparing students to be College and/or Career Ready is another priority at North Mahaska. Through the development of rigorous coursework aligned to the Iowa Core and implementation of high expectations, NM students will soar high!

As in years past, North Mahaska students will be tested in October and February on Measures of Academic Progress (MAP). This test covers reading, mathematics, and science topics and will serve as a data tool for teachers to plan for effective instruction as well as offer insight into students' strengths and areas for improvement. Students will also take the Iowa Statewide Assessment of Student Progress (ISASP) in March.

Parental involvement is a critical component of student success in school. Parent/Teacher Conferences will be held twice per school year. This is an opportunity to discuss your son/daughter's progress in the course(s) he/she is enrolled in, and address concerns and work with your child's teacher in order to maximize his/her opportunities in earning a quality education. We strongly encourage all parents to take advantage of these opportunities. If your student would like to attend, that is, of course, welcomed!

Parent-Teacher Conferences 2022-2023	Parent-Teacher Communications
<p><b>FALL 2022</b></p> <ul style="list-style-type: none"><li>October 25, 2022 - 3:30-7:30</li><li>November 1, 2022 - 3:30-6:30</li><li>November 3, 2022- 2:00-4:00 (1:30 Dismissal)</li></ul> <p><b>SPRING 2023</b></p> <ul style="list-style-type: none"><li>February 20, 2023 - 3:30-7:30</li><li>February 21, 2023 - 3:30-6:30</li><li>February 23, 2022 - 2:00-4:00 (1:30 Dismissal)</li></ul>	<p>Parents are encouraged to reach out to teachers with any questions or concerns about their student and/or their student progress.</p> <p>Teacher emails follow this pattern: lastnamefirstinitial@nmwarhawks.org</p> <p>Or you may call the HS office (641)637-4187 to request a call back or meeting with any teacher or administrator.</p>

The Student/Parent Handbook has had some additions/changes to policies that students and parents may want to make themselves aware of. Once the handbook has been approved by the school board, it will be available on the school website ([www.nmwarhawks.org](http://www.nmwarhawks.org)).

**Important Policies to Review:**

- Cell Phone Policy
- Senior Open Campus
- Junior Open Lunch
- Warhawk Study Table
- Attendance/Tardy Policies
- Dress Code
- Behavior/Consequences Matrix

**7th Grade & New Student Orientation will be held at 6:00 on Monday, August 22 with a parent meeting to follow.**

The 2022-2023 will be full of excitement, opportunities, and challenges. I look forward to meeting each task with poise, grace, and passion to move North Mahaska forward. I encourage you to join me with a positive, "can-do" attitude and growth mindset. I am looking forward to a fantastic year! Enjoy the rest of your summer and GO WARHAWKS!



Amber Goemaat  
Jr/Sr High School Principal

## **Mrs. Livezey's- Elementary Welcome Back Letter**

### **Greetings, Elementary Students and Parents! Welcome to the 2022-2023 School Year!**

I am looking forward to the 2022-2023 school year! Our motto is "Expect the Best" at North Mahaska, and we are prepared to provide the BEST! The **students** are what **makes our school** so much **FUN!!!** Our highly qualified staff is prepared to provide a **safe, positive** and **engaging school** environment! We believe your educational experience at NM will be outstanding, and we invite you to take part in every opportunity you can to **partner with us** and help prepare your child for educational success. It is our hope that **your child will come to school each day with curiosity and ready to learn!**

#### **Attendance Matters!**

"Studies show that missing just 10 percent or more of school -whether the absences are excused, unexcused or due to suspension -predicts lower levels of numeracy and literacy for students by third grade, class failures in middle school and higher levels of suspension. It can also lead to a higher likelihood that students will drop out of high school and will have lower levels of persistence in college."

The first day of school will be Wednesday, August 24. School starts at 8:15 a.m. and ends at 3:30 p.m. Those students eating breakfast will be allowed to enter the building at 7:45 and go directly to the elementary cafeteria for breakfast. Those students who do not plan to eat breakfast should not arrive at school before 7:55 and may enter the building between 7:55 and 8:10. The doors will be locked throughout the day. Access will be granted for students at 7:45. For those not eating breakfast, staff supervision is provided beginning at 7:55. Students entering the building prior to 8:00 a.m. and not eating breakfast, should report to the elementary gym. Students will be dismissed from the gym to go to their classroom at 8:00 a.m. Students entering the building after 8:00 a.m. may go directly to their classroom (or to breakfast if they need breakfast).

#### **Visitors During Lunch**

Our school is growing and the lunchrooms are typically full during the lunch period. If you plan to visit school and eat with your child, please call the office ahead of time to make arrangements.

#### **Parental Involvement**

We know research shows that one of the most consistent predictors of children's academic achievement and social adjustment are parent expectations of the child's education at school. We invite you to ask your child each day about their learning and to talk with them often about the importance of school. .

#### **Volunteers**

If you have time, we encourage you to volunteer at school. Teachers welcome volunteers to help them listen to students read, copy materials, make bulletin boards, practice math facts with students, or help on a field trip. For the safety of our students, all volunteers are subject to background checks.

#### **Back to School Night**

Back to School Night will be on Monday, August 23 from 2:00 pm to 6:00 pm. At this time, students can bring their supplies to their classroom and say hello to their teacher. The parent handbook will

be available on-line on the NM website at nmwarhawks.org. Please read the handbook and discuss it with your child. If you have any questions, please feel free to contact your child's teacher or the elementary office at 641-637-4041. The elementary office hours will resume normal office hours on Monday, August 9 from 7:40 a.m. to 4:10 p.m.

### **Title I Program for Reading**

If your child is eligible for Title I services, the Title I teacher, Mrs. Lindsay Thoreson, will be notifying you before the start of the school year. A Title I parent meeting will be held at 5:30 pm in the elementary library on August 22, 2022. If your child is eligible for Title I services, we invite you to attend the meeting so we can share what's new in our Title I Programs and gather input from you as to how to best meet your child's needs.

### **School Safety**

School safety is of utmost importance. We have taken many steps to ensure student and staff safety. Doors are locked throughout the day. As required by law, the school has an emergency operations plan. Staff members have been trained to respond to various emergency situations. Mahaska County Sheriff's Office partners with the school district to provide "school safety watch" during drop off and pick up times. Door sensors have been added to exterior doors to alert us when a door is propped open. We will continue to keep safety as a top priority.

### **Student Pick Up and Drop Off**

Safety is of utmost importance and while Driveline may be a bit of a challenge for parents, it is definitely worth it for the safety of our students!!! We are going to continue the pick up procedures for the 2022-2023 school year. Each family will need a number to be displayed during student pick up. The numbers will be distributed during back to school night on August 22.

Your help is needed in **ensuring student safety** with pick up and drop off.

#### **Please follow these steps during morning drop off:**

1. Do not leave your vehicle unattended in the circle drive. If you need to enter school with your child, please park in a designated parking space. Do not block the flow of traffic in the circle.
2. You may momentarily pull up to the circle drive of the elementary to drop your child Off on the sidewalk. Do not double park to drop students off. This creates danger for students.
3. **Please ensure you are adjacent to the side walk when you drop your child off to enter school.**

#### **Please follow these steps during STUDENT PICK UP at the end of the day:**

#### **Please do not arrive before 3:20 p.m. as buses need to enter the south drive for pick up.**

- Traffic will be ONE way once you get past the first entrance of the jr./sr. high on 2163-135<sup>th</sup> street. When you see the one way sign, parents should form two lines on 2163-135<sup>th</sup> street with their vehicle for student pick up.
- NM Staff will alert parents when it is time to move into the circle drive. Buses do not line up until 3:20. We can't move traffic up into the circle drive until the buses have lined up.

- Traffic will form two lines in the elementary circle drive, travel along the south side of the parked cars, and then exit onto 2163-135th street at the west end of the south parking lot. (see visual provided within this communication)
- Traffic will Park in the circle drive (two lines) for student pick up. Parents should stay in their vehicles and the students will come to you.
- Traffic will not move in the circle drive until all students in the pick up group are in the vehicle. It is anticipated there will be various pick up groups. Once all students have been loaded, the traffic attendant will remove the cones and signal that the traffic may exit.
- Each parent will be given an assigned number that is connected to their student's name. \*It is important to note that some families will have multiple numbers. All numbers should be displayed in a visible location in the front windshield. A staff member will come by and enter the number you have on display in your windshield into their driveline app. This will alert teachers to dismiss your student(s) to the pick up lane. Numbers will be sent home with your student at back to school night on August 22.
- **Once your student(s) is safely loaded, you will need to take down your number.** This alerts staff that your student is safely loaded.
- If you arrive for student pick up without your tag, you will need to park your vehicle and then verify through the office that you are approved for pick up.
- If you have designated other persons to pick up your student, you will be given an extra tag assigned to that person which will need to be given to them before they arrive at pick up.

### **Anticipating Potential Questions Regarding Student Pick Up At The End of Day-**

1. *Are parents allowed to walk up and pick their student up as they have done in the past?*  
The goal is to improve safety for students. No traffic is to be moving while students are moving. If parents are able to park (outside of the circle drive) in a designated angled parking space and use the sidewalk and crosswalk to exit the circle drive, they may still walk up and get their student. Please do not leave vehicles unattended on 2163-135th street.
2. *What happens if I am parked in the circle drive for student pick up and my student is not ready for dismissal?* If your student is not ready for dismissal, it is possible that you may be asked to exit the circle drive when the group of vehicles exits and then reenter the circle drive for pick up.
3. *If my student has an older sibling, are the younger siblings permitted to walk to the north parking lot to ride home with their siblings?* No. High school drivers who are picking up elementary students must drive to the designated pick up zone on the south side of the school. Please note, high school drivers picking up an elementary sibling will have to exit north from the north parking lot and then enter the south side pick up zone from the west end of 2163-135th street from Hwy 163.
4. *Where do I pick up my Jr./Sr. High Student?* Parents picking up jr./sr. high parents should pick their student on the west side of the jr./sr. high between the school and the softball field.

*If a parent currently picks up their student from the north parking lot along the east sidewalk, may they continue to do so? Yes, if you currently are picking up on the north side of the school and your child can be picked up directly from the east sidewalk, you may continue to do so.*

**Things to Remember:**

August 22: Back To School Night for PK-6 Grade Students 2:00 to 6:00 pm

August 22: Title I Parent Meeting in the Elementary Library 5:30 to 6:00

August 24: First Day of School for all **K-12** Students 8:15 to 3:30

August 29: First Day of 4 year old Preschool

September 5: Labor Day -No School

**\*CHANGE of Practice: 4 Year Old Preschool will run Monday through Thursday. Morning Class 8:15-11:15 AM & Afternoon Class 12:30-3:30 PM. No Preschool on Fridays**

The 2022-2023 school year promises to be a great year! I invite you to make it great by working together, handling challenges with a growth mindset and positivity, and fostering curiosity in your child!

Wishing you and your family all the best in the upcoming school year,

Angela Livezey

PK- 6 Elementary Principal / PK-12 Superintendent

**Monday, August 22 - Elementary Back to School Night (2:00-6:00 pm)**

Title I parent meeting in elementary media center (5:30 pm)

Grade 7 Orientation (6 pm) high school auditorium (including junior high and senior high students and parents new to the district) Computer orientation will follow for these same students.

First Day of School Wednesday, August 24 - 8:15 am to 3:30 pm

# 1:1 iPad Information

In the fall of 2022, orientation meetings will be held to roll out the 1:1 iPad program at North Mahaska. Every student in grades 7-12 will receive an Apple iPad for use throughout the school year. Included with the iPad will be a charger cord, and a protective carrying case with an identification tag.

**There is a \$25.00 iPad fee for all students 7-12 grade.**

**Parents of 7th graders and new students must attend the iPad meeting (August 22, 2022) and sign the required paperwork in order for the iPad to be issued.**

iPads will not be issued until the first week of school. Parent meetings listed above will introduce students and their parents/guardians to the general program philosophy, equipment to be issued, care of the equipment, acceptable use policy, cyber-safety, costs and discipline measures. Parents/guardians of students new to the system and those wishing to take a refresher should also attend the August 22nd meeting at 6:30pm.

