

IOWA FALLS & ALDEN
COMMUNITY SCHOOLS



EMPOWERING
EVERY STUDENT
TO LEARN, LEAD
AND SUCCEED!

Cadet Gazette

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

From the Superintendent Exciting Times Ahead In 2016-17

There is much to be excited about as the 2016-17 School Year gets under way. Iowa Falls-Alden has new staff, new programs and newly renovated facilities that will add value to our already high performing school systems.

New staff includes Anthony Neumann (IFAHS Principal), Shelley Adams (Talented and Gifted), Michael Collison, (IFAHS Language Arts), Olivia Tebben (IFAHS Science), Dawn Parker (IFAHS Teacher Leader Success Coach), Amanda Puffet (Riverbend Science), Kasey Horn (Rock Run Fifth Grade) and Becky Young (Alden Fifth Grade).

New programs this year include Project Lead the Way "Launch" – a new STEM (Science Technology Engineering and Math) program at Rock Run; "Wonders" – a new K-6 reading/literacy program at Alden Elementary; expanded integration of coding at all grade levels; and expanded Talented and Gifted opportunities in Iowa Falls.

Newly renovated facilities include Alden Elementary School's Accessibility Project that features an elevator, an inclined stair lift and automatic door operatives; and Riverbend Middle School's Music Room Renovation Project that features expanded areas for rehearsal and instrument storage. The Iowa Falls School District is also looking forward for work to begin on its Solar Energy Project with installation starting in fall/winter of 2016.

Beyond the new staff, new programs and newly renovated facilities, the biggest excitement for all of us in the Iowa Falls and Alden School Districts is to welcome back all of our kids to a new school year. We have wonderful kids and we can't wait to get started on all of the educational adventures that this new school year will bring!

2016-17 REQUIRED NOTICES ALDEN AND IOWA FALLS COMMUNITY SCHOOL DISTRICTS

Note: Required notices contain virtually the same information for every school district in the State of Iowa. Unless otherwise stated, the following notices apply to both Iowa Falls and Alden Community School Districts.

Iowa Falls and Alden Mission Statement

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

District Non-Discrimination Statement

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

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

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

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

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

Kristy Reynolds, 209 Center Street, Alden, Iowa 50006, email: kreynolds@ifacadets.net, tel: (515) 859-3393, who have been designated by the Iowa Falls and Alden School District to coordinate the school district's efforts to comply with the regulations of Title IX.

EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION

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

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

Complaint Procedure: Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including, but not limited to complaints of discrimination, will be directed to Dr. John Robbins, Superintendent:

Iowa Falls 710 North Street, Iowa Falls, Iowa 50126; (641) 648-6400
Alden PO Box 48, 209 Center Street, Alden IA 50006; (515) 859-3393

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

CHILD CUSTODY

From time to time custody issues arise regarding students enrolled in school. If specific custody restrictions apply to your child, it is important to file those official restrictions with the office of the school where your child attends and remind the school office personnel where your child(ren) attend each year at registration. When no restrictions regarding custodial rights are on file, the school assumes equal rights of both parents regarding access to student information, visitation and picking the student up from school.

HUMAN GROWTH AND DEVELOPMENT

Both districts have identified Human Growth and Development curriculum units that are infused throughout the curriculum. Every grade and subject level will provide parents/guardians an outline of these units and their objectives. Parents/guardians may examine this curriculum and the teaching materials at any time. If parents find topics objectionable, they may choose to remove their child/children from the class during the discussion of these topics.

Additional information regarding specific curriculum units may be obtained by contacting:

Iowa Falls Ryan Robison (641) 648-6410
Alden Kim Nelson (515) 859-3394

YEARLY PARENT NOTICE FOR SPECIAL EDUCATION

With the approval and support from the Iowa Department of Education, both school districts will work with Area Education Agency 267 to offer greater opportunities for teachers and students to receive assistance when educational problems arise.

Under the current procedures, Area Education Agency 267 staff such as school psychologists, consultants, speech-language pathologists, audiologists, school social workers and early childhood special education teachers will be considered part of the school team. They, together with the special education teachers employed by our school, will have opportunities to provide consultative services to all teachers and to work with any student who is in need of help. If your child is experiencing learning or behavioral problems in school, you as a parent will be involved in the problem solving activities and the planning of interventions for your child. The interventions developed may include direct service outside the classroom. Together we will also discuss what you may do at home to help your child succeed in school.

This is a great opportunity to provide potential help for all students. Please feel free to contact your respective school principal.

GENERAL EDUCATION INTERVENTION

The General Education Intervention process is available to all students. This process is interactive and ongoing and requires teams of individuals. Teams include parents, educators, caregivers, administrators and AEA 267 support staff to collaborate to create interventions to meet the diverse needs of individual students. The purpose is to identify and implement interventions in the general education classroom which will lead to successful performance for individuals.

FREE AND REDUCED LUNCH

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

FEE WAIVERS

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for the waiver of

school fees should contact Laura Thies at (641) 648-6440 or Nicky Nachazel at (515) 859-3393 for a waiver form. This waiver does not carry over from year to year and must be completed annually. Be aware, however, that the School Board believes students should respect school district property and assist in its preservation for future use by others. Therefore, students may be assessed fines, charges or fees for the materials needed in a course, for overdue school materials, for participating in activities or for misuse of school property.

