

# Williamsburg Community School District

# THE SCHOOL REPORTER

Volume 60  
Fall, 2016

*Innovate. Lead. Excel.*

## FEES

Elementary (PK-6) - Textbook.....	\$45.00
Jr/Sr High (7-12) - Textbook .....	\$65.00
Technology 7-12.....	\$70.00
Student Parking.....	\$ 2.00

## LUNCH PRICES

### Breakfast

PK-5 .....	\$ 1.60
6-12 .....	\$1.70
Milk.....	\$ .50

### Lunch

PK-5 .....	\$2.45
6-8 .....	\$2.55
9-12 .....	\$2.65

## DISTRICT INFORMATION

### Elementary (K-6)

Mr. David Widmer.....668-2301

### Elementary (K-6)

Mr. Michael Jepson.....668-2301

Fax: 319-668-9552

### Jr/Sr High (7-12)

Ms. Lynell O'Connor ..... 668-1050

Mr. Tim Hoffman ..... 668-1050

Fax: 319-668-9359

### Transportation

Mr. Robert Miller ..... 668-1555

### Superintendent

Dr. Chad Garber ..... 668-1059

Fax: 319-668-9311

## SCHOOL HOURS

Mary Welsh.....8:30 a.m. – 3:20 p.m.

Jr/Sr High.....8:15 a.m. – 3:35 p.m.

## FIRST DAY OF SCHOOL

TUESDAY, AUGUST 23, 2016

## OPEN HOUSE

Mary Welsh – August 18 – 5:30 – 7:00 p.m.

High School – August 18 – 5:00 – 6:30 p.m.

## Dear Parents/Guardians:

Welcome to the 2016-2017 school year. Williamsburg Community School District will have online registration again this year. You should have received detailed information in the mail. All current students will need to be registered online for the 2016-2017 school year. If you did not receive an E-Registration letter in the mail, please call your school secretary.

Walk-in registration will be on Monday, August 1, 2016 at the high school from 8:00 a.m. – 7:00 p.m. Grades PK, Kindergarten and all new families to the district are required to attend and meet with the building principals. If for some reason you can't 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. All students are required to register online before the first day of school.

Parents interested in mailing in their child's registration can find all the necessary forms in the back of this School Reporter or on our website at [www.williamsburg.k12.ia.us](http://www.williamsburg.k12.ia.us). The District asks parents to complete every required form. Please return the completed forms with a check or money order, or drop it off at the high school or Mary Welsh. Please make sure to register your child(ren) online through PowerSchool under E-Registration.

## The following are required forms and need to be returned:

*Athletic Emergency Form (7-12 athletes only).....	page 25
*Dental Screening Form (K & 9).....	page 27
*Free and Reduced Lunch Application Form (K-12).....	pages 29-34
*Heads Up Concussion Form (7-12 athletes only).....	page 35
*Kindergarten Health History/Physical Form.....	page 37
*Kindergarten Immunization Form.....	pages 39-43
*Medication form (K-12 if your child takes medication at school) ..	pages 45-46
*Physical Activity Form (7-12).....	page 47
*Physical Form (7-12 athletes only).....	pages 49-50
*Registration Fee Form (K-12).....	page 51
*Standard Fee Waiver Form (K-12).....	page 53
*Vision Screening Form (K-3).....	page 55
*Williamsburg Laptop Internet Agreements (7-12).....	pages 57-58
*Vehicle Registration Form (any student driving a car to school).....	page 59



Please register online, mail registration forms and payments by August 23, 2016 to:  
Williamsburg CSD  
Attn: School Registration  
810 West Walnut PO Box 120  
Williamsburg, IA 52361

# FROM THE DESK OF...

## Dr. Chad Garber, Superintendent



*But an innovation, to grow organically from within, has to be based on an intact tradition, so our idea is to bring together musicians who represent all these traditions, in workshops, festivals, and concerts, to see how we can connect with each other in music. --Yo Yo Ma*

It is with a great deal of excitement that I welcome you to the Williamsburg School Reporter for the 2016-2017 school year, and invite you to be a partner with Williamsburg Community Schools as we prepare to meet our school's mission: To engage and empower students to be productive and informed global citizens.

As I began my work to serve the students, staff, families, and communities of Williamsburg, Parnell, and Conroy, I was struck by the district's vision statement--Innovate. Lead. Excel. And as I thought about that vision for the future, I was also reminded that Williamsburg Community Schools' students, their families, our staff, and the communities have seen much success over the course of its very rich history. History and tradition are so critical to the culture of a school system. Stories from the past, events that are a part of our fabric, and traditions that we look forward to provide a firm foundation from which we can build for the future. As I've learned more about Williamsburg, I think our schools and communities have fashioned a **unique combination** of a tradition of excellence that I'm learning more and more about, and a vision for the future that will be marked by innovation, leadership, and excellence. Yo Yo Ma was talking about music in the quote I referenced earlier, but he could just as well have been talking about our schools. In order to meet a vision of innovation that business and industry require of today's employee, along with the living and learning needs of our students, we need to use a connection to our traditions as a cornerstone on which we can build and innovate for the future. Without question, I believe Williamsburg to be a place that has much about its past to celebrate, and even more about its future to look forward to.

In order to better help me get to know you, your traditions, and what is most important to you about your students and schools, and for me to share what I believe to be really important about teaching and learning as well, I'd like to extend a couple invitations to you.

The Raider Roundtable is a concept that I'll utilize to help me meet families from each of our communities, but I need your help to make them happen. A Raider Roundtable needs a host. The host is responsible for finding a place to meet--it could be your home, on your deck, at a local restaurant, the library, the square, or some other convenient, casual location--and also for inviting ten (10) people to join them. At a Raider Roundtable, we'll visit together for about an hour or so, and the conversation will center on the following questions:

1. What are you most proud of or excited about our schools?
2. What do you believe is the most critical priority in our schools?
3. What three words come to mind when you think about Williamsburg Community Schools?
4. How do you support Williamsburg's mission through your position in our school or community?
5. What is important for me as superintendent to understand about Williamsburg Schools and the communities of Williamsburg, Parnell, and Conroy?

If you'd like to schedule a Raider Roundtable with me in the next few months, give me a call at the office, and we'll work on finding a date that works for you and your ten friends. Thank you in advance for helping me get to know your community and schools.

**Monday Evening Office Hours:** During the months of July, August, and September, I will be working in the superintendent's office at the jr./sr. high school from 7:00 p.m. to 8:00 p.m. on Monday evenings. If you're out for walk, at a school event, or just passing by, don't hesitate to stop in to the office to introduce yourself. Sometimes, families' daily schedules don't allow time for informal introductions, but perhaps a Monday evening night. If an impromptu Monday evening doesn't work for you, but you'd like to introduce yourself, or have something that you'd like to share with me about your school or community, please don't hesitate to reach out to me, and we'll find time to get together. Your insight and perspective will be critical to me as I serve Williamsburg's students, families, staff, and citizens.

