

THE WILLIAMSBURG COMMUNITY SCHOOL DISTRICT SCHOOL REPORTER

Innovate. Lead. Excel.

Volume 64
Fall, 2021

FEES

Preschool Registration Fee.....	\$45.00
Elementary (K-6) - Textbook.....	\$55.00
Jr/Sr High (7-12) - Textbook.....	\$75.00
Technology 7-12.....	\$60.00
Student Parking.....	\$ 2.00
Instrumental Rental: Percussion.....	\$35.00
Instrumental Rental: Brass & Woodwind.....	\$50.00

LUNCH PRICES

Breakfast

PK-6.....	\$1.90
7-12.....	\$2.00
Milk.....	\$.50

Lunch

PK-3.....	\$2.95
4-8.....	\$3.05
9-12.....	\$3.15

DISTRICT INFORMATION

Elementary (PK-6)

Mr. Brent Zirkel.....	668-2301
Ms. Sue Lawler.....	668-2301
	Fax: 319-668-9552

Jr/Sr High (7-12)

Ms. Lynell O'Connor.....	668-1050
Mr. Michael Jepson.....	668-1050
	Fax: 319-668-9359

Transportation

Mr. Curt Ritchie.....	668-1555
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Superintendent

Dr. Chad Garber.....	668-1059
	Fax: 319-668-9311

SCHOOL HOURS

Mary Welsh.....	8:15 a.m.-3:15 p.m.
Jr/Sr High.....	8:15 a.m.-3:30 p.m.

FIRST DAY OF SCHOOL

Monday, August 23, 2021

OPEN HOUSE

Mary Welsh – August 18 – 4:00-6:00 p.m.
High School – August 19 – 4:00-6:00 p.m.

Dear Parents/Guardians:

Welcome to the new school year! Online registration for the Williamsburg Community School District will be available middle of July. You should have received detailed information through messenger, email and in the mail regarding how to log into Infinite Campus to register your student(s). Please contact the high school if not. All students will need to be registered online by August 23, 2021.

Walk-in-registration will be on Monday, August 2, 2021 at the high school from 8:00 a.m. – 7:00 p.m. Grades PK- Kindergarten and all new families to the district are highly encouraged to attend and meet with the building principals. If for some reason you cannot attend the scheduled registration day and/or need help registering online, you are asked to contact your child's respective school office and make arrangements to handle your registration.

The District asks parents to complete all required forms. Please return the forms with a check, money order or drop it off at the high school. Parents can pay online through their Infinite Campus Parent Portal account. Parents interested in mailing in their child's registration material and/or payment can find all necessary forms in the back of this School Reporter or on our website at www.williamsburg.k12.ia.us.



Please register online, mail registration forms and payments by August 23, 2021 to:
Williamsburg CSD
Attn: School Registration
810 West Walnut PO Box 120
Williamsburg, IA 52361

FROM THE DESK OF...

Dr. Chad Garber, Superintendent

Hello, fellow Raiders, and welcome to the 2021-2022 school year at Williamsburg Schools. It is a pleasure to be able to write to you as we start the school year, and an honor to get to work with you and for you in the weeks and months to come. As I thought about the past year, in preparation for the coming year, I wondered how we'd adjust after a year that was, for lots of reasons, somewhat unsettling, disruptive (in positive and negative ways), and unpredictable. In 2020-2021, we all wanted to give someone "a piece of our mind" at one point or another. And now, in the 2021-2022 school year, we may all just want some "peace of mind."

I remember many, many years ago, I was at track practice, and a member of our track team was working with one of the coaches on what we called, back then, bungee cords. It consisted of a long, rubber-like elastic band--about 20 feet long as I remember-- that was attached to a harness of sorts that went over the shoulders of the athlete. At the opposite end of the band was a loop that a coach held on to. As the athlete ran, the coach would follow along, creating resistance by keeping tension in the elastic band that the athlete was pulling. It was a great system, I'm sure, until the day that, under the strain of an athlete running hard, the elastic band broke, and my teammate's face slammed to the surface of the football field with a solid "thud." And band work for the day was over.

And so, whether it is a piece of mind you want to give, or peace of mind you want to get, I think that "broken band" from about 30 years ago can serve as a symbol of the upcoming year for me. As we approach the 2021-2022 school year, please know that we--students, staff, families, the superintendent--should expect to be challenged by whatever the upcoming year brings. As much as we simply want to recuperate from the past year, I think it is still important to seek out and embrace challenges that are put before us. Those challenges may come in the form of...

- a math problem or a social studies assignment for students,
- adjusting to a new colleague or to a new strategy that may help with a student's reading comprehension for staff,
- navigating social media etiquette or academic struggle for families, or
- remedying a personnel conflict or balancing a budget for the superintendent.

Know that because of our District's responsibility to help kids learn and to help staff grow, we will face challenges this year. And that is how it should be. Learning is a process through which we attempt something, compare how we did to

a target, adjust our next attempt, figure out our misconceptions or mistakes, and attempt again. Whether we're a student or a staff member, the complexity of successful learning makes it a process through which we are challenged. I want us to be a system that is ready for challenge, anxious to work through it, and excited to celebrate our success.

With that said, we also understand that we need to strengthen our ability to meet a challenge with just the right amount of support. Struggle is productive, but we shouldn't expect the stress of challenge to be so much greater than the support we provide that the band breaks like it did at track practice decades ago, and we fall flat on our forehead. So with that in mind, expect supports for kids like WIN, the success center, seminar, rest and restore locations in classrooms, and counseling from our school staff and outside agencies (we've applied for a grant that would fund a school social worker in our district for the next two years, so wish us luck on that!) to be a part of our work at school as well. For staff, expect supports like professional learning on trauma and its impact on learning, new learning on reading support, re-allocation of resources to better serve the system, chances to re-imagine our students' learning experience, and opportunities to collaborate. For all Raiders, expect support to come in the form of kindness, patience, student-centered intentions, and tolerance for difference. As a system, whether it be for our students, our staff, or our families, we can't avoid challenges while we rest up from last year; rather, we want to continue to embrace challenges, as well as to secure the resources we need to support our school community when obstacles arise.

I am trying to improve my own personal health, and in order to do that, I need to exercise. When I work out, I'm often sore the next day (and sometimes the day after that). Sometimes, I think to myself that one way to avoid soreness is to stop working out. But then, when I go to the doctor and they tell me that my cholesterol is too high, and that exercise as one way to help lower it, I find out that starting to exercise, when I haven't for a really long time, is a lot harder to do. I think facing a challenge is a lot like that. When we put ourselves in situations to face challenges regularly, when something happens that presents an obstacle, if we haven't primed our "muscles", meeting that challenge seems even more daunting, and potentially even impossible. But if we're accustomed to meeting challenges, we're building our strength, our tolerance to discomfort, and our willingness to persevere, and that's the same for kids and adults. While I'm confident that

this year won't be like last year, I'm also confident that we won't serve our students best if we (and they) only seek what appears to be the safe harbor of comfort and consistency. I'd argue that now that we know we can manage a tumultuous year--for lots of reasons--that we use the strength and endurance that we've gained and build on it.

Challenge is good. Our muscles need it. Our brains need it. Our routines need it. And when we get accustomed to meeting challenges, when big ones arise, we're fit and ready to meet them. And support is critical, too. We want Williamsburg Schools to be a place where students, families, and colleagues meet challenges that are just enough to put us to work, but not so much that it keeps us from "going to work." There is a sweet spot to be found, and our system is a place that will strive to balance struggle with support. And at the end of this school year, we're going to celebrate that we've met challenges, not that we've been able to "stay afloat" or that we maintained where we have been or that we've only lost a little bit of ground.. but we're going to celebrate all that we've accomplished as students, as colleagues, and as a school community. What better reason to celebrate than meeting and beating a significant challenge.

This year, we'll face challenges and obstacles. At least I hope that we do. But trust that we'll also find and provide support necessary to meet those challenges. Challenges met give us reason to celebrate, and as I hope you hear me say regularly, there is a lot to celebrate in Williamsburg.

It truly is a pleasure to welcome you to Williamsburg Schools for the 2021-2022 school year. My contact information is below. Feel free to reach out when you'd like to visit. As always, Go Raiders!

Chad Garber, superintendent
319-461-7484 (cell)
319-668-1059 (office)
chadgarber@williamsburg.k12.ia.us



Lynell O'Connor, Principal

IMPORTANT DATES TO REMEMBER

- August 2** School registration
8:00 am - 7:00 pm
- August 16** Seventh Grade Orientation
9:00 am – 3:00 pm
- August 19** WHS Open House
4:00 pm – 6:00 pm
- August 23** First Day of School

OPEN HOUSE

If possible, we will be hosting an open house night on Thursday, August 19, from 4:00-6:00 p.m. for all students to meet teachers, visit classrooms and familiarize themselves with their class schedule. Students new to the building grades 9-12 will be matched up with a WHS student to show them around.

STAFF DEVELOPMENT

The Williamsburg Jr./Sr. High School staff continues to focus on student achievement through increased teacher collaboration, interventions, and intentional professional learning. The focus for professional development for 2021-2022 will be developing interventions for struggling learners as well as enrichment for advanced learners. In addition, the staff will receive professional development from ContextEdu to shift the cognitive load to learners through our HS redesign project.

W.I.N. PROGRAM (WHAT I NEED):

WHS is moving to the seventh year of the WIN program for grades 7-12. This is an after-school homework session for students who are not completing homework. All students are welcome to sit in the LMC during WIN time to work on homework. All WHS teachers will work with students to be successful to get all homework completed. If a teacher is still having issues, he/she will give the administration names of students for the WIN program. A student will be expected to attend WIN from Monday-Thursday or until all homework is completed. If a student misses WIN, he/she will owe an hour of time for each hour missed. The administration is willing to help with transportation if necessary.

DAILY ANNOUNCEMENTS/ COMMUNICATION

Daily announcements can be found on the WHS website. These announcements are updated daily by 9:30 a.m. WHS will communicate information to students through announcements and the school provided email. Students are expected to check email on a daily basis. WHS will communicate information to parents through the website, daily announcements, Infinite Campus, and report cards. Ms. O'Connor will also continue to send a weekly email to parents. Please make sure, when you register your child online, your email is updated on Infinite Campus in order to receive weekly emails. If you have additional email addresses for grandparents, who would like to receive emails, please contact Ms. O'Connor.

COLLEGE COURSES

Students have opportunities to earn college credit through Kirkwood Community College and other institutions through Senior Plus Legislation. WHS has a total of eighteen courses taught at the high school for college credit. Students may also sign up for online courses through Kirkwood Community College. Students who wish to take these courses must meet all guidelines to enroll.

BELL SCHEDULE

We will continue our second year of a new bell schedule. We hope this gives students more time to work with teachers on priority standards and increase student achievement.

Junior High

- Period 1A..... 8:15 - 8:59
- Period 1B..... 9:02 - 9:46
- Seminar..... 9:49 - 10:21
- Period 2A..... 10:24 - 11:08
- Lunch..... 11:08 - 11:35
- Period 2B..... 11:38 - 12:22
- Period 3A..... 12:25 - 1:09
- Period 3B..... 1:12 - 1:56
- Period 4A..... 1:59 - 2:43
- Period 4B..... 2:46 - 3:30

High School:

- Period 1A..... 8:15 - 8:59
- Period 1B..... 9:02 - 9:46
- Seminar..... 9:49 - 10:21
- Period 2A..... 10:24 - 11:08
- Period 2B..... 11:11 - 11:55
- 3A/Lunch..... 11:58 - 1:09
- Period 3B..... 1:12 - 1:56
- Period 4A..... 1:59 - 2:43
- Period 4B..... 2:46 - 3:30

JR./SR. HIGH SCHOOL ENROLLMENT

Preliminary enrollment figures for the 2021-2022 school year indicate a student population that is higher than last year's secondary school enrollment. The unknown factors in this count are the number of migrant students that will enroll in the fall as well as new students in our district that have not yet notified the school of their intention to enroll in classes.

- 7th Grade 98
- 8th Grade..... 113
- 9th Grade..... 101
- 10th Grade..... 113
- 11th Grade..... 109
- 12th Grade..... 93
- Total..... 627

NEW FACULTY MEMBERS AT THE JUNIOR/SENIOR HIGH SCHOOL

The Jr./Sr. High School will have a few new faces for the upcoming school year. Please welcome these new educators into our school and community.

- Mr. Lincoln Aunan:** 7-12 Mathematics
- Ms. Rachel Hovde:** 7-12 PE/Health
- Mrs. Bridget Mahoney:** 9-12 Agriculture
- Mr. Patrick O'Brien:** 7-12 Special Education
- Mr. Vincent Roth:** 7-12 Industrial Technology
- Ms. Elizabeth Solsma:** 7-12 English
- Ms. Samantha Wiezorek:** 9-12 Spanish

Michael Jepson, Associate Principal

INTRODUCTION

My name is Michael Jepson and I help serve the students, families, and staff of Williamsburg Junior/Senior High School as the Associate Principal. I have worked as an educator for 24 years, all in the Williamsburg Community School District. I am passionate about leadership, building positive relationships, continuous improvement, and empowering and making a difference in the lives of others. I believe that open and honest communication is the key to success! Please reach out to me if you have any questions or concerns. Let's have a great year!

WHS ACADEMIC INTEGRITY POLICY

Teachers and administrators at WHS understand the pressure to get good grades, get to an after-school job, help out at home, and participating in activities can create an incentive to take short cuts that impact learning and our ability to measure how much learning has occurred. One of those shortcuts is cheating. However, we firmly believe that cheating and plagiarism are serious violations that undermine learning, disguise competence, and tear down ethical behavior. This conduct prohibits both teachers and students from knowing a student's true skill and understanding of content; furthermore, it breaks down the trust that is vital to any community.

DEFINITION

Having academic integrity means valuing and demonstrating:

- Intellectual honesty
- Personal Truthfulness
- Learning for its own sake
- The creation and opinions of others (i.e., intellectual property)

You are acting with academic integrity to the extent that you demonstrate these values, and in particular when you:

- Take full responsibility for your work, and give full credit to others who have helped you or influenced you, or whose

work you have incorporated into your own.

- Represent your own work honestly and accurately.
- Collaborate with other students only as specifically directed and authorized.
- Report breaches of academic integrity to a teacher, counselor, or administrator

An updated version of the Academic Integrity Policy will be provided in the 2021-2022 Student Handbook. This updated policy will be shared with students and parents during the first week of school. It can also be found on the district website at www.williamsburg.k12.ia.us.

ATTENDANCE

The staff at Williamsburg Schools believes that regular attendance is an essential part of academic success for any student. Attendance is the responsibility of the student and parents. It is imperative that good, honest communication exists between them and the school. The WCSD Attendance policy is currently in a school board review process and will be updated and ready for the 2021-2022 school year. Upon completion, you will find the updated school board policy under the Parent Resources tab on the district website at <http://www.williamsburg.k12.ia.us>.

INFINITE CAMPUS

Infinite Campus is in year two as the district's student information system. Parents will be able to login to the Parent Portal to access various information. Once logged into Infinite Campus Parent Portal, you will be able to see:

- Attendance
- Fees
- Grades
- Lunch Count Information
- Online Registration Information
- School Notices
- Student Schedules
- Transportation Information

PBIS AT WHS

WHS will be in the third year of implementing Positive Behavior Interventions and Supports (PBIS) for students grades 7-12. Students follow clear expectations that have been established for common areas such as the lunch room, hallways, and restrooms. We want our students to not only find success academically, but also be a great addition to society! Our RAIDERS strive to meet the expectations of success in our student/staff created acronym. Raiders Are Independent, Driven, Empathetic, Respectful Students.

STUDENT SUPPORTS SYSTEMS

Williamsburg Jr/Sr High uses Multi-Tiered Systems of Support (MTSS) to work with students and their families on academic and behavioral issues. We are very proud of the many supports and interventions that are in place to help your student succeed. Listed below are just a few of the supports that are in place or are developing to serve your student.

Impact Team- a group of specialists that meet weekly to discuss and analyze student data to identify student academic and behavioral needs.

Professional Learning Community (PLC)- collaborative learning teams that meet at least weekly throughout the year to share ideas to enhance teaching practices and identify needs to allow students to reach their full potential.

RAIDER PROMISE- Students and families can use the RAIDER PROMISE tool to view student learning expectations for every class taught at WHS. Visit the RAIDER PROMISE on our website.

Seminar- a daily opportunity to participate in academic interventions or extension activities provided by all teachers targeted to student needs.

What I Need (W.I.N) - a commitment to work with students after school for those who are falling behind with classroom work and to provide additional academic support.

FROM THE DESK OF...