HOMELESS STUDENTS

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

The definition of the term "homeless children and youth" is as follows:

- A. Means individuals who lack a fixed, regular and adequate nighttime residence; and
- B. Includes the following:
 1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or similar reason; are living in motels, hotels, trailer parks or camping grounds due to a lack of alternative accommodations; are living in emergency or transitional shelters; or awaiting foster care placement;
 2. Children and youths who have a primary nighttime residence that is public or private not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 4. Migratory children who qualify as homeless for the purpose of this subtitle because the children are living in circumstances described in 1 through 3.

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

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

Alden Nicky Nachazel (515) 859-3393
Iowa Falls Laura Thies (641) 648-6440

BOARD SUPPORT OF DISCIPLINE POLICIES

The Board of Directors of the Iowa Falls and Alden Community School Districts hereby confirms its intent to support the school discipline policy, to support school staff who enforce the discipline policy and to hold school staff accountable for enforcing the discipline policy.

STUDENT LOCKERS/SEARCHES

Student lockers are the exclusive property of the school districts. At no time does either school district relinquish its exclusive control of school lockers provided for the convenience of students. Students may use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of each student to keep his or her assigned locker clean and undamaged.

Periodic general inspection of all or a random selection of student lockers by the

principal of the building and another individual may be conducted for any reason at any time, without notice, without student consent and without a search warrant. The furnishing of a locker by the school to the student shall not create an expectation of privacy to the student for the locker or the contents of the locker. All students shall utilize only lock mechanisms furnished by the school.

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

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

ANTI-BULLYING/HARASSMENT

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

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

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

School	Investigator	Building	Telephone
Alden	Nicky Nachazel	Alden Elementary	(515) 859-3394
	Kristine Reynolds	Alden Elementary	(515) 859-3394

Iowa Falls

Michelle Kriegel	IFA High School	(641) 648-6440
Denelle McWherter	Riverbend Middle School	(641) 648-6430
Ginger Clawson	Rock Run Elementary	(641) 648-6420
Ginger Clawson	Pineview Elementary	(641) 648-6410
Deb Kuhfus	Alternate Investigator-All Buildings	(641) 648-6430

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

INVESTIGATION OF CHILD ABUSE

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

School	Level 1	Telephone	Level 1	Alternate Telephone
Alden	Nicky Nachazel	515-859-3394	Kristine Reynolds	(515) 859-3394
Iowa Falls	Laura Thies	641-648-6440	Tony Neumann	(641) 648-6440

Laura Thies	(641) 648-6430	Jeff Burchfield	(641) 648-6430
Laura Thies	(641) 648-6420	Mike Swartzendruber	(641) 648-6420
Laura Thies	(641) 648-6410	Ryan Robison	(641) 648-6410

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

OPEN ENROLLMENT

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

March 1, 2017 - Last date for regular open enrollment requests for the 2017-2018 school year.

September 1, 2016 - Last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the 2016-2017 school year.

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

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

QUALIFICATION OF TEACHERS

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

1. Whether the teacher has met state, licensing criteria for the grade level(s) and subject area(s) taught and whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived.
2. The undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
3. If the child is provided services by paraprofessionals, their qualifications.
4. Parents will be notified should their child be taught for four or more consecutive weeks by a teacher who is not highly qualified.

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

STUDENT RECORDS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where records may be inspected.
- (2) The right to request the amendment of the student's education records that the parents or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed and speci-

fy why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has asked to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

STUDENT DIRECTORY INFORMATION

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

their student's information disclosed without their prior written consent.

If you do not want the Iowa Falls or Alden School District to disclose directory information from your child's education records without your prior written consent, you must notify the Districts in writing by September 15 of each school year. The Iowa Falls and Alden School Districts have designated the following information as directory information:

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

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

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
 1. Political affiliations or beliefs of the student or student's family;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 7. Religious practices, affiliations or beliefs of the student or parents; or
 8. Income other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of -
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

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

- Collection, disclosure, or use of personal information for marketing, sales or other distribution. (As of August 1, 2015, no such activities are planned in the 2015-16 school year.)
 - Administration of any protected information survey not funded in whole or part by ED. (As of August 1, 2015, no such activities are planned in the 2015-16 school year.)
 - Any non-emergency, invasive physical examination or screening as described above. (As of August 1, 2015, no such activities are planned in the 2015-16 school year.)
- Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-5920

Both districts will permit student portrait photographs to be taken on school premises by a commercial photographer as a service to students and their families.

Parents will be notified prior to the taking of pictures by a commercial photographer for student "portraits." In no case will students be required to have their pictures taken or be pressured to buy pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

YEARLY ASBESTOS NOTIFICATION

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

fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Iowa Falls and Alden Schools have conducted reinspections to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted in 2016, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. Iowa Falls and Alden Schools developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

Asbestos removal was completed at the Riverbend Middle School on July 7, 2016. There are no future plans to remove encapsulate or enclose asbestos in the 2016-17 school year.

It is the intention of the Iowa Falls and Alden Schools to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. Jeff Fiscus, Iowa Falls and Alden is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at Alden 515-859-3393.

WATER TESTING

The Iowa Department of Public Health requires school districts to conduct testing of all water coolers and fountains for lead-containing sediments. The Alden and Iowa Falls Community School Districts have completed the required testing of all district water coolers and fountains. All water dispensers have been identified below 20 ppb (0.020 mg/liter), as required by law.