We are excited to be able to offer this tremendous educational resource for our students. Not only will it allow for expanded educational opportunities now, but it will also prepare them for the future. The iPad is a tool used in almost every aspect of life and work. It is important that our students know how to best utilize the opportunities it presents, how not to misuse it and general etiquette in using technology.

If your child had an iPad last year, you may sign and return the form without attending the August 22nd roll out meeting. **Parents of 7th graders and new students that are Jr/Sr high must attend the meeting.**

## **Some families eligible for discounted broadband service**

Families whose children participate in the free or reduced-price lunch and breakfast programs at school may qualify for a \$50-a-month discount on broadband internet service under a temporary program administered by the Federal Communications Commission (FCC). In addition, [Pell Grant](#) recipients may be eligible for the discount, as well.

Households with a child who has received approval for benefits under the National School Lunch Program (NSLP) or the School Breakfast Program (SBP), including a child who attends a school participating in the U.S. Department of Agriculture's (USDA) Community Eligibility Provision (CEP), during the 2019-20 and 2020-21 school years are now eligible for the FCC's [Emergency Broadband Benefit Program](#) (EBB Program). Pell Grant recipients, who are usually undergraduates with exceptional financial need, also qualify for the FCC's EBB Program to help pursue postsecondary education if they received their grant during the 2020-21 award year.

In addition, each participating household may also receive a one-time discount of up to \$100 for one connected device – a laptop, desktop, or tablet computer – where available from a participating broadband provider, as long as the household contributes between \$10 and \$50 towards the cost of the device.

Eligible families of K-12 students and eligible Pell Grant recipients can apply for the discount [online](#), via mail, or through a participating service provider. Eligible households can find participating internet service providers in their area by entering their zip code into the [Companies Near Me tool](#)

## Special Dismissals and No School Days for 2022-2023

September 5 (Monday)	No School - Labor Day
September 19 (Monday)	No School - Professional Development Day
September 28 (Wednesday)	1:30 Dismissal for Professional Development Day
October 25 (Tuesday)	Parent - Teacher Conference 3:30-7:30
November 1 (Tuesday)	No School - Professional Development Day Parent - Teacher Conferences 3:30-6:30
November 3 (Thursday)	1:30 Dismissal Parent - Teacher Conference 1:45-4:00
November 4 (Friday)	No School - Teacher Comp Day for Parent - Teacher Conference
November 23-25	No School - Thanksgiving Holiday
December 22 (Thursday)	No School - Teacher Professional Development
December 23 - January 2	No School - Winter Break
January 3 (Tuesday)	No School - Teacher Professional Development
January 16 (Monday)	No School
January 25 (Wednesday)	1:30 Dismissal - Teacher Professional Development
February 17 (Friday)	No School - Teacher Professional Development
February 20 (Monday)	Parent - Teacher Conference 3:30-7:30
February 21 (Tuesday)	Parent - Teacher Conference 3:30-6:30
February 23 (Thursday)	1:30 Dismissal Parent - Teacher Conference 1:45-4:00
February 24 (Friday)	No School - Teacher Comp Day for Parent - Teacher Conference
March 13 (Monday)	No School
March 14 (Tuesday)	No School - Teacher Professional Development
March 22 (Wednesday)	1:30 Dismissal - Teacher Professional Development
April 7 (Friday)	No School - Spring Break
April 10 (Monday)	No School - Spring Break
April 26 (Wednesday)	1:30 Dismissal - Teacher Professional Development
May 19 (Friday)	1:00 Dismissal - Last Day of School

Some of these days may be subject to change should it be necessary to make up days. Any dates after May 19th may be used as make-up days if needed.

### Inclement Weather Announcements

Watch for notes brought home by your children regarding any changes of schedule due to in-service, weather or other emergencies. Postings will be made on the school website. You can sign up for email notifications on the KCCI channel 8 web site and text alerts from NM by adding your email address through the school registration process. School closings and early dismissals will be announced over the following stations:

<b>TV</b>	WHO Channel 13	WOI Channel 5	KCCI Channel 8
<b>Radio</b>	KBOE 740 AM & 104.9 FM	NM Facebook Page	nmwarhawks.org

## 2022-23 Registration Fees

The USDA has ended the free lunch and breakfast meal program for all students. Parents/Guardians are encouraged to fill out the free and reduced lunch form. The price for student breakfast and lunch will be released once the USDA releases the food reimbursement amounts.

**Please Note, funding for our school as a whole increases with each approved free and reduced lunch application.**

**Breakfast/Lunch and Milk prices for the 2022-2023 school year are as follows:**

	<b>Breakfast</b>	<b>Lunch</b>	<b>Milk</b>	<b>Reduced Breakfast</b>	<b>Reduced Lunch</b>
<b>Students</b>	\$0.00	\$0.00	\$.40 single carton	\$0.00	\$0.00
<b>Adults</b>	\$2.05/day	\$4.13/day	\$.40 single carton		

**Student fees for 2022-2023 school year are as follows:**

Textbook Fees K-12:	\$45.00 per student	iPad Fee 7-12	\$25.00 per student
Vocal Supply Fee 7-12	\$5.00 per student	Class Dues 7-12	\$5.00 per student
Music Text Fee K-6	\$5.00 per student	FFA Membership	\$20.00 per student
Band Supply Fee 5-12	\$5.00 per student		

**\*\*\*All fees past and present are due by Wednesday August 24, 2022 and must be paid before students may take laptops home.\*\*\***

### Nutrition Fund Balance

The Nutrition Program is an individual student lunch account. Please keep money in your child/children's account. Lunch account deposits must be made before 9:00 a.m. to be credited for that day. Parents need to keep track of student's lunch accounts and keep them from going too far in debt. Payment arrangements must be made or payment in full if any account gets to a negative \$6.00. You may call the school at any time to find out your lunch balance. Parents/Guardians that have access to the internet can at any time look up their child/children's account on PowerLunch.

### Insurance

Our school no longer offers school insurance. If you are in need of insurance please go to Hawk-I insurance's webpage. The link is: [www.dhs.iowa.gov/hawki](http://www.dhs.iowa.gov/hawki). If you are interested you can go to their link and either download and print off their application and mail it into them, or you can fill it out right on their website. If you have any questions regarding this insurance please call Hawk-I's toll free number 1-800-257-8563.

### Parent/Guardian Access

### Powerschool Address

North Mahaska's PowerSchool Student Information system server is hosted off-site by Grant Wood AEA. To access your child's information in PowerSchool, go to the following URL.

<https://n-mahaska.powerschool.com/>. Note on email access: Please make sure that you have a current and functioning email address entered in PowerSchool if you desire to receive automated reports on

grades, early/late dismissals, lunch balances, etc. Parents must sign up for automated reports. The school cannot sign you up. There is also an App available for Android and Apple phones and tablets/iPads called, Pearson PowerSchool Parent App. The iPhone and Android phones work with the PowerSchool for Parent App.

If you go to the App store and search for: PowerSchool for Parent. Then open the App: Under District Code, click on, Where is my district code. On the bottom of the next screen, select, Search for Your District. Under District, Type: North Mahaska, search, select-North Mahaska Community Schools.

**STOP !! REGISTRATION WILL OPEN AUGUST 1.**

**PLEASE MAKE SURE THAT WHEN YOU ARE REGISTERING YOUR STUDENT(S), THAT YOU CHECK YOUR EMAIL ADDRESS, PHONE NUMBER AND ALL LEGAL GUARDIANS ARE LISTED UNDER CONTACTS. (NAME, ADDRESS AND PHONE NUMBERS)**

## 2022-2023 SCHOOL REGISTRATION

\*\*\*\*\*

**NM School is utilizing an electronic registration process through PowerSchool again this year.**

The registration process is different for parents who already have logins to PowerSchool than it is for parents who do not have logins. Please follow the directions listed below and let us know if you have any questions. You may contact the high school office at 641-637-4187 between the hours of 7:30 am until 3:30 pm through August 9th and then 7:15 to 3:45 pm. after August 9, 2022.

**Why the online registration process?** The electronic registration does not cost the district any additional dollars. It saves time for both parents and school employees. Parents can now register all of their students at once. School employees will no longer have to enter in all of the student information by hand, saving time and money and by reducing the risk of entering incorrect information into the system.

**What will I need to register my students?** You will need to access the North Mahaska Website through an electronic device and the internet.

**What happens if I don't have a computer or the internet at home? Can I still register by paper?** We are sorry, but you will no longer be able to register by paper. All parents/guardians will need to register their students on-line. If you need assistance, please plan to register in the high school office from 7:30 to 3:30 starting August 1. There will be computer stations set up and office staff available to assist you. The office staff will be glad to assist you with E-registration. If you have any questions, please feel free to contact us at 641-637-4187.

\*\*\*\*\*

### **EXISTING PARENTS:**

- \* You have students already attending North Mahaska Community Schools
- \* You want to register all of your children at once for next year
- \* Go to <https://n-mahaska.powerschool.com>
- \* If you have an existing students enrolled, but you don't have a Parent Portal Account, contact our

District office at 641-637-4187 to set one up.

- \* Registering through the Parent Portal will save you from entering all of your information again.

### **STEP 1-REGISTRATION PROCESS**

- \* Log in through: <https://n-mahaska.powerschool.com>
- \* Complete the online registration form
- \* Verify household, parent and emergency contact information, students first, middle and last name
- \* Confirm existing student enrollments for 2022-2023
- \* Add additional students to be enrolled for 2022-2023
- \* Provide updated state health requirements for the school nurse
- \* Return all forms that need an original signature

### **STEP 2-OPTIONAL WAYS TO PAY FEES- ALL FEES DUE AUGUST 15, 2022**

- \* Print out the fees and milk account form and return to school with cash or check
- \* Registration fees and lunch money can be paid online during the online Powerschool registration process and at any time during the school year by clicking on the "RevTrak" link in your child's PowerSchool account
- \* Pay all outstanding fees before school starts
- \* Optional-you can add money to your students lunch account in the office or through PowerSchool

### **STEP 3 CELEBRATE!!!**

- \* You are done with registration!!!
- \* Sit back, relax and enjoy your summer because this task is completed!