Brent Zirkel, Principal & Sue Lawler, Associate Principal

WELCOME

We are very excited to begin our second year at Mary Welsh Elementary. After a year of COVID-19 protocols and overcoming challenges on a daily basis as a staff to provide the very best educational experiences available to students, we look forward to a new school year with the promise of greater opportunities and accessibility to come! We believe that parents are our best partners and we are thrilled to get to know you and your family better as we are able to meet at open houses and other events. While the ability to meet unmasked and in-person this next year will bring about many improvements in the school year, some things will remain the same. When students enter our doors, we want them to feel safe, to know that they belong to a caring community of learners, and to have high-quality opportunities to learn. Please, feel free to approach us and introduce yourself as we are still getting acquainted with many families in our communities. We can always be reached by email at brentzirkel@williamsburg.k12.ia.us or suelawler@williamsburg.k12.ia.us and will generally respond within 24 hours. On behalf of our staff at Mary Welsh Elementary, we welcome you and look forward to our daily interactions!

IMPORTANT DATES

Monday, August 2, 2021 – Registration at the High School from 8:00 a.m. – 7:00 p.m.
 Thursday, August 12, 2021 - Migrant/ELL Registration Night beginning at 5:30 pm
 Wednesday, August 18, 2021 - Mary Welsh Open House beginning at 4:00 pm
 Monday, August 23, 2021 - First Day of School

RAIDERPROMISE.COM

You might hear staff members talk about proficiency scales or priority standards. That's really just our language for saying, "It's really important that WE know what we want kids to learn and that KIDS know what we want them to learn". Raider Promise is a place where you can be a part of that conversation as we believe that we all achieve at our highest when we are transparent about what we want students to know and be able to do. We invite you to visit www.raiderpromise.com and explore the skills and knowledge that we are committed to making sure every student develops in our school. You can check out your student's grade level or specials page to learn more.

FAMILY HANDBOOKS

Part of helping students and families feel safe and know that they belong is by establishing routines and practices. If you ever wonder about how we do things, our handbook is a good place to start as it is a great source of general information for Mary Welsh students and families. Family Handbooks are available at registration, in the front office, and at our Open House Night. They will also be updated and made available on our school website.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

We use Positive Behavior Interventions and Supports (PBIS) to provide a consistent, safe, and positive school environment. PBIS uses research-based best practices supported by data to create a plan for student behavioral success and character development. Mary Welsh staff has been working on developing our PBIS system since the 2013-14 school year, which consists of clear expectations for students in common areas of our elementary. We believe that we can positively reinforce desired behaviors by recognizing students when we "catch them" following our expectations. This is also a way for us to build meaningful relationships and provide extra support when students need it. "Raider Ready", with three fingers held up, refers to students being respectful, responsible, and safe. Using this phrase and gesture is a great way for the school and your family to partner together.

BUILDING A POSITIVE SCHOOL ENVIRONMENT FOR ALL

Bullying and harassment are an ongoing challenge both in schools and in our society. We are committed to providing a positive, supportive, and welcoming learning environment for every student and every staff member no matter their background or differences. Students come to school to learn and should be able to focus on learning. Students and staff should expect to be treated with dignity and respect at all times. Williamsburg Schools and Mary Welsh Elementary have a process that follows best practices outlined by the Iowa Department of Education in responding to and distinguishing between issues of bullying and harassment. This starts with reporting. Students and parents that witness bullying or harassing behaviors share in the collective responsibility of reporting that behavior to a school leader like me or our associate principal, or a classroom teacher or

associate. This can be done anonymously through the Safe Schools Alert app, by reporting directly to a principal or trusted adult in the building, or by filing a complaint form that we can provide you. Truly, it takes a community approach to eliminate bullying or harassing behaviors. Please, if you believe your student or any student is being bullied or harassed, contact me as soon as possible.

SCHEDULE OFFERINGS

Our goal is to maintain a schedule that best reflects the beliefs, values, and goals of our school. We believe we get better through teaming and collaboration. In order to make that possible, it is necessary to create space in our daily schedule for common planning time for our many different teams of teachers. This time will allow teachers regular opportunities to look at data together and best determine how to instruct students. As you may know, we share staff members between buildings, and that provides some efficiency, but it also can make scheduling tricky. Offerings available this year include:

- A breadth of experiences through a rotation of four specials (Art, Physical Education, Media, and Music) that every student K-6 will have every four days. Students will also have Social-Emotional Learning (SEL) provided by our counselors weekly.
- Literacy skills are fundamental to student success in all areas of learning. We have targeted instruction time built into the school day and reading interventionist support available for students at-risk in literacy for grades K-6th.
- We know that kids learn a lot through play during recess. We provide active adult supervision to keep kids safe and to help them, when they need it, to problem solve, to help a friend, or to use a strategy to help them keep calm in a stressful situation.

GENERAL INFORMATION

District Population 5,500 est.
 District Location.....Iowa/Johnson Counties
 District Size202.2 sq. miles
 Assessed Valuation of Property:\$429,456,829
 Tax Increment Funding..... \$44,764,643

General Operating Fund:

Operating Fund Budget.....\$ 17,850,646
 Management..... 1,134,836
 Nutrition 926,125
 Activity 479,005
Total \$ 20,390,612

Schoolhouse Fund:

Debt Service Budget.....\$ 5,018,964
 PPEL..... 949,556
 Capital Projects Budget..... 2,291,236
Total \$ 8,259,756

Instruction:..... 9,825,000
 Total Support Services..... 5,034,000
 Non-Instruction Program 685,000
 Total Other Expenditure 2,286,987
Total Proposed Budget..... \$17,830,987

School District Tax Rate per \$1,000 \$14.40729

School Employees:

Administration/Educational Staff..... 103
 Secretaries 5
 Aides/Associates 39
 Cooks..... 12
 Bus Drivers/Transportation Director..... 12
 Nurse..... 1.5
 Custodians/Buildings-Grounds Supervisor..... 8
Total 180.50



ONLINE REGISTRATION IS HERE!! ARE YOU READY?

WCSD has online registration through Infinite Campus. All parents should have received a message, email and letter in the mail. If you didn't, please call the high school office at 319-668-1050. **SHORTEN YOUR WAIT TIME**, register online prior to August 2.

Williamsburg Community School District Equity Statement

Williamsburg Community School District declares and affirms to its students, employees, and to the public that it does not discriminate on the basis of sex, race, age, color, creed, national origin, religion, marital status, sexual orientation, gender identity, socioeconomic status, and/or disability in its educational programs, activities, admission procedures, or employment practices. The Williamsburg Community School District affirms its commitment to comply with all applicable federal and state laws, regulations, and orders.

If you have any questions or grievances related to compliance with this policy, please contact the Williamsburg Equity Coordinator, Chad Garber at 810 West Walnut, Williamsburg, Iowa 52361, or by phone 319-668- 1059; or the Director, Office of Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, or by phone 312-730- 1560, fax 312-730- 1576, or email: OCR.Chicago@ed.gov.

THE WILLIAMSBURG COMMUNITY SCHOOL DISTRICT

WEATHER CONDITION DISMISSALS

Should **weather conditions warrant either an early dismissal of school or a delay in the start of school**, said announcement will **always be made over KCRG channel 9 TV** when possible. These stations will be informed as soon as a decision is reached. A number of telephone calls must be made, so, unless there is an emergency, please rely on the radio and television stations for the report. ***School and Bus Delays will be two hours.***

We certainly realize that with the working patterns of parents, early school dismissal creates some serious problems and we will only take that action if, in our judgment, weather conditions warrant. Should school not be in session at all due to weather conditions and should those conditions improve during the day, practices or rehearsals may be held for those students who can attend when permission is granted by the administration.

If school is closed due to weather conditions on a day when a scheduled evening activity is slated, it will be the decision of the administration, in consultation with the other school involved, to decide whether the event will be held as scheduled.

SOME INDIVIDUAL PLANS TO CONSIDER

1. **If and when school is dismissed early,**

will anyone likely be home? If not, is a relative, a neighbor, or a friend willing to help? Make plans thoroughly and inform everyone involved of those plans. Be sure the student knows what he/she is to do.

2. In town, if a child lives a long distance from school and is in the lower grades, arrangements might be made with living enroute as a "stop-off" place. Make sure parent/guardian is notified if the child stops.
3. In the country, some people with long lanes have asked a neighbor up the road to call them when the bus is coming so they can meet their child. Make arrangements as needed.
4. ***Dress students for cold and bad weather.*** Should there be a bus breakdown or a bus gets stuck, proper clothing could be a critical matter. Let's make overshoes the "in" thing when the weather is bad.



MAJOR CALENDAR DATES

Aug 2	Registration – 8:00 a.m. – 7:00 p.m./HS
Aug 11-12	Pre-service/PD day
Aug 12	Migrant/ELL Registration – 5:00 – 7:00 p.m.
Aug 13	New Staff Orientation – 8:00 a.m. – 3:30 p.m.
Aug 16	7th Grade Orientation – 9:00 a.m. – 3:00 p.m.
Aug 18	Pre-service/PD day
Aug 18	Mary Welsh Open House – 4:00 – 6:00 p.m.
Aug 19	Jr./Sr. HS Open House – 4:00 – 6:00 p.m.
Aug 23	First Day of School
Sept 6	No School – Labor Day
Sept 14 & 15	MW Picture Day
Sept 15	1:05 Early Dismissal – PD day
Sept 27	Jr./Sr. HS P/T Conferences – 4:00 – 8:00 p.m.
Sept 29	1:05 Early Dismissal – PD day
Oct 11	Jr./Sr. High Picture Day
Oct 13	1:05 Early Dismissal – PD day
Oct 20	End 1st Quarter
Oct 27	1:05 Early Dismissal – PD day
Nov 1	No School
Nov 1	No School
	MW Conferences 8:00 a.m. – 8:00 p.m.
	Jr./Sr. HS – PD day
Nov 10	1:05 Early Dismissal – PD day
Nov. 24	No School – Comp Day
Nov 25-26	No School – Thanksgiving Holiday
Nov 29	Jr./Sr. HS P/T Conferences – 4:00 – 8:00 p.m.

Dec 8	1:05 Dismissal – PD day
Dec 23	1:05 Dismissal – End of 2nd Quarter
Dec 24-Jan 2	No School – Winter Holiday Break
Jan 12	1:05 Dismissal – PD day
Jan 26	1:05 Dismissal – PD day
Jan 31	No School – Teacher Quality Day
Feb 9	1:05 Dismissal – PD day
Feb 15	Jr./Sr. HS P/T Conferences – 4:00 – 8:00 p.m.
Feb 23	1:05 Dismissal – PD day
Mar 9	1:05 Dismissal – Jr./Sr. HS PD day
	MW Conferences – 2:00 – 8:00 p.m.
Mar 10	End of 3rd Quarter
Mar 14	MW Conferences – 4:00 – 8:00 p.m.
Mar 17	No School – Comp Day
Mar 18	No School
Mar 23	1:05 Dismissal – PD day
Apr 6	1:05 Dismissal – PD day
Apr 13	Jr./Sr. HS P/T Conferences – 4:00 – 8:00 p.m.
Apr 15	No School
Apr 18	No School (snow make up date)
Apr 20	1:05 Dismissal – PD day
Apr 25	MW Spring Picture Day
May 4	1:05 Dismissal – PD day
May 22	Commencement – 2:00 p.m.
May 23	1:05 Dismissal – Last Day of School

THE WILLIAMSBURG COMMUNITY SCHOOL DISTRICT

USE OF SCHOOL FACILITIES

Williamsburg Board Policy 1004.4 allows for the use or rental of the School District's facilities. A schedule of fees has been established for educational youth groups, civic organizations, school booster organizations, commercial organizations, or individuals who wish to rent/use classrooms, gymnasiums, kitchens, auditorium, library or the swimming pool. Rental fees for these areas do not include custodial or cook supervision which may be required. Organizations or groups interested in using the District's facilities should contact the High School Director of Facility Usage.

APPROPRIATE USE REGULATIONS POLICY 605.6

Internet and local area network access is available to junior and senior high school students in their classrooms and in the Media Center. All Jr./Sr. High School students and their parents must read and sign the Internet-Appropriate Use before students are allowed to use school computers. Mary Welsh Elementary students may access the network and the Internet through their teacher and in the Media Center and computer labs. The District has developed a policy and supporting regulations so that all users of District computing facilities will be responsible and comply with state and federal regulations. A copy of this Board Policy is included in the "District Notifications and Publication" section of this School Reporter. The Board of Education approved the revised version in July 2012.

LIBRARY MEDIA CENTER

The Library Media Center (LMC) is an educational environment where students may access information, study and read. The LMC is open during the following hours: Monday-Friday, 8:00 a.m. – 4:00 p.m. Additional times will be announced. If students need access to the LMC other than the regular hours, they should make arrangements with the library staff.

A variety of materials is available in print and digital format and the LMC is equipped with computers connected to the local area network with Internet connection. The collection is accessible via an automated catalog & circulation system and online databases are accessible through the WHS web page in house and off campus by user name and password.

Following are the databases available through the Williamsburg Community Schools web page at www.williamsburg.k12.va.us – Media Center – Jr./Sr. High School. NOTICE: Sharing the User IDs and/or passwords with unauthorized users could result in the District losing access to these products.

- American History in Video
- ABC - CLIO American History
- ABC - CLIO American Government
- ABC - CLIO World History - Ancient and Medieval Eras
- ABC - CLIO The Modern Era
- AP Newsroom
- BookFlix (PreK-3)
- Books.net
- Britannica Online Learning
- Country Reports
- Culture Grams
- CyberSmarts (3-6)
- Defined Learning
- EBSCO host
- EBSCO host Education Source
- Explora
- Follett Shelf Professional
- Follett Shelf Student
- Freedom Flix
- Gale Biography in Context
- Gale - Cengage Learning
- History Reference Center
- iCLIPART.com
- K5 Math
- Learn 360
- Literary Reference Center
- Mackin Via
- NBC Learn
- Novelist Plus
- Poetry and Short Story Reference Center
- Points ofView
- SIRS Researcher
- Soundzabound
- Teaching Books.net
- Teen CyberSmarts (7-12)
- Teen Health and Wellness
- Tumble Book Library (PK-5)
- Turnitin
- Science Flix
- Science Reference Center
- StrADDEgy
- Trueflix (3-5)

ATHLETIC TICKET PRICES

Admission to athletic events for high school will be \$5.00 per student and \$6.00 per adult. Junior high admission will be \$2.00 per student and \$5.00 per adult. To assist Williamsburg athletic parents, the athletic department will offer once again an all-season family or individual pass. This would allow parents into home events at a significant savings.

ALL SEASON PASSES:

Individual\$125.00

Family\$350.00

(Individual Passes and Season Passes are for Adults & K-12 Students)

A Senior Citizen Pass is available to any **District Resident** 65 years of age or older. If interested, please contact the Superintendent's office. The pass permits the holder free admission to all regularly scheduled athletic events conducted by the Williamsburg Schools. The Senior Citizen Pass is not valid for state tournaments, conference scheduled tournaments, or high school tournaments.

Tickets will be on sale during fall registration. Any further questions please call Nathan King at the High School (668-1050).

WILLIAMSBURG BOARD OF EDUCATION

The Williamsburg Community School District is under the direction of a five member Board of Education. All members are elected at large by the District's approximately 2,740 eligible voters. Members serve a four-year term.

By Board resolution, the monthly school board meeting is either the second or third Wednesday of the month. Meetings are held in the Media Center located in the Jr/Sr High School building. All regular meetings are open to the public and a tentative agenda is posted prior to the meeting in each building plus copies sent to the news media who have registered with the Board. Anyone wishing to address the Board must make his/her request known to the Board Secretary, Cindy Gingerich, at least 24 hours prior to the scheduled meeting if s/he wishes to appear on the agenda. Current Board members are: President Brian Phillips, Kim Finn, Brooke Drahos, Quinn Wolfe and Mark Armstrong.

The Board has set the following meeting dates for this school year:

2021	2022
July 14	January 12
August 11	February 9
September 8	March 9
October 13	April 13
November 10	May 11
December 8	June 8

All meetings dates are Wednesday, and all meetings begin at 6:30 p.m. As required by law, meetings of governmental bodies are held in open session and are normally conducted by Parliamentary Procedure. Iowa Code does allow governmental bodies to hold closed sessions for a very few specific reasons. By affirmative votes of two-thirds of a governmental body, an organization can hold a closed session for one of the allowed reasons. However, the vast majority of meetings are open meetings.

A regular monthly Board meeting is a meeting that is open and held in public. The elected members of the Board participate in the meeting and make decisions on all items listed on the agenda in the best interest

HIGHLY QUALIFIED PARENT NOTIFICATION

Parents/Guardians in the Williamsburg Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. Parents/Guardians may request this information from the Office of the Superintendent by calling 319-668-1059.