Additional information regarding specific testing results may be obtained by contacting: Iowa Falls/Alden Jeff Fiscus (515) 859-3394

PHYSICAL RESTRAINT OF STUDENTS

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

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

types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's Website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

POST-SECONDARY ENROLLMENT

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

STUDENT TRANSPORTATION

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

Patience Please

The first week or two of school is always a challenge in smoothing out unanticipated glitches in student pick-up and drop-off times and establishing a solid routine. Patron patience and support will be very much appreciated again this year.

Regular Shuttle Routes

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

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

Activity Shuttle Routes

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

Depending on the time of the school year, it is likely that Alden will provide after

school shuttle service at multiple times on a given day in order to accommodate different activity practice schedules. Actual times of activity shuttle routes will be announced in advance, and will be adjusted during the school year as activities change.

Information for Iowa Falls Residents

Seven country routes have been approved. All reasonable efforts will be made to ensure that the goal of "first on, first off" is met — if a student is first on in the morning, then he/she will be the first off in the afternoon.

In-town shuttle bus stops have been approved for K-8 pick-up points at Julia O'Neal, Oak Park, Bliss Ave, Sunset Addition, River Oaks, intersection of Sherman and Depot Streets, intersection of Sherman and Richmond Streets, Pineview Elementary and Rock Run Elementary.

High school students will not be allowed to ride in-town shuttle bus routes unless special permission is granted in advance from the superintendent and principal.

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

STUDENT CONDUCT RULES

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

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the building administrator.

The building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline for misconduct.

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

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

Driver may assign seats for the entire school year if deemed necessary for the safety of the driver and students.

1. Bus riders will be at the designated loading point before the bus arrival time.
2. Bus riders will wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders will load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.

10. Waste containers are provided on all buses for bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
14. Students will assist in looking after the safety and comfort of younger students.
15. A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
16. Students will not throw objects about the vehicle nor out through the windows.
17. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
18. Students will keep feet off the seats.
19. Roughhousing in the vehicle is prohibited.
20. Students will refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
22. The Good Conduct Rule is in effect.
23. No swearing or vulgar language will be allowed.

SCHOOL BUS DISCIPLINARY PROCEDURES

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

1st Violation: The driver will give a verbal warning to the student and may assign the student a specific seat assignment.

2nd Violation: The driver will assign the student to a specific seat, and will call the parents to discuss the student's behavior. The driver will also advise the principal of the disciplinary situation.

3rd Violation: The driver will address the behavior violation with the student and will complete and send a written warning notice to the principal. The principal will meet with the student and will sign and send the warning notice to the parent. The warning notice will inform the parent and student that the next violation will result in the loss of bus riding privileges.

4th Violation: The driver will address the behavior violation with the student and will complete and send a second written warning notice to the principal. The principal will meet with the student and will sign and send the warning notice to the parent. The student will lose bus riding privileges for three school days.

5th Violation: The driver will address the behavior violation with the student and will complete and send a third written warning notice to the principal. The principal will notify the parents and will arrange a meeting with the student, parents, driver, and the principal. The student will lose bus-riding privileges for ten school days.

6th Violation: The driver will address the behavior violation with the student and will complete and send a fourth written warning notice to the principal. The principal will meet with the student and will call and/or meet with the parents to personally inform them that the student has lost bus-riding privileges for the remainder of the school year. If the student legally qualifies to ride a school bus due to exceeding the state-determined distance from home to his/her school attendance center, and no other means are available

to transport the student to school, the parents may petition the Board of Education to resolve the matter in an alternative manner.

LATE STARTS, EARLY DISMISSALS & CANCELLATIONS will be announced over the following media outlets:

Radio

KIFG FM	95.3	Iowa Falls
KLMJ FM	104.9	Hampton
WHO AM	1040	Des Moines

Television

WHO	13	Des Moines
WOI	5	Ames
KCCI	8	Des Moines
KWWL	7	Waterloo

ATTENTION PARENTS

Anyone who would like to receive e-mails and/or text messages when school is delayed, dismissed early or cancelled can sign up to receive these announcements by subscribing through the web link posted below.

Please note:

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

Go to: https://public.govdelivery.com/accounts/IAEDU0108/subscriber/topics?qsp=CODE_RED

2016-2017 School Orientation Schedule Alden Elementary

K-6th Grade Orientation will be held Monday, August 22, from 4-5:30 p.m. Students are invited to bring their school supplies, find their lockers and pick up their daily schedules.

Pineview Elementary School

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

All students are to bring their school supplies and place them in the desk that evening. This will assist in first day adjustments. Parents do NOT need to sign up for a time. Just stop into your child's classroom sometime during this time.

This small group session will allow for discussion and explanation of classroom activities to assist parents with fostering positive attitudes towards school, and to assist students in making smooth adjustments this fall.

Rock Run Elementary School Third Grade Orientation

An orientation session for third grade students and their parents will be at 6 p.m. Thursday, August 18, in the Rock Run gym. All third grade students and parents are encouraged to attend. Students will go to their homerooms immediately afterwards to meet their teacher and drop off supplies.

Fourth and Fifth Grade

Students are invited to drop off their supplies and meet their homeroom teacher on Thursday, August 18, from 6–7 p.m. Parents will have the opportunity to visit informally with their child's classroom teacher. Students may bring their school supplies with them and put them into their desk. Be sure you have your name or initials on all items!

Riverbend Middle School

New student orientation and open house will be held at Riverbend Middle School on Wednesday, August 17, from 5:30–7 p.m. This event will start with an assembly at 5:30 p.m. in the Riverbend gymnasium. This assembly is designed for all incoming seventh-grade students and parents, as well as new eighth-grade students and parents.