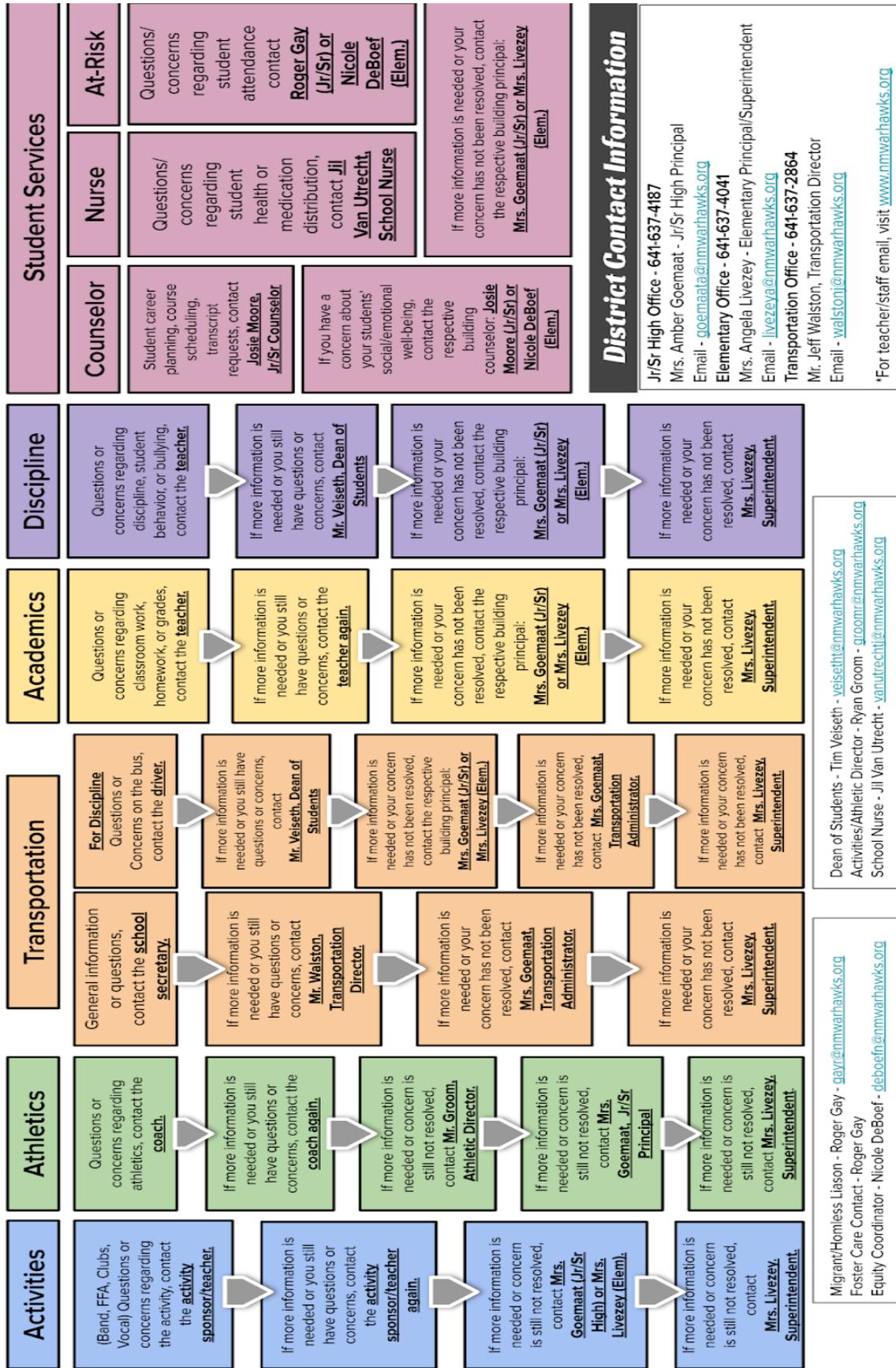
### **NEW PARENTS:**

Contact the high school office at 641-637-4187 between the hours of 7:30 and 3:30 if you need to come in and register. There will be computer stations for parents to use to register their students.

**SCHOOL STARTS ON WEDNESDAY AUGUST 24, 2022  
8:15 A.M. TO 3:30 P.M.**

# North Mahaska Community Schools Communication Flow Chart

Where do you go with a question or concern?



**- Expect The Best -**  
 From our Staff, Students, and Community

**PROUD TO BE WARHAWKS!!!!**



# NORTH MAHASKA ELEMENTARY SCHOOL STUDENT SUPPLY LIST 2022-2023

NO BACKPACKS ON WHEELS, ONLY SMALL BACKPACK TO FIT IN LOCKER.

## Kindergarten

- \*4 Black expo markers
- \*Old sock (for eraser)
- \*(4) pkgs of 8 crayons – standard colors. NO FAT crayons, please.
- \*1 Small Bottle of Elmer's glue and 6 glue sticks
- \*2 boxes Kleenex
- \*1 pkg. washable crayola markers – standard colors
- \*1 pair of Fiskars scissors
- \* Headphones
- \* Plain pencil box – no pencil bags, please
- \* Backpack
- \*1 container disinfecting wipes
- \*PE shoes to leave at school

## First Grade

- \*Box 24 crayons
- \*2 Highlighters (any color)
- \*8 BLACK Expo white board markers
- \*Old sock for eraser
- \*Fiskar scissors
- \*6 glue sticks
- \*Pencil box 8"x5"
- \*2 Pink erasers
- \*24 Ticonderoga pencils
- \*2 box Kleenex
- \*1 blue pocket folder
- \*1 composition notebooks
- \*1 pair of headphones (NO earbuds)
- \*1 container disinfecting wipes
- \*PE shoes to leave at school
- \*Optional – 1 set thin washable markers
- \*Quarter Ziplock

## Second Grade

- \*Crayons-24 pack
- \*24 yellow ticonderoga #2 pencils
- \*2 pink erasers
- \*Pencil box
- \*Scissors
- \*4 glue sticks
- \*3 composition notebooks
- \*4 BLACK Expo white board markers
- \*Old sock for eraser
- \*3 pocket folders (any kind)
- \*1 BLUE pronged pocket folder
- \*1 pair of headphones
- \*2 highlighters
- \*1 container of disinfectant wipes
- \*1 box of tissues
- \*PE shoes to leave at school
- Boys: 1 box of sandwich baggies
- Girls: 1 box of snack baggies
- \*Optional: markers or colored pencils

## Third Grade

- \*1 Composition Notebook, wide line
- \*2 plastic pocket folder with prongs
- \*Colored pencils
- \*Pencils-1 package Ticonderoga "World's Best Pencil" (pre-sharpened)
- \*Eraser (rectangle)
- \*Scissors
- \*Kleenex-1 box
- \*Expo white board markers, 8 pack
- \*Old sock for eraser
- \*2 pack glue sticks
- \*Small pencil box
- \*1 container disinfecting wipes
- \*1 pair of earbuds in gallon-size Ziploc bag, labeled with child's name
- \*P.E. shoes to leave at school
- \*Optional: 1 box of gallon or quart Ziploc bags, 1 box of markers, 3x3 sticky note pads, pencil top erasers

## Fourth Grade

- \*1 LARGE zippered pencil pouch
- \*Colored pencils and markers
- \*1 composition notebook (wide-lined)
- \*1 pack wide-ruled loose leaf notebook paper
- \*3 pocket folders with prongs - any color
- \*1 pocket folder - no prongs-any color
- \*1 package of 3x3" sticky notes - any color
- \*3 small boxes of #2 pencils
- \*2 large erasers (any color)
- \*4 black dry erase markers
- \*Old sock (for eraser) (optional)
- \*2 red checking pens
- \*Scissors – 8" large handle
- \*1 container of disinfecting wipes (optional)
- \*1 pair of earbuds or headphones
- \*6 glue sticks
- \*PE shoes to leave at school (required, not optional)
- \*Boys – 2 boxes of Kleenex (optional)
- \*Girls – 1 box of quart or gallon sized ziplock bags (optional)
- \* Please do not send hand sanitizer, we have PLENTY.
- \* Some supplies will need to be replenished throughout the year.

## Fifth Grade

- \*Pencils (mechanical or wooden for personal use)
- \*1 package of community pencils
- \*2 Highlighters
- \*10 whiteboard markers
- \*2 pens any color
- \*2 packages of 3x3 sticky notes
- \*2 boxes of tissues
- \*2 boxes of colored pencils
- \*2 glue sticks
- \*1 box of crayola markers (any brand)
- \*1 pair of headphones or earbuds
- \*1 large size pencil pouch
- \*1 pair of scissors
- \*1 composition notebook
- \*3 spiral notebooks
- \*5 pocket folders
- \*Flexi-ruler
- \*TI30Xa Calculator (or similar)
- \*PE Shoes
- \*Optional-sandwich size ziploc bags, hand sanitizer, and Clorox wipes

## Sixth Grade

- \*4 spiral notebooks
- \*4 folders
- \*1 package of large erasers (community supply)
- \*Headphones or earbuds
- \*TI30xa calculator (\$9.00)
- \*1 pack of pencils ( No 2 Ticonderoga brand, or, mechanical)
- \*1 pack of square sticky notes
- \*Scissors
- \*4 ink pens (any color)
- \*Pencil pouch
- \*PE shoes
- \*1 package of colored pencils
- \*Clorox wipes
- \*Box of Kleenex
- \*Boys-packages of glue sticks/bottle of glue
- \*Boys- Expo markers (pack of 4)
- \*Girls-1 package of sharpies (any color)
- \*Girls-1 package of lined loose leaf paper

### \*Optional:

- Personal pencil sharpener
- Sharpies
- Pencil Top Erasers

**4-year-old Preschool School Supply List 2022-2023**

1. Large backpack, large enough for a daily take home folder, student projects and snow pants/boots during winter months! \*Please include a change of clothes in a large Zip Lock bag with your child's name on the bag to stay in your child's backpack. You are encouraged to switch out the clothes for the changing weather/seasons. Please write your child's name on his/her backpack.
2. Velcro or Slip-On shoes rather than shoes that need to be tied for the gym, to be kept at school. They do not need to be new, just clean. Please write your child's name on the shoes.
3. 2 Big Containers of Disinfecting Wipes – (Clorox or Lyso)
4. Large Crayola Crayons

**Any of the below items would also be appreciated (your choice)**

**A.M. Class**

Napkins  
Styrofoam or Paper Bowls  
Plastic Knives  
White Card Stock Paper

**P.M. Class**

Paper Towels  
Paper Plates (any size)  
Bottles of Elmer's Glue  
Crayola Markers (fat or thin)

**Optional for either class -**

**Craft items for our Art Center & Projects**

Craft Foam (sheets or cut outs), Stickers, Buttons, Feathers, Small Box of Chalk (white or colored), Wooden Cut Outs, Material, Craft Eyes, Yarn, Ribbon, Rick Rack or any other fun items that will spark a preschooler's creativity.

**\*SCHEDULE CHANGE: 4 Year Old Preschool**

**MONDAY THROUGH THURSDAY**

**MORNING CLASS: 8:15-11:15 AM**

**AFTERNOON CLASS: 12:30-3:30 PM**

**NO PRESCHOOL ON FRIDAY**

## JH/HS Supply List 2022-2023

### All JH/HS Students:

- Pencils
- Pens
- Pencil/Pouch
- Binder or Accordion-style folder/organizer

\*You will notice several courses indicating the need for a folder. If you utilize an accordion-style folder/organizer, that will fulfill the need for multiple folders.

\*All JH students will be given a planner to help with organization. These will be also available for any 9-12 student who would like one as well. If you would like a planner, please check with the Jr/Sr High office. All students are encouraged to develop a way of organizing and keeping track of assignments/due dates.