The Williamsburg Community School District ensures that parents will be notified in writing if their child has been assigned, or been taught for four or more consecutive weeks by a teacher who is not considered highly qualified.

of the children of the District. Board members are representatives of the public. The audience does not participate in a meeting held in public unless scheduled on the agenda or are given permission to do so by the Board President.

In the Williamsburg Community School District, the following procedure is used for all School Board meetings, unless it is a public meeting or hearing. The President welcomes patrons to the meeting and asks that anyone who would like to speak on a specific item indicate the item that they would like to address. This is noted and when the items come up on the agenda, the individual is allowed to discuss the topic.

Individuals who would like to have a topic on the Board agenda need to contact the Superintendent well in advance of the meeting. The Superintendent can add the item to the Board agenda only if the individual has followed correct procedure for dealing with the matter.

In all matters, the individual should seek to resolve the matter with the staff member closest to the situation. If that is unsuccessful, the individual should take the matter to the staff member's supervisor. Ultimately, after following the chain of command of staff members to its conclusion, the matter should be taken to the Superintendent. If the matter cannot be resolved at this level, then it will become a Board item.

It is important to realize that concerns of any nature are best resolved by taking the concern to the staff member closest to the situation. Good communication is necessary to resolve any problem and our goal is to always accomplish this at every level.

We encourage patrons of the District to attend School Board meetings and to stay involved in education. The most valuable resource in our community is our children. We need to remain focused on that fact.

WILLIAMSBURG COMMUNITY SCHOOL DISTRICT

HARD SURFACE EMERGENCY ROUTES

Depending on weather or gravel road conditions, the school district may run its bus fleet on hard surface roads only. Buses will stop at regular route stops on the hard surface roads as well as at designated pick up points. Since the buses may not travel the gravel roads, parents will be asked to transport students to the designated stops. If it is impossible for parents to travel roads to a pick-up point, your child will not be counted absent from school that day.

Sheets detailing the pick-up points and approximate times for each bus route, along with the regular route, are to be picked up during registration. Television Station KCRG (Channel 9) morning news will be contacted concerning Emergency Route Notification. Information will also be available on our school website.

WILLIAMSBURG CSD ADMINISTRATION & STAFF

ADMINISTRATION

Superintendent.....Dr. Chad Garber
 Jr/Sr High Principal.....Lynell O'Connor
 Jr/Sr High Associate Principal.....Michael Jepson
 Administrative Assistant/AD.....Nathan King
 Elementary Principal.....Brent Zirkel

Elementary Associate Principal..... Sue Lawler
 Technology Director..... Todd Yelland
 Board Secy./Business Manager..... Cindy Gingerich
 Administrative Assistant..... TBA

Mary Welsh Elementary Faculty

KINDERGARTEN: Haley Bontrager
 Sara Fedler
 Amy Anderson
 Jessica Woods

1ST GRADE: Kate Belland
 Lea Kleinmeyer
 Amanda Purchase
 Fletcher Green

2ND GRADE: Bryn Hanrahan
 Shelly Meyer
 Sara Nickersen
 Abby Sanchez

3RD GRADE: Gina Brummel
 Theresa Glandorf
 Lauren Schaefer
 Brianna Weldon

4TH GRADE: Lyndee Capper
 Brittini McCallister
 Kim Ritchie
 John Long

5TH GRADE: Bailey Bickett
 Katie Moore
 Alicia Imdacha
 Cathy Mochal

6TH GRADE: Tony Miller
 Jenn Jepson
 Kristen Jones
 Allison Odell
 Kristen Jones

ART: LORI WANNER

GUIDANCE COUN: Lori Wellys-Adamson - 5-6
 Becca Blythe - K-4

MEDIA CENTER: Julie Carr

MUSIC: VOCAL: Kathryn Berte -K-1
 GENERAL: Lauren Parrish 2-6
 INSTRUMENTAL: Thomas Landeros 5-6

NURSE: Kelli McGuire
 Deb Michalek

PHYSICAL ED.: Grant Eckenrod
 Matt Matthes

INSTRUCTIONAL COACH: Jodi Stahl

LIL' RAIDER PK: Laura McCalester

SPECIAL EDUCATION: Rose Driscoll
 Jannea Miller
 Sara Petrzelka
 Chad Thurm
 Kristina Lane

SOAR: Rachel Klein - K-6

AT-RISK: Jennifer Lane
 Sheila Sayers

INSTRUCTIONAL INTERVENTIONIST: Heather Subbert
 Katherine Woods

LANGUAGE ARTS: Amy Degen
 Emily Nordheim
 Megan Schulte
 Elizabeth Solsma
 Nicole Thurm
 Sara Williams

INDUSTRIAL ARTS: Nicholas Law
 Vincent Roth
 Kevin Wilkinson

MATHEMATICS: Lincoln Aunan
 Adam Berte
 Slade Hovick
 Kathy Hafner
 Krystle Stehno
 Greg Stolze

MUSIC VOCAL: Stephen Brandt
 Kathryn Berte
 INSTRUMENTAL: Thomas Landeros
 Leah Schmidt

NURSE: Kelli McGuire

PHYS ED/HEALTH: Drew Hirschberger
 Lauren Hobbs
 Rachel Hoyt
 Matt Matthes

SCIENCE: Tanya Biggers
 Christopher Hoeg
 Lance Kirby
 Matthew Moffitt
 Nick Nordheim

SOCIAL STUDIES: John Alden
 Aaron Feddersen
 Nathan Rodemeyer
 Robert Schepanski

YEARBOOK: TBA

GUIDANCE COUNS: Erica Wilkinson
 Lori Wells Adamson

MEDIA CENTER: Veronica Heitman

SPECIAL EDUCATION: Wendy Greene
 Max Griffith
 Becky Schmidt

AT-RISK: Erin Baack
 Rachel Berkland
 Seth Ickowitz
 Pat O'Brien

INSTRUCTIONAL COACH: Jared Arieux

HOME INTERVEN.: Carla Schaefer

SOAR: Rachel Klein (7-12)
 Julie West

MIGRANT ADVOCATE: Michael Degner

Support Staff

SECRETARIES: Brad Danielson - Mary Welsh
 Elementary
 Brenda VanDee - Jr/Sr High
 Debbie Von Ahsen - Jr/Sr High
 Jeanne Dietrich

MEDIA CENTER AID: Jodi Bacon
 AIDES/ASSOCIATES: Debra Baker
 Tiffnay Batey
 Lynette Blum
 Sue Bigbee
 Adam Burnham
 Misty Dewitt
 Melissa Errthum
 Tanya Feldman
 Brooke Frankovich

Support Staff cont.

Anne Gavin
 Amy Harrison
 Amber Heisdorffer
 Mary Huedepohl
 Amy Hunziker
 Marie Johnson-Fernandez
 Heather Jones
 Courtney Larson
 Sandy Lynch
 Marisa Osornio
 Sharon Mikesell
 Danielle Pasturczak
 Denise Render
 Kyle Ruzek
 Lynette Stein
 Janelle Stowe
 Kristie Stansbury
 Elli Stumberg
 Jacob Tornhol
 Lori Wanner
 Callie Wetjen-Wiebold
 Veronica Widmer
 Amy Young

COOKS: Becky Risdon,
Food Service Supervisor

MARY WELSH ELEMENTARY: Deb Eckholm
 Sue Roberts
 Dede Shaull
 Linda Weibert
 Laurie Dermody
 Margaret Hall
 Kerri Holub
 Marilyn Hulseberg
 Kim Tunke
 Lesa Waughop
 Linda Yoder

JR/SR HIGH: Eduardo Alba Garcia
 Tim Meade
 Dave McNabb
 Brian Mullnix
 Fayrene Sinn
 Gary Stearns
 Phil Trimpe
 Cristina Vazquez

CUSTODIANS: Curtis McAtee/Todd Subbert

DRIVERS ED: Curt Ritchie
 BUS DRIVERS: Transportation Director
 Heath Bichel
 Dan Miller
 Kelyn Schnebbe
 Harlan Schnebbe
 John Schnebbe
 Steve Durr
 Jeff Wille
 Holly Day
 Deb Heitshusen
 Mike Wilkey

SUBSTITUTE DRIVERS: Dan Becker
 Mike Buchholtz
 Jeff Chapman
 Roger Doehrmann
 James Heitshusen
 Mike Malloy
 David Rackow
 Eric Wardenburg

Junior High & Senior High

AGRICULTURAL SCI.: Bridget Mahoney

ART: Todd Groepper

BUSINESS/COMPUTER: Christine Koehn
 Todd Subbert

FAMILY/CONS SCI.: Krista Casterline
 Sue Bean

FOREIGN LANGUAGE SPANISH: Samantha Wizezorek
 Katherine Roloff

STUDENT INFORMATION

STUDENT FEES

The Williamsburg School District charges each student a “Book Rental Fee.” This fee covers textbook rental, supplemental workbooks, locks for lockers, use of school swimsuits, and a clean towel for each physical education class taken at the Jr/Sr High School building. The fee also provides a clean towel each day for any student out for athletics at both the junior and senior high levels.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

DRIVER EDUCATION

Williamsburg will offer driver education in the spring and summer as a combined course. Most of the 30 hour of class will be before school in May and will most likely finish in early June. Driving will start in May and finish by mid-July depending upon student schedules. Total duration of the course can be between four and seven weeks depending upon student driving schedules.

REGISTRATION

Students and parents are strongly encouraged to attend the Registration Meeting in early April. This meeting will be advertised through school announcements, school website and through email. All pertinent information regarding class, driving schedules, fees, course completion, etc. will be covered at this meeting. Historically, parents who attend this meeting improve the success rate of the students who take driver education.

COMPLETION REQUIREMENTS

Each student is required by law to attend and successfully complete 30 hours of driver ed instruction. Instruction includes rules of the road, how to maneuver a car in emergency situations, dangers and hazards of driving, various road surface driving strategies, alcohol and substance abuse, as well as many other topics. In addition to the 30 hours, students are asked to complete five projects including five hours of supervised driving with a parent while taking drivers ed. Furthermore, each student is required to complete 6 hours of behind the wheel instruction that involves skill driving, all kinds of road surface driving, and traffic situations.

DRIVERS EDUCATION FEES
\$380.00

SCHOOL PERMIT

How do I get a minor school license?

- Be at least 14 and a half years old.
- Complete an Iowa-approved driver education course.
- Have had an instruction permit and a clean driving record for at least six consecutive months immediately before applying for your minor school license.
- Live one mile or more from the school you are enrolled in, unless a special need exists. If you have more than one residence, where you live is the location you reside the majority of the time.
- You must have your school superintendent, principal, or school board chair AND your parent or guardian sign an Affidavit for School License (form 30021) available at any driver’s license issuance site.
- Along with providing your completed Affidavit for School License, the driver’s license station may require you to complete a drive test.

What can I do with this license?

- Drive without adult supervision from your home to your school or school sponsored activities using the most direct and accessible route. Activities must be within the school district you are enrolled in.
- Drive to and from your home to the closest school bus stop between 5 a.m. and 10 p.m.
- Stop for fuel while on route or at the closest filling station off route.
- Drive at any time with adult supervision. Adult supervision means your parent, guardian, custodian, an immediate family member at least 21 years of age, a driver education instructor, or a person at least 25 years with written permission from your parent, guardian, or custodian. The supervising adult must possess a valid driver's license.

What can't I do with this license

- Use a cell phone, smartphone, tablet, or other electronic communication or entertainment device while driving. This doesn't apply to equipment permanently installed in your vehicle.
- Carry more than one minor passenger that is not a relative when driving without adult supervision. A relative means someone that is your brother, sister, step-brother, step-sister, or another minor living in your household.
- Drive to a school district you are not enrolled in for school or school-sponsored activities, even if your school has an athletic sharing agreement with that school district.
- Carry more passengers than the number of seat belts in your vehicle, even when driving with adult supervision.

STUDENT INFORMATION

SCHOOL MEALS

Williamsburg school cafeterias are meeting tough new federal nutrition standards, ensuring that all reimbursable meals are healthy, well-balanced, and provide students the nutrition they need to succeed in school.

A dining system program is used in all district buildings to monitor funds in each student's account. More information will be available during registration.

An application to participate in the federal free and reduced meal program is available in this Reporter or can be picked up at either schools.

We ask that completed applications be signed and submitted prior to the first day of classes if you want your application processed and the student allowed to participate starting the first day. Only complete applications will be accepted.

We are required to verify a certain percentage of the applications for accuracy of information submitted. You will be notified by letter if your application is selected for verification.

LUNCH

School lunch is an economical meal providing 1/3 of the student's daily nutritional needs. A minimum of five food items must be offered to meet this goal. Each meal must include milk, meat or meat alternate, whole grain, fruit, and vegetables. Minimum portion sizes are established by grade groups.

Lunch Prices:

PK-3.....\$2.95	4-8.....\$3.05	9-12.....\$3.15
Adult.....\$3.95	Milk.....\$0.50	

BREAKFAST

School breakfast is an economical meal providing ¼ of the student's daily nutritional needs. A minimum of three items must be offered to meet this goal. Each meal must include milk, fruit and wholegrain. Minimum portion sizes are established by grade groups.

Breakfast is available at the Jr./Sr. High School from 7:30 – 8:15, and at Mary Welsh Elementary from 7:45 – 8:20.

Breakfast Prices:

PK-6....\$1.90	7-12....\$2.00	Adults....\$2.50	Milk....\$0.50
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Families that qualify for the Free and Reduced Hot Lunch program, also qualify for the breakfast program.

A-LA-CARTE

A-la-carte choices are available during lunch and breakfast. Options at Mary Welsh Elementary are limited to extra items from the day's menu. During lunch, students in grades 4-6 may purchase extra servings of fruits, vegetables, breads, and entrée items. Additional options will be available at the Jr./Sr. High School, changing daily, and limited to availability. As required by the Healthy Kids Act, all a-la-carte items will fit into a nutritional profile that offers more whole grains and limits calories, fats, sugar, and sodium. There will always be a minimum of two fruits or vegetables from which to choose.

The student must have money in their account to purchase a-la-carte items. While balanced meals are always offered and encouraged,

the students make their own selections from the a-la-carte offerings.

Families may access an online payment system. More information will be available at registration.

“OFFER VS. SERVE” PROGRAM

The Williamsburg Board of Education has approved the Offer vs. Serve Program for students in the Williamsburg Schools. The program allows students to choose a minimum of three of the five food components offered at lunch, and three of the four items offered at breakfast while still qualifying for a reimbursable meal. The purpose of the program is to help reduce the amount of food waste, while teaching students to take only those items they will consume. The following points are requirements of the Offer vs. Serve program:

- All required components must be offered.
- The meal must be priced as a unit, and it must be the same price as a regular meal.
- Each reimbursable meal must contain at least a planned serving of the minimum required number of items.
- Each breakfast must include at least a ½ cup of fruit or fruit juice.
- Each lunch must include at least a ½ cup of either fruit or vegetable, or enough of each to equal ½ cup.

USDA NON-DISCRIMINATION 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, audiotope, 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.

STUDENT INFORMATION

IOWA NON-DISCRIMINATION STATEMENT

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

CELL PHONE USAGE

Williamsburg prohibits the use and visibility of cellular phones within the classrooms without the permission of the administration. Students are allowed to use cell phones in the hallways between classes and at lunch time. Students must have phones secured out of sight and in the "off" mode when entering the classrooms. Teachers may allow students to use cell phones for academic purposes. It is recommended that students store cell phones in their backpacks inside their locker in the "off" mode. Students that choose to carry their phone may do so but the phone shall not be visible within the classrooms. Teachers are expected to confiscate cell phones that are in use, heard or seen and bring them to the front office. Cell phones should never be used or heard in the locker rooms at any time. Students found in violation of this policy will be given the following consequences (including students allowing other students the use of their cell phone):

1st offense: Cell phone will be returned at the end of the school day.

2nd offense: Parents will be notified to pick up their students phone from the high school office. Cell phone will be turned in to the front office during school hours for one week and receive 30 minute detention

3rd offense: Parents will be notified to pick up their students phone from the high school office. The cell phone will be turned in to the front office during school hours for the remainder of the term but not less than 30 days. The student will receive a 60 minute detention.

4th offense: Parents will be notified to pick up their students phone from the high school office. The cell phone will be turned in to the front office during school hours for the remainder of the school year. The student will receive a four hour Saturday School.

In addition, classroom teachers may ask students to place their phones in a basket during class time. The teacher will return the cell phones at the end of the hour. The school shall not be responsible for loss or theft of a cell phone on school property.