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

High School

High School Orientation for all freshmen students and all new high school students to the district will be held on Thursday, August 18, from 2–5 p.m. at the high school. All ninth grade students and parents/guardians are required to attend from 5–5:30 p.m. for a presentation in the auditorium. Following the Freshmen Orientation, parents and students are invited to remain at the high school for our Open House for all high school students and parents beginning at 5 p.m.

Freshmen will receive their laptops during Freshman Orientation. Orientation provides students an opportunity to become acquainted with some of the important people that will be helping the students succeed during this critical ninth grade year. Procedures of operation will also be discussed as well as expectations, daily time schedules, attendance, graduation credits, parent communication and involvement in co-curricular activities.

Current student council members will be on hand to give students a tour of the building. Freshmen students will visit their homerooms, receive their class schedules and try out their locker combinations.

The goal of orientation is to make the first days of high school less confusing for students, make an easier transition to high school, and to provide parents with some insight to high school life. If you have any questions, please call Mr. Neumann, the high school principal, or Ms. Kriegel, high school counselor at 648-6440 or send an email to tneumann@ifacadets.net or to mkriegel@ifacadets.net.

ALDEN AND IOWA FALLS ELEMENTARY ROOM

PARENTS AND VOLUNTEERS NEEDED

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

REMINDER TO PARENTS/GUARDIANS

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

IOWA FALLS LUNCH PROGRAM INFORMATION

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

Meal Accounts and Negative Balance Policy:

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

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

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

- Parents may monitor student accounts from home (via their parent Power School account.)
- Parents may sign up for automatic lunch balance notifications, which will be emailed via PowerSchool when a student's lunch balance reaches \$10.00.
- An email or a letter of account status is sent home if balance falls below \$5.00 per student.
- High School students are encouraged to make phone calls home when their balance reaches \$5.00.
- Online prepayments with debit/credit card at the Iowa Falls website can be made through Pay Schools. **Please allow a minimum of 24 hours for deposits via Pay Schools to be processed and show up in student accounts**
- Cash or check payments are accepted at your child's school office.

Negative balances:

Once a student's lunch balance is -\$10.00, parents will be notified via phone by the principal. Once the balance notification has been communicated, parents/guardians will have three (3) days to pay or make arrangements to pay outstanding student balances. Parents with negative student accounts will be asked to send a sack lunch from home until negative balances are taken care of or a payment plan schedule is arranged.

Students with negative balances who do not bring a sack lunch from home may receive a sandwich lunch (sandwich and milk) in place of the regular hot lunch that complies with USDA requirements. Middle school and high school students need to notify the office each day they are requesting a sandwich lunch due to an unpaid negative balance.

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

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

Free/Reduced Lunch Applications

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

- B. Free/reduced applications are also a part of all paperwork provided to families of students transferring into the Iowa Falls Schools.
- C. Any lunch balances accrued before a free/reduced lunch application is approved is the responsibility of the parent/guardian to pay.

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. The Iowa Falls and Alden Community School Districts offers healthy meals every school day. Breakfast cost \$1.35; lunch costs for KPrep-6 daily cost is \$2.40 and for 7-12 is \$2.50. Your children may qualify for free meals/milk or for reduced price meals. Reduced price is .30¢ for breakfast and .40¢ for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from Food Assistance, or the Family Investment Program (FIP), are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is at or below the limits on the Federal Income Eligibility Guidelines below. (Requires submitting an Application for Free and Reduced Price Meals/Milk.)

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

3. 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 call Laura Thies at (641) 648-6440 or Kim Nelson at (515) 859-3393.

4. 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.

5. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?

No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to Laura Thies, IFA High School, 1903 North Taylor, Iowa Falls, Iowa 50126; (641) 648-6440; lthies@ifacadets.net; or Kim Nelson, Alden CSD, P.O. Box 48, Alden, Iowa 50006; (515) 859-3393; knelson@ifacadets.net.

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

No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact: Laura Thies, IFA High School, 1903 North Taylor, Iowa Falls, Iowa 50126; (641) 648-6440; lthies@ifacadets.net; or Kim Nelson, Alden CSD, P.O. Box 48, Alden, Iowa 50006; (515) 859-3393; knelson@ifacadets.net immediately as eligibility for free 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.

7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?

Yes. Your child's application is only good for that school year and for the first few days of this school year, through August 31, 2016. You must send in a new application unless the school told you that your child is eligible for the new school year. When the carry-over period ends, unless you are notified that your children will receive free meals or you submit an application that is approved, the children must pay full price for school meals.

8. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

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

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

FEDERAL INCOME ELIGIBILITY GUIDELINES For School Year 2016-2017

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	21,978	1,832	916	846	423
2	29,637	2,470	1,235	1,140	570
3	37,296	3,108	1,554	1,435	718
4	44,955	3,747	1,874	1,730	865
5	52,614	4,385	2,193	2,024	1,012
6	60,273	5,023	2,512	2,319	1,160
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
Each additional person:	7,696	642	321	296	148

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

11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: Dr. John Robbins, Superintendent, Iowa Falls Community School District, 710 North Street, Iowa Falls, Iowa 50126, (641) 648-6400, jrobbins@ifacadets.net; Dr. John Robbins, Superintendent, Alden Community School District, P.O. Box 48, Alden, Iowa 50006, (515) 859-3393, jrobbins@ifacadets.net.