2016-2017 is shaping up to be an exciting year, and I'm thankful that my family and I can be a part of the community and school system. Williamsburg is uniquely positioned for great success, I think. It is quickly becoming apparent to me that Williamsburg is a place that is grounded by tradition, but driven to innovate, and that is a really exciting combination. I'm thrilled to learn about your past, and to be a part of our future at Williamsburg Community Schools. As always, Go Raiders!

## Lynell O'Connor, Principal

### IMPORTANT DATES TO REMEMBER:

- July 28 Parent Meeting for Incoming 7th grade students 6:00 – 7:00
- August 9 Parent Meeting for Incoming 7th grade students 6:00 – 7:00
- August 18 Seventh Grade Orientation 2:00 – 5:00  
WHS Open House 5:00 – 6:30  
Fall Sports Kick-Off 7:00
- August 23 First Day of School
- August 31 1:05 Dismissal-Staff Development

STAFF DEVELOPMENT: The Williamsburg Jr/Sr High School staff continues to focus on student achievement through increased teacher collaboration, aligning curriculum to the common core, aligning instruction and assessments as well as embedding 21st Century Skills within every subject area. This past school year the staff continued to work on “essential learnings” as well as proficiency scales to determine proficiency levels. The 7-12 staff also started working on essential elements of formative assessment. Formative assessments allow both teachers and students feedback of their current understanding of the content.

W.I.N. PROGRAM (WHAT I NEED): WHS is moving to the third year of the WIN program. 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.

JUNIOR HIGH GRADES: Starting the 2015 – 2016 school year, all junior high courses will no longer receive a letter grade. The student will receive a “P” for passing a course or a “F” for failing a course. Parents and students will be able to see their average percentage on PowerSchool.

OPEN HOUSE: We will be hosting an open house night on August 18 from 5:00-6:30 p.m. for all students to meet teachers, visit classrooms and familiarize themselves with their class schedule. This night is especially beneficial for students new to the building.

### DAILY ANNOUNCEMENTS/

COMMUNICATION: Daily announcements can be found on the WHS website. These announcements are updated daily by 9:00 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, report cards and the Journal Tribune. Ms. O'Connor will also be sending communication by email to parents this year on a weekly basis. Please make sure, when you register your child online, your email is updated on PowerSchool in order to receive weekly emails.

PSEO 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 be proficient in reading, math and science on the Iowa Assessment Tests, take the COMPASS test at Kirkwood Community College and enroll at Kirkwood Community College as a high school student. Over 1270 college credit hours were earned by the graduating class of 2016 which is a savings of over \$400,000 for families. All PSEO courses for the fall semester must be scheduled by July 22, 2016.

### STUDENT ILLNESS DURING SCHOOL

HOURS: Once a student arrives to school we ask for the student to go to the nurse if he/she is feeling ill. This will allow for the absence to be documented. Students should never call home during school hours to ask for the parent to excuse for illness unless directed by the school nurse or office staff.

SEMESTER FINALS: WHS will run a semester final schedule at the end of first semester and second semester. The dates are listed below. It is important students are in attendance during these dates.

- 1<sup>st</sup> Semester Finals - January 14 – 15
- 2<sup>nd</sup> Semester Finals - May 25 – 26

ATTENDANCE: In order to ensure student success, students should be in attendance on a daily basis and adhere by the district attendance policy. Students are allowed ONE vacation of three or more days. If you must pull your child for vacation or an appointment, please contact the front office to report the absence to be pre-excused.

### 2016-2107 BELL SCHEDULE

- 1A.....8:15–8:55
  - 1B.....8:58–9:38
  - 2A.....9:41–10:21
  - 2B.....10:24–11:04
  - 3<sup>rd</sup>.....11:07–12:56
- LUNCH**
- A.....11:04 –11:30
  - B.....11:47 –12:13
  - C.....12:30 –12:56
- S/A .....12:59 –1:26
  - 4A.....1:29 –2:09
  - 4B.....2:12–2:52
  - 5.....2:55 –3:35

### 1:1 LAPTOP INITIATIVE

Williamsburg Jr./Sr. High School will continue the 1:1 laptop program for the 2016-2017 school year. Students will be using MacBook Air Laptops and a bag. A technology fee will be assessed at registration and must be paid for the student to receive his/her laptop computer. In addition, returning WHS students and parents MUST view the laptop video in order to receive their computer. This can be done at home when it is convenient for you. Families without internet access may come to the high school to view the video. This video will be available after July 11 on the 1:1 Laptop site which will be linked on the high school webpage and emailed out to students. Laptop pick up times will be posted at a later date.

### JR./SR. HIGH SCHOOL ENROLLMENT

Preliminary enrollment figures for the 2016-2017 school year indicate a student population which is slightly down from last year's secondary school enrollment. The unknown factors in this count are the number of migratory 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.

7 <sup>th</sup> Grade	78
8 <sup>th</sup> Grade	78
9 <sup>th</sup> Grade	79
10 <sup>th</sup> Grade	90
11 <sup>th</sup> Grade	100
<u>12<sup>th</sup> Grade</u>	<u>91</u>
Total	516

### 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.

TBA	7-12 English
TBA	7-12 English

# FROM THE DESK OF...

## Tim Hoffman, Assistant Principal

### Junior High Information

For the 2016-17 school year we expect to have 157 students in junior high. All junior high students take the following schedule:

- Math for approximately 40 minutes all year
- English for 80 minutes all year
- Social Studies 80 minutes for one semester
- Science 80 minutes for one semester
- Health/PE 40 minutes for one semester
- Tech Lab 40 minutes for one semester
- Study Hall 40 minutes
- Band 40 minutes all year
- Choir 40 minutes every other day
- Rotating Exploratories

With our junior high students we keep a close eye on daily assignment completion by communicating with students and parents. Over the past four years we have implemented a system to help us keep students on task during study hall time.

Our junior high has a one-to-one laptop program. We do feel our laptops are a great tool in the classroom, but not always the only tool. We have some classes who use them more than others, but are always working with students and staff to utilize them in the best way possible.

### Attendance Information

#### ATTENDANCE-STUDENT (BP 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. 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.

### Migrant Student Information

Every year we have a Migrant Students population who come to Williamsburg to work for Monsanto. We generally have between 80 to 110 students who attend school during the summer and in the fall. The federal government provides funds to our state yearly and we are required to submit reports and use this money to support our migrant students. We provide a summer school program in July, after school program in the fall, and various other things to support them in their transition from state-to-state.