The administration reserves the right to search the contents of a student cell phone when in violation of a school rule.

MIKANA

The Mikana is a book for grades 7-12, created and produced by students during school hours in a non-credit class. The cost of the Mikana will be \$50.00.

Last year's Mikana will be available for pick-up sometime after October. A notice will be posted to inform students of the book's arrival and details of claiming reserved books. Parents/guardians of a graduated senior will be notified by mail and instructed to pick up books in the front office. Yearbook staff members actively attempt to collect pictures as part of the curriculum, yet find they too, are in most of the activities highlighted in the year's edition.

SENIOR PICTURES

The yearbook makes special considerations to seniors as the culmination of all the years in school. Senior portraits are collected and shared for yearbook and the LMC to use in the class composite board. Please consider the following requirements when selecting your photo: photos may be black/white or color. They should be vertical-head and shoulders only. No props. Simple backgrounds reproduced best in print publications. Yearbook needs the photo to be submitted electronically while the LMC needs an actual wallet size photo to display. Deadline for submission is January 30, 2022.

Help Your School as a Volunteer

Becoming a school volunteer can be one of the most rewarding experiences in life. Sharing a special talent, reading a book to a kindergartner, helping an elementary student with reading, assisting the school librarian, helping to put up an interesting bulletin board for the classroom teacher, acting as a highway crossing guard to help children across a busy street/highway or intersection, and helping as a chaperone on a field trip are all ways that one can serve as a school volunteer. School volunteers enhance the effective use of teachers in the classroom, broaden the educational experience of our students, and generate greater community involvement and good will in our schools.

Volunteers are made up of parents, business people, retirees, high school students, and community organization members. People may volunteer regularly, on special occasions, or serve as special resource speakers.

If you would like to volunteer your time, abilities, or talents, simply call your principal's office.

ACTIVITIES + ACADEMICS = EDUCATIONAL EXCELLENCE

EXTRA-CURRICULAR ACTIVITIES ARE IMPORTANT

The interscholastic program in our local high school is an integral part of the overall secondary school program. Many refer to the interscholastic program as the “other half of education.” The benefits are many for the more than one-half of all high school students who are involved in high school activities.

1. Interscholastic Activity Programs require less than 1% of the total school budget.
2. Participating students have higher-grade averages than non-participants.
3. Participating students stay in school — they do not “drop out.”
4. Participating students have better attendance records.
5. An ACT self-study proves the best predictor for adult success to be high school activity participation.

The following extra-curricular programs are available:

SENIOR HIGH SCHOOL

Archery	FFA
Baseball	FTC Robotics
Boys & Girls Basketball	Flag Line
Boys & Girls Cross Country	Football
Boys & Girls Golf	Girls Swimming
Boys & Girls Mixed/Show Choirs	Marching/Concert/Jazz Bands
Boys & Girls Soccer	National Honor Society
Boys Swimming	National History Day
Boys & Girls Track	Pom Squad
Cheerleading	Raider Esports
Choirs	Softball
Construction Club	Spanish Club
DECA	Student Council
Drama/Speech	Volleyball
Drumline	Wrestling
ELP	Yearbook
FCCLA	

JUNIOR HIGH SCHOOL

Boys & Girls Cross Country	Jazz Band
Boys & Girls Basketball	Mock Trial
Boys & Girls Swimming	National History Day
Boys & Girls Track	Raider Esports
Cheerleading	Show Choir
Drama	Student Council
ELP	Volleyball
Football	Wrestling
Girls Softball	



PHYSICALS AND PRACTICE START DATES

All students participating in athletics must have a current physical, emergency release form, and concussion form on file at the school before they can start practice. We suggest that you get your physical during the summer. If you do not have your physical yet, you need to contract your doctor immediately to get an appointment. Physicals are good for one calendar year from the date of the examination. Emergency release forms and concussion forms are good for the current school year only. All three forms are available at the high school office and in the back of this Reporter. Junior high practice for volleyball, football and cross country will start the first day of school.

STUDENT ACTIVITY PROGRAM — BP 504.6

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime. Any Williamsburg student, grades 7-12, who participates in school sponsored athletics may participate in a non-school sponsored sport during the **same season** provided the following stipulations are met:

- a. Student-athlete will make a written request to the head coach of that school for **approval** of non-school team participation.
- b. Head coach will bring written request to Athletic Director for final approval.
- c. A student-athlete shall not be allowed the use of school transportation, or be coached by volunteer or paid coaches of the Williamsburg School District.

Such outside participation shall not conflict with the school sponsored athletic activity.

WILLIAMSBURG COMMUNITY SCHOOL DISTRICT

VISION

Innovate. Lead. Excel

MISSION

The Williamsburg School District engages and empowers students to be productive and informed global citizens.

CORE VALUES

The Williamsburg Community School is committed to the following core values that guide and support the mission and vision of the district:

- Safe and Healthy Environment
- Effective Instructional Strategies
- Commitment to Continuous Improvement
- Respect
- Inspiration and Innovation
- Collaboration and Communication
- Shared Leadership and Responsibility for Learning

ACTIVITIES + ACADEMICS = EDUCATIONAL EXCELLENCE

PALS - (PARENTS AND LEADERS FOR STUDENTS)

WHO WE ARE - PALS is a non-profit organization made up of parents, teachers, administrators and community members. Since 1994, PALS has been raising money to promote and provide a wide-variety of opportunities for students at Mary Welsh. And while it's been just over 25 YEARS since our inception, there is no sign of us slowing down!!!

WHEN WE MEET - Monthly meetings are held throughout the school year, on the second Monday of the month, at 6:30 p.m., in the Mary Welsh library. We have sub-committees and an executive board that meet outside of the general meetings so that we can keep our Monday night meetings short. We would LOVE to have you (and your interests, skills and talents) join PALS! PALS is open to any resident in the district. Want to check us out? Please come and JOIN US!

WHAT WE DO - PALS has one primary fundraiser each year: Family Fun Night! Family Fun Night is held in late March/early April. Families of ALL ages attend FFN for a fun-filled, action-packed night of carnival games, prize station, bouncy houses, face painting, special kids raffle, silent auction, food and more! We believe in putting the "fun" in fundraising. In recent years, we've raised around \$20,000 from Family Fun Night, which provides us with our annual budget. Each year, \$10,000-15,000 of our budget is used for annual programs and projects held through the school year – Reading Month and visiting author expenses, "Building Better Readers" summer reading book giveaway, Character Counts/PBIS assemblies and expenses, Track and Field refreshments, the Mary Welsh yearbook, 1st Day School Supply Kits, school equipment requests and teacher appreciation events. PALS also provides each grade with field trip funds and classroom supplies so that parents do not have those expenses to worry about.

Some of our recent projects and purchases have included new risers for the music department, \$600 in much needed janitor tools, a water filter and ice maker for the teacher work room, a rock climbing wall for the gym, an electric binder and electric staplers for teachers, microscopes and slides, STEAM classroom equipment and document cameras. Past purchases include Smartboards, laptops, laminator machine, musical instruments and art display boards. We hosting the Harlem Wizards traveling basketball team a few years ago and hope to bring them back to Williamsburg in 2022.

OUR INITIATIVES - PALS believes in the importance of promoting and raising funds for specific needs at Mary Welsh – areas where funding is needed that would normally not be part of the school district budget. In the past 5 years we have raised over \$50,000 for new playground equipment at Mary Welsh, an overhaul of the playground underground drainage and even purchased special "playground mulch." Our current funding initiatives are LITERACY and STEAM (Science, Technology, Engineering, Arts and Mathematics).

While our main fundraiser is Family Fun Night, PALS also participates in various "passive fundraising" programs – opportunities for Mary Welsh families and the community to raise funds simply by shopping. These programs include: Scrip cards, Brothers Market Receipts Program, Prairie Farms milk caps and Amazon Smile.

Find us on Facebook, visit our website at www.wburgpals.org or email us at pals@williamsburg.k12.ia.us. Thank you for your ongoing support!

Current Executive Board:
Callie Wiebold, president
Stacy Ackerman, treasurer
Emily Andrews, secretary



WILLIAMSBURG BOOSTER CLUB

The purpose of the Williamsburg booster club is to provide all junior high and high school athletes, cheerleaders, and POMs dancers with the necessary uniforms and equipment that the school activity fund is not able to provide. The school's fund pays for coaches' salaries, transportation, officials, and some equipment. ALL UNIFORMS and any other requested equipment purchases are the responsibility of the booster club. During the past school year, the club provided thousands in support to the school's extra-curricular activities. We need your help making sure that the support continues. Please consider becoming a sponsor for the upcoming school year.

You can find a copy of our sponsorship form on the school's website. You are also invited to become a member of the booster club board – new ideas are always needed. We meet once a month, usually on the 1st or 2nd Wednesday. Contact any current board member or email any questions to wburgboosterclub@gmail.com. Also, check out our website, wburgbooster.com and like us on Facebook.

Thank You for your continued support!

THE WILLIAMSBURG MUSIC ASSOCIATION

The Williamsburg Music Association is a nonprofit, charitable association organized for the purpose of supporting the WHS Music Department. It's functions include:

1. provide support to the staff and students.
2. raise supplementary funds to benefit the Music Department.
3. provide volunteers for various events throughout the school year.

Membership

NO DUES! All parents/guardians of WHS music students are members by virtue of their student's participation in the music program.

WMA Meeting Dates:

Meetings are generally on the first Thursday of each month at 7:00 p.m. in the high school library.

September 2
October 7
November 4
December 2
January 6
February 3
March 3
April 7
May 5

WMA Executive Board:

Julie Carrico carricob99@gmail.com
Kerry Grimm kerrygrimm@hotmail.com
Bonnie Kinkead bonnie-kinkead@uiowa.edu
Manda Marshall tmmarshall@mediacombb.net
Pat McGovern tapmcgovern@gmail.com

Thank You!
The Williamsburg Music Association
www.raidermusic.com

BUS TRANSPORTATION

The following is a brief overview of transportation policies and procedures. Please pick up your bus schedules at registration. If you have questions, please call the Transportation Director at 319-668-1050.

Transportation Eligibility

Generally, transportation is not provided for students who live less than one mile from the school. The Transportation Department develops bus routes annually to meet state requirements and to provide efficiency in use of district resources. With careful consideration to allocation of transportation resources for all students, the District will pick-up and/or drop-off students at their resident address or at a nearest district determined bus stop. We do offer shuttles to and from various locations including Kind Care, the Lutheran school, the 1854 First Square Park, and the Presbyterian Church.

The following criteria is considered for an exception to the resident address or district bus stop by the Transportation Department:

- Distance from the school
- Existing stop on student's current route
- Student attends a registered day care
- Stop on a current route with bus pass from the student's attendance center not to exceed five (5) days
- Special circumstance with Transportation Director or Superintendent approval.

Students in grades K to 6 living more than two miles from their designated school attendance centers and students in grades 7 to 12 living more than three miles from their designated attendance center are entitled to transportation to and from their attendance center at the expense of the school district.

Inter-Parish students who ride the public school buses are to remain on their regular bus in the morning until it arrives at the JR/SR High School. They will then transfer to the designated bus, which will shuttle them to the Lutheran school. Then in the afternoon, the students will transfer at the high school center.

Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and

is specified in the individualized education program (IEP) or the individualized family service plan (IFSP). When the IEP or IFSP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:

- Transportation from the student's residence to the location of the special education and back to the student's residence, or child care placement for students below the age of six.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education.

The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of agency-provided transportation.

A student may be required, at the Williamsburg CSD board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It is within the discretion of the board to determine such conditions. Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parents, who transport their children at the expense of the school district, are reimbursed at the rate per mile set by the state.

School to School transfers - In the mornings, after being picked up at the Elementary or High School, the Inter-Parish students will transfer to a bus to LIS. In the afternoon, the Inter-Parish students will ride from the Lutheran school to the High School where they will transfer to their normal route bus.

In-town Dropoffs – For students that live East of HWY 149, we offer pickup/drop off points on the SouthEast corner of the 1854 First Park. If a student lives near the Presbyterian Church, we will pickup/drop off in the alley behind the Church. For students



**Transportation Director
Curt Ritchie**
319-668-1555
319-430-8973

**Please see procedure for
"Hard Surface Emergency Routes"
on page 9.**

BUS TRANSPORTATION

that live West of HWY 149, we will pickup/dropoff at the South side of the Lutheran School and at the Hampton Circle/North Street intersections. All bus stops are designed to allow younger siblings to be escorted home.

Buses are equipped with two-way radios and in the event that a parent needs to get a message to a bus driver during the route, he/she can call the Transportation Director at 668-1555 and the message will be relayed.

At registration, all rural families need to see the Transportation Director to pick up a bus schedule stating the approximate time of pick-up, the bus driver's name, and the bus number. It is critical that any new rural families in the District get in touch immediately with school officials to ensure they are included on the bus route.

Bus Pass Requirement

Many of our buses are at capacity on most school days. Due to limited space, we need your assistance to help us plan for necessary transportation of students. If it is necessary for a student to ride a bus other than the one they are assigned or doesn't ride a bus, the student must provide a written note to the school office from the parent/guardian. The request must be received at the school office at least one day in advance. This will allow the school office to discuss with the Director of Transportation who may make adjustments to accommodate the request or will inform you in a timely manner when we are unable to accommodate the request.

Bus Rules/Behavior Expectations

Bus rules apply to all regular bus routes, shuttle bus trips, and field trips. Any student behavior which worries or distracts the driver is objectionable and may endanger the lives of the riders. Besides the safety factor, transportation equipment is expensive and students are expected to cooperate in its maintenance and preservation. In order to operate a safe, orderly, efficient, and economical transportation system, it is absolutely necessary that all passengers observe the following rules:

1. Do not distract the driver as a result of misbehavior.
2. Report problems or concerns immediately to the bus driver.
3. Remain seated with hands, head, and legs out of the aisle and inside the bus at all times.
4. Be courteous to the driver and other riders.
5. Do not use profanity.
6. Do not use harassing or bullying behavior; Violence is prohibited.
7. Do not use loud, obnoxious tone.
8. Do not eat or drink on the bus; Keep the bus clean.
9. Do not vandalize, damage, or destruct the bus in any way.
10. Smoking and controlled substances are prohibited from school vehicles.
11. Weapons, tools, and other potentially dangerous instruments are prohibited from school vehicles.
12. Do not destroy, take, or tamper with the possession of other riders.

Misbehavior on Bus

Students who misbehave will be handled at the discretion of the Transportation Director and/or Principal. The action taken will depend on the circumstances including the severity of the issue, frequency of past issues, and overall safety of the driver and riders. Penalties may include removal from the bus from 1 to 10 days or permanently through a formal hearing. Serious misbehavior may result in suspension or expulsion from school.

Busing Notification

Depending on weather and/or gravel conditions, the district may decide to run routes on hard surface roads.

Information concerning Emergency Route Notifications can be found on KCRG TV (Channel 9), via the School Messenger System, and postings on the WCSD District Website (www.williamsburg.k12.va.us).

Bus Pickup/Dropoff Safety

Anytime a vehicle passes a stopped bus with flashing lights and the extended stop sign, the issue will be turned over to law enforcement.



HEALTH INFORMATION & IMMUNIZATION REQUIREMENTS

HEALTH PROGRAMS

The School District employs one full time and one half-time school nurse to serve the School District. There will be a school nurse present in each of the buildings for part of each day. The nurses identify those students who have special healthcare needs, give temporary medical aid, and make referrals for treatment. The nurses are responsible for conducting school-wide health examinations (vision, hearing, immunizations, etc.). The nurses are also responsible for helping teachers recognize and report health problems of students and maintain accurate records of students' health. Students with any type of health concerns are encouraged to visit the school nurse. Individual student information is confidential.

Communicable diseases spread easily in the school environment because of the closer prolonged contacts with a large number of students. If a student develops a communicable disease, please contact the school nurse so the nurses and teachers can be alert for other cases.

Head lice seem to show up each fall with the start of the school year. Please check your child's head weekly during the school year and report to your child's school nurse if your child is being treated for head lice.

Growth and Development presentation is provided for the 4th grade class. Towards the end of the school year, the school nurse and the guidance counselor meet with the boys and girls separately. A letter will go home with the student to notify parents of the upcoming presentation.

HEALTH E-REGISTRATION

Each fall parents are required to complete the health section of online registration. This portion of online registration contains pertinent information necessary in providing a student with the best possible care should s/he become ill or injured during the school day. If the health component of online registration is not completed the registration will be rejected and you will be notified that the registration was not completed because of missing information.

School personnel must be aware of health problems that manifest at school. Included among those are: allergies, asthma, visual or hearing limitations, diabetes, seizures and medications routinely taken by your student. Students spend several hours a day at school. Therefore, we must be fully informed of health problems to meet the need of the whole student.