12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

13. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, put down that you made \$1,000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

14. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

15. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. There are currently no active Military Housing Projects in Iowa as found on Active Military Housing Projects. Any additional combat pay resulting from deployment is also excluded from income.

16. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a Supplemental Worksheet, and attach it to your application. Contact the school to receive a Supplemental Worksheet.

17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Food Assistance or other assistance benefits, contact your local assistance office or call 1-877-347-5678. Your children may be eligible for hawk-i (children's health insurance) or a waiver of school fees. Read the information on the back of the application for hawk-i information. A school waiver form is available from your school.

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

19. If you have other questions or need help, contact Laura Thies, IFA High School,

1903 North Taylor, Iowa Falls, Iowa 50126, (641) 648-6440, lthies@ifacadets.net or Kim Nelson, Alden CSD, P.O. Box 48, Alden, Iowa 50006, (515) 859-3393, knelson@ifacadets.net.

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 Iowa Falls or Alden. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Laura Thies, IFA High School, 1903 North Taylor, Iowa Falls, Iowa 50126, (641) 648-6440, lthies@ifacadets.net or Kim Nelson, Alden CSD, P.O. Box 48, Alden, Iowa 50006, (515) 859-3393, knelson@ifacadets.net.

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 Iowa Falls or Alden Schools, regardless of age.

A) List each child's name. For each child, print their first name, middle initial and last name. 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 at [name of school/school district here]? Mark 'Yes' or 'No' under the column titled "student." If 'Yes' print where the child attends school and identify their grade in school.

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. Foster children who live with you may count as members of your household and should be listed on your application. If you are only applying for foster children, after completing STEP 1, skip to "STEP 4" of the application and these instructions.

D) Are any children homeless, migrant or runaway? If you believe any child listed in this section may meet this description, please 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 (INCLUDING YOU) CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: FOOD ASSISTANCE, FIP OR FDIPIR?

If anyone in your household participates in the assistance programs listed below, your children are eligible for free school meals:

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

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

- Circle 'NO' and skip to STEP 3 on these instructions and STEP 3 on your application.
- Leave STEP 2 blank.

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

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

you circled "YES".

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

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

Table 1. Sources of Income for Children

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

Table 2. Sources of Income for Adults

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

FOR EACH ADULT HOUSEHOLD MEMBER:

B) 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. If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.

Who should I list here?

When filling out this section, please include all 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.

How do I fill in the income amount and source?

FOR EACH TYPE OF INCOME:

- Use the chart on page 12 to determine if your household has income to report.
 - Report all amounts in gross income ONLY. Report all income in whole dollars. Do not include cents.
 - o Gross income is the total income received before taxes or deductions.
 - o 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 be counted as zeroes. 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 verified for cause.
- C) Report earnings from work. Refer to the chart titled "Sources of Income for Adults" in these instructions on page 4 and report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are self-employed business or farm owner, you will report your net income. If you need assistance with this, ask your children's school for the Supplemental Worksheet which has self-employment calculations.

What if I am self-employed?

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

D) Report income from Public Assistance/Child Support/Alimony. Refer to the chart titled "Sources of Income for Adults" on page 12 in these instructions on page 13 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 court-ordered payments should be reported here. Informal but regular payments should be reported as "other" income in the next part.

E) Report income from Pensions/Retirement/All other income. Refer to Table 2 on page 12 titled "Sources of Income for Adults" in these instructions and

report all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

F) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household determines your income cutoff for free and reduced price meals.

G) Provide the last four digits of your Social Security Number. The household's primary wage earner or another adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported.

Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address or both is optional, but helps us reach you quickly if we need to contact you.

B) Print and sign your name. Print your name in the box "Printed name of adult completing the form." And sign your name in the box "Signature of adult completing the form."

C) Write Today's Date. In the space provided, write today's date in the box.

D) On the back of the application, share children's Racial and Ethnic Identities (optional). This field is optional and does not affect your children's eligibility for free or reduced price school meals.

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

F) If you need a translated application with instructions, they can be found in 34 languages at: <http://www.fns.usda.gov/school-meals/family-friendly-application-translations>

Public Release

The Iowa Department of Education, Bureau of Nutrition and Health Services, today announced 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 and the Afterschool Care Snack Program.

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

Households may be eligible for free or reduced price meal benefits one of four ways listed below.

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. Food Assistance households and children receiving benefits under the Family Investment Program (FIP) are eligible for free meals. Most children from Food Assistance 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 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 meal benefits extended to them.
 3. Some Food Assistance 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. Food Assistance 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 carry-over 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, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue,
SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

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. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

INCOME ELIGIBILITY GUIDELINES

Effective 7-1-2016

<u>Household Size</u>	<u>Free Meals</u>					<u>Reduced Price Meals</u>				
	<u>Yearly</u>	<u>Monthly</u>	<u>Twice a Month</u>	<u>Every two weeks</u>	<u>Weekly</u>	<u>Yearly</u>	<u>Monthly</u>	<u>Twice a Month</u>	<u>Every two weeks</u>	<u>Weekly</u>
1	15,444	1,287	644	594	297	21,978	1,832	916	846	423
2	20,826	1,736	868	801	401	29,637	2,470	1,235	1,140	570
3	26,208	2,184	1,092	1,008	504	37,296	3,108	1,554	1,435	718
4	31,590	2,633	1,317	1,215	608	44,955	3,747	1,874	1,730	865
5	36,972	3,081	1,541	1,422	711	52,614	4,385	2,193	2,024	1,012
6	42,354	3,530	1,765	1,629	815	60,273	5,023	2,512	2,319	1,160
7	47,749	3,980	1,990	1,837	919	67,931	5,663	2,832	2,614	1,307
8	53,157	4,430	2,215	2,045	1,023	75,597	6,304	3,152	2,910	1,455
For each additional family member add:	5,408	451	226	208	104	7,696	642	321	296	148

2016-2017 Iowa Application for Free and Reduced Price School Meals/Optional Supplemental Worksheet

Additional Children in Your Household

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

Check all that apply

Additional Adults in Your Household

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

Self-Employment Income Calculations

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

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

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

TOTAL \$ _____ Gross Annual Income Before Any Deductions.