Williamsburg was selected to present at the national migrant conference in San Diego, California this past year about our program. This is the second straight year our program presented at the National Conference. We were very proud to take along parents Martha Garza, Marco Cano, Sandra Longoria, Jose Aguas, and college student Jorge Moreno to help us with our presentation. They did an excellent job talking about what life has been like growing up as a migrant parents and a migrant student. These families have been coming to Williamsburg from the McAllen, Texas area for many years. We are also very happy to announce Julie West won the National Migrant Educator of The Year Award. She has made a very positive impact on our program and students over the past five years.

# FROM THE DESK OF...

## David Widmer, Principal

### Elementary School News

#### ENROLLMENT UPDATE

This school year, Mary Welsh Elementary expects a fall Kindergarten-6th grade enrollment of approximately 600 students. This will be a decrease from last year, when we had an enrollment of 615 students. The main reason for the decline is a smaller enrollment in kindergarten, from last year's 91 students. The enrollment of 615 students was the most ever at Mary Welsh Elementary. For the 2016-2017 school year, three of our grade levels will have at least 90 students. Our kindergarten class will be around 72 students.

#### HOMEROOM ASSIGNMENTS

Homeroom assignments will be posted at registration on August 1st. Please note that homerooms are created by the teachers of the preceding grade level (ex. 3rd grade staff creates the 4th grade homerooms). Teachers and other school personnel spend several hours and sessions in determining homeroom assignments. Students are placed in a section where teachers feel the student has the best opportunity to learn. This is a process which is approached with much thought and seriousness.

#### FAMILY HANDBOOKS

Family Handbooks will be available beginning Monday, August 1st. Handbooks will also be distributed at Open House Night on August 18th for any families that did not attend registration. The handbook will also be available on our school website after August 1st.

#### REGISTRATION

Online school registration for the 2016-2017 school year will open in July. Parents will have the option to complete and print forms ahead of time, and pay their registration fees online. More specific information will be mailed to families before online registration opens.

Families need to have a PowerSchool account to access online registration. Please contact the Mary Welsh Elementary office for assistance.

Registration day for all grades will be held on Monday, August 1st at the Jr/Sr High School. Computers will be available to complete online registration. Homeroom assignments will be posted as well as PALS will be handing out yearbooks. Pre K/Kindergarten and new families to the district are required to attend.

#### POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

During the 2013-2014 school year, Mary Welsh Elementary began working with a system called Positive Behavioral Interventions and Supports (PBIS).

PBIS is a comprehensive, all school approach to providing a consistent, safe and positive school environment.

PBIS uses researched based, best practices and data to create a plan for student behavioral success. A committee from within the Mary Welsh staff worked with AEA representatives to design a program that met our needs.

Mary Welsh Elementary set common expectations for all students in the hallways, restrooms, and lunchroom. Lesson plans were developed to reflect these expectations. These lessons were taught and practiced by all students. The adults then acknowledged the students who were following expectations; by giving them tickets. These tickets enabled students to be eligible for prizes and privileges.

In 2014-2015, we focused on developing a system to collect behavior data. This data helped identify areas in our school that needed extra attention. Action plans were developed for these areas.

Last school year, we put in place a tier-two assistance system. This assistance is for individual students who need more than the normal amount of monitoring and motivation to succeed. This help may be in the form of;

- 1) Check in-check out system
- 2) School mentor
- 3) Individual or small group counseling

Students in need of assistance are matched with one of these three options. Parents are notified when tier-two assistance is put in place. This assistance is designed to be a positive, not a punishment. In year one, the tier-two system has shown great results.

For the 2016-2017 school year, we will be introducing the final part of the PBIS System, Tier III. Tier III is designed to assist students at Mary Welsh Elementary who have significant behavioral needs. During Tier III, behavioral assessments are completed by staff and specific behavioral plans are developed. These plans are then implemented by an array of staff. We are excited to add this part to our PBIS program.

A final component of PBIS is it provides a framework to recognize students who always or routinely make good choices. Many students come to Mary Welsh Elementary every day, work hard and do the right thing. These students may not always receive the recognition they deserve. PBIS helps us acknowledge these kids. We are encouraged by how our students have responded to the PBIS program. It has made a difference in our school.

# FROM THE DESK OF...

## Michael Jepson, Curriculum Director/Asst. Principal

### IOWA ASSESSMENT DATA

During the 2015-2016 school year, the Iowa Assessment tool was used to monitor student achievement. This year students tested during the Spring testing period to allow staff to reflect on student yearly progress and growth.

The district examines this data and sets annual goals to increase student performance. Along with student proficiency, administration and staff are also placing a focus on annual student growth.

District Professional Development is also established by this data to give teachers research based strategies that will assist in enhancing student performance.

Iowa Assessment Data  
Spring 2016

#### Student Proficiency Percentages

Grade	Reading	Math	Science
3.....	77.....	74.....	81
4.....	82.....	73.....	92
5.....	79.....	67.....	82
6.....	77.....	73.....	79
7.....	79.5.....	93.6.....	84.6
8.....	64.6.....	87.7.....	84.6
9.....	92.2.....	90.....	92.2
10.....	93.....	89.....	88
11.....	90.3.....	94.6.....	90.3

\*Percentages were figured using NSS\*  
(National Standard Score)

### **New Website for 2016-17!**

WCSD will be launching a new website this summer! This site will be more mobile friendly and have features to push out information to our school patrons. The web address will remain the same at [www.williamsburg.k12.ia.us](http://www.williamsburg.k12.ia.us).

### ENSURING LEARNING FOR ALL

Mary Welsh Elementary believes in providing a strong education for every student. In order to achieve this goal, grade level staff began Multi-Tiered Systems of Support (MTSS). It is our goal for the 2016-17 school year to increase MTSS Time to all grade levels and to multiple content levels.

MTSS is a data driven process based upon the state's literacy screener (FAST) and classroom data. Children move to classrooms where they

receive interventions and instruction at their level. The Mary Welsh Elementary staff sees great success with this process and is eager to extend it throughout the building.

### COLLEGE ENTRANCE SCORES

The American College Testing Program (ACT) is the usual college entrance exam taken by students who intend to attend college. A score of 20 or higher on the 36-point scale for the test indicates probable success in college.

Five Year Trends--

#### Average ACT Composite Scores

Graduation Year	W/Burg	State
2011	22.6	22.3
2012	22.5	22.5
2013	22.6	22.1
2014	22.3	22.0
2015	22.4	22.2
5 year Average	22.5	22.2

### BENCHMARK LITERACY IS A SUCCESS IN FIRST YEAR AT MARY WELSH ELEMENTARY

The district purchased Benchmark Literacy for Mary Welsh Elementary for the 2015-16 school year. Staff at Mary Welsh implemented this program in whole-group and small-group settings. Through this instruction, students were supported with teacher modeling and challenged in small-group reading to analyze what they have read and respond to text-dependent questions. Students focused on a specific skill for a three week rotation with the final week being Reader's Theatre, which was a classroom favorite. We are excited that with the alignment with the Iowa Core and increased rigor, we will continue to see improvement with our students.