*\*Please consider donating kleenex & Clorox wipes to your student's homeroom/advisor.*

### Supply Lists by Subject Area/Teacher

<u>Math</u>	<u>Science</u>	<u>Social Studies</u>
<p><b>Mr. Kelderman (7th, 8th, G. Math)</b> Any sort of Texas Instruments or Casio calculator JH Math - 3 ring binder just for math</p> <p><b>Mr. Streebin (HS Math)</b> TI-30 X II S or TI-30XS Calculator</p>	<p><b>Ms. Steen (7th; Phys. Sci.; Anatomy/Physi; Comp. Sci.)</b> Blue/Black ink pen (NOT gel) 3 ring binder just for Science (minimum 1 ½ in) Grid Style Composition Notebook Basic scientific calculator (TI30X)</p> <p><b>Mr. Kessler (8th; Biology; Env. Sci; Chem.)</b> Basic scientific calculator (TI30X) College Ruled Notebook Pens (red, black, blue) 3-Ring Binder just for Science (minimum 1 ½ in)</p>	<p><b>Mr. Bennett (Am. Hist to Present; Gov't; 8th Careers Expl)</b> Spiral Notebook &amp; folder for each class</p> <p><b>Ms. Fank(7th; 8th; Am. Hist to 1865)</b> Folder 7th Grade only:</p> <ul style="list-style-type: none"> <li>● Colored pencils</li> </ul>
		<u>CTE/Electives</u>
<u>English</u>	<u>CTE/Electives</u>	<p><b>Mrs. Johnson (Ag; 7th Ag Expl)</b> <i>*If in multiple Ag courses, get the same list for EACH course.</i> Composition Notebook Spiral Notebook Folder Sticky notes</p> <p><b>Mrs. Lee (FCS; 8th FCS Expl)</b> Spiral Notebook (at least 100 pages) (or sheets of loose notebook paper) Blue or Black pens Highlighter <i>For FCS Class only:</i></p> <ul style="list-style-type: none"> <li>● Fabric - details to come in class - not needed for 1st day</li> </ul> <p><i>For FCS; Child Dev; Housing/Inter. only:</i></p> <ul style="list-style-type: none"> <li>● 12 pk colored pencils</li> </ul> <p><b>Ms. Martin (Spanish; 8th Spanish Expl)</b> Spiral Notebook (at least 80 pages) - will stay in Spanish classroom (may not be shared with another class) Folder blue or black pens</p>
<p><b>Mrs. Hite (English II)</b> 3 different colored highlighters Folder</p> <p><b>Mrs. Janicki (English III)</b> Spiral or Composition Notebook for each class (optional), pocket folder for each class, highlighter</p> <p><b>Ms. DeVries (English 7, 8, I)</b> Spiral Notebook or Composition Book Folder</p>	<p><b>Ms. Ray (Art; 8th Expl.)</b> Folder Notebook or Composition Book Pencil Pouch <i>For Painting &amp; Ceramics only:</i></p> <ul style="list-style-type: none"> <li>● Large Ziploc Freezer Bags</li> </ul> <p><i>For Drawing only:</i></p> <ul style="list-style-type: none"> <li>● Sketchbook</li> </ul> <p><b>Mr. Groom (Ind. Tech)</b> Spiral Notebook for each class</p> <p><b>Mrs. Groom (Business; 7th Health Expl)</b> Spiral Notebook &amp; folder for each class</p>	

## **REQUIRED REGISTRATION FORMS**

Pages 20-26 contain required registration forms that **must be printed, completed, and returned** to the high school office prior to the first day of school. If you do not have access to a printer at home, you may come to the high school office between the hours of 7:30 am and 3:30 pm to have them printed for you.

## IMMUNIZATION REQUIREMENTS

Applicants enrolled or attempting to enroll shall have received the following vaccines in accordance with the doses and age requirements listed below. If, at any time, the age of the child is between the listed ages, the child must have received the number of doses in the "Total Doses Required" column.

Institution	Age	Vaccine	Total Doses Required
<b>Licensed Child Care Center</b>	Less than 4 months of age	This is not a recommended administration schedule, but contains the minimum requirements for participation in licensed child care. <b>Routine vaccination begins at 2 months of age.</b>	
		Diphtheria/Tetanus/Pertussis	1 dose
	4 months through 5 months of age	Polio	1 dose
		haemophilus influenzae type B	1 dose
		Pneumococcal	1 dose
	6 months through 11 months of age	Diphtheria/Tetanus/Pertussis	2 doses
		Polio	2 doses
		haemophilus influenzae type B	2 doses
		Pneumococcal	2 doses
	12 months through 18 months of age	Diphtheria/Tetanus/Pertussis	3 doses
		Polio	2 doses
		haemophilus influenzae type B	2 doses if the applicant received 1 dose before 15 months of age; or 1 dose if received when the applicant is 15 months of age or older.
		Pneumococcal	3 doses if the applicant received 1 or 2 doses before 12 months of age; or 2 doses if the applicant has not received any previous doses or has received 1 dose on or after 12 months of age.
	19 months through 23 months of age	Diphtheria/Tetanus/Pertussis	4 doses
		Polio	3 doses
		haemophilus influenzae type B	3 doses, with the final dose in the series received on or after 12 months of age; or 2 doses if only 1 dose received before 15 months of age; or 1 dose if received when the applicant is 15 months of age or older.
		Pneumococcal	4 doses if the applicant received 3 doses before 12 months of age; or 3 doses if the applicant received 1 or 2 doses before 12 months of age; or 2 doses if the applicant has not received any previous doses or has received 1 dose on or after 12 months of age.
		Measles/Rubella <sup>1</sup>	1 dose of measles/rubella-containing vaccine received on or after 12 months of age; or the applicant demonstrates a positive antibody test for measles and rubella from a U.S. laboratory.
Varicella		1 dose received on or after 12 months of age, unless the applicant has a reliable history of natural disease.	
24 months of age and older	Diphtheria/Tetanus/Pertussis	4 doses	
	Polio	3 doses	
	haemophilus influenzae type B	3 doses, with the final dose in the series received on or after 12 months of age; or 2 doses if only 1 dose received before 15 months of age; or 1 dose if received when the applicant is 15 months of age or older. <b>Hib vaccine is not required for persons 60 months of age or older.</b>	
	Pneumococcal	4 doses if the applicant received 3 doses before 12 months of age; or 3 doses if the applicant received 2 doses before 24 months of age; or 2 doses if the applicant received 1 dose before 24 months of age; or 1 dose if the applicant did not receive any doses before 24 months of age. <b>Pneumococcal vaccine is not required for persons 60 months of age or older.</b>	
	Measles/Rubella <sup>1</sup>	1 dose of measles/rubella-containing vaccine received on or after 12 months of age; or the applicant demonstrates a positive antibody test for measles and rubella from a U.S. laboratory.	
	Varicella	1 dose received on or after 12 months of age, unless the applicant has had a reliable history of natural disease.	
<b>Elementary or Secondary School (K-12)</b>	4 years of age and older	Diphtheria/Tetanus/Pertussis <sup>4,5</sup>	3 doses, with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if the applicant was born on or before September 15, 2000 <sup>2</sup> ; or 4 doses, with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if the applicant was born after September 15, 2000, but on or before September 15, 2003 <sup>2</sup> ; or 5 doses with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if the applicant was born after September 15, 2003 <sup>2,3</sup> ; and 1 time dose of tetanus/diphtheria/acellular pertussis-containing vaccine (Tdap) for the applicant in grades 7 and above, if born after September 15, 2000; regardless of the interval since the last tetanus/diphtheria-containing vaccine.
		Polio	3 doses, with at least 1 dose received on or after 4 years of age if the applicant was born on or before September 15, 2003 <sup>7</sup> ; or 4 doses, with at least 1 dose received on or after 4 years of age if the applicant was born after September 15, 2003 <sup>6</sup> . <b>Polio vaccine is not required for persons 18 years of age or older.</b>
		Measles/Rubella <sup>1</sup>	2 doses of measles/rubella-containing vaccine: the first dose shall have been received on or after 12 months of age; the second dose shall have been received no less than 28 days after the first dose; or the applicant demonstrates a positive antibody test for measles and rubella from a U.S. laboratory.
		Hepatitis B	3 doses
		Varicella	1 dose received on or after 12 months of age if the applicant was born on or after September 15, 1997, but born on or before September 15, 2003, unless the applicant has had a reliable history of natural disease; or 2 doses received on or after 12 months of age if the applicant was born after September 15, 2003, unless the applicant has a reliable history of natural disease <sup>8</sup> .
		Meningococcal (A, C, W, Y)	1 dose of meningococcal vaccine received on or after 10 years of age for the applicant in grades 7 and above, if born after September 15, 2004; and 2 doses of meningococcal vaccines for the applicant in grade 12, if born after September 15, 1999; or 1 dose if received when the applicant is 16 years of age or older.

<sup>1</sup> Mumps vaccine may be included in measles/rubella-containing vaccine.

<sup>2</sup> DTaP is not indicated for persons 7 years of age or older, therefore, a tetanus and diphtheria-containing vaccine should be used.

<sup>3</sup> The 5<sup>th</sup> dose of DTaP is not necessary if the 4<sup>th</sup> dose was administered on or after 4 years of age.

<sup>4</sup> Applicants 7 through 18 years of age who received their 1<sup>st</sup> dose of diphtheria/tetanus/pertussis-containing vaccine before 12 months of age should receive a total of 4 doses, with one of those doses administered on or after 4 years of age.

<sup>5</sup> Applicants 7 through 18 years of age who received their 1<sup>st</sup> dose of diphtheria/tetanus/pertussis-containing vaccine at 12 months of age or older should receive a total of 3 doses, with one of those doses administered on or after 4 years of age.

<sup>6</sup> If an applicant received an all-inactivated poliovirus (IPV) or all-oral poliovirus (OPV) series, a 4<sup>th</sup> dose is not necessary if the 3<sup>rd</sup> dose was administered on or after 4 years of age.

<sup>7</sup> If both OPV and IPV were administered as part of the series, a total of 4 doses are required.

<sup>8</sup> Administer 2 doses of varicella vaccine, at least 3 months apart, to applicants less than 13 years of age. Do not repeat the 2<sup>nd</sup> dose if administered 28 days or greater from the 1<sup>st</sup> dose. Administer 2 doses of varicella vaccine to applicants 13 years of age or older at least 4 weeks apart. The minimum interval between the 1<sup>st</sup> and 2<sup>nd</sup> dose of varicella for an applicant 13 years of age or older is 28 days.



# Iowa Department of Public Health CERTIFICATE OF DENTAL SCREENING

This certificate is not valid unless all fields are complete.  
RETURN COMPLETED FORM TO CHILD'S SCHOOL.

### Student Information (please print)

Student Last Name:	Student First Name:	Birth Date (M/D/YYYY):
--------------------	---------------------	------------------------

### Screening Information (health care provider must complete this section)

**Date of Dental Screening:** \_\_\_\_\_

**Treatment Needs (check ONE only based on screening results, prior to treatment services provided):**

**No Obvious Problems** – the child’s hard and soft tissues appear to be visually health and there is no apparent reason for the child to be seen before the next routine dental checkup.

**Requires Dental Care** – tooth decay<sup>1</sup> or a white spot lesion<sup>2</sup> is suspected in one or more teeth, or gum infection<sup>3</sup> is suspected.

**Requires Urgent Dental Care** – obvious tooth decay<sup>1</sup> is present in one or more teeth, there is evidence of injury or severe infection, or the child is experiencing pain.

<sup>1</sup> Tooth Decay: A visible cavity or hole in a tooth with brown or black coloration, or a retained root.  
<sup>2</sup> White spot lesion: A demineralized area of a tooth, usually appearing as a chalky, white spot or white line near the gumline. A white spot lesion is considered an early indicator of tooth decay, especially in primary (baby) teeth.  
<sup>3</sup> Gum infection: Gum (gingival) tissue is red, bleeding, or swollen.

**Screening Provider (check ONE only):**

DDS/DMD    RDH    MD/DO    PA    RN/ARNP   (High school screen must be provided by DDS/DMD or RDH)

Provider Name: (please print) \_\_\_\_\_ Phone: \_\_\_\_\_

Provider Business Address: \_\_\_\_\_

Signature and Credentials of Provider or Recorder\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Recorder: An authorized provider (DDS/DMD, RDH MD/DO, PA, or RN/ARNP) may transfer information on this form from another health department. The other health document should be attached to this form.

A screening does not replace an exam by a dentist.  
Children should have a complete examination by a dentist at least once a year.  
**RETURN COMPLETED FORM TO CHILD'S SCHOOL.**

Iowa Department of Public Health • Oral Health Delivery Systems  
515-242-3683 • 866-528-4020 • <https://idph.iowa.gov/ohds>  
A designee of the local board of health or Iowa Department of Public Health may review this certificate for survey purposes.

## **Kindergarten Enrollment Requirements**

1. **Immunization record** (must be up to date for kindergarten not pre-school)
2. **Mandatory Lead Testing** - All children enrolling are required to have at least one lead test.
3. **Vision Screening Requirements** - Each public or accredited nonpublic school shall forward to the Iowa Department of Public Health evidence of each Kindergartner's valid vision screening performed no earlier than 1 year prior to enrollment and no more than 6 months after the date of the child's enrollment. The school nurse can collaborate with community providers or conduct the screening themselves.
4. **Dental Screening Requirement** - All children enrolled are required to have a dental screening. There is no school exclusion with this mandated health screening. A school nurse may complete the Kindergarten Dental Screening.
5. **Physical**- Kindergarten students are asked to have their child seen by a Physician prior to starting school.