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

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

WAIVER STATEMENT: If your child(ren) qualifies for free or reduced price meals, you may also be eligible for other benefits. One of these benefits is **(must be specific-eg. book fees, band fees, drivers education)**. If you sign this waiver, your child(ren) will be considered for a full or partial waiver of **(list your specific fees)**. I understand that I will be releasing information that will show that I applied for free and reduced price school meals for my child(ren). I give up my rights to confidentiality for waiver of school fees ONLY. I certify that I am the parent/guardian of the child(ren) for whom application is being made.

Signature of Parent/guardian _____ Date _____

YOU DO NOT HAVE TO COMPLETE THIS WAIVER TO GET FREE OR REDUCED PRICE SCHOOL MEALS.

2016-2017 Iowa Application for Free and Reduced Price School Meals/Milk

Received Date: _____

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

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach the supplemental worksheet.)

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

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

<p>Write only one case number in this space. Medicaid, Title XIX & EBT card numbers are not acceptable.</p>	<p>Case Number: _____</p>	<p>Name of Household Member with Case Number: _____</p>
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STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

<p>Please read How to Apply for Free and Reduced Price School Meals for more information. The Sources of Income for Children section will help you with the Child Income question. The Sources of Income for Adults section will help you with the All Adult Household Members section.</p>	<p>A. Child Income Sometimes children in the household earn income. Please include the TOTAL gross income earned by all Household Members listed in STEP 1 here.</p>		<p>Total Child Income \$ <input type="text"/></p>	<p>How often? <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Weekly</td> <td style="padding: 2px;">Bi-Weekly</td> <td style="padding: 2px;">2x Month</td> <td style="padding: 2px;">Monthly</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> </table> </p>	Weekly	Bi-Weekly	2x Month	Monthly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																																																																					
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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																																																																													
	<p>B. All Adult Household Members (including yourself) List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income for each source in whole dollars only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report. Applications with blank income fields will be processed as complete. If more spaces are required for additional names, attach the supplemental worksheet.</p>		<p>C. Earnings from Work</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th rowspan="2">Name of Adult Household Members (First and Last)</th> <th rowspan="2">C. Earnings from Work</th> <th colspan="4">How often?</th> <th rowspan="2">D. Public Assistance/ Child Support/Alimony</th> <th colspan="4">How often?</th> <th rowspan="2">E. Pensions/Retirement/ All Other Income</th> <th colspan="4">How often?</th> </tr> <tr> <th>Weekly</th> <th>Bi-Weekly</th> <th>2x Month</th> <th>Monthly</th> <th>Weekly</th> <th>Bi-Weekly</th> <th>2x Month</th> <th>Monthly</th> <th>Weekly</th> <th>Bi-Weekly</th> <th>2x Month</th> <th>Monthly</th> </tr> <tr> <td><input type="text"/></td> <td>\$ <input type="text"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td>\$ <input type="text"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td>\$ <input type="text"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="text"/></td> <td>\$ <input type="text"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td>\$ <input type="text"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td>\$ <input type="text"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="text"/></td> <td>\$ <input type="text"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td>\$ <input type="text"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td>\$ <input type="text"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>			Name of Adult Household Members (First and Last)	C. Earnings from Work	How often?				D. Public Assistance/ Child Support/Alimony	How often?				E. Pensions/Retirement/ All Other Income	How often?				Weekly	Bi-Weekly	2x Month	Monthly	Weekly	Bi-Weekly	2x Month	Monthly	Weekly	Bi-Weekly	2x Month	Monthly	<input type="text"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Name of Adult Household Members (First and Last)	C. Earnings from Work	How often?					D. Public Assistance/ Child Support/Alimony	How often?				E. Pensions/Retirement/ All Other Income	How often?																																																																			
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<p>F. Total Household Members (Children and Adults) <input type="text"/></p>		<p>G. Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>			<p>Check if no SSN <input type="checkbox"/></p>																																																																												

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."

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address (if available)	Apt. #	City	State	Zip	Daytime Phone (optional)	Email (optional)
<input type="text"/>			<input type="text"/>			<input type="text"/>
Printed name of adult completing the form			Signature of adult completing the form			Today's date

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

Annual income conversion: Weekly x 52; Bi-Weekly x 26; 2 Times per Month x 24; Monthly x 12
 Household Income: \$ _____ Weekly Bi-Weekly Twice Monthly Monthly Annually Household Size: _____
 Application Approved: Income Foster Child FIP/Food Assistance Head Start (documentation required) Homeless/Migrant/Runaway-Local Official Documentation Required
 Eligibility Determination: Free Reduced Free Milk Application Denied: Incomplete Over income limits

Determining Official	Effective Date	Confirming Official	Date	Follow-up Signature	Date
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OPTIONAL Children's Racial and Ethnic Identities

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

Ethnicity (check one): Hispanic or Latino Not Hispanic or Latino

Race (check one or more): American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Low-Cost Health Insurance for Children

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

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

Parent/Guardian Name (Printed) _____ **Signature** _____ **Date** _____

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Assistance (FA), Family Investment Program (FIP) or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

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

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

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

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

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

Translated applications are available in 34 languages at:
<http://www.fns.usda.gov/school-meals/family-friendly-application-translations>

This institution is an equal opportunity provider.