In the first year of implementation, our building proficiency in reading was at 76% and the percentage of students who were proficient or made a year's growth was 86%. This was exciting to see! We are excited to see what the second year will bring!

### FALL 2016 ENVISIONS 2.0 MATH IS COMING TO MARY WELSH ELEMENTARY

The district has purchased a new comprehensive mathematics program for the 2016-17 school year. Our staff is excited to have a tool that is more rigorous and aligned to the

Iowa Core. We are confident that along with effective teaching strategies that this resource tool will help lead to increased student growth in the area of mathematics at Mary Welsh Elementary.

Envisions is right for every learner. The new Envision Math 2.0 program engages learners with: Interactive learning aids and video tutorials, personalized practice and built-in intervention activities in multiple modalities. Take a closer look at how this program aligns to the Iowa Core at [http://www.pearsonschool.com/env\\_wheel/index.cfm](http://www.pearsonschool.com/env_wheel/index.cfm).

### WILLIAMSBURG IQPPS PRESCHOOL PARTNERS WILL BE TAKING THE IGD'S IN 2016-17

Individual Growth & Development Indicators (IGDIs) are a set of preschool assessments for monitoring the growth and development of children on the pathway to kindergarten. During the fall of 2016, students at the four partnering preschools, Lil' Raiders ECSE Preschool, Williamsburg Community PK, Lutheran Interparish PK, and W4C's Purple Cats PK, will be taking the IGDIs assessment in the area of literacy. IGDIs is scientifically validated for identifying children who are experiencing difficulties acquiring fundamental skills necessary for academic success, IGDIs can also be used to measure developmental gains and inform instructional needs of individual children. Students will be assessed on the following skills.

#### *Early Reading Measures*

- Picture Naming (Oral Language)
- Rhyming (Phonological Awareness)
- Sound Identification (Alphabet Knowledge)
- 'Which One Doesn't Belong?' (Comprehension)
- Alliteration (Phonological Awareness)

# GENERAL INFORMATION

District Population .....5,500 est.  
 District Location..... Iowa/Johnson Counties  
 District Size.....202.2 sq. miles  
 Assessed Valuation of Property: .....\$346,844,394  
 Tax Increment Funding .....\$38,199,857

**General Operating Fund:**

Operating Fund Budget..... \$ 14,401,694  
 Management..... 800,263  
 Nutrition ..... 387,997  
 Activity ..... 959,281  
 Total .....\$ 16,549,235

**Schoolhouse Fund:**

2015-2016 Debt Service Budget ..... \$ 2,779,457  
 2015-2016 PPEL..... 1,042,693  
 2015-2016 Capital Projects Budget ..... 736,417  
 Total .....\$ 4,058,567

Instruction:..... 10,195,000  
 Total Support Services..... 4,076,500  
 Non-Instruction Program ..... 645,000  
 Total Other Expenditure ..... 3,135,377  
 Total Proposed Budget ..... \$18,051,877

2016-17 School District Tax Rate per \$1,000 ..... \$14.60594

**2016-2017 School Employees:**

Administration/Educational Staff ..... 103  
 Secretaries ..... 4.5  
 Aides/Associates.....37  
 Cooks ..... 14  
 Bus Drivers/Transportation Director ..... 14  
 Nurse ..... 1.5  
 Custodians/Buildings-Grounds Supervisor ..... 8.5  
 Total ..... 182.5



**ONLINE REGISTRATION IS HERE!!  
 ARE YOU READY?**

WCSD has online registration through PowerSchool. All parents should have received a letter in the mail early July. If you have not received a letter, please call your school secretary. **SHORTEN YOUR WAIT TIME**, register online prior to August 1.

**EQUAL EDUCATIONAL OPPORTUNITY BP - 102**

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.

# 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 WMT radio 600 and 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. Regarding school activities on days when school is dismissed early due to inclement weather, **no practices or rehearsals will be held.** 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.

## MAJOR CALENDAR DATES

Aug 1	Registration
Aug 16-17	New Teacher Work Shop
Aug 18-22	Staff Development
Aug 18	Open House
	MW – 5:30 – 7:00
	HS – 5:00 – 6:30
Aug 23	First Day of School
Aug 31	Staff Development-1:05 Dismissal
Sept 5	Labor Day (No School)
Sept 14	Staff Development-1:05 Dismissal
Sept 20	Picture Day – Mary Welsh
Sept 23	Picture Day – High School
Sept 26	No School-Staff Dev./Teacher Quality Day
Sept 28	Jr/Sr High Parent Conferences- 4:00-8:00
Oct 5	Staff Development-1:05 Dismissal
Oct 17	No School / Secondary Staff Dev /Elem Clerical
Oct 26	Elementary Conferences-4:00-8:00
Oct 27	1:05 Dismissal Elem. Conferences - 2:00-8:00
Oct 27	End of 1st Quarter (45 Days)
Oct 28	No School
Nov 9	Staff Development-1:05 Dismissal
Nov 23-25	No School-Thanksgiving Break
Dec 7	Jr/Sr High Parent Conferences-4:00-8:00
Dec 14	Staff Development-1:05 Dismissal
Dec 23-30	No School-Christmas Break

## 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 a friend 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.



Jan 2	No School-Christmas Break
Jan 3	School Resumes
Jan 12	End of 2nd Quarter (44 Days)
Jan 13	No School-Secondary Clerical Day/Elem Dev.
Jan 25	Staff Development- 1:05 Dismissal
Feb 15	Staff Development-1:05 Dismissal
Feb 15	Jr/Sr High Parent Conferences- 4:00-8:00
Mar 8	Staff Development-1:05 Dismissal
Mar 17	End of 3rd Quarter (45 Days)
Mar 22	Elementary Conferences - 4:00-8:00
Mar 23	1:05 Dismissal / Elem Conferences 2:00 – 8:00
Mar 24	No School
April 5	Staff Development - 1:05 Dismissal
April 13-17	Spring Break
April 26	Staff Development - 1:05 Dismissal
April 26	Jr/Sr High Parent Conferences- 4:00-8:00
May 10	Staff Development-1:05 Dismissal
May 19	Seniors Last Day
May 21	Graduation
May 26	End of 4th Quarter (46 Days)
May 29	Memorial Day
May 30	Teacher Work Day

Dismissal Schedule: 1:05 p.m.  
 Mary Welsh Elementary – 12:55 p.m.  
 JR/SR High School – 1:05 p.m.