## **3<sup>rd</sup> Grade vision screening requirements**

**To be valid, a minimum of one child vision screening shall be performed no earlier than one year prior to the date of enrollment in 3rd grade and no later than six months after the date of the child's enrollment in 3rd grade. The NM school nurse performs this and satisfies this requirement.**

## **7th Grade Immunization Requirements**

Tetanus, Diphtheria, Pertussis (Tdap) Vaccination Requirement: Beginning the 2013-2014 school year and thereafter, students entering 7th grade and above if born on or after September 15, 2000, shall have a one-time dose of tetanus, diphtheria, acellular pertussis (Tdap) vaccine.

### **Meningococcal Secondary School Vaccination Requirement:**

Beginning the 2017-2018 school year and thereafter, Students entering 7th grade born on or after September 15, 2004 shall have one dose of meningococcal conjugate vaccine. There is no provisional period to implement this requirement.

## **9th Grade Requirement**

Dental Screening Requirement: All children enrolled in ninth grade are required to have a dental screening . There is no school exclusion. To access the certificate of dental screening form, exemption form, dental screening flyer, and link to find your community's regional I smile Coordinator go to: [School Dental Screenings](#)

## **12th Grade Immunization Requirement**

**Meningococcal (Meningitis) Secondary School Vaccination Requirement:** Beginning the 2017-2018 school year and thereafter, students entering 12th grade born on or after September 15, 1999 shall have two doses of meningococcal conjugate vaccine; or 1 dose if one dose was previously received when the student was sixteen years of age or older. There is no provisional period to implement this requirement if the student has received no meningococcal conjugate vaccine.

# KINDERGARTEN/PRESCHOOL PHYSICAL FORM

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Birthdate \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Parent or Guardian \_\_\_\_\_ Family Physician \_\_\_\_\_ Address \_\_\_\_\_ Gender \_\_\_\_\_

Medicine Taken Regularly \_\_\_\_\_ Conditions which could affect school activities \_\_\_\_\_

**PARENTS: Please complete the above area before taking to the doctor's office.**

Please check if your child has had the following illness:

1. Allergies  No  Yes to Medication \_\_\_\_\_ to Foods \_\_\_\_\_ Latex \_\_\_\_\_
2. Asthma  No  Yes Medication Name \_\_\_\_\_
3. Chicken Pox  No  Yes Disease Date \_\_\_\_\_
4. Diabetes  No  Yes \_\_\_\_\_
5. Ear Infections  No  Yes \_\_\_\_\_
6. Ear Tubes  No  Yes Date \_\_\_\_\_ Still in place? R \_\_\_\_\_ L \_\_\_\_\_ Both \_\_\_\_\_
7. Pneumonia  No  Yes Date \_\_\_\_\_ Hospitalized? \_\_\_\_\_
8. Tonsillitis  No  Yes \_\_\_\_\_

## PHYSICAL EXAM

Height (inches) \_\_\_\_\_ Weight (lbs) \_\_\_\_\_ Hgb \_\_\_\_\_ UA \_\_\_\_\_ Lead \_\_\_\_\_ General Appearance:  Healthy  
 Other \_\_\_\_\_ Posture:  Normal  Other \_\_\_\_\_ Nutrition:  Good  Fair  Poor \_\_\_\_\_  
 Nose & Throat  Normal  Other \_\_\_\_\_ Eyes & Ears  Normal  Other \_\_\_\_\_ Tonsils & Glands  Normal  Other \_\_\_\_\_  
 Heart & Lungs  Normal  Other \_\_\_\_\_ Abdomen  Normal  Other \_\_\_\_\_

### Pertinent Family History

Operations or Injuries \_\_\_\_\_

EXAMINED BY: \_\_\_\_\_ Date \_\_\_\_\_

DATE \_\_\_\_\_

NOTE: IMMUNIZATIONS CERTIFICATE, DENTAL CERTIFICATE AND KINDERGARTEN PHYSICAL ARE DUE WITH REGISTRATION FORMS!



**Iowa Department of Public Health**  
Protecting and Improving the Health of Iowans

---

Gerd W. Clabaugh, MPA  
Director

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

DATE: 2020-2021 School Year

TO: Parents/Guardians of Kindergarten or Third Grade students

FROM: Bureau of Family Health, Iowa Department of Public Health

TOPIC: Iowa's Child Vision Screening Law

Since 2015, the State of Iowa requires students entering kindergarten and third grade to provide proof of a child vision screening to their school. You are receiving this letter because, according to school records, there is not a child vision screening on file for your child.

Please schedule a vision screening for your child as soon as possible. The Certificate of Vision Screening form is attached. The front side can be completed by a doctor, a physician's assistant, an advanced registered nurse practitioner, a nurse, a school nurse, Prevent Blindness Iowa volunteer or Iowa KidSight and Lion's Club volunteers. The back side of the form is to be completed if your child receives a comprehensive eye exam from an eye doctor or ophthalmologist.

If your child has had a vision screening within the last year but has not yet turned in the results of the screening, please ask the person who provided the screening to complete the Certificate of Vision Screening or provide other proof of screening as soon as possible. Once completed, submit the form or proof of screening to the school nurse. "Other proof of screening" could be a copy of the child's most recent physical if a vision screening was provided, a letter from the child's eye doctor with the results of the vision screening, a copy of the results of an Iowa KidSight/Lion's Club volunteer photo screening, etc.

The intent of the child vision screening law is to improve the eye health of Iowa children. The child vision screening can help with early detection and treatment of visual impairment. Having good eye health makes children better learners in school.

Your attention to this matter is appreciated. Thank you!

For more information about the child vision screening law, you may contact the Iowa Department of Public Health at 1-800-383-3826. You may also read more about the program at <https://idph.iowa.gov/family-health/child-health/vision-screening>.



**Iowa Department of Public Health**  
**CERTIFICATE OF VISION SCREENING**  
 Pursuant with Iowa Code Chapter 641.52  
**RETURN COMPLETED FORM TO CHILD'S SCHOOL.**

**Student Information** (please print)

Student Last Name:	Student First Name:	Birth Date (M/D/YYYY):
Parent/Guardian Telephone Number:	Student Address:	
Zip Code:		

**Screening Information** vision testing requirements can be accomplished either through a screening (see below) or with a comprehensive eye exam (see other side). Screening provider must complete this section *or parents may attach a copy of vision screening results given to them by a provider.*

<p><b>Date of Vision Screening:</b> _____</p> <p><b>Result: (Please check):</b> <input type="checkbox"/> Pass or <input type="checkbox"/> Fail</p> <p><b>Testing method: (Please check)</b> <input type="checkbox"/> Vision Screening <input type="checkbox"/> Photo Screen <input type="checkbox"/> Other: _____</p> <p><b>Visual Acuity: (if available)</b> <input type="checkbox"/> With Correction <input type="checkbox"/> Without Correction</p> <p>Right Eye _____ Left Eye _____</p> <p><b>Referral to eye health professional: (Please check)</b> <input type="checkbox"/> Yes or <input type="checkbox"/> No</p>
--

Business Name/Source of Screening: (please print name of provider office or if provided by school nurse, name of school)

Provider Name: (please print) \_\_\_\_\_ Phone: \_\_\_\_\_

Signature and Credentials of Provider: \_\_\_\_\_ Date: \_\_\_\_\_

A parent or guardian of a child who is to be enrolled in a public or accredited nonpublic elementary school shall ensure the child is screened for vision impairment at least once before enrollment in Kindergarten **and** again before enrollment in the 3<sup>rd</sup> grade.

To be valid, a minimum of one child vision screening shall be performed no earlier than one year prior to the date of enrollment in Kindergarten and 3<sup>rd</sup> grade and no later than six months after the date of the child's enrollment in Kindergarten and 3<sup>rd</sup> grade.

**RETURN COMPLETED FORM TO CHILD'S SCHOOL.**

*Iowa Department of Public Health • Bureau of Family Health  
 FAX 515-725-1760 • 800-383-3826 • [www.idph.state.ia.us](http://www.idph.state.ia.us)*

12/12/18

## Eye Exam Section

Pursuant with Iowa Code Chapter 280.7A

**To the Parent or Guardian:** The Iowa Optometric Association strongly recommends that to fully assess the health of your child's visual system and prevent future learning problems associated with undetected vision problems, regular professional eye exams are essential. Experts estimate that 80% of learning is obtained through vision. **If you choose to** take your child to an eye care professional for a comprehensive eye exam, this side of the form should be filled out and signed by the eye care professional and returned to the school nurse or teacher by your child.

<b>Visual Acuity</b>	<b>At Distance</b>		<b>At Near</b>	
<input type="checkbox"/> Without correction	R20/	L20/	R20/	L20/
<input type="checkbox"/> With present correction	R20/	L20/	R20/	L20/
<input type="checkbox"/> With new correction	R20/	L20/	R20/	L20/

### External Eye Health

Normal     Other

### Internal Eye Health

Normal     Other

### Vision Analysis

**R      L**

- |                          |                          |                        |                          |                           |
|--------------------------|--------------------------|------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Normal eyesight        | <input type="checkbox"/> | Eye teaming difficulty    |
| <input type="checkbox"/> | <input type="checkbox"/> | Nearsighted (myopia)   | <input type="checkbox"/> | Crossed-eyes (strabismus) |
| <input type="checkbox"/> | <input type="checkbox"/> | Farsighted (hyperopia) | <input type="checkbox"/> | Eye focusing difficulty   |
| <input type="checkbox"/> | <input type="checkbox"/> | Astigmatism            | <input type="checkbox"/> | Sensitivity to light      |
| <input type="checkbox"/> | <input type="checkbox"/> | Amblyopia              |                          |                           |
| <input type="checkbox"/> |                          | Other _____            |                          |                           |

### Vision Correction Recommendations

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> No correction necessary           | To be worn for:                               |   |
| <input type="checkbox"/> No change in present prescription | <input type="checkbox"/> Constant wear        | <input type="checkbox"/> Near vision only |
| <input type="checkbox"/> New prescription needed           | <input type="checkbox"/> Distance vision only | <input type="checkbox"/> As needed        |

**To the Eye Care Professional:** Please sign and date this form after the examination.

Dr. Name (Please Print) \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

# NEW NUTRITION REGULATIONS FOR SCHOOL MEALS

There have been several new rules and regulations imposed on the nutrition program the last few years, and this year the trend continues. Along with stricter regulations of what can and cannot be served, total calorie count, sodium and sugar amounts, and ways that food can be prepared, we have also come under a formula that prescribes what we as a school district must charge for a reimbursable meal.

Adult prices for lunch will be \$4.15 and \$2.05 for breakfast for the 2022-2023 school year.

---

## SCHOOL BREAKFAST

Breakfast is the most important meal of the day. It breaks" the night's "fast" by replacing the energy reserves used overnight. School-aged children, especially teens are the biggest "breakfast skipper".

## BENEFITS OF EATING BREAKFAST

- Gives your body the energy it needs.
- Helps achieve and maintain a healthy weight.
- May decrease your risk of being overweight.
- May help improve your mood.
- May help control overeating throughout the day.
- Helps you do better in mathematical tests and matching activities.
- May reduce early morning fatigue.
- May improve your behavior
- Contributes to our ability to learn!

## SCHOOL BREAKFAST

- The School Breakfast Program offers students healthy and nutritious meals at school that follow strict nutritional requirements.
- School Breakfast Program meals meet the current Dietary Guidelines for Americans and must provide at least 1/4 of a child's daily requirements for calories, protein, calcium, iron, vitamin A, and Vitamin C.
- Generally, a school breakfast will contain milk, fruit or 100% juice, and a main dish or item that includes grains and/or protein source.
- Children who eat breakfast show an increased ability to learn, better academic performance and may have a decreased risk of being overweight.
- Any school age child can take advantage of the School Breakfast Program.
- The same meals are offered to children who pay full price and to children who take part in the free and reduced meals programs. Children who qualify for free or reduced priced meals are not singled out publicly or otherwise identified.