Health Information

With the online registration we are not always sure that we have the most current health information online for your student. Your student's health needs or medications may change during the school year and your online student account may not get updated. Please take a moment and remember during the year to update their current medications and health information. Also, please keep your contact and emergency

contact information names and phone numbers current for your student. If you are unable to make the changes, please contact your student's building secretary to enter the information. We appreciate keeping the lines of communication open when it comes to your child's health concerns so that we can better serve them.

Nicky Nachazel
Laura Thies

Iowa Falls and Aiden Community School Districts 2016-2017 School Calendar

(August 23 – May 24)

Summary of Calendar

Days/Hours in classroom:
First Semester 93
Second Semester 90
TOTAL DAYS/HOURS 183

CALENDAR LEGEND

Start/End
Prof. Dev.
Quarter
Holidays
Vacation Days

Early Dismissals for
Teacher Inservice *

HOLIDAYS:

Labor Day (9/5)
Thanksgiving Day (11/24)
Christmas Day (12/25)
New Years Day (1/1)
Easter Sunday (4/18)
Memorial Day (5/29)

SNOWWEATHER RELATED MAKEUP DAYS

All snow makeup days will be added to the end of the school year.

Every Wednesday, the Iowa Falls and Aiden Schools dismiss 1 hour early for professional development.

Note: If school is delayed due to inclement weather, the p.m. professional development will be cancelled and regular dismissal times will be followed.

August					Student Days	
M	T	W	Th	F		
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24*	25	26	4	
29	30	31*			7	
September						
			1	2	9	
5	6	7*	8	9	13	
12	13	14*	15	16	18	
19	20	21*	22	23	23	
26	27	28*	29	30	28	
October						
3	4	5*	6	7	33	
10	11	12*	13	14	38	
17	18	19*	20	21	43	
24	25	26*	27	28	48	
31					49	
November						
	1	2*	3	4	53	
7	8	9*	10	11	58	
14	15	16*	17	18	63	
21	22	23	24	25	65	
28	29	30*			68	
December						
			1	2	70	
5	6	7*	8	9	75	
12	13	14*	15	16	80	
19	20	21*	22	23	84	
26	27	28	29	30		
January						
2	3	4*	5	6	88	
9	10	11*	12	13	93	
16	17	18*	19	20	98	
23	24	25*	26	27	103	
30	31				105	
February						
		1*	2	3	108	
6	7	8*	9	10	113	
13	14	15*	16	17	117	
20	21	22*	23	24	122	
27	28				124	
March						
		1*	2	3	127	
6	7	8*	9	10	132	
13	14	15*	16	17	136	
20	21	22*	23	24	141	
27	28	29*	30	31	146	
April						
3	4	5*	6	7	151	
10	11	12*	13	14	155	
17	18	19*	20	21	160	
24	25	26*	27	28	165	
May						
1	2	3*	4	5	170	
8	9	10*	11	12	175	
15	16	17*	18	19	180	
22	23	24*	25	26	183	
29	30	31				
June						
			1	2		
5	6	7	8	9		

Adopted 4/11/16
183 Day Calendar

Date: Events:

Aug. 15 & 16 Inservice Days for New Teachers
Aug. 17, 18, 22 Inservice/Work Days for Teachers
Aug. 23 Classes Begin
Aug. 23 Begin 1st Semester

Sept. 5 Labor Day (No School)

Oct. 28 End of 1st Qtr. (48 days)

Nov. 23-25 Thanksgiving Holiday (No School)
Nov. 28 Classes Resume

Dec. 23 Vacation (No School)
Dec. 25 Christmas
Dec. 28-30 Vacation (No School)

Jan. 1 New Year's Day (No School)
Jan. 2 Vacation (No School)
Jan. 3 Classes Resume
Jan. 13 End of 2nd Qtr. (47 Days) HS Only
Jan. 13 End of 1st Semester (93 Days)
Jan. 16 Begin 2nd Semester

Feb. 17 Teacher Professional Day- No School

Mar. 16 End of 3rd Qtr. (43 Days)
March 17 Late Winter Break (No School)

April 14 Spring Break (No School)
April 16 Easter

May 21 High School Commencement
May 24 Last Day of School
May 24 End of 4th Qtr. (47 Days)
May 24 End of 2nd Semester (90 Days)
May 25 Inservice/Work Day
May 29 Memorial Day (No School)

Online E-Registration for 2016-17

We are again excited to offer online registration with electronic payment for all fees for the 2016-17 school year! This will allow you to complete your child's school registration from the convenience of your own home. Parents/Guardians: Be sure to create a "single sign-on account" in PowerSchool to allow you access to the online registration if you haven't already done so. If you need computer access and assistance in completing the forms or online registration, staff will be available to help you at the IF-A High School or the Aiden Elementary on the scheduled date and time listed below. You need only go to one building to register all your children. (Computer access is also available at the Iowa Falls and Aiden Public Libraries). Laura Thies, Iowa Falls School Nurse, will be available on Wednesday, August 10, at the high school from 4:30-7 p.m., and Nicky Nachazel, Aiden School Nurse, will be available on Thursday, August 11, at the Aiden Elementary from 4:30-7 p.m. to accept free and reduced lunch application forms and also answer any questions about student medical needs. Online E-Registration will be available starting Wednesday, August 3, at the Iowa Falls and Aiden Web-site at www.ifacadets.net.