Since the school is not in a position to routinely care for the ill child the entire day, it is imperative that we have current home, cell, and work numbers of parents/guardians. In the event the parent cannot be reached, the number of an individual who could be contacted should be listed. Relatives or neighbors are possible choices. Parents can update their contact information through Infinite Campus or contact the building secretaries.

If a student becomes ill/injured at school the parent or person "authorized" by you in Infinite Campus will be contacted by phone and informed of the situation and ask for directives. No student will be sent home during school hours without the knowledge of a parent or "authorized" person.

MEDICATION POLICY

All medication at school must be accompanied by a permission form with parent/guardian signature. Medication not in the original container and not accompanied by a signed permission form will not be allowed.

Please do not send or bring any medication to school unless absolutely necessary. Medication prescribed to be given three times a day doesn't need to be brought to school. It can be given before school, immediately after school and at bedtime, unless the physician specifies otherwise.

Specific procedures for administering medication during school hours are followed in the Williamsburg Community School District. If it is necessary for a student to take the medication during school hours, written authorization and instruction as listed on the Authorization and

Permission for Administration of Medication Form must be provided by the parent/guardian before school personnel can administer the medication. As per school policy, the medication is kept in a locked central location, administered at the designated time by qualified school personnel and recorded. Forms can be obtained from school secretaries, principals, school nurses or the WCSD website.

Prescription drugs are to be brought to school in the original container provided by and labeled by the dispensing pharmacist with prescription label intact, with the name of the student, name and strength of drug, amount and time to be given, date ordered (must be current) and name of doctor. The pharmacist will put the medication in one container for home and one for school, if requested.

Over-the-counter drugs are to be brought to school in the original container, with label and direction intact. The student's name must be on the container.

Inhalers are the only medications students are allowed to carry with them. The law, Iowa Code 280.16, contains specific conditions for the student to carry inhalers/medication for airway constriction at school. Parents need to complete the Authorization for Administration of Medication form indicating the student will carry the inhaler with him/her through the school year. The School District and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication by the student. This form shall be kept on file in the office of the school nurse and renewed yearly.

If you have any questions or concerns about medication at school, please contact a school nurse or principal.

IOWA CODE IMMUNIZATION REQUIREMENTS

The State of Iowa requires students enrolled in school to have the following minimum immunizations. A record of these immunizations must be on file at the enrolled school for the student to attend.

Most Recent Addition: Tdap and Meningitis vaccine for all 7th grade students. 12th grade students require a meningitis vaccine after 16 y/o. IF the 12th grade student's meningitis vaccine was received before 16 y/o, a second vaccine is required. **These students will NOT be able to attend school without this new Meningitis Vaccine requirement.**

Hepatitis B:

- 3 doses if born on or after July 1, 1994

Diphtheria/Tetanus/Pertussis:

- 3 doses, with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if born on or before September 15, 2002; or
- 4 doses, with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if born after September 15, 2000, but before September 15, 2003; or
- 5 doses with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if born on or after September 15, 2003; and 1 time dose of tetanus/diphtheria/acellular pertussis-containing vaccine (Tdap) for applicants in grades 7 and above, if born on or after September 15, 2000; regardless of the interval since the last tetanus/diphtheria containing vaccine.

Polio:

- 3 doses, with at least 1 dose received on or after 4 years of age if the born on or before September 15, 2003; or
- 4 doses, with at least 1 dose received on or after 4 years of age if born after September 15, 2003.

Measles/Rubella:

- 2 doses of measles/rubella-containing vaccine; the first dose shall have been received on or after 12 months of age; the second dose shall have been received no less than 28 days after the first dose.

Varicella:

- 1 dose received on or after 12 months of age if born on or after September 15, 1997, but born before September 15, 2003, unless the applicant has had a reliable history of natural disease; or

continues on next page . . .

- 2 doses received on or after 12 months of age if born on or after September 15, 2003, unless the applicant has a reliable history of natural disease.

HEALTH SCREENINGS BY NURSING SERVICES

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

ADDITIONAL REQUIREMENTS

Kindergarten students require a lead level screening and dental screening. A vision exam is highly recommended. Your health care providers are aware of these requirements and have the required forms to document the exam results. Any questions should be directed to your health care providers or one of the district's nurses. All completed forms can be brought to registration in the folder provided at Kindergarten Roundup.

The incoming **Freshmen** students require a dental screening prior to entering High School. These forms are available at your dental care provider's office or at the high school and can be turned into the office staff through the summer, at registration, or at the beginning of the school year to Nurse Kelli. Any questions should be directed to Nurse Kelli.

VISION SCREENING

Legislation was passed by the State of Iowa, effective the 2015-2016 school year, regarding all children entering Kindergarten and Third grade to have a vision screening. The purpose of their vision screening is to improve the eye health and vision of Iowa's children. (Iowa Code 642, Chapter 52)

A screening will be accepted if done up to one year prior to starting Kindergarten and Third grade and no later than 6 months after the first day of school. Please see the Vision Screening form for acceptable vision screen providers. Vision screening forms can be turned in at registration, brought into Mary Welsh school office or sent to school with your student to give to the school nurse.

LIFE THREATENING ALLERGIES

If your student has been diagnosed with a life-threatening allergy, please report this information to the school nurse. The school nurse is responsible for the coordination of care, the education of the staff and the facilitation of information to all appropriate departments (ie: cafeteria, transportation). All student and classrooms are treated with individual considerations. An Emergency Plan will be initiated by the school nurse. Please contact Nurse Deb or Nurse Kelli with your student's life-threatening allergy information.

HEALTH INFORMATION REQUIRED FOR SCHOOL ATTENDANCE

REQUIREMENT	WHO IS REQUIRED TO HAVE
Immunizations	Preschool & Kindergarten All new students to District prior to 1st day of school Tdap Booster & Meningitis - 7th grade Meningitis - 12th grade
Lead Screening	Kindergarten (sometime since birth)
Dental Screening	Kindergarten 9th Grade
Vision Screening	Kindergarten 3rd Grade
History & Physical	Preschool & Kindergarten Students in sports (7-12)

CHILD ABUSE REPORTING

BP - 402.2

School district personnel are encouraged, and the law requires certificated employees, to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

ABUSE OF STUDENTS BY DISTRICT EMPLOYEES

BP - 402.3

Concerns regarding discipline procedures or actions by staff members should be directed to the administration. Students or parents/guardians who have complaints regarding alleged physical or sexual abuse by a school employee may contact the following:

- Employee Child Abuse Investigator:
- Building Administrators – Mary Welsh (319) 668-2301
- Superintendent – (319) 668-1059
- Williamsburg Police - (319) 668-1004

ANTI-BULLYING HARASSMENT POLICY

BP - 104

The Williamsburg Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the student in reasonable fear of harm to the student's person or property
 2. Has a substantial detrimental effect on the student's physical or mental health
 3. Has the effect of substantially interfering with the student's academic performance
 4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school
- "Trait or characteristic of the student" includes but is not limited to 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.
- "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the Superintendent or Superintendent's designee. An alternate will be designated in the event it is claimed that the Superintendent or Superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed with 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building administrator will be responsible for

DISTRICT NOTIFICATIONS AND PUBLICATIONS

Copies of the following board policies are available by calling the superintendent's office at 319-668-1059.

handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The Superintendent or the Superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site

A copy of the policy shall be made available to any person by contacting the Central Administrative Office at 810 West Walnut Street, Williamsburg, IA 52361.

SMOKING, ALCOHOL, AND DRUGS

BP - 502.7

Students of the WCSD are prohibited from using, possessing, or being under the influence of beer or alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, beer, alcohol or controlled substances. Such items are not to be possessed anywhere at school district facilities or at school-sponsored, school-approved, or school-related activities. Possession of such items will be grounds for disciplinary action including suspension or expulsion and will be reported to local law enforcement authorities.

SEARCH AND SEIZURE

BP - 502.8

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

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, dangerous weapons, firearms, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement authorities.

The board believes that such illegal, unauthorized or contraband materials cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

Williamsburg Community District has the right to conduct a random K-9 Unit search of building and grounds, school lockers and parking lots for contraband materials if it is determined to be in the best interest of student welfare.

STUDENT ABSENCES - EXCUSED

501.9-501.10

Attendance is the responsibility of the student and his/her parents. Parents should make every effort to notify the school well in advance of anticipated absences. When absences are caused by illness or emergency the parents should phone the school between 7:30 a.m. and 8:15 a.m. Please refer to the WHS website for updated policy. For other absences as listed below the school requests at least one day's advance notification. In the event that a student is absent from school for excused reasons, s/he will be allowed to make up work missed for full credit. However, make-up work does not provide a student with the full educational value of actually being present in the class. The length of time to make up work will be based upon the number of days absent, plus one (if a student misses three consecutive days of school s/he would be granted four school days to complete the missed work). However, students who have been made aware of pre-announced assignments or tests will be expected to do this work immediately upon their return to school.

EXCUSED ABSENCES DEFINED (BP 501.9 R1)

The school recognizes the following categories of absences:

1. Documented Absences: Absences that are approved by other than parental request.
2. Parental/Guardian Notification: Absences that are requested by the parent within the attendance guidelines.

DOCUMENTED ABSENCES: A student can have up to 3 verified absences per term class or 5 verified absences per semester class (per period). After reaching the limit for verified absences, a meeting will be held with the principal, student and parent(s)/guardian(s) to discuss possible solutions to these absences.

- Medical including hospital stays, doctor's appointments, physician excuse, dental appointments and counseling appointments- all require a signed and dated excuse from the practitioner within 24 hours of visit.
- Court appearances- require a signed and dated excuse on office letterhead or card within 24 hours of visit
- Participation in school sponsored events-must be pre-excused and student must be passing all classes
- College visits-approved through the college and guidance counselor, must be pre-excused and within the college visit guidelines
- Other health issues-verification by the school nurse through a home visit or an assessment of health at school

The administration reserves the right to consider special situations on a case-by-case basis.

PARENTAL/GUARDIAN NOTIFICATION: A student can have up to three absences per term class or five absences per semester, per period, from school with permission by parent(s)/guardian(s) and the school. All absences must be reported to school officials by a parental phone call or note stating the reason for the absence within 24 hours.

- A. Pre-excused absences - notice to teachers prior to the day of absence with homework turned in and/or assessments completed.
- Funerals for non-family members
 - WORK in the family business- five days maximum per school year
 - Driver's license - maximum ½ day
 - Family vacation
 - State contests in which another WHS student is competing.
 - Educational trip - with approval from building principal or designee

- B. Family Vacations- 3 or more consecutive school days- The administration and school board realize how important the time spent with family is for students. Whenever possible, family vacations should be scheduled in accordance with school vacations. Class time and learning experiences lost for whatever reason have a direct and negative effect on the student's education. In the event a vacation cannot be scheduled within school vacation time, a student will be allowed to be excused for one family vacation of three or more consecutive school days with their parents/guardian. This vacation will be exempt from the policy as long as the student has made up all homework, tests and quizzes for each course per the pre-excused guidelines. Any coursework not completed will be subject to the student spending time after school when the student returns.

Procedure for pre-excused absences:

- Obtain a note from a parent/guardian to be given to the attendance secretary explaining the reason for the absence.
- The attendance secretary will give the student a pre-excused stamp in his or her handbook.
- The student is responsible to obtain, complete and turn in all assignments to his or her instructors prior to the absence.
- Failure to obtain a pre-excused stamp or complete assignments can result in loss of credit or reduced credit on assignments and/or assessments.

DISTRICT NOTIFICATIONS AND PUBLICATIONS...CONTINUED

C. Other excused absences - A note or phone call from a parent/guardian must be received within 24 hours of an absence or the absence will be considered unexcused.

- Illness not excused by medical personnel
- Family Illness or Emergency
- Death in the family
- Religious holidays

TRUANCY-UNEXCUSED ABSENCES (BP 501.10 R)

UNEXCUSED ABSENCE: Absence that does not have the approval of the school will be unexcused. This includes but is not limited to:

- Any absence after five (5) parent/guardian notification absences per semester
- Senior pictures
- Truancy - skipping school
- Oversleeping
- Non-family vacations/hunting
- Haircut or tanning appointments
- Attending sporting events or concerts in which a WHS student is not participating
- Unexplained personal business
- Running errands
- Job hunting/working
- Studying for test or completing homework
- Resting for or from an event or activity
- Babysitting
- Car repair/purchase
- Absence for reason not judged educationally appropriate by school authorities

Procedures for unexcused absences: The K-12 administration will consider any or all of the following disciplinary consequences as stated in the parent/student handbook for that attendance center. A student who receives an unexcused absence will be subject to the following disciplinary steps per semester:

1. 1st-4th unexcused absence - Meeting with principal, parent/guardian and student to set up an attendance contract for the remainder of the semester including guidelines for detention time equal to the time missed due to the unexcused absence.
2. 5th unexcused absence- Student may be dropped from the class and receive no credit. The principal, parent/guardian and student will set up a meeting to discuss educational options for the student. The student will also serve detention time equal to the time missed due to the unexcused absence.

Guidelines for detention to make up class time for unexcused absences:

The student:

- Must make up time on consecutive school days for a minimum of 30 minutes before or after school.
- Must make up the unexcused absence within 10 consecutive school days in addition to Saturday School. A student must attend Saturday School if time is not completely made up during a school week.
- Is not allowed to attend or participate in practices, sporting events, concerts, organizational meetings, or any other school activity other than class until detention time is completely made up.
- Who fails to show up on consecutive days will be subject to doubled detention time.
- Whose detention time is not made up within 10 school days will result in loss of credit for any assignment or assessment graded on that day.
- Whose absence falls at the end of the school year will have ten working days to complete the contracted time.

TARDY:

Late arrival to school or class without prior approval will be considered a tardy. Students late to school or class for reason judged appropriate by school authorities will not be considered tardy.

A student who receives a tardy (late to school within 30 minutes) will be subject to the following procedures per semester:

- 1st tardy - warning
- 2nd tardy - 1/2 hour detention, parent/guardian notification
- 3rd tardy - 1 hour detention, parent/guardian notification
- 4th tardy and every tardy after the 4th tardy - 4 hours of Saturday School and brainstorming session with parent/guardian, student and administration

SUSPENSION FROM SCHOOL:

Suspension from school will be considered a documented absence. Students will have the right to make up all work missed for full credit subject to the make-up provision of this policy.

EXTRACURRICULAR PARTICIPATION:

Students in an extracurricular activities must be in school a minimum of a ½ day in the afternoon of an activity to participate, unless prior approval for an absence has been made with the school.

EXCESSIVE ABSENCES

Any absence after the accumulation of five parental/guardian notification absences in any class will be considered excessive. The student will be considered unexcused and will require the student/parent/guardian and teacher to sign a contract and make up the class periods missed. Parents/guardians will be notified when a student has reached the five days of excused absences. Absences which have prior approval of the administration may be considered excused on a case-by-case basis. If the student continues to have difficulty with attendance and the above-mentioned actions are not helpful the school may take any or all of the following actions:

- Contact the County Attorney for those students under compulsory attendance laws.
- Ask the school nurse to speak to the child's physician which would include sharing of attendance information.
- Contact the Iowa Department of Transportation and the Department of Education to seek suspension of the students' license to drive.

WEAPONS

BP - 502.6

The Board believes weapons, other dangerous objects and look-a-likes in School District facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the School District premises or property within the jurisdiction of the School District.

School District facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the School District property or onto property within the jurisdiction of the School District or from students who are within the control of the School District.

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

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

Weapons under control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-like for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the Superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

TOBACCO/NICOTINE FREE ENVIRONMENT

BP - 905.2

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

HEALTH EDUCATION

BP - 603.5

Students in grades K-12 shall receive, as part of their health education, instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance use and nonuse, including the effects of social health, resources, prevention and control of disease, including characteristics of communicable disease. While the areas stated above shall be included in health education, the instruction shall be adapted at each grade level to aid understanding by the students. At the appropriate grade level, information about characteristics of communicable disease will be introduced and shall include information about sexually transmitted diseases.

Parents/guardians who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

PHYSICAL EDUCATION

BP - 603.6

A pupil shall not be required to enroll in Physical Education or Health courses if the pupil's parents/guardians file a written statement with the school principal that the course conflicts with the pupil's religious beliefs.

DISTRICT NOTIFICATIONS AND PUBLICATIONS...CONTINUED

EQUAL EDUCATIONAL OPPORTUNITY

BP - 102.0

It is the policy of the Williamsburg Community School District not to discriminate on the basis of race, color national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Superintendent, Williamsburg Community Schools, 810 West Walnut Street, Williamsburg, IA 52361. Phone # (319)-668-1059.

The Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the School District to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

USE OF DIRECTORY INFORMATION

BP- 506.2

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by August 21 to the High School principal. The objection needs to be renewed annually.

Name
Address
Telephone listing
Date and place of birth
E-mail address
Grade level
Enrollment status
Major field of study
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Dates of attendance
Degrees and awards received
The most recent or previous school or institution attended by the student
Photograph and likeness and
Other similar information.

GRIEVANCE PROCEDURE

BP 102-R1

It is the policy of the Williamsburg Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Superintendent, Williamsburg Community Schools
810 West Walnut Street
Williamsburg, IA 52361
Phone #319-668-1059

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedures is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g. sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with any building Administrator. An alternate will be designated in the event it is claimed that the building Administrator or Superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Building Administrator shall assist the Complainant as needed.

Investigation

Within 15 working days, the building administrator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation. If the Complainant is under 18 years of age, the administrator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complainant and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 15 working days, the building administrator shall complete the investigation and issue a report with respect to the findings.

The building administrator shall notify the Complainant and the Respondent of the decision within 5 working days of completing the written report. Notification shall be by the U.S. mail, first class.

Decision and Appeal

The complaint is closed after the building administrator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the Superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The administrator shall promptly forward all materials relative to the complaint and appeal to the Superintendent. Within 15 working days, the Superintendent shall affirm, reverse, amend the decision, or direct the administrator to gather additional information. The Superintendent shall notify the Complainant, Respondent, and the administrator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the Superintendent shall be final.

The decision of the Superintendent in no way prejudices a party from seeking redress through state or federal agencies provided by law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

ANNUAL NOTICE OF NONDISCRIMINATION

BP 102-E1

The Williamsburg Community Schools offers career and technical programs in the following areas of study:

Career and Technical Education CTE Areas of Study:

- Family Consumer Science
- Business
- Computer
- Industrial Technology
- Agriculture

It is the policy of the Williamsburg Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Superintendent, Williamsburg Community School District
810 W Walnut Street
Williamsburg, IA 52361
Phone # (319) 668-1059.

CONTINUOUS NOTICE OF NONDISCRIMINATION

BP102-E2

DISTRICT NOTIFICATIONS AND PUBLICATIONS...CONTINUED

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Williamsburg, IA 52361
Phone # (319) 668-1059.

ANNUAL NOTIFICATION AS REQUIRED BY AHERA

The Asbestos Hazard Emergency Response Act of 1986, or AHERA, was enacted by Congress to determine the extent of, and develop solutions for any problems schools may have with asbestos. Asbestos is a naturally occurring mineral that has been used as a building material for many years. Its properties made it an ideal building material for insulating, sound absorption, fireproofing, and other miscellaneous uses. There have been over 3,000 different products made with asbestos materials. But the Environmental Protection Agency began action to limit uses of asbestos products in 1973. Most uses of asbestos in building materials were banned in 1978.

The Williamsburg District has had all facilities inspected by a certified asbestos inspector, as required by AHERA. During this inspection all materials suspected of containing asbestos were located, sampled, and rated as to the condition and hazard potential. The inspection report and laboratory analysis records were given to a certified firm to develop management plans for our facilities. A reinspection is conducted every three years. The last reinspection was conducted in May, 2010.

This notification and methods of educating and training the district's employees, together with a set of procedures designed to minimize the disturbance of the asbestos-containing materials are all a part of the school's attempt to meet government regulations.

A copy of the asbestos management plan is available for your examination in the offices of the Superintendent and Building Principals Monday through Friday between 8:00 a.m. and 4 p.m. Questions regarding the plan should be directed to: Superintendent, Asbestos Program Manager, Williamsburg Community School District, Williamsburg, IA 52361 or 319-668-1059.

POST-SECONDARY ENROLLMENT OPTION **BP - 604.6**

Students in grades 9 through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges, or state universities.

The school district may pay up to \$250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college, or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in 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 the course 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.

Students interested in participating in this program should contact WHS Guidance Counselor.

OPEN ENROLLMENT **POLICIES - 501.14 & 501.15**

The Williamsburg Community School District will participate in open enrollment as a sending and as a receiving district. The Board of Education will allow students who meet the legal requirements to attend the Williamsburg School District or to enroll in another public school.

Parents requesting open enrollment out of the school district for their student shall notify the school district no later than March 1st in the school year preceding the first year desired for open enrollment. The notice shall be made on forms provided by the Department of Education. The forms are available at the central administration office.

Parents of children who will begin kindergarten in the district are exempt from the open enrollment March deadline. Parents of children who will begin kindergarten shall file in the same manner set forth above by September 1st. Parents who have good cause as defined by law for failing to meet the March deadline may make an open enrollment request in the same manner set forth above.

For further details, contact the superintendent's office at 668-1059.

SECTION 504 & PARENTAL RIGHTS **BP - 102-E3**

The Williamsburg Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the Williamsburg Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment) marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you questions or a grievance related to this policy, please contact: Superintendent, Williamsburg Community School District 810 West Walnut Street, Williamsburg, Iowa 52361, (319) 668-1059

INTERNET-APPROPRIATE USE POLICY **BP - 605.6 & 605.6R1**

The Board of Education of the Williamsburg Community School District is committed to providing students, staff, and board members with a wide range of electronic learning facilities, equipment, and software, including computer network services. The Board encourages and expects that all users of electronic learning be responsible and to comply with district policy and regulations and state and federal regulations regarding the operation and use of school district computers and computer network systems.

Since the District does not have control of all of the content of information residing on its computer network services, the District explicitly does not condone the submission of, publishing of, or displayed use of defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material. Furthermore, the District does not condone the unauthorized copying of any software which is licensed or protected by copyright; computer hacking (i.e. unwanted or unsolicited entry into a computer system); unauthorized access, willful damage or misuse of systems, applications, databases, code or data; and/or the intentional introduction of a computer virus into a computer network. Although students will be under

DISTRICT NOTIFICATIONS AND PUBLICATIONS ... CONTINUED

teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value.

Students will be able to access the network, including use of the Internet, through their teachers. Individual student accounts and electronic mail addresses on the Internet will be issued to students.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet-Appropriate Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

The Board of Education reviewed this policy in April, 2014.

USE OF VIDEO CAMERAS ON SCHOOL BUSES BP - 711.2 R2

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

GENERAL EDUCATION INTERVENTIONS

Additional support services are available to assist teachers when concerns arise with students. These services include our building staff, (special education teachers, counselor, nurse, health secretary, etc.) and Grant Wood Area Education Agency support staff, (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators and others.) Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students through teacher or parent request. Working together, we can provide the best education possible for all children.

COMPETENT PRIVATE INSTRUCTION BP - 604.1

Competent Private Instruction is private instruction provided to a child in Iowa. "Private Instruction" means instruction using a plan and course of study in a setting other than a public school district or accredited nonpublic school. Parents or guardians interested in Competent Private Instruction as an option for their children may contact the Superintendent's office for more information. A form must be completed, for each child enrolled in the program, and returned to the district's central office by the first day of school. This form must be completed for each child of compulsory attendance age.

DUAL ENROLLMENT

Dual enrollment is another enrollment option provided to students and parents under Iowa law. Dual enrollment is enrollment with a public school district of a child who is receiving competent private instruction. A child under dual enrollment may participate in selected academic programs or extracurricular activities on the same basis as any regularly enrolled student. A child may dual enroll only in his or her district of residence. The resident district must be notified by the parent or guardian no later than September 15th or within 14 calendar days after moving to the district, or within 14 calendar days after removing the child from school. Parents or guardians interested in dual enrollment as an option may contact the Superintendent's office for more information.

HOMELESS CHILDREN AND YOUTH BP - 501.16

The Williamsburg Board of Education will make reasonable efforts to identify homeless children and youth of school age within the District, encourage their enrollment and eliminate existing barriers to their receiving an education. The state defines homeless as a child between the ages of 5 and 21 who lacks a fixed, regular, and adequate nighttime resident; a child living in a shelter facility; and/or a child who is living with non-nuclear family members or with friends. Please contact any building administrator or the District's designated Homeless Coordinator, Erica Wilkenson, High School At-Risk Coordinator, for assistance.

STUDENT RECORDS POLICY BP - 506.1

WCSD collects and maintains records on each student in order to facilitate

the instruction, guidance, and additional progress of the student. The records contain information about the student and his/her education and may include, but are not limited to, the following types of records: identifying data, academic work completed, level of achievement, intelligence, aptitude and psychological tests, interest inventory ratings and observations, and verified reports of serious or recurrent behavior patterns.

Records for junior/senior high school students are located in the high school office. Any exceptions will be noted in the student's other records or by Deb Von Ahsen, WCSD Record Technician, or by Lynell O'Connor, WJ/SHS Principal.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School personnel with legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing/evaluating Federal and State funded educational programs.
4. Organizations which process/evaluate standardized tests.
5. In connection with student's educational financial aid applications.
6. Accrediting organizations for school accreditation purposes.
7. Parents of dependent children, regardless of the child's age.
8. In connection with an emergency.

Student records are reviewed and inappropriate materials removed periodically, but at a minimum when a student moves from elementary to junior high school and when the student transfers out of the district. Those records not of permanent importance are destroyed within five years of graduation or discontinued attendance.

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

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)
- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. The school district will not market or sell directory information without prior consent of the parent. Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by the first day of school to the principal. The objection needs to be renewed annually.

DISTRICT NOTIFICATIONS AND PUBLICATIONS...CONTINUED

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

Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employer access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-8520.

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

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

POST-SECONDARY ENROLLMENT OPTIONS BP 604.6

Students in grades 9 through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges, or state universities.

The school district may pay up to \$250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college, or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in 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 the course 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.

Students interested in participating in this program should contact the building principal. Students are required to walk to the Kirkwood Center in Williamsburg or be granted permission to drive by administration. WCSD is not liable for injuries.

TECHNOLOGY 1:1 PROGRAM

Williamsburg Jr/Sr High School is a 1:1 school in Grades 7-12. Students follow the guidelines outlined in the Acceptable Use Policy per school board policy (BP 605.6). The 1:1 program is to promote collaboration, innovation, creativity and other 21st Century Skills for all students.

General Classroom Guidelines:

1. Students may only play administrator approved games related to coursework during class time.
2. Students will be allowed to listen to school approved music sites only during independent study time.
3. Students are not allowed to watch YouTube or other streaming sites that do not directly relate to a class assignment.

TECHNOLOGY

BP - 605.6

WJ/SHS building is committed to providing electronic media for all students, including computer networking and Internet technology. Students are expected to comply with district policy as well as state and federal regulations regarding the operation and use of school district computers and computer network systems. The number of available terminals and the demands for each terminal may limit the amount of time available for each student. The use of the network is a privilege and may be taken away for violation of Board policy or regulations.

The WCSD does not condone the submission of, publishing of, or displayed use of defamatory material. Furthermore, the WCSD does not condone unauthorized copying of any software which is licensed or protected by copyright; computer hacking (unwanted or unsolicited entry into a computer); unauthorized access, willful damage or misuse of systems, applications, databases, code or data; and/or the intentional introduction of a computer virus into a computer or computer network.

Employees and students will be instructed on the appropriate use of the computer network and Internet. Parents will be required to sign a permission form to allow their students to access the computer network and Internet. Students will sign a form acknowledging they have read and understand the Network Appropriate Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

Any use of electronic devices to gain unfair academic advantage on tests and homework will be considered cheating and will be dealt with according to each individual instructor's classroom rules.

MEAL CHARGES

BP - 710.4

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

Payment of Meals: Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than two meals per student to this account. When an account reaches this limit, a student shall not be allowed to charge further meals until negative balance is paid. Ala Carte purchases will not be allowed with a negative balance. No students will be allowed to charge during the last two weeks of school in May. Families may add money to student accounts through on line payment system or through the school office.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. The school district may provide an alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal.

Employees may use a charge account for meals, but may charge no more than \$2.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or ala carte items until the negative account balance is paid.

Negative Account Balances:

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance by email, low balance slip or phone calls. Negative balances at the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Kindergarten Physical Exam Form
Mary Welsh Elementary School, Williamsburg, IA

Name: _____ Gender: _____ Date of Birth: _____

Weight:	Height:	Lead Testing:	Vision: Lt: Rt:	Hearing:
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Does the examination reveal any abnormality?	Normal	Abnormal	Not Examined	Describe any abnormality
General appearance, posture & gait				
Speech/Language development				
Behavior during exam				
Skin				
Eyes: extraocular movements				
Ears: canal, tympanic membrane				
Nose, mouth, pharynx & tonsils				
Teeth				
Heart				
Lungs				
Abdomen				
Genitalia				
Extremities & feet				
Neurological				
Allergies				
Disability (diagnosed):			Treatment:	

Medications: _____

Summary & Recommendations: _____

Signature of Physician or Health Care Provider

Date

Printed Physician Name & Address

Kindergarten Student Health History
Mary Welsh Elementary School, Williamsburg, IA

To be completed by parent/ guardian

Name: _____ Gender: _____ Birth Date: _____
Last First MI

Does your child have any of the following, or does she/he have a history of any of the following? If yes, please explain in detail.

- | | YES | NO | |
|-----|-----|-----|--|
| 1. | ___ | ___ | Asthma |
| 2. | ___ | ___ | Seizures |
| 3. | ___ | ___ | Diabetes |
| 4. | ___ | ___ | Heart Problems |
| 5. | ___ | ___ | Depression/Anxiety |
| 6. | ___ | ___ | ADD/ADHD |
| 7. | ___ | ___ | Allergies to food, medication, bee stings, dust/pollen |
| 8. | ___ | ___ | Headaches |
| 9. | ___ | ___ | Vision problems wears glasses ___ wears contacts ___ |
| 10. | ___ | ___ | Hearing problems left ear ___ right ear ___ hearing aid(s) ___ |
| 11. | ___ | ___ | Eating problems/dietary considerations |
| 12. | ___ | ___ | Bowel/bladder problems |
| 13. | ___ | ___ | Speech/language problems |
| 14. | ___ | ___ | Developmental Delay |

Details of health condition to which you answered "yes" above:

If your child takes medications, please list them:

Is there anything else you feel the school should know about your child that would help in understanding and planning for him/her?

Name of parent/guardian completing form

Date



Iowa Department of Public Health Certificate of Immunization

Name Last: _____ First: _____ Middle: _____ Date of Birth: _____
 Parent/Guardian: _____ Address: _____ Phone: _____

I certify that the above named applicant has a record of age-appropriate immunizations that meet the requirement for licensed child care or school enrollment.
 Signature: _____ Date: _____

Physician, Physician Assistant, Nurse, or Certified Medical Assistant

A representative of the local Board of Health or Iowa Department of Public Health may review this certificate for survey purposes.

Vaccine	Date Given	Doctor / Clinic / Source	Vaccine	Date Given	Doctor / Clinic / Source
Diphtheria, Tetanus, Pertussis DTaP/DTP/DT/ Td/Tdap			Varicella Chicken Pox <i>If applicant has a history of natural disease write "Immune to Varicella"</i>		
Polio IPV/OPV			Pneumococcal PCV/PPSV		
Measles, Mumps, Rubella MMR			Meningococcal MCV/MPV/ Mening B		
Haemophilus influenzae type b Hib			Hepatitis A		
Hepatitis B			Rotavirus		
			Human Papilloma Virus HPV		
			Other		

IMMUNIZATION REQUIREMENTS

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

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

1 Mumps vaccine may be included in measles/rubella-containing vaccine.
 2 DTaP is not indicated for persons 7 years of age or older, therefore, a tetanus and diphtheria-containing vaccine should be used.
 3 The 5th dose of DTaP is not necessary if the 4th dose was administered on or after 4 years of age.
 4 Applicants 7 through 18 years of age who received their 1st dose of diphtheria/tetanus/pertussis-containing vaccine before 12 months of age should receive a total of 4 doses, with one of those doses administered on or after 4 years of age.
 5 Applicants 7 through 18 years of age who received their 1st dose of diphtheria/tetanus/pertussis-containing vaccine at 12 months of age or older should receive a total of 3 doses, with one of those doses administered on or after 4 years of age.
 6 If an applicant received an all-inactivated poliovirus (IPV) or all-oral poliovirus (OPV) series, a 4th dose is not necessary if the 3rd dose was administered on or after 4 years of age.
 7 If both OPV and IPV were administered as part of the series, a total of 4 doses are required.
 8 Administer 2 doses of varicella vaccine, at least 3 months apart, to applicants less than 13 years of age. Do not repeat the 2nd dose if administered 28 days or greater from the 1st dose. Administer 2 doses of varicella vaccine to applicants 13 years of age or older at least 4 weeks apart. The minimum interval between the 1st and 2nd dose of varicella for an applicant 13 years of age or older is 28 days.