# 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, 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 Office.

## 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 8 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. Usernames and passwords will be in the student handbook.

Following are the databases available through the Williamsburg Community Schools web page at [www.williamsburg.k12.ia.us](http://www.williamsburg.k12.ia.us) – Jr./Sr. High 7-12 – Media Center – Online databases.

NOTICE: Sharing the User IDs and/or passwords with unauthorized users could result in the District losing access to these products.

- |  |                                      |  |
|--|--------------------------------------|--|
| • ABC - CLIO<br>American History                             | • EBSCO<br>Gale Biography in Context | • Literary Reference Center<br>Poetry and Short Story Reference Center |
| • ABC - CLIO<br>American Government                          | • Gale - Cengage Learning            | • Science Reference Center   |
| • ABC - CLIO<br>World History -<br>Ancient and Medieval Eras | • iCLIPART.com                       | • Teaching Booknet   |
| • ABC - CLIO<br>The Modern Era                               | • Learn 360                          | • Trueflix   |
| • AP Images  | • netTrekker                         |  |
| • Atomic Learning  | • Points of View                     |  |
| • BookFlix (PreK-3)  | • SIRS Researcher                    |  |
| • Britannica Online Learning                                 | • Soundzabound                       |  |
| • Country Reports  | • Teen Health and Wellness           |  |
| • Culture Grams  | • Turnitin                           |  |
|  | • History Reference Center           |  |

## ATHLETIC TICKET PRICES 2016-17 SCHOOL YEAR

Ticket prices for 2016-2017 will be \$5.00 per adult and \$5.00 per students. To assist Williamsburg athletic parents, the athletic department will offer once again an all-season pass for both adults and students. This would allow parents into home events at a significant savings. For parents and students not interested in an all-season pass they can purchase a packet of ten tickets good for home events at a reduced amount.

<b>ALL SEASON PASSES:</b>	<b>TEN TICKET PACKETS:</b>
<b>*ADULT</b>	<b>*ADULT &amp; STUDENT:</b>
\$175.00 Value	\$50.00 Value
\$100.00 Your Cost	\$40.00 Your Cost
\$75.00 SAVINGS	\$10.00 SAVINGS
<b>*STUDENT PASS:</b>	Family Passes are also Available for \$300.00
\$135.00 Value	
\$75.00 Your Cost	
\$60.00 SAVINGS	

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 Curt Ritchie 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 Tom Claypool, Kim Finn, Brian Phillips, Matt Blythe and Mark Armstrong.

The Board has set the following meeting dates for the 2014-2015 school year:

2016	2017
July 13	July 11
August 10	August 8
September 14	September 8
October 12	October 12
November 9	November 10
December 14	December 14

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

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. Radio Station WMT (600 AM) or Television Station KCRG (Channel 9) morning news will be contacted concerning Emergency Route Notification. Information will also be available on our school website.

### HIGHLY QUALIFIED PARENT NOTIFICATION 2016-2017

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.

# WILLIAMSBURG CSD 2016–2017 ADMINISTRATION & STAFF

## ADMINISTRATION

Superintendent.....Dr. Chad Garber  
 Jr/Sr High Principal.....Lynell O'Connor  
 Jr/Sr High Associate Principal ..... Tim Hoffman  
 Administrative Assistant/AD.....Curt Ritchie  
 Elementary Principal.....David Widmer

Technology Director..... Elliot Mikesell  
 Curriculum Director.....Michael Jepson  
 Board Secy./Business Manager ..... Cindy Gingerich  
 Administrative Assistant.....Dawn Coffman

## Mary Welsh Elementary Faculty

**KINDERGARTEN:** Haley Bontrager  
 Sara Fedler  
 Kimberly May  
 Jessica Woods

**1ST GRADE:** Kate Belland  
 Lea Kleinmeyer  
 Amanda Purchase  
 Leah Roland

**2ND GRADE:** Michelle Meyer  
 Sue Gosnell  
 Abby Sanchez  
 Heather Subbert

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

**4TH GRADE:** Lyndee Capper  
 Brittni Heitman  
 Kim Ritchie  
 John Long

**5TH GRADE:** Julie Uitermark  
 Kelsey Calkins  
 Levi Montaque  
 Cathy Mochal

**6TH GRADE:** Tony Miller  
 Jenn Jepson  
 Tanner Blomme  
 Julie Parrish

**ART:** Marcee Sander

**GUIDANCE COUN:** Lori Wells-Adamson - 5-6  
 David Shaw, K-4

**MEDIA CENTER:** Julie Carr

**MUSIC:** VOCAL: Kathryn Berte -K-1  
 GENERAL: Mary Wetjen 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 - K-1  
 Chad Thurm - 2-6