Required forms for your child(ren) will be available online and should be printed off, completed and returned to one of the building offices.

We encourage parents to pay school fees online using PaySchools that include various fees, such as school fees, band fees, driver's education, technology, activity tickets and lunch.

Iowa Falls-Aiden High School:
Wednesday, August 10, 4:30-7 p.m.

Aiden Elementary:
Thursday, August 11, 4:30-7 p.m.

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

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

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

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

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

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

IOWA FALLS COMMUNITY SCHOOL DISTRICT FEES

Meal Costs:

Breakfast: All Grades	Daily - \$1.35	20 Days - \$27.00
Lunch: K Prep – 5th Grade	Daily - \$2.40	20 Days - \$48.00
7-12th	Daily - \$2.50	20 Days - \$50.00
Milk: All Grades:	\$0.35	20 Days - \$7.00

School Fees:

Book Rent	Grades KPREP – 5th Grade	\$36.00
	Grades 7-12	\$48.00
	Family Maximum	\$118.00
School Owned Brass or Woodwind Instrument (5-12)		\$60.00
All Percussionists Rental Fee (9-12)		\$50.00
Marching and Concert Band Uniform Maintenance (9-12)		\$12.50
Choir Robe Maintenance (Grade 9 only)		\$6.50
Driver's Education		\$425.00
Technology Deposit(NEW STUDENTS ONLY)		\$30.00
FFA Membership Dues (Grades 7-12)		\$15.00
2016-2017 Yearbook		\$35.00
2016-2017 Athletic Activity Tickets (regular season home games only)		
STUDENT ACTIVITY TICKET: (Grades K Prep-12th) (Optional)		\$31.00
ADULT ACTIVITY TICKET: (Optional)		\$75.00
ADULT 10 PUNCH ACTIVITY TICKET: (Optional)		\$40.00

ALDEN COMMUNITY SCHOOL DISTRICT FEES

Meal Costs:

Breakfast – Kdg-6th	Daily - \$1.35	20 Days - \$27.00
Lunch – Kdg-6th	Daily - \$2.40	20 Days - \$48.00
Extra Milk	\$0.35	

Kindergarten/1st Grade Snack-Time Drink \$7.00 a month

PreSchool Snack-Time Drink \$0.35

School Fees:

Book Rent – Kdg-6th Grade	\$36.00
Chromebook Deposit – Grades 5-6	\$30.00
(Exception–Alden sixth-graders that have already paid a deposit in fifth grade)	
FAMILY MAXIMUM	\$118.00
School Owned Horns Grades 5-6	\$60.00
School Owned Percussion	\$50.00
Student Agendas (Grades 3-4)	\$2.50

2016-2017 Athletic Activity Tickets (regular season home games only)

STUDENT ACTIVITY TICKET: (Grades K-6) (Optional) \$31.00

ADULT ACTIVITY TICKET: (Optional) \$75.00

ADULT 10 PUNCH ACTIVITY TICKET: (Optional) \$40.00

SCHOOL CALENDARS

The Iowa Falls and Alden School Districts will no longer provide paper calendars to our families. You can access our online calendar by going to our website, www.ifacadets.net to find the most current events.

NEW TEACHERS

New Teachers at Iowa Falls

NAME: Shelley Adams

POSITION: K-12 Talented & Gifted Teacher

EDUCATION: AA-Des Moines Area Comm. College-1994

BA-Buena Vista Univ. -1997

PROFESSIONAL EXPERIENCE: Lincoln,NE Public Schools-2007-2014
Hampton-Dumont Schools-2014-2016

NAME: Michael Collison

POSITION: High School English/Language Arts

EDUCATION: BA-Briar Cliff University-2014

PROFESSIONAL EXPERIENCE: Durant Community Schools-2015-2016

NAME: Kasey Horn

POSITION: 5th Grade Classroom Teacher

EDUCATION: BA – Buena Vista University-2009

MA-Graceland University-2014

PROFESSIONAL EXPERIENCE: Lamoni Comm. Schools-2010-2012
Clarke Elementary-2014-2015
Des Moines Public Schools-2012-2016

NAME: Tony Neumann

POSITION: High School Principal

EDUCATION: BS-St. Ambrose University-2001

MA-University of Iowa-2010

PROFESSIONAL EXPERIENCE: Durant Community Schools-2001-2016

NAME: Amanda Puffett

POSITION: Middle School Science

EDUCATION: BA-University of Iowa-2011

PROFESSIONAL EXPERIENCE: South Kitsap CSD, Port Orchard,WA-2012
Moore, OK Comm. Schools-2013-2016

NAME: Olivia Tebben

POSITION: High School Science

EDUCATION: BS-Iowa State University-2013

MA-Iowa State University-2015

PROFESSIONAL EXPERIENCE: Christ the King MS, Des Moines-2015-2016

New Teaching Assignments for Alden

NAME: Becky Young

POSITION: 2nd Grade Classroom

EDUCATION: University of Northern Iowa, BA in Elementary Ed. and minor in literacy

PROFESSIONAL EXPERIENCE: N/A