Authorization and Permission for Administration of Medication

Student's Name

Grade

Homeroom teacher

School medications and health care services are administered following these guidelines:

Parent signed and dated authorization to administer medication

Doctor's signature if medication given longer than two (2) weeks

The medication is in the original labeled container as dispensed or the manufacturer's labeled container

The medication label contains the student's name, name of medication, directions for use and date

Annual renewal of authorization and immediate notification, in writing, of any changes

Medication

Dosage

Route

Time given at school

Reason for Medication

Significant Information/ Instruction

Length of Time Medication to be given at school

Prescribing Physician

Phone Number

Physician's Signature (if medication to be given greater than 2 weeks)

I request the above student be given the medication at school and school activities by qualified staff, according to the prescription or non-prescription instructions and a record maintained. The student has experienced no previous side effects from the medication. I further agree that school personnel may contact the prescriber as needed and medication information may be shared with school personnel who need to know.

Inhalers are the only medications students are allowed to carry with them. The law, Iowa Code 280.16, contains specific conditions for the student to carry inhalers/medication for airway constriction at school. The student will carry the inhaler with him/her through the school year. The school district and its employees are to incur no liability, except for gross negligence as a result of any injury arising from self-administration of medication by the student. This form shall be kept on file in the office of the school nurse and renewed yearly. Please sign if you wish for your child to self-administer their inhaler and keep with them at all times. Parent Signature/date: _____

I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment as requested or it will be properly destroyed.

Parent/Guardian Signature: _____ Date: _____

Additional Information:

(for school use)

SHORT TERM STUDENT MEDICATION RECORD

Student Name _____ Grade _____ Teacher _____

Medication _____ Dosage _____ Time to be given _____

Specific Information: _____

Date	Time	Dosage	Person giving Medication (sign once, then initial)

Date	Time	Dosage	Person giving Medication (sign once, then initial)

Medication given longer than two weeks needs doctor's signature.
Use long term medication record form.



Iowa Department of Public Health CERTIFICATE OF DENTAL SCREENING

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

Student Information (please print)

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

Screening Information (health care provider must complete this section)

Date of Dental Screening: _____

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

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

Requires Dental Care – tooth decay¹ or a white spot lesion² is suspected in one or more teeth, or gum infection³ is suspected.

Requires Urgent Dental Care – obvious tooth decay¹ is present in one or more teeth, there is evidence of injury or severe infection, or the child is experiencing pain.

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

Screening Provider (check ONE only):

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

Provider Name: (please print) _____ Phone: _____

Provider Business Address: _____

Signature and Credentials of Provider or Recorder*: _____ Date: _____

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

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

Iowa Department of Public Health • Oral Health Delivery Systems
515-242-3683 • 866-528-4020 • <https://idph.iowa.gov/ohds>

A designee of the local board of health or Iowa Department of Public Health may review this certificate for survey purposes.

**Iowa Department of Public Health
 CERTIFICATE OF VISION SCREENING
 RETURN COMPLETED FORM TO CHILD'S SCHOOL.**

Student Information (please print)

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

Screening Information (vision screening provider must complete this section *or parents may attach a copy of vision screening results given to them by a provider.*)

Date of Vision Screening: _____	
Results (visual acuity):	
Right Eye _____	Left Eye _____
Overall Result (Please select one):	Referral to eye health professional (Please select one):
Pass or Fail <input type="radio"/> <input type="radio"/>	Yes or No <input type="radio"/> <input type="radio"/>

Screening Provider: _____

Provider Business Name/Source of Screening: (please print) _____

Provider Name: (please print) _____ Phone: _____

Signature and Credentials of Provider: _____ Date: _____

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

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

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

RETURN COMPLETED FORM TO CHILD'S SCHOOL.

**WILLIAMSBURG COMMUNITY SCHOOLS
ATHLETIC EMERGENCY TREATMENT RELEASE FORM**

(One Per Family – Grades 7-12)

Student Name: _____ M or F Birthdate: _____ Grade: _____

Student Name: _____ M or F Birthdate: _____ Grade: _____

Student Name: _____ M or F Birthdate: _____ Grade: _____

Student Name: _____ M or F Birthdate: _____ Grade: _____

Student Name: _____ M or F Birthdate: _____ Grade: _____

Fathers Name: _____ Emergency Phone Number: _____

Mothers Name: _____ Emergency Phone Number: _____

Emergency Contact: _____ Relationship: _____ Phone Number: _____

Emergency Contact: _____ Relationship: _____ Phone Number: _____

Insurance Company: _____ Policy #: _____

DOCTOR _____ IS TO BE CALLED AT PARENTS EXPENSE IN CASE OF AN EMERGENCY.
IF IT SHOULD BECOME NECESSARY, TAKE STUDENT TO _____ HOSPITAL
AT _____ CITY AT THE PARENTS EXPENSE. WE WOULD TAKE THIS STEP ONLY IF WE COULDN'T CONTACT
YOU FIRST.

As a parent/guardian, I do hereby give permission to an authorized school official to obtain professional medical attention to my child(ren) listed above which in the opinion of the attending physician, may endanger his or her life, cause disfigurement, physical impairment, or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to reach me.

THIS RELEASE FORM IS COMPLETED AND SIGNED OF MY OWN FREE WILL WITH THE SOLE PURPOSE OF AUTHORIZED TREATMENT UNDER EMERGENCY CIRCUMSTANCES IN MY ABSENCE.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

THIS FORM IS GOOD FROM AUGUST 1, 2021 - JULY 31, 2022

IOWA ATHLETIC PRE-PARTICIPATION PHYSICAL EXAMINATION

ARTICLE VII 36.14(1) PHYSICAL EXAMINATION.

Every year each student (grades 7-12) shall present to the student's superintendent a certificate *signed* by a licensed physician and surgeon, osteopathic physician and surgeon, osteopath, qualified doctor of chiropractic, licensed physician assistant, or advanced registered nurse practitioner, to the effect that the student has been examined and may safely engage in athletic competition. *This certificate of physical examination is valid for the purposes of this rule for one (1) calendar year. A grace period, not to exceed thirty (30) days, is allowed for expired certifications of physical examination.*

QUESTIONNAIRE FOR ATHLETIC PARTICIPATION (Please type or neatly print this information)

Student's Name _____ Male ___ Female ___ Date of Birth _____ Grade _____

Home Address (Street, City, Zip) _____ School District _____

Parent's/Guardian's Name _____ Date _____ Phone # _____

Family Physician _____ Phone # _____

HEALTH HISTORY (The following questions should be completed by the student-athlete with the assistance of a parent or guardian. A parent or guardian is required to sign on the other side of this form after the examination.)

- | | Yes | No | | Yes | No | |
|-------|-------|-------|--|-------|-------|--|
| 1. | _____ | _____ | Allergies to medication, pollen, stinging insects, food, etc.? | 20. | _____ | Head injury, concussion, unconsciousness? |
| 2. | _____ | _____ | Any illness lasting more than one (1) week? | 21. | _____ | Headache, memory loss, or confusion with contact? |
| 3. | _____ | _____ | Asthma or difficulty breathing during exercise? | 22. | _____ | Numbness, tingling or weakness in arms or legs with contact? |
| 4. | _____ | _____ | Chronic or recurrent illness or injury? | ***** | | |
| 5. | _____ | _____ | Diabetes? | 23. | _____ | Severe muscle cramps or illness when exercising in the heat? |
| 6. | _____ | _____ | Epilepsy or other seizures? | ***** | | |
| 7. | _____ | _____ | Eyeglasses or contacts? | 24. | _____ | Fracture, stress fracture or dislocated joint(s)? |
| 8. | _____ | _____ | Herpes or MRSA? | 25. | _____ | Injuries requiring medical treatment? |
| 9. | _____ | _____ | Hospitalizations (Overnight or longer)? | 26. | _____ | Knee injury or surgery? |
| 10. | _____ | _____ | Marfan Syndrome? | 27. | _____ | Neck injury? |
| 11. | _____ | _____ | Missing organ (eye, kidney, testicle)? | 28. | _____ | Orthotics, braces, protective equipment? |
| 12. | _____ | _____ | Mononucleosis or Rheumatic fever? | 29. | _____ | Other serious joint injury? |
| 13. | _____ | _____ | Seizures or frequent headaches? | 30. | _____ | Painful bulge or hernia in the groin area? |
| 14. | _____ | _____ | Surgery? | 31. | _____ | X-rays, MRI, CT scan, physical therapy? |
| ***** | | | | | | |
| 15. | _____ | _____ | Chest pressure, pain, or tightness with exercise? | 32. | _____ | Has a doctor ever denied or restricted your participation in sports for any reason? |
| 16. | _____ | _____ | Excessive shortness of breath with exercise? | 33. | _____ | Do you have any concerns you would like to discuss with your health care provider? |
| 17. | _____ | _____ | Headaches, dizziness or fainting during, or after, exercise? | | | |
| 18. | _____ | _____ | Heart problems (Racing, skipped beats, murmur, infection, etc.?) | | | |
| 19. | _____ | _____ | High blood pressure or high cholesterol? | | | |

Family History:

- | | Yes | No | |
|-----|-------|-------|---|
| 34. | _____ | _____ | Does anyone in your family have Marfan syndrome? |
| 35. | _____ | _____ | Has anyone in your family died of heart problems or any unexpected/unexplained reason before the age of 50? |
| 36. | _____ | _____ | Does anyone in your family have a heart problem, pacemaker or implanted defibrillator? |
| 37. | _____ | _____ | Has anyone in your family had unexplained fainting, seizures, or near drowning? |
| 38. | _____ | _____ | Does anyone in your family have asthma? |
| 39. | _____ | _____ | Do you or someone in your family have sickle cell trait or disease? |

Use this space to explain any "YES" answers from above (questions #1-38) or to provide any additional information:

40. Are you allergic to any prescription or over-the-counter medications? *If yes, list:* _____
 41. List all medications you are presently taking (including asthma inhalers & EpiPens) and the condition the medication is for:
 A. _____ B. _____ C. _____

42. Year of last known vaccination: Tdap (Tetanus): _____ Meningitis: _____ Influenza: _____

43. What is the most and least you have weighed in the past year? **Most** _____ **Least** _____

44. Are you happy with your current weight? **Yes** _____ **No** _____ *If no, how many pounds would you like to lose or gain?*
 Lose _____ Gain _____

FOR FEMALES ONLY:

1. How old were you when you had your first menstrual period? _____

2. How many periods have you had in the last 12 months? _____

PHYSICAL EXAMINATION RECORD (To be completed by a licensed medical professional as designated in Article VII 36.14(1).

Athlete's Name _____ Height _____ Weight _____

Pulse _____ Blood Pressure _____ / _____ (Repeat, if abnormal _____ / _____) Vision R 20/ _____ L 20/ _____

	NORMAL	ABNORMAL FINDINGS	INITIALS
1. Appearance (esp. Marfan's)			
2. Eyes/Ears/Nose/Throat			
3. Pupil Size (Equal/Unequal)			
4. Mouth & Teeth			
5. Neck			
6. Lymph Nodes			
7. Heart (Standing & Lying)			
8. Pulses (esp. femoral)			
9. Chest & Lungs			
10. Abdomen			
11. Skin			
12. Genitals - Hernia			
13. Musculoskeletal - ROM, strength, etc. (See questions 24-31)			
14. Neurological			

Comments regarding abnormal findings: _____

LICENSED MEDICAL PROFESSIONAL'S ATHLETIC PARTICIPATION RECOMMENDATIONS
(Please be precise when indicating at which level the student is cleared to participate.)

1. **FULL & UNLIMITED PARTICIPATION**
2. **LIMITED PARTICIPATION** - May **NOT** participate in the following (checked):
 Baseball Basketball Bowling Cross Country Football Golf Soccer
 Softball Swimming Tennis Track Volleyball Wrestling
3. **CLEARANCE PENDING DOCUMENTED FOLLOW UP OF** _____
4. **NOT CLEARED FOR ATHLETIC PARTICIPATION DUE** _____

Licensed Medical Professional's Name (Printed) _____ Date of PPE _____

Licensed Medical Professional's Signature _____ Phone _____

PARENT'S OR GUARDIAN'S PERMISSION AND RELEASE

I hereby **verify** the accuracy of the information on the opposite side of this form and **give my consent** for the above named student to engage in approved athletic activities as a representative of his/her school, except those activities indicated above by the licensed professional. I **also give my permission** for the team's physician, certified athletic trainer, or other qualified personnel to give first aid treatment to my son or daughter at an athletic event in case of injury/illness and to share necessary information about the injury/illness with appropriate school personnel.

Name of Parent or Guardian, or student if 18 years of age (Printed) _____ Signature of Parent of Guardian, or student if 18 years of age _____

Address (Street/PO Box, City, State, Zip) _____ Phone Number _____

A FACT SHEET FOR PARENTS AND STUDENTS

HEADS UP: Concussion in High School Sports

Please note this important information based on Iowa Code Section 280.13C, Brain Injury Policies:

- (1) A student participating in extracurricular interscholastic activities, in grades seven through twelve, **must be immediately removed from participation** if the coach, contest official, licensed healthcare provider or emergency medical care provide believe the student has a concussion based on observed signs, symptoms, or behaviors.
- (2) Once removed from participation for a suspected concussion, the **student cannot return to participation until written medical clearance has been provided** by a licensed health care provider.
- (3) A student cannot return to participation until s/he is free from concussion symptoms at home and at school.
- (4) Definitions:
 - “**Contest official**” means a referee, umpire, judge, or other official in an athletic contest who is registered with the Iowa high school athletic association or the Iowa girls high school athletic union.
 - “**Licensed health care provider**” means a physician, physician assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or athletic trainer licensed by a board.
 - “**Extracurricular interscholastic activity**” means any extracurricular interscholastic activity means any dance or cheerleading activity or extracurricular interscholastic activity, contest, or practice governed by the Iowa high school athletic association or the Iowa girls high school athletic union that is a contact or limited contact activity as identified by the American academy of pediatrics.
 - “**Medical clearance**” means written clearance from a licensed health care provider releasing the student following a concussion or other brain injury to return to or commence participation in any extracurricular interscholastic activity.

What is a concussion?

Concussions are a type of brain injury that disrupt the way the brain normally works. Concussions can occur in any sport or recreational activity and can result from a fall or from players colliding with each other, the ground, or obstacles. Concussions can occur with or without loss of consciousness, but most concussions occur without loss of consciousness.

What parents/guardians should do if they think their child has a concussion?

1. Teach your child that it's not smart to play with a concussion.
2. **OBEY THE LAW.**
 - a. Seek medical attention right away.
 - b. Keep your child out of participation until s/he is cleared to return by a licensed healthcare provider.
3. Tell all of your child's coaches, teachers, and school nurse about ANY concussion.

What are the signs and symptoms of concussion?

Signs and symptoms of concussion can show up right after the injury or may not be noticed until days after the injury. If an athlete reports one or more symptoms of concussion after a bump, blow, or jolt to the head or body, s/he should be removed from play immediately. The athlete should only return to play with permission from a health care provider and after s/he is symptom free at home and at school.

Signs Observed by Parents or Coaches:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Student-Athlete:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

STUDENTS, If you think you have a concussion:

- **Tell your coaches & parents** – Never ignore a bump or blow to the head, even if you feel fine. Also, tell your coach if you think one of your teammates might have a concussion.
- **Get a medical check-up** – A physician or other licensed health care provider can tell you if you have a concussion, and when it is OK to return to play.
- **Give yourself time to heal** – If you have a concussion, your brain needs time to heal. While your brain is healing, you are much more likely to have another concussion. It is important to rest and not return to play until you get the OK from your health care professional.

PARENTS/GUARDIANS, You can help your child prevent a concussion:

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

For more information visit: www.cdc.gov/Concussion

IMPORTANT: Students (grades 7-12) participating in interscholastic athletics, cheerleading and dance; and their parents/guardians; must annually sign the acknowledgement below and return it to their school. Students cannot practice or compete in those activities until this form is signed and returned.

We have received the information provided on the concussion fact sheet titled, “HEADS UP: Concussion in High School Sports.”

Student's Signature _____

Date _____

Student's Printed Name _____

Parent's/Guardian's Signature _____

Date _____

Student's Grade _____

Student's School _____

Williamsburg Community School District

Student/ Parent

Laptop Computer Use Agreement

2021-2022

STUDENT LAST NAME: _____ STUDENT FIRST NAME: _____ GRADE: _____

Please read each statement completely and INITIAL after each statement.