**Level II:** Tim Burgess - 2-6

**SOAR:** Rachel Klein - K-6

**TITLE I:** Mary Sue Lindhart - K-1

**AT-RISK:** Olivia Hocker  
 Louis Mazzetta

## Junior High

**MATHEMATICS:** Nicole Feldhaus  
 Slade Hovick  
 Kathy Manternach

**LANGUAGE ARTS:** Nicole Thurm  
 Megan Schulte

**SCIENCE:** Lance Kirby

**SOCIAL STUDIES:** Robert Schepanski

**SPECIAL EDUCATION:** Wendy Greene  
 Sheila Sayers  
 Brian Schafer

**GUIDANCE:** Lori Wells-Adamson, 7-8

**INDUSTRIAL ARTS:** Micah Casper

**MUSIC:** VOCAL: Steven Manning  
 INSTRUMENTAL: Thomas Landeros

**AT-RISK:** Rachel Berkland

## Senior High

**AGRICULTURAL SCI.:** John Daniels

**ART:** Todd Groepper

**BUSINESS/COMPUTER:** Christine Koehn  
 Todd Subbert

**FAMILY/CONS SCI.:** Krista Goodman  
 Sue Bean

**FOREIGN LANGUAGE SPANISH:** Ann Conklin  
 Katherine Roloff

**HEALTH:** Nathan King  
 Daniel Achenbach

**LANGUAGE ARTS:** TBA  
 TBA  
 Emily Nordheim  
 Nicole Thurm

**INDUSTRIAL ARTS:** Dustin Larsen  
 Kevin Wilkinson

**MATHEMATICS:** Adam Berte  
 Nicole Feldhaus  
 Slade Hovick  
 Kathy Manternach  
 Krystle Stehno  
 Greg Stolze

**MUSIC VOCAL:** Steven Manning  
 Kathryn Berte

**INSTRUMENTAL:** Stephanie Williamson

**NURSE:** Kelli McGuire

**PHYS ED:** Daniel Achenbach  
 Nathan King  
 Kari Bullis  
 Matt Matthes

**SCIENCE:** Brandon Fritz  
 Allison Sauser  
 Tanya Lemburg  
 Nick Nordheim

**SOCIAL STUDIES:** Aaron Feddersen  
 Kyle Peterson  
 Nathan Rodemeyer

**YEARBOOK:** Nancy Pallardy

**GUIDANCE COUNS:** Richard Reasner

**MEDIA CENTER:** Veronica Heitman

**SPECIAL EDUCATION:** Kurtis Broeg  
 Becky Schmidt  
 Traci Eckenrod  
 Erica Wilkinson

**AT-RISK:** Erica Wilkinson

**INSTRUCTIONAL COACH:** Jared Arieux

**HOME INTERVEN.:** Carla Schaefer

**SOAR:** Rachel Klein (7-12)

**K-12 ELL:** Julie West

**MIGRANT ADVOCATE:** Michael Degner

## Support Staff

**SECRETARIES:** Kim Carney - Mary Welsh  
 Elementary  
 Brenda VanDee - Jr/Sr High  
 Debbie Von Ahlsen - Jr/  
 Sr High  
 Jennifer Weldon (1/2 time)

**ADP PAYROLL CLERK:** Jeanne Dietrich

**MEDIA CENTER AID:** Mary Lu Ayers

**AIDES/ASSOCIATES:** Jodi Bacon  
 Debra Baker  
 Sonya Bangszak  
 Tiffany Batey  
 Sue Bigbee  
 Jane Burgess  
 Dawn Burns  
 Darlene Chittick

## Support Staff cont.

Misty Dewitt  
 Amber Heisdorffer  
 Sheila Fawcett  
 Ellen Folkmann  
 Mary Huedepohl  
 Amy Harrison  
 Cathy Harvey  
 Laura Greene  
 Manda Marshall  
 Barb Landuyt  
 Jennifer Lane (1/2 time)  
 Kelly Lichty  
 Marisa Martinez  
 Sharon Mikesell  
 Pat O'Brien  
 Trilby Owens  
 Nancy Pallardy  
 Denise Render  
 Deb Sauser  
 Cheryl Koele  
 Janelle Stowe  
 Elli Stumberg  
 Max Turner  
 Lori Wanner  
 Veronica Widmer

**COOKS:** Becky Risdon,  
 Food Service Supervisor

**MARY WELSH ELEMENTARY:** Deb Eckholm  
 Amber Folkmann  
 Linda Weibert  
 Dede Shaull  
 Karla Stevenson

**JR/SR HIGH:** Linda Yoder  
 Laurie Dermody  
 Margaret Hall  
 Kerri Holub  
 Bonnie Lohrer  
 Kathy Stallman  
 Michelle Stratton  
 Lesa Waughop

**CUSTODIANS:** Scott Carder  
 Jeff Joens  
 Dave McNabb  
 Brian Mullnix  
 Tom Pope  
 Fayrene Sinn  
 Phil Trimpe  
 Cristina Vazquez  
 Scott Yoss

**DRIVERS ED:** Brandon Fritz  
 Curtis McAtee

**BUS DRIVERS:** Robert Miller  
 Transportation Director  
 #1 Dwight Lorenz  
 #54 Dan Miller  
 #3 Kelyn Schnebber  
 #4 Harlan Schnebber  
 #50 Ron Dalton  
 #53 Steve Durr/Blaine Thompson  
 #52 Bill Jodeit  
 #51 Jeff Wille  
 #19 Holly Day  
 #28 Arietta Schmidt  
 #24 Deb Heitschusen  
 #2 Terry Huinker

**SUBSTITUTE DRIVERS:** Dan Becker  
 Roger Doehrmann  
 James Heitschusen  
 David Rackaw  
 John Schnebber

Jeff Chapman  
 Doug Harrison  
 Mike Malloy  
 Delma Schnebber  
 Eric Wardenburg

# 2016–2017 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. Any questions please contact Brandon Fritz through email (brandonfritz@williamsburg.k12.ia.us) or by phone, (319) 668 - 1050, ext. 244.

## ELIGIBILITY

Each year, Mr. Fritz opens the class to the top 100 eligible students starting with birth date and need for a license. The first 78 students who register and qualify are allowed to take the class. The Driver Ed instructors also do their best in accommodating student summer schedules.

## 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.

## DRIVING SCHEDULES

Students will be asked to turn in a “calendar” indicating which days the student (and his or her group) cannot drive. The 6 hours each student needs will then be assigned based on students’ schedules and availability. Turning in these schedules avoids trouble shooting during the summer driving. Students must have a minimum group size of at least two students, preferably three.

**DRIVERS EDUCATION FEES FOR 2016-2017**  
**\$360.00**

## 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.

# 2016–2017 STUDENT INFORMATION

## 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.

## 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.

Parents may pick up applications to participate in the federal free and reduced meal program during the summer at the high school, or at registration.

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-5.....\$2.45	6-8.....\$2.55	9-12.....\$2.65
Adult.....\$3.45	Milk.....\$0.50	

## BREAKFAST

School breakfast is an economical meal providing 1/4 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....\$1.60 7-12....\$1.70 Adults....\$1.95 Milk....\$0.50

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 the RevTrak payment system and Total Access programs online. 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 1/2 cup of fruit or fruit juice.
- Each lunch must include at least a 1/2 cup of either fruit or vegetable, or enough of each to equal 1/2 cup.

## FEDERAL NON-DISCRIMINATION STATEMENT

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html). Or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue,

# 2016–2017 STUDENT INFORMATION

S.W. ., Washington, D.C. 20250-9410, by fax 202-690-7442 or email [atprogram.intake@usda.gov](mailto:atprogram.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339; or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## 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” or “silent” 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 and bring them to the front office. Cell phones should never be used 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 2016-2017 Mikana will be a 7-12 grade book. Cost is:  
\$45.00 – Early Bird Special collected at Registration  
\$50.00 – Throughout the school year  
\$25.00 – Will reserve a book at anytime

Last years Mikana will be available for pick up in early September. A notice will be posted to inform students of the book’s arrival and details of claiming reserved books.

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. Parents, family, and friends are welcome to submit photos for possible submission to the Mikana at [npallardy@williamsburg.k12.ia.us](mailto:npallardy@williamsburg.k12.ia.us)

## SENIOR PICTURES

Senior pictures are needed in five areas for a variety of purposes. The yearbook, front office (JT graduation feature) and NHS (senior slide show), the Student Council (senior spotlight board) and LMC (library class composite). To make things as convenient as possible, the yearbook staff will collect all senior photos for yearbook, NHS and the JT. Student Council collects another pose. Please consider the following requirements when selecting your photos: Photos can be either color or black/white. They must be vertical to accommodate layout arrangements. Photos should be head and shoulders only. No props. Simple backgrounds reproduce best in print publications. We encourage seniors to submit their yearbook photo electronically by sending them email to [npallardy@williamsburg.k12.ia.us](mailto:npallardy@williamsburg.k12.ia.us). Student Council and the library have no requirements for their use of senior photos; however, the library does prefer that you use a vertical shot. Your senior will have a good idea of the use of these photos and will be a great help in deciding which photos to use. Deadlines and reminders for these photos will also be addressed during the school year.