### Public Release for Schools Operating the National School Lunch and Breakfast Program

The Iowa Department of Education, Bureau of Nutrition and Health Services, has finalized its policy for free and reduced price meals for children unable to pay the full price of meals served under the National School Lunch Program, School Breakfast Program, Special Milk Program and the Afterschool Care Snack Program.

State and Local school officials have adopted the following family size and income criteria for determining eligibility:

#### INCOME ELIGIBILITY GUIDELINES Effective 7-1-2022

Household Size	Free Meals					Reduced Price Meals				
	Yearly	Monthly	Twice a Month	Every two weeks	Weekly	Yearly	Monthly	Twice a Month	Every two weeks	Weekly
1	17,667	1,473	737	680	340	25,142	2,096	1,048	967	484
2	23,803	1,984	992	916	458	33,874	2,823	1,412	1,303	652
3	29,939	2,495	1,248	1,152	576	42,606	3,551	1,776	1,639	820
4	36,075	3,007	1,504	1,388	694	51,338	4,279	2,140	1,975	988
5	42,211	3,518	1,759	1,624	812	60,070	5,006	2,503	2,311	1,156
6	48,347	4,029	2,015	1,860	930	68,802	5,734	2,867	2,647	1,324
7	54,483	4,541	2,271	2,096	1,048	77,534	6,462	3,231	2,983	1,492
8	60,619	5,052	2,526	2,332	1,166	86,266	7,189	3,595	3,318	1,659
For each additional family member add:	6,136	512	256	236	118	8,732	728	364	336	168

Households may be eligible for free or reduced-price meal benefits one of four ways

1. Households whose income is at or below the levels shown are eligible for reduced price meals or free meals, if they complete an application for free and reduced price school meals/milk. Households may complete one application listing all children and return it to your child's school. When completing an application, only the last four digits of the social security number of the household's primary wage earner or another adult household member is needed.
2. Supplemental Nutrition Assistance Program (SNAP) households, children receiving benefits under the Family Investment Program (FIP) and children in a few specific Medicaid programs are eligible for free or reduced price meals. Most children from SNAP and FIP households will be qualified for free meals automatically. These households will receive a letter from their children's schools notifying them of their benefits. Households that receive a letter from the school need to do nothing more for their children to receive free or reduced price meals. No further application is necessary. If any children were not listed on the notice of eligibility, the household should contact the school to have free or reduced price meal benefits extended to them. If you feel you would qualify for free meal benefits and received notification qualifying for reduced price benefits, complete an application for free and reduced price meals. Households must contact the school if they choose to decline meal benefits.
3. Some SNAP and FIP households will receive a letter from the Department of Human Services (DHS) which will qualify the children listed on the letter for free meals. Parents must take this letter to the child's school to receive free meals.
4. SNAP or FIP households receiving benefits that do not receive a letter from DHS must complete an application with the abbreviated information as indicated on the application and instructions, for their children to receive free meals. When the application lists an assistance program's case number for any household member, eligibility for free benefits is extended to all children in a household.

Eligibility from the previous year will continue within the same school for up to 30 operating days into the new school year. When the carryover period ends, unless the household is notified that their children are directly certified or the household submits an application that is approved, the children must pay full price for school meals and the school will not send a reminder or a notice of expired eligibility. An application cannot be approved unless complete eligibility information is submitted. Applications may be submitted at any time during the year. If a family member becomes unemployed the family should contact the school to complete an application. Households notified of their children's eligibility must contact the school if the household chooses to decline the free meal benefits.

Foster children are eligible for free meal benefits. Some foster children will be qualified for free meals automatically through the state direct certification process. Their host family will receive notification of these benefits. Families that receive this notification from the school need to do nothing more for their foster children to receive free meals. If a family has foster children living with them and does not receive notification and wishes to apply for such meals, instructions for making application for such children are contained on the application form. A foster child may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If the foster family is not eligible for free or reduced price meal benefits, it does not prevent a foster child from receiving benefits. Special Supplement Nutrition Program for Women, Infants, and Children (WIC) participants may be eligible for free or reduced price meals based on a completed application.

When known by the school, households will be notified of any child eligible for free meals if the children are enrolled in the Head Start/Even Start program or are considered homeless, migrant or runaway. If any children are not listed on the notice of eligibility, contact the school for assistance in receiving benefits. If households are dissatisfied with the application approval done by the officials, they may make a formal appeal either orally or in writing to the school's designated hearing official. The policy statement on file at the school contains an outline of the hearing procedure. School officials may verify the information in the application, and that deliberate misrepresentation of information may subject the applicant to prosecution under applicable state and federal criminal statutes. Households should contact their local school for additional information.

There will be no discrimination against individuals with Limited English Proficiency (LEP) in the school meal programs.

**Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.**

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](mailto:program_intake@usda.gov)

This institution is an equal opportunity provider.

Declaración de no Discriminación del Departamento de Agricultura de los Estados Unidos

**Iowa Nondiscrimination Notice.** "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/>."

## PARENT/GUARDIAN INFORMATION LETTER FOR FREE AND REDUCED PRICE SCHOOL MEAL APPLICATION

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

Dear Parent/Guardian:

Children need healthy meals to learn. **North Mahaska CSD** offers healthy meals every school day. Breakfast cost **[\$]**; lunch costs **[\$]**. Your children may qualify for free meals/milk or for reduced price meals. Reduced price is **[\$]** for breakfast and **[\$]** for lunch. Return or mail the completed application to: **North Mahaska CSD 2163 135<sup>th</sup> Street Box 89 New Sharon, Iowa 50207.**

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 2022-2023

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	25,142	2,096	1,048	967	484
2	33,874	2,823	1,412	1,303	652
3	42,606	3,551	1,776	1,639	820
4	51,338	4,279	2,140	1,975	988
5	60,070	5,006	2,503	2,311	1,156
6	68,802	5,734	2,867	2,647	1,324
7	77,534	6,462	3,231	2,983	1,492
8	86,266	7,189	3,595	3,318	1,659
Each additional family member:	8,732	728	364	336	168

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: **Lynette Van Donselaar 2163 135<sup>th</sup> St, Box 89 New Sharon, IA 50207** 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, 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: **Nicole DeBoef, (641) 637-4041** [deboefn@nmwarhawks.org](mailto:deboefn@nmwarhawks.org)

- Circle 'YES' and provide a case number for SNAP, 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 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.
- B) 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.
- C) 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."
- D) 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 "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**

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

**FOR EACH ADULT HOUSEHOLD MEMBER:**

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

**Who should I list here?**

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

- Living with you and share income and expenses, even if not related and even if they do not receive income of their own.

*Do not include:*

- People who live with you but are not supported by your household's income AND do not contribute income to your household.
- Children and students already listed in Step 1.

**What if I am self-employed?**

If you are self-employed, report income from work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts and revenue. Ask your school for a Supplemental Worksheet to assist you in determining your monthly gross annual income before deductions.

- G) 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.
- H) 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/ Alimony/Child Support</b>	<b>Pensions/Retirement/All Other 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> </ul> <p><b>Allowances for off-base housing, food and clothing</b></p>	<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>

How to Apply for School Meal Benefits I Application Instructions

## 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 **North Mahaska CSD**. Please follow these instructions 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 North Mahaska CSD 2163 135<sup>th</sup> St Box 89 New Sharon, Iowa 50207**. If at any time you are not sure what to do next, please contact **Lynette Van Donselaar 641-637-4187**

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 **North Mahaska CSD**, *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 **North Mahaska 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 the Supplemental Nutrition Assistance Program (SNAP), Family Investment Program (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 Supplemental Nutrition Assistance Program (SNAP-formerly Food Assistance in Iowa)
- 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 SNAP, 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 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.
- B) 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.
- C) 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."
- D) 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 "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**

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

**FOR EACH ADULT HOUSEHOLD MEMBER:**

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

**Who should I list here?**

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

- Living with you and share income and expenses, even if not related and even if they do not receive income of their own.

*Do not include:*

- People who live with you but are not supported by your household's income AND do not contribute income to your household.
- Children and students already listed in Step 1.

---

**What if I am self-employed?**

If you are self-employed, report income from work as a **net** amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts and revenue. Ask your school for a Supplemental Worksheet to assist you in determining your monthly gross annual income before deductions.

- G) **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.
- H) **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/ Alimony/Child Support</b>	<b>Pensions/Retirement/All Other 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> </ul> <p><b>Allowances for off-base housing, food and clothing</b></p>	<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>

## **FREE AND REDUCED FORMS**

Pages 40-42 are the required forms for applying for free and reduced price school registration, milk, and meals. These forms **must be printed, completed, and returned** to the high school office. If you do not have access to a printer at home, you may come to the high school office between the hours of 7:30am and 3:30pm to have them printed for you.

### **IMPORTANT! PLEASE READ!**

**We Encourage all families to complete the free and reduced forms. If we reach 50% free and reduced eligibility, our school can offer FREE SUMMER MEALS AGAIN!!! Please help us by completing the forms! Additionally, our Title I funds that help provide targeted assistance to students who need extra help reading is based on the percentage of free and reduced eligibility in the school district. The more individuals who qualify for free and reduced lunch program, the more funding we are eligible to receive to help provide reading support to eligible students. Thank you for your consideration and assistance!**

**2022-2023 Iowa Application for Free & Reduced Price School Meals/Milk** Return completed form to:

Complete one application per household. Use a pen (not a pencil). This application cannot be approved unless complete eligibility information is submitted. **Date Received:**

**STEP 1** List ALL Household Members who are infants, children, and students up 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		Child's School	Grade	Foster Child	Homeless, Migrant, Runaway
					Yes	No				

Check all that apply

**STEP 2** Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, FIP, or FDIPIR?  
Check one:  Yes  No. 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).

Write only one case number in this space. Medicaid, Title XIX & EBT card numbers are not acceptable. Case Number: \_\_\_\_\_ To Apply On-Line go to: \_\_\_\_\_

**STEP 3** 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)** \_\_\_\_\_ C. Check No SSN (adult): \_\_\_\_\_

**B. Last Four Digits of Social Security Number (SSN) of Adult Household Member: XXX-XX-** \_\_\_\_\_

**D. 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. **Total Income Received by All Children** \_\_\_\_\_

How Often?	Weekly			Bi-weekly			Monthly			Yearly		
	Weekly	Bi-weekly	Monthly									
Yes	<input type="checkbox"/>											
No	<input type="checkbox"/>											

**E. 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.

Names of All Adult Household Members	Gross Earnings from Work/All Other Income			Gross Public Assistance/Child Support/Alimony			Gross Pension/Retirement		
	Report income before deductions or taxes in whole dollars	How Often?	Yearly	Report income before deductions or taxes in whole dollars	How Often?	Yearly	Report income before deductions or taxes in whole dollars	How Often?	Yearly
First and Last Names. Include children who are temporarily away at school or in college.		Weekly			Monthly			Monthly	
	\$				Bi-weekly			Bi-weekly	
	\$				Weekly			Weekly	
	\$				2x Month			2x Month	
	\$				Monthly			Monthly	

**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.

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 ADMINISTRATIVE USE ONLY** Application #: \_\_\_\_\_ Date Received by SFA: \_\_\_\_\_

Annual Income Conversion  Weekly x52  Bi-Weekly x26  Twice Monthly x24  Monthly x12  Yearly

Household Size:  Income  Foster Child  FIP/SNAP  Head Start (documentation required)  Homeless/Migrant/Runaway-Local Official Documentation Required  Free  Reduced  Free Milk  Application Denied:  Incomplete  Over Income Limits

Annual Household Income: \$ \_\_\_\_\_

Signature & Effective Date of Determining Official \_\_\_\_\_ Signature & Date of Confirming Official \_\_\_\_\_ Signature & Date of Follow-Up \_\_\_\_\_

**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 & Hawki, the State's medical insurance program for children. Private schools, RCCs and childcare organizations may choose to share this information. Specifically, we will give them your child's name, your name & address. Medicaid & 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 allow 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 Hawki.