I understand:

The laptop should never be left unattended. Parent: _____ Student: _____

The laptop should never be left in extreme temperatures. Parent: _____ Student: _____

The laptop can be monitored during school time. Parent: _____ Student: _____

The laptop should always be carried in the school issued laptop bag. Parent: _____ Student: _____

The student will be fined \$20 if the laptop needs to be reimaged for inappropriate downloads or use. Parent: _____ Student: _____

The student should never use programs or websites which allow the illegal sharing or downloading of copyrighted materials. Parent: _____ Student: _____

The student should never allow another individual to use the laptop with the exception of parents/guardians. Parent: _____ Student: _____

All fees for damage or missing items must be paid before receiving another piece of equipment. Parent: _____ Student: _____

I agree to be responsible for payment of any damages or loss of the laptop/equipment whether it is accidental or neglect.

Student Name: _____ **Date:** _____

Student Signature: _____

Parent or Guardian Signature: _____

I understand the information and guidelines that have been provided in the video and the laptop user agreement.

Student Signature: _____

Parent or Guardian Signature: _____

**Internet Access Agreement
Student/Parent
2021-2022**

Please read each statement completely and INITIAL after each statement.

I understand:

All email and internet use is considered public and may be monitored. Parent: _____ Student: _____

Students are not allowed to use chat features unless used for instruction directed by the teacher. Parent: _____ Student: _____

Students must cite all quotes, references and sources from the internet. Parent: _____ Student: _____

Students should not give out email or network passwords. Parent: _____ Student: _____

Students are not allowed to use plug-ins, extensions or proxy sites to bypass the content filter. Parent: _____ Student: _____

Students can use personal iTunes account or district approved music streaming sites. YouTube is not allowed for music streaming. Parent: _____ Student: _____

Students will be allowed to send mass emails with administrator approval. Parent: _____ Student: _____

Please sign if you would like your child to be granted internet access.

Parent or Guardian Signature: _____ **Date:** _____

If you have granted your child internet access, please have them respond to the following:

- **I have read the expected network etiquette and agree to abide by these provisions. I understand violation of these provisions may constitute suspension or revocation of internet privileges.**
- **I agree to be responsible for payment of costs incurred by accessing any internet services that have a cost involved.**

I understand the above Internet Access Guidelines: _____
(Student Signature)

WILLIAMSBURG HIGH SCHOOL VEHICLE REGISTRATION 2021-2022

Student's Name (please print)

Grade

License Plate Number

Make & Model of Vehicle

Color and Year of Vehicle

Parking Permit Number
(current sticker on vehicle – or leave blank if new)

****Return this form before or on the first day of school. At that time you will receive your sticker to place on your vehicle. Parking cost is \$2.00 per school year. If you are driving more than one vehicle, you will need to get multiple stickers but will only be charged \$2.00.**

ALL VEHICLES MUST BE REGISTERED IN ORDER TO PARK IN THE HIGH SCHOOL PARKING LOT. SEE MAP BELOW FOR STUDENT PARKING AREAS.

I have reviewed the map and understand where students should park. I understand students may lose parking rights and/or may receive a detention if not followed.

Student Signature: _____

Parent Signature: _____



Williamsburg Community School District
810 West Walnut Street, PO Box 120
Williamsburg, Iowa 52361

Dear Parent/Guardian:

Children need healthy meals to learn. **Williamsburg Community School District** offers healthy meals every school day. Your school is offering no cost meals in school year 2021-2022 through the Seamless Summer Option. The free and reduced price application may be needed by your school for other programs, such as P-EBT. Return or mail the completed application to: **Williamsburg Community School District, 810 West Walnut, PO Box 120, Williamsburg, IA 52361.**

Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

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

FEDERAL INCOME ELIGIBILITY GUIDELINES for School Year 2021-2022

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	23,828	1,986	993	917	459
2	32,227	2,686	1,343	1,240	620
3	40,626	3,386	1,693	1,563	782
4	49,025	4,086	2,043	1,886	943
5	57,424	4,786	2,393	2,209	1,105
6	65,823	5,486	2,743	2,532	1,266
7	74,222	6,186	3,093	2,855	1,428
8	82,621	6,886	3,443	3,178	1,589
Each additional person:	8,399	700	350	324	162

2. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS? No, but please read the letter carefully and follow the instructions. If any children in your household were missing from your notification, contact **Dr. Chad Garber, 319-668-1059** or email him at **cgarber@williamsburg.k12.ia.us** immediately as eligibility for free or reduced price meals is extended to all school age children in a household. If you did not receive a letter from the school, but received a Free Lunch Notice from DHS, submit this letter to your children's school. You may add any students living in your household who are not listed on the letter. Also, if someone in your household receives food assistance and you did not receive either of these letters, you may complete an application listing the case number as this will qualify all school age children in your household for free meals. If you were informed that your children will get reduced price meals automatically, see the income guidelines above and if you feel you would qualify for free meal benefits, complete an application for free and reduced price meals.
3. WHAT IF WE HAVE FOSTER CHILDREN? Households with foster and non-foster children may choose to include the foster child as a household member, as this may help other children in the household qualify for benefits. If the foster family is not eligible for free or reduced price meal benefits, that does not prevent a foster child from receiving free meal benefits.
4. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please contact: **Dr. Chad Garber at 319-668-1059.**
5. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one *Free and Reduced Price School Meals Application* for all students in your household. We cannot approve an application unless complete eligibility information is submitted, so be sure to complete all required information.

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes.
Your child's application is only good for that school year and for the first few days of this school year, through **10/4/2021**. You must send in a new application unless the school told you that your child is eligible for the new school year. When the carry-over period ends, unless you are notified that your children will receive free meals or you submit an application that is approved, the children must pay full price for school meals. The school is not required to send a reminder or a notice of expired eligibility.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
8. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report. You are not required to provide proof with your application.
10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limit, if your household size goes up, or if you start getting SNAP, 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. Chad Garber, 319-668-1059 or email at cgarber@williamsburg.k12.ia.us**.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. There are currently no active Military Housing Projects in Iowa as found on [Active Military Housing Projects](#). Any additional combat pay resulting from deployment is also excluded from income.
15. DO I NEED TO PROVIDE MY SOCIAL SECURITY NUMBER? Only the last four digits of the Social Security Number of the household's primary wage earner or another adult household member (or an indication of "none") is needed.
16. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a Supplemental Worksheet, and attach it to your application. Contact: **Dr. Chad Garber at 319-668-1059 or email him at cgarber@williamsburg.k12.ia.us** to receive a Supplemental Worksheet.
17. WHO CAN GET FREE MILK? If your school participates in the Special Milk Program for half day kindergarteners, your kindergarten child may be eligible for free milk. Children who buy extra milk with a meal or if they eat breakfast or lunch and have an afternoon milk break, they are not eligible to receive free milk.
18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits, contact your local assistance office or call **1-877-347-5678**. Your children may be eligible for Hawki (children's health insurance) or a waiver of school fees. Read the information on the back of the Application for Hawki information. A school waiver form is available from your school.
19. CAN CHILDREN WITH DISABILITIES GET FOOD SUBSTITUTIONS? If a child has a disability, as determined by a licensed medical professional, and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the licensed medical professional. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution for a food allergy, unless it meets the definition of disability. Please call the school for further information.

If you have other questions or need help, call **Dr. Chad Garber at 319-668-1059**.

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 Williamsburg School District. Please follow these instructions in order. Each step of the instructions is the same as the steps on your application. The application must be filled out completely to certify your children for free or reduced price school meals. **Completed applications should be mailed or returned to Williamsburg Community School District, Dr. Chad Garber, 810 West Walnut, PO Box 120, Williamsburg, Iowa 52361.** If at any time you are not sure what to do next, please contact Dr. Chad Garber at 319-668-1059.

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 **Williamsburg Community School District**, *regardless of age*.

- A) List each child's name and date of birth.** Print each child's first name, middle initial, last name and date of birth (optional). Use one line of the application for each child. If there are more children present than lines on the application, attach a Supplemental Worksheet, which can be obtained from the school, with all required information for the additional children.
- B) Is the child a student?** Mark 'Yes' or 'No' under the column titled "student" to tell us which children attend Williamsburg Community School District. If you marked 'Yes' write where the child attends school and write the grade level of the student in the "Grade" column to the right.
- C) Do you have any foster children?** If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are *ONLY* applying for foster children, after finishing STEP 1, go to "STEP 4". Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.
- D) Are any children homeless, migrant, or runaway?** If you believe any child listed in this section may meet this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and **complete all steps of the application.**

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN the Supplemental Nutrition Assistance Program (SNAP), Family Investment Program (FIP), OR FDPIR?

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

- The Supplemental Nutrition Assistance Program (SNAP-formerly Food Assistance in Iowa)
- The Family Investment Program (FIP)
- The Food Distribution Program on Indian Reservations (FDPIR)

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

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

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

- Circle 'YES' and provide a case number for SNAP, FIP, or FDPIR. You only need to write **one** case number. If you participate in one of these programs and do not know your case number, it is located on your Notice of Decision. **You must provide a case number on your application if you circled "YES".**
- Go to STEP 4.

Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.

- Gross income is the total income received before taxes.
- Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

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

What is Child Income?

Child income is money received from outside your household that is paid **directly** to your children. Many households do not have any child income. Use the chart below to determine if your household has child income to report.

Table 1. Sources of Income for Children

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 regular full or part-time job where they earn a salary or wages. (Infrequent earnings, such as income from occasional babysitting or lawn mowing, are not counted as income.)
<ul style="list-style-type: none"> • Social Security <ul style="list-style-type: none"> ○ Disability Payments ○ Survivor's Benefits 	<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 person <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 regular income from a private pension fund, annuity, or trust.



FOR EACH ADULT HOUSEHOLD MEMBER:

- B) List Adult Household member's name.** Print the name of each household member in the boxes marked "All Adult Household Members (First and Last)." **Do not list any household members you listed in STEP 1.**
- C) Report earnings from work.** Refer to the chart below titled "Sources of Income for Adults" and report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are self-employed business or farm owner, you will report your net income. If you need assistance with this, ask your children's school for the Supplemental Worksheet which has self-employment calculations.

Who should I list here?

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

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

Do **not** include:

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

What if I am self-employed?

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

- D) Report income from public assistance/child support/alimony.** Refer to the chart below titled "Sources of Income for Adults" and report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.
- E) Report income from pensions/retirement/all other income.** Refer to Table 2 below titled "Sources of Income for Adults" and report all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

Table 2. Sources of Income for Adults

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) <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) <p>Allowances for off-base housing, food and clothing</p>	<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 • Strike benefits 	<ul style="list-style-type: none"> • Social Security (including railroad retirement and black lung benefits) • Private Pensions or disability benefits • Regular Income from trusts or estates • Annuities • Investment Income • Earned interest • Rental income • Regular cash payments from outside household

- F) Report total household size.** Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number **MUST** be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.
- G) Provide the last four digits of your Social Security Number.** An adult household member must enter the last four digits of their Social Security Number in the space provided. **You are eligible to apply for benefits even if you do not have a Social Security Number.** If no adult household members have a Social security Number, leave this space blank and mark the box to the right labeled “Check if no SSN.”

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. **Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.**

- A) Provide your contact information.** Write your current address in the fields provided if this information is available. **If you have no permanent address, this does not make your children ineligible for free or reduced price school meals.** Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.
- B) Print and sign your name and write today’s date.** Print the name of the adult signing the application and sign in the box labeled “Signature of adult completing the form.”
- C) Mail or return completed form to: Williamsburg Community School District, Dr. Chad Garber, 810 West Walnut, PO Box 120, Williamsburg, Iowa 52361. Please do not mail completed form to the Department of Agriculture as this will delay processing.**
- D) Share children’s racial and ethnic identities (optional).** On the back of the application, we ask you to share information about your children’s race and ethnicity. This field is optional and does not affect your children’s eligibility for free or reduced price school meals. If you do not select race or ethnicity, one will be selected for you based on visual observation.
- E) Decline having your information released to Hawki.** If you do not want your household information shared with Hawki, **print, sign and date in the box provided.**
- F) Obtaining translated applications.** If you need a translated application with instructions, they can be found in 49 languages at: <https://www.fns.usda.gov/school-meals/translated-applications>.

Complete one application per household. 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, complete the page 3.)

Child's First Name	MI	Child's Last Name	Date of Birth mm/dd/yyyy	Student? Yes No	Child's School	Grade	Foster Child Homeless, Migrant, Runaway

Check all that apply

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, FIP, or FDIPIR?

Check one: Yes No **If No, go to STEP 3. If you answered Yes, type a 10 digit case number here then go to STEP 4 (Do not complete STEP 3).**

Write only one case number in this space. Medicaid, Title XIX & EBT card numbers are not acceptable.

To Apply On-Line Go To:

Case Number:

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

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

B. All Adult Household Members (including yourself)
 List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report. Applications with blank income fields will be processed as complete. If more spaces are required for additional names, attach the supplemental worksheet.

Name of Adult Household Members (First and Last)	How often?		C. Earnings from Work	D. Public Assistance/ Child Support/Alimony		E. Pensions/Retirement/ All Other Income		Check if no SSN
	Weekly	Bi-Weekly		Weekly	Bi-Weekly	Weekly	Bi-Weekly	
	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

F. Total Household Members (Children and Adults) **G. Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member**

STEP 4 Contact Information and Adult Signature

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

Street Address (if available) Apt. # City State Zip

Daytime Phone (optional) Email (optional)

Printed name of adult completing the form Signature of adult completing the form. Print completed form and sign Today's date

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

Annual income conversion: Weekly x 52; Bi-Weekly x 26; 2 Times per Month x 24; Monthly x 12

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

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

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

Date Received by SFA:

OPTIONAL

Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one will be selected for you based on visual observation.

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

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

Low-Cost Health Insurance for Children

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

Parent/Guardian Name (Printed) _____ Signature (print completed from and sign) _____ Date _____

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

USDA Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, 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;
fax: (202) 690-7442; or
- (2) email: program.intake@usda.gov.

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

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 at: <http://www.ins.usda.gov/school-meals/translated-applications>

This institution is an equal opportunity provider.

Waiver Information

2021-2022 Iowa Application for Free and Reduced Price School Meals/Optional Supplemental Worksheet

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

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

Check all that apply

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

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

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

Self-Employment Income Calculations

This guidance will assist you in calculating the amount to report if you engage in farming, are self-employed or have income from other sources. Self-employed persons may use income tax records for the preceding calendar year as a base to project the current year's net income, unless the current monthly income provides a more accurate measure. Report income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home payments, medical expenses, and other similar non-business deductions are not allowed in reducing gross business income. Additional income from other kinds of employment must be treated as separate and apart from the income generated or lost from your business venture. For example, if you operated a business at a net loss, but held additional employment for which a salary was received, the income for purposes of applying for reduced price or free meals would be the income from the salary only. The loss from the business cannot be deducted from a positive income earned in other employment. For purposes of this application, it is not possible to report a negative income from any business venture. The least income possible is zero (no income). The necessary information for arriving at allowable income from private business operation may be taken from your most recent U.S. Individual Income Tax Return - Form 1040 or 1040-SR and Schedule 1. Enter the amounts reported on the following lines (for losses type a negative (-) in front of the dollar value:

- Capital Gain or (Loss) Form 1040 or 1040-SR, LINE 7
- Business Income or (Loss) Schedule 1 Part 1, LINE 3
- Other Gains or (Losses) Schedule 1 Part 1, LINE 4
- Rental real estate, royalties, partnerships, trusts, etc. Schedule 1 Part 1, LINE 5
- Farm Income or (Loss) Schedule 1 Part 1, LINE 6
- Gross Annual Income Before Any Deductions.
- Computed Monthly Income (Gross Annual Income + 12 = Computed Monthly Income.)

TOTAL \$ 0.00
 Computed Monthly Income \$ 0.00

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 school fees. If you sign this waiver, your child(ren) will be considered for a full or partial wavier of school fees. I understand that I will be releasing information that will show that I applied for free and reduced price school meals for my child(ren). I give my rights to confidentiality for waiver of school fees **ONLY**. (You do not have to complete this waiver to receive free and reduced price meals.)

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

Signature of Parent/Guardian _____

Date: _____

Name of Student: _____ Grade: _____

.....
OFFICE USE ONLY

FULL WAIVER _____ PARTIAL WAVIER _____ TEMPORARY WAIVER _____

DATE APPROVED _____

The student or the student's family meets the financial eligibility criteria or is involved in one of the following programs:

- _____ Free meals offered under the Children Nutrition Program
- _____ The Family Investment Program
- _____ Supplemental Security Income
- _____ Transportation assistance under open enrollment
- _____ Foster care

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WILLIAMSBURG COMMUNITY SCHOOL
Williamsburg, Iowa 52361

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