## 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

Boys & Girls Cross Country	Drama/Speech
Boys & Girls Basketball	FFA
Boys & Girls Track	FCCLA
Girls Swimming	National Honor Society
Boys and Girls Golf	Student Council
Football	Cheerleading
Wrestling	Spanish Club
Baseball	Drumline
Volleyball	Flag Line
Softball	Pom Squad
Boys & Girls Soccer	DECA
Marching/Concert/Jazz Bands	
Boys/Girls/Mixed/Show Choirs	

### JUNIOR HIGH SCHOOL

Boys & Girls Cross Country	Show Choir
Boys & Girls Basketball	Drama
Boys & Girls Swimming	Honor Society
Football	Student Council
Volleyball	Boys & Girls Track
Wrestling	Girls Softball
Cheerleading	Jazz Band



## 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)

PALS is looking forward to a great start to the 2016-2017 school year! We have a firm commitment to promote and provide assistance to the quality educational programs at Mary Welsh Elementary School.

PALS is a non-profit group of parents, relatives and educators, working TOGETHER to benefit our kids! We highly support and encourage active participation of new members. Monthly meetings are held the second Monday of every month throughout the school year at 6:30 p.m. in the Mary Welsh Elementary library. Please come and join us!

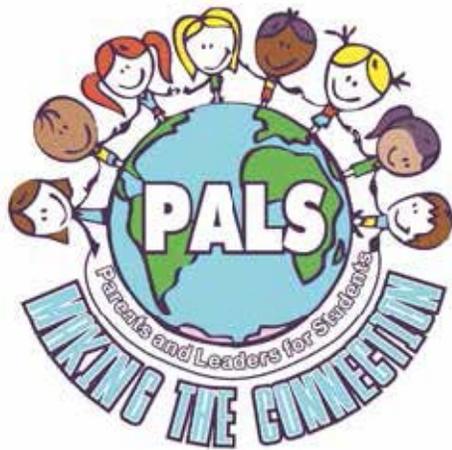
Previous accomplishments for PALS include providing new library books, digital cameras, playground equipment, musical instruments, Smartboards and lap tops, art display cases, a laminator and more. We host educational events such as Family Reading Month, Author/Illustrator visits to the school, "Building Better Readers" summer reading program, materials and assemblies to support the Character Counts curriculum, as well as supporting our staff with several appreciation events. Financial assistance is provided from PALS to each grade level for field trips and classroom supplies. PALS also supports our annual Track and Field Day by rewarding participants with a healthy snack and drink for their outstanding efforts. Go Raiders!

Our sole fundraiser, Family Fun Night, is held in late March/early April and is packed full of entertainment, auctions, raffles, food, games and fun for all! Parents with particular interests or talents are invited to join any of our committees or help with special events. We are always looking for new ideas!

PALS continues to focus our fundraising goals toward "Project Playground". We wish to enhance the overall playground experience for all students, PK-6th grades, by adding "buddy benches", swings, climbing apparatuses, as well as adding outdoor musical instruments, to reach a variety of student interests!

Thank you for your ongoing support! Hope we can work together for our kids!

Contact Persons: Angie Jensen or Erin Eichhorn @ pals@williamsburg.k12.ia.us



## WILLIAMSBURG BOOSTER CLUB

### WILLIAMSBURG BOOSTER CLUB

The purpose of the Williamsburg booster club is to provide all Jr. 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 about \$48,000 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!

Jason Becker, Hayley Yearian, Laura Hanson, Nancy Jacoby, Cali Steckly, Jess Wardenburg, Amy Doehrmann, & Brad Schaefer

## WILLIAMSBURG MUSIC ASSOCIATION

The Williamsburg Music Association cordially invites you to participate in supporting our students' musical education. The WMA provides volunteer and financial support for both the instrumental and vocal programs.

Students within the Williamsburg School District are fortunate to have dedicated, experienced teachers providing a variety of opportunities to enrich students' musical experiences and education. They may participate in many music classes and activities ranging from concert choirs and band to honor groups, show choir, marching band, jazz band. The music students had a wonderful 2014-2015 season, with many top-notch achievements. To see a complete list, please visit our website at [www.raidermusic.com](http://www.raidermusic.com).

**Volunteer opportunities are also available and are greatly needed.**

If you wish to volunteer or would like to keep updated on events, please email one of our executive board members below. Also, be sure to visit our website for pictures, recordings and schedules.

Please consider joining our meetings which are generally on the first Thursday of each month at 7:00 p.m. in the high school band room. Dates are listed below; we hope you'll join us!

### **2015-2016 WMA Meeting Dates:**

August 11	December 1	April 6
September 1	January 5	May 4
October 6	February 2	
November 10	March 2	

### **2015-2016 WMA Executive Board**

Ann Cromwell – [anniowa@speedconnect.com](mailto:anniowa@speedconnect.com)  
Erin Eichhorn – [eichiowa@iowatelecom.net](mailto:eichiowa@iowatelecom.net)  
Mary Greiner – [miggreiner@iowatelecom.net](mailto:miggreiner@iowatelecom.net)  
Dee Culp – [culp215@hotmail.com](mailto:culp215@hotmail.com)

**Thank you!**

The Williamsburg Music Association • [www.raidermusic.com](http://www.raidermusic.com)

# BUS TRANSPORTATION

Summer vacation will be over soon and we will have to prepare for another year of school. Following is a brief review of transportation policies and itinerary. Please pick up your bus schedules at registration. If you have any questions please call Robert Miller at 668-1555 anytime.

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 take them to the Lutheran school. Then in the afternoon they will transfer at the high school center.

Special needs students will continue to ride their regular bus to and from school.

School to school – Buses will be doing the same as we did after the move to Mary Welsh. Student will be remaining on their route bus until they have reached their destination.

In the mornings the Inter-Parish student will be transferring to bus # 3 to go to LIS. In the afternoon the Inter-Parish student will then ride bus #3 to the high school center and transfer to their normal route bus.

Students that get on the bus will continue to ride their route bus starting at Mary Welsh and will stay on the bus until it has reached the student required drop off location. Students that get on the bus at the high school will continue to ride the same bus as they have in the past.