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 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-0508-0002-508-11-28-17F\\_ax2Mail.pdf](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17F_ax2Mail.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](mailto:program.intake@usda.gov)

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

This institution is an equal opportunity provider.

**Waiver Information**

**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>

**Return completed form to:**

**2022-2023 Iowa Application for Free and Reduced Price School Meals/Milk Optional Supplemental Worksheet**  
**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	Check all that apply	
				Yes	No			Foster Child	Homeless, Migrant, Runaway

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)

Names of All Adult Household Members	Gross Earnings from Work/All Other Income				Gross Public Assistance/Child Support/Alimony				Gross Pension/Retirement				
	Report income before deductions or taxes in whole dollars	Weekly	Bi-weekly	Monthly	Yearly	Report income before deductions or taxes in whole dollars	Weekly	Bi-weekly	Monthly	Report income before deductions or taxes in whole dollars	Weekly	Bi-weekly	Monthly
First and Last Names. Include children who are temporarily away at school or in college.	\$	<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Self-Employment Income Calculations**

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

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"> <li>Earnings from work</li> <li>Social Security/disability payments and survivor's benefits)</li> <li>Income from person outside the household</li> <li>Income from any other source</li> </ul>	<ul style="list-style-type: none"> <li>Salary, wages, cash bonuses (before deductions or taxes)</li> <li>Net income from self-employment (farm or business)</li> <li>If you are in the U.S. Military:                             <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> </li> </ul>	<ul style="list-style-type: none"> <li>Cash Assistance from State/local government</li> <li>Supplemental Security Income</li> <li>Unemployment benefits</li> <li>Worker's compensation</li> <li>Alimony or child support payments</li> <li>Veteran's benefits</li> <li>Strike benefits</li> </ul>	<ul style="list-style-type: none"> <li>Social Security</li> <li>Disability benefits</li> <li>Regular income from trusts or estates</li> <li>Annuities</li> <li>Investment income</li> <li>Rental income</li> <li>Regular cash payments from outside household</li> </ul>

### **ANNUAL NOTICES**

Any student over the age of eighteen or parent not wanting this information released to the public may object in writing by September 1 to the principal. The objection needs to be renewed annually.

Directory information includes:

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, EMAIL ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDENT, PARTICIPATION IN OFFICE RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT AND PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOCOPY AND LIKENESS AND OTHER SIMILAR INFORMATION.

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

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

The School District may share any information with the Parties contained in a student's permanent record, which is related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information completed in the permanent record may be disclosed by the School District to the Parties without parental consent or court order. Information contained in the student's permanent record may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely in determining the family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Information obtained from others shall not be used for the basis of disciplinary action on the student. This agreement governs a school district's ability to share information and the purposes for which that information can be used.

### **DUE PROCESS**

Students at North Mahaska are entitled to the following due process procedures in discipline matters:

- 1) Notice of what the student is accused of,
  - 2) Opportunity to be heard.
- Parents may be notified by phone or by letter of all but minor discipline measures.

### **PERIODIC INSPECTION OF LOCKERS, DESKS, COMPUTERS AND SCHOOL FACILITIES**

Lockers, desks, computers and other facilities and spaces remain at all times the property of the District even though temporarily assigned as a courtesy to students. These facilities and equipment are subject to unannounced inspections, and students have no legitimate expectation of privacy in these facilities and equipment even though they may be locked. Written notice shall be given annually to each student and his/her parents, guardians or custodians that the District may conduct periodic inspections without prior notice of all or a randomly selected number of school lockers, desks, computers and other facilities or spaces owned by the District and provided as a courtesy to students.

### **HOW TO FILE A REPORT IF YOU SUSPECT THE ABUSE OF A STUDENT BY A SCHOOL EMPLOYEE**

Any person who has knowledge of an incident of abuse of a student committed by a school employee may file a report with a designated investigator or any other school administrator. To generate an investigation, the report must include basic information showing that the victim of the alleged act or omission of the school employee meets the definition of abuse, and that the person allegedly responsible for the abuse is a school employee.

The report shall be in writing, signed and witnessed, and shall contain all of the following:

- A. The full name, address, and telephone number of the person filing.
- B. The full name, age, address, and telephone number of the student.
- C. The name and place of employment of the school employee(s) or agents who allegedly committed the abuse.
- D. A concise statement of facts surrounding the incident, including date, time and place of occurrence, if known.
- E. A list of possible witnesses by name, if known.
- F. Names and locations of any and all persons, who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

The following have been appointed by the Board of Directors as Level I investigators: Angela Livezey 637-4041 or Amber Goemaat 637-4187.

**Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention**

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

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: [www.iowa.gov/educate](http://www.iowa.gov/educate). (Normal detention and suspension of students as currently practiced at North Mahaska is allowed by this law.)

**TEACHER QUALIFICATIONS**

Parents/Guardians in the North Mahaska 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. Parents/Guardians may request this information from the Office of the Superintendent by calling (641) 637-4187 or by sending a letter of request to the Office of the Superintendent, PO Box 89, New Sharon, Iowa 50207.

**HARASSMENT POLICY**

Initiations, Hazing, Bullying or 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 the 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 students 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 it: 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 and 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 privilege provided by school.

-Sexual harassment includes, but 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.

**OPEN ENROLLMENT**

Application forms for the 2022-2023 school year are available at the superintendent's office. When we send you the forms, you will also receive a set of easy to follow instructions for completing the forms.

Parents/Guardians of open enrollment 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 and students should be aware that open enrollment may result in the loss of athletic eligibility for up to one full semester (90 days) for the student or students involved. If you have questions concerning the open enrollment program, or to receive the forms, please contact Angela Livezey at (641) 637-4187.

### **POST SECONDARY ENROLLMENT**

The concurrent enrollment program, also known as district-to-community college sharing, promotes rigorous academic or career technical education (CTE) pursuits by providing opportunities for high school students to enroll part-time in eligible nonsectarian courses at or through community colleges.

Concurrent enrollment courses are offered through contractual agreements between community colleges and school districts. Through the program, community college courses are offered to classes of high school students in grades nine through twelve. The classes are college classes -- even if they are held in a school district classroom. During the time of the concurrent enrollment course, the site acts as a satellite location of the college. The instructor may be a community college instructor or a high school instructor employed by the contracted district who meets state and college faculty standards and requirements.

A student may make an application to a community college and the school district to allow the student to enroll for college credit in a nonsectarian course offered by the community college. A comparable course, as defined in rules adopted by the board of directors of the school district, must not be offered by the school district or accredited nonpublic school which the student attends.

Students and/or parents interested in learning more about earning post-secondary credit while in high school should contact Mrs. Radcliffe, the high school counselor.

### **HOMELESS CHILDREN AND YOUTH**

The District shall make reasonable efforts to identify homeless children and youth of school age within the District, encourage their enrollment and eliminate existing barriers which may exist in District policies or practices to their receiving education. A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed,

regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent or abandoned building or some other form of shelter not designated as permanent; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age. So that enrollment of homeless children and youth of school age may be facilitated the following policy areas shall be modified as necessary: school records, immunization requirements, waiver of fees and charges, enrollment requirements/placement, residency and transportation. All services which are available to resident students, shall be made available to homeless children or youths enrolled in the District. Services residency and transportation. All services, which are available to resident students, shall be made available to homeless children or youths enrolled in the District. Services include special education, talented and gifted programs, vocational education, English as a second language, health services and food and nutrition programs. Include special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs.

### **EQUITY STATEMENT**

Students, parents, employees and others doing business with or performing services for the North Mahaska Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, gender, socio-economic status, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities. The school district does not discriminate on the basis of race, color, age (except students), national origin, gender, sexual orientation, gender identity, marital status, disability, religion, or creed in admission or access to, or treatment in its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact the Superintendent of Schools located at 2163 135th Street in New Sharon, Iowa (641) 637-4187, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code § 280.3 (2007).

### **No Child Left Behind**

Requirement Parent's/Guardian's Rights Notification. Parents/Guardians in the North Mahaska Community School District have the right to learn about the following qualifications of their child's teacher/paraprofessional:

- state licensure requirements for the grade level and content areas taught
- the current licensing status of your child's teacher/paraprofessional, and Baccalaureate/graduate certification/degree. You may also request the qualifications of an instruction paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program.

Parents/Guardians may request this information from the office of the Superintendent by calling (641) 637-4187 or by sending a letter of request to the Office of the Superintendent, 2163 135th Street, Box 89 New Sharon, Iowa 50207. The North Mahaska 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.

### **EDUCATIONAL EQUITY POLICY STATEMENT**

It is the policy of the North Mahaska Community School District not to discriminate on the basis of race, color, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed in its educational programs, activities or employment policies as required by Title IV and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendment and Section 504 of the Federal Rehabilitation Act of 1973. It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles 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 sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of pluralistic society. Inquiries regarding compliance with Title IX, Title VI or Section 504 may be directed to Angela Livezey, Superintendent, North Mahaska Community Schools, P.O. Box 89, New Sharon, Iowa 50207, (641) 637-4187; to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa; or to the Director of the region VII Office of Civil Rights, Department of Education,

Kansas City, Missouri.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

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

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

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students who wish to ask the School to amend a record should write to the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, The School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or

student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or 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 School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

(NOTE: In addition, a school may want to include its directory information public notice, as required by 99.37 of the regulations, with its annual notification of rights under FERPA.)

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that North Mahaska Community School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, North Mahaska Community School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the North Mahaska Community School District to include this type of information from your child's education records in certain school publications. Example includes:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and

#### **BLOOD TESTING REQUIRED BEFORE SCHOOL ENTRY**

- Sport activity sheets, such as for wrestling, showing weight and height of team members.

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

#### **COMMUNICABLE DISEASES**

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" shall mean an infection or contagious disease spread from person to person, or animal to person, or as defined bylaw. A Student shall notify the building principal, or superintendent ,when the student learns he/she has a communicable disease. It shall be the responsibility of the principal, or superintendent, when upon investigation has knowledge that the reportable communicable disease is present, to notify the Iowa Department of Public Health.

#### **IMMUNIZATIONS**

All students enrolling for the 2022-2023 school year must have a certificate of immunization. Effective July 3, 1991, all children entering kindergarten are required to have received two doses of measles, mumps and rubella vaccine prior to entry. The first dose shall have been given after 12 months of age. The second dose having been given after the child's fourth birthday. Three doses of DPT and polio are also required, one dose having been given after the child's fourth birthday. Beginning with the 1999-2000 school year students must have received three doses of hepatitis-B vaccine. Also required is the varicella vaccine or proof for chickenpox with the date given. If you have not completed one of these cards or have a question, please contact the Superintendent's Office at (641) 637-4187.

In 2009-2010, the EPA conducted a random inspection of

All Iowa school children must have proof of a blood lead test before starting kindergarten, or as soon after that as the parents are notified that the child needs a test. There is a religious exemption, and a form can be obtained from the school or the Iowa Department of Public Health that must be filled out and notarized.

A law requires all children to have lead screenings. Parents must provide evidence of the completion of the screening to the school district prior to the age of 6.

#### **DENTAL SCREENING**

House File 906, which was passed by the 2007 legislature and was effective July 1, 2008, requires all children entering elementary and high school to have a dental screening. The purpose of the dental screening requirement is to improve the oral health of Iowa's children. Dental screenings will facilitate early detection and referral for treatment of dental disease; reduce the incidence, impact, and cost of dental disease; inform parents and guardians of their children's dental problems; encourage the establishment of effective oral health practices early in life; promote the importance of oral health as an integral component of preparation for school and learning and contribute to statewide surveillance of oral health.

#### **SMOKE FREE AIR ACT**

By state law, tobacco use is prohibited on any school grounds, in any school facility, in any school vehicle, or at any public school activity. This includes smoking in private cars or vehicles parked on school property or at any public school activity. This includes smoking in private cars or vehicles parked on school property or at any outdoor school sponsored activities such as football games or golf meets. Designated smoking areas are not allowed.

#### **CHEMICAL RIGHT TO KNOW**

Diamond-shaped signs with red, blue, yellow and white color divisions are placed in all areas of the school in which hazardous chemicals are stored. A file of Material Safety Data Sheets (MSDS) is maintained in the superintendent's office. These sheets are collected whenever a potentially hazardous chemical is purchased such chemicals include those used in the science labs, janitorial supplies, paint, petroleum products, and cleaning compounds. MSDS sheets give recommendations for each product.

North Mahaska completed a Rehab the Lab Program in 2008-2009. In this program, chemicals were properly disposed of. Safe management practices were examined at this time.

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights

the school's disposal procedures. Small changes were made in the way used oil is disposed.

#### **ASBESTOS INFORMATION**

The junior/senior high school building contains some asbestos, as do most schools in the state of Iowa. What we have is confined mainly to some floor tile and to the insulated wrappings around the pipes, the high school boiler room was cleared of asbestos in the spring of 2014. Pursuant to the requirements of the Asbestos Hazard Emergency Response Act, a copy of our Asbestos Management Plan for each school building in the North Mahaska District is available for review in the North Mahaska Administrative Office. If you would like to see this plan, please call for an appointment at (641) 637-4187. The 3-year building re-inspection was completed during March of 2020.

#### **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

1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

- (2) Fax: (202) 690-7442; or  
(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

#### Guidelines

1. The new discrimination statement may not be altered in any way including the formatting and spacing.
2. The text must be readable in Time New Roman font (black or dark color).
3. The ideal font size of the statement is 11.
4. A font size as small as 9 point may be used.
5. If the document is a one page document, the font size must be the same as the rest of the font used to maintain equal importance.
6. If the full statement does not fit, use the abbreviated "equal opportunity" statement. The abbreviated state font must be the same size as the font size used in the document.

#### **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 grievance procedures 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://icrciowa.gov/>."

submitted to USDA by:

1. Mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410; or
2. Fax:  
(833) 256-1665 or (202) 690-7442; or
3. Email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

The North Mahaska CSD offers career and technical programs in the following service areas:

- Agriculture, Food, and Natural Resources
- Business, Finance, Marketing, and Management
- Applied Sciences, Technology, Engineering, and Manufacturing
- Human Services

It is the policy of the North Mahaska Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator: Nicole DeBoef, 2163 135th Street, New Sharon, IA 50207 at (641) 637-4041 or at [deboefn@nmwarhawks.org](mailto:deboefn@nmwarhawks.org)

## **REGULATIONS FOR STUDENTS RIDING BUSES**

Bus transportation for students enrolled in the school district is one of the requirements set forth by the Iowa Department of Education. In complying with this requirement, the Board is authorized to establish policies and regulations that will ensure safe transportation for all students.

Although the law requires the district to provide transportation, it does not relieve parents from the responsibility of supervision until such time as the child boards the bus and after the child leaves the bus at the end of the school day. Nor does it relieve students from the responsibility to behave in an orderly manner on the bus. School bus transportation is a privilege that can be taken away any time a student's conduct is considered bad enough to jeopardize the safety of the other passengers. The right to safe transportation will not be taken from the entire busload of students because a few of them disobey the rules.

Those students of flagrant, repeated, or gross disobedience or misconduct on school buses are subject to suspension with the guidelines of the district's Student Suspension Policy. Continued violation of bus rules will be considered sufficient cause for refusing to transport the student(s) involved and may lead to suspension from school, depending upon the seriousness of the matter.

In case of a rule infraction, the bus driver will try to resolve the problem without recommending suspension of the pupil from transportation services. However, if the student persists in disorderly behavior, the driver will suspend the student from transportation privileges for a time period not to exceed three days. Should disorderly behavior continue, another three-day suspension from riding privileges may be issued, and the parent, the bus driver and the building principal will meet to discuss the problem. Should a third, or subsequent suspension be necessary a 10-day suspension may result and the student will not be reinstated without a Board of Education hearing and approval. A serious infraction may result in immediate removal from the bus. Drivers will turn in a report of any incidents causing such suspensions to the principal of that student, and parents will be notified,

The North Mahaska 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 for other matters 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.

## **PASSING BUSES**

It is both dangerous and illegal to pass a school bus when its yellow light or red lights are flashing and particularly when the stop sign is extended. Meeting a bus with the amber lights flashing means a driver should slow to 20 mph and be prepared to stop. Violators need to have their license number identified along with the time and place of the infraction to be delivered a ticket for the offense.

## **BUS ROUTES**

\*\*\*2022/2023 Bus Routes will be determined and distributed closer to the start of school

# August 2022

Website Calendar Aug 2022 (Central Time - Chicago)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 5:30pm - JV/Varsity	2 4:30pm - JV/Varsity	3 5:30pm - Jr High Football	4 5:30pm - Jr High Football 7pm - Softball Awards -	5	6
7	8 8:30am - High School 4:15pm - JV/Varsity	9 8:30am - High School 1pm - JH Volleyball Camp 4:15pm - JV/Varsity	10 8:30am - High School 1pm - JH Volleyball Camp 4:15pm - JV/Varsity	11 8:30am - High School 1pm - JH Volleyball Camp 4:15pm - JV/Varsity	12 4:15pm - JV/Varsity	13 6:15am - Football
14	15 4:15pm - JV/Varsity	16 8:30am - HS Volleyball 4:15pm - JV/Varsity	17 4:15pm - JV/Varsity	18 4:15pm - JV/Varsity	19 7pm - HS Football	20 10am - HS Varsity
21	22 2pm - Elementary Open 4:15pm - JV/Varsity 5:30pm - Title I Parent 6pm - 7th Grade/ New	23 4pm - HS Varsity 4:15pm - JV/Varsity	24 8:15am - 1st Day of 4:15pm - JV/Varsity	25 4:15pm - JV/Varsity 5pm - JV/V Volleyball	26 7pm - HS Football vs	27
28	29 8:15am - 1st Day of 4 6pm - JV Football at	30 5:30pm - HS Volleyball at	31	1 4:15pm - CC at Ottumwa 5:30pm - HS Volleyball vs	2 7pm - HS Football vs	3

# September 2022

Website Calendar

Sep 2022 (Central Time - Chicago)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29 8:15am - 1st Day of 4 6pm - JV Football at	30 5:30pm - HS Volleyball at	31	1 4:15pm - CC at Ottumwa 5:30pm - HS Volleyball vs	2 7pm - HS Football vs	3
4	5 8:15am - Labor Day - No	6 4:15pm - JH Volleyball vs 4:30pm - CC at Sigourney 5:30pm - HS Volleyball vs	7	8 4:15pm - JH Football at 4:15pm - JH Volleyball at 4:30pm - HS only CC at 5:30pm - HS Volleyball vs	9 7pm - HS Football at	10 9am - JV/V Volleyball
11	12 5:30pm - HS Volleyball vs 6pm - JV Football at	13 4:15pm - JH Football at 4:15pm - JH Volleyball at 4:30pm - CC at North	14	15 4pm - JH Volleyball vs 4:30pm - CC at Lynnville- 5:30pm - HS Volleyball at	16 7pm - HS Football at	17 9am - Varsity NM Invite
18	19 8:15am - No School - 4:30pm - CC at Brooklyn 5:30pm - HS Volleyball vs	20 4:15pm - JH Football vs 4:15pm - JH Volleyball vs	21	22 4:15pm - JH Volleyball at 5:30pm - HS Volleyball at	23 7pm - HS Football vs	24
25	26 4:30pm - JH Football vs 5:30pm - HS Volleyball vs 6pm - JV Football vs BGM	27 4:15pm - JH Volleyball vs 4:30pm - CC at	28 1:30pm - 1:30 Dismissal -	29 4:15pm - JH Volleyball at 4:30pm - JH Football at 5:30pm - HS Volleyball at	30 7pm - HS Football at	1

## **ATHLETIC DEPARTMENT**

The Athletic Department is in need of towels. Any towels that you are willing to get rid of we will take. Please drop them off at the high school office. Thank You!

## **JH FOOTBALL AND VOLLEYBALL PRACTICE**

All Junior High Football and Volleyball practice will start the first day of school. Physicals and Code of Conduct Forms **MUST** be turned in before you can practice for ALL sports.

## **FOOTBALL GAME START TIME**

**VARSITY** football games will begin at 7:00 pm  
**JV** games will start at 6:00 pm

## **PHYSICALS**

An athlete must have a physical before the first day of practice. Forms may be picked up in the high school office or you may also download it from the school website at <http://nmwarhawks.org>. Code of Conduct Forms must be turned in before you can practice.

If you have not had a physical, call your physician today to make an appointment for your child.

## **VOLLEYBALL GAME START TIME**

Volleyball game times this year are: Most Junior High game start time is 4:15 pm. F/S game start time is 5:30 pm with JV and then Varsity to follow.

## **SENIOR CITIZEN PASSES:**

Senior citizen passes are available to current North Mahaska Community School District residents and/or anyone that owns property in the North Mahaska Community School District that is 65 years of age or older. You can use the same pass every year. Please contact the high school office if you do not have a pass yet. (641)-637-4187.

## **ACTIVITY PASSES**

Activity tickets may be purchased at the high school office. Prices are as follows:

- \$275.00 Family Yearly Ticket
- \$100.00 Adult Yearly Ticket
- \$50.00 Student Yearly Ticket
- \$40.00 Adult FB/VB
- \$25.00 Student FB/VB
- \$40.00 Adult Basketball / Wrestling
- \$25.00 Student Basketball / Wrestling
- \$40.00 Adult Softball/Baseball

\$25.00 Student Softball/Baseball

All home admission prices for 2022-2023 will be: \$5.00 for adults and \$3.00 for students for JV/Varsity volleyball, basketball, softball and baseball, Varsity football and HS Track. \$3.00 for adults and \$2.00 for students for JV football and JH sporting events.

## **ACT TEST DATES**

[www.actstudent.org](http://www.actstudent.org)

<b>Test Dates</b>	<b>Deadline</b>
September 10, 2022	August 5, 2022
October 22, 2022	September 16, 2022
December 10, 2022	November 4, 2022
February 11, 2023	January 6, 2023
April 15, 2023	March 10, 2023
June 10, 2023	May 5, 2023
July 15, 2023	June 16, 2023

Any student wishing to take this test will need to see Ms. Moore for a registration packet.

## **SENIOR CALENDARS**

Senior calendars may be purchased for \$15.00 at the high school office and East Market Grocery.

**SCHOOL STARTS WEDNESDAY  
AUGUST 24, 2022  
8:15 A.M. TO 3:30 PM**

**NORTH MAHASKA REGISTRATION PACKET**

**Website:** [www.nmwarhawks.org](http://www.nmwarhawks.org)

# "Expect the Best"

Mrs. Angela Livezey, Elementary Principal/Superintendent  
Mrs. Amber Goemaat, Jr./Sr. High School Principal  
Mr. Tim Veiseth, K-12 Dean of Students

If you have any questions that are not covered in this packet, please feel free to contact the elementary at (641) 637-4041 or the high school at (641) 637-4187.

**Expect the Best Working Together to Achieve Excellence**

**Mission Statement:** The North Mahaska School District will prepare students to be positive, productive citizens with the passion and skills for lifelong learning.

**Vision Statement:** North Mahaska will be recognized as an educational leader with students who fulfill our mission by being productive citizens who reach their maximum potential.

**EQUITY STATEMENT:**

It is the policy of the North Mahaska Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employments practices. There is a grievance procedure for processing complaints or discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Nicole DeBoef, Elementary At-Risk Coordinator, 2163 135th Street, New Sharon, IA 50207 at (641) 637-4041 or at [deboefn@nmwarhawks.org](mailto:deboefn@nmwarhawks.org)