In the mornings and afternoons the student that live on the east side of HWY 149 are asked to go to the old lower elementary school for pick up and that will be their regular route bus. If a student lives near the Presbyterian Church their pick up point will be in the alley way behind the church. There will be a stop at the southside of L.I.S. by the doors. All stops have been designed to allow the younger siblings escorted home.

Buses are equipped with two way radios and in the event a parent would like to get a message to a bus driver during the route they can call the Transportation Director at 668-1555 starting at 6:30 am 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, with the bus driver's name and bus number. It is most important that any new rural families in the District contact school officials immediately so that they may be included on the bus route.

Any activity which worries or distracts the driver is objectionable and may endanger the lives of the students. 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, efficient and economical transportation system, it is absolutely necessary that all passengers observe the following rules:

1. The driver is in charge of the students on the bus. Students must obey the driver promptly and cheerfully.
2. Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Students should never stand in the roadway while waiting for the bus.
4. NO use of tobacco or alcohol products on the bus will be allowed at any time. Students riding privileges may be withdrawn.
5. Profanity will not be tolerated. Any profanity or obscene gestures toward a driver may result in immediate suspension of bus privileges. This will be strictly enforced.
6. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation. NO horse play is permitted.
7. Students must not try to get on or off the bus, or move within the bus while it is in motion.
8. Students must not extend arms or heads out of the bus.
9. Students must observe instructions from the driver when leaving the bus.
10. Any damage to a bus by a student must be paid for by the student responsible for the damage.
11. The driver will not discharge riders at places other than the regular bus stop near home, or at school unless by proper authorization from the parent, Superintendent, or principal of the school.
12. Water guns and related items are not allowed. Our drivers have been informed that if they have a student who has water guns or related items on the bus, that student's privilege of riding the bus may be withdrawn.
13. Bullying or harassment of students by other students or parents will not be permitted. Student found in violation of the district's Harassment policy will be subject to discipline.



In the past your cooperation has been excellent and we trust it will continue. Students who cannot behave while riding to and from school and whose actions distract the driver from the job of driving may be denied the privilege of riding. We sincerely hope you will help us make our school buses safe for all of the students who ride them. We would appreciate all parents reviewing the above set of rules with their children.

**Thank you!**

Please see procedure for  
"Hard Surface Emergency Routes"  
on page 10.

# 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 E-Registration. This portion of E-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 E-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 PowerSchool or contact the building secretaries.

If a student becomes ill/injured at school the parent or person "authorized" by you in PowerSchool 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:** The Iowa Department of Public Health, Bureau of Immunization, requires tetanus, diphtheria, and pertussis (Tdap) vaccine for students enrolling in 7th grade.

### **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
- 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.

*continues on next page . . .*

**HEALTH SCREENINGS BY NURSING SERVICES**

**Vision and Hearing Screening**

Grant Wood Area Education Agency provides our School District with hearing screening. Parents who do not want their child’s hearing tested will need to indicate it in writing to the school.

**Routine hearing screening** is performed in Pre-K, K, 1, 2, and 5 in the fall. Students in other grades may be tested if there is a known history of ear problems or if a student is new to the School District. Jr/Sr. High students new to the district along with students with known history of ear problems will be screened in the spring.

**Vision Screening** is no longer provided by the Grant Wood Area Education Agency. A local eye care provided will be solicited if possible to screen students Pre-K,1, 3, and 5th grade.

**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 Tdap Booster – 7th 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 - 402.2**

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 - 102**

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.

# DISTRICT NOTIFICATIONS AND PUBLICATIONS

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

## Investigation

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

Policy 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. 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 1/2 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

# DISTRICT NOTIFICATIONS AND PUBLICATIONS

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.
- 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

## FIREARMS AND DANGEROUS WEAPONS POLICY

BP - 502.6

School Board Policy 502.6 explains the philosophy toward firearms and other objects that might be used as a dangerous weapon. One of the main missions of any school district is to provide a safe learning environment for all students and other personnel who work in the school building. To ensure the school environment is safe from instruments that are designed to inflict injury or to kill, the WCSD has adopted a zero tolerance policy regarding the possession, purchase, sale, or use of any dangerous weapon or firearm on school grounds, school event, leaving and/or arriving at school. Students guilty of violation of this policy will be subject to discipline up to and including expulsion.

A firearm includes 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.

A dangerous weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in a manner as to indicate that the defendant intends to inflict death or injury upon the other and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length (Iowa Code Section 702.7).

In addition to the definition set forth above, dangerous weapons, or any instrument used as a weapon in the school, include any object used to intimidate, coerce, scare, or threaten a student, school district employee, or visitor. Dangerous weapons therefore include, but are not limited to, clubs, nunchakus, brass knuckles, knives regardless of blade length, butterfly knives, stun guns, BB guns, toy guns used or displayed as real guns, and unloaded guns. None of these items are allowed at school.

Firearms and dangerous weapons cannot be stored in vehicles while on school property. The policy includes, but is not limited to, hunting gear. Any vehicle may be searched while on school property based on reasonable suspicion that a Board policy, school rule, or law has been broken. All contraband items will be

## SMOKE, TOBACCO 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.

## HUMAN GROWTH AND DEVELOPMENT

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/HEALTH

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

## 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.

## 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 Tom Weatherford, 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

# DISTRICT NOTIFICATIONS AND PUBLICATIONS... CONTINUED

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 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 and updated this policy in June, 2012.

## 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 residence; 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, Mary Husband, 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 Darlene Harding, 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.

# DISTRICT NOTIFICATIONS AND PUBLICATIONS

- (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.

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, 20202-4605.

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.

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

*(One Per Family)*

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, 2016 - JULY 31, 2017**





**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):
Parent or Guardian Name:		Telephone (home or mobile):
Street Address:	City:	County:
Name of Elementary or High School:	Grade Level:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

**(health care provider must complete this section)**

OaiB Mbombllcn-lil11J: \_\_\_\_\_

TIINII:mlit Nilldli (l:hl!!k ONE build on IICR-11,1:1 NSUI:ll, p11orU. tiiiNil:mlirt en|<a -ildllo:l):

No -lh1 hint81d110ftliiiUIII11DiIII8r to be visually healthy and there  
111 no IIIIIO'I'lor 1hl t1:1be R bemrahi next routine dental checkup.

- Requires Dental Care** – tooth decay<sup>1</sup> White spot lesion<sup>2</sup> is suspected in one or more teeth, or gum infection<sup>3</sup> is suspected.
- Requires Urgent Dental Care** – obvious tooth decay<sup>1</sup> is present in one or more teeth, there is evidence of injury or severe infection, or the child is experiencing pain.

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

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

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

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

Phone: \_\_\_\_\_ **1**

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 onto this health document. 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 Center  
515-242-6383 • 866-528-4020 • [www.idph.state.ia.us/oral/OralHealthCenter](http://www.idph.state.ia.us/oral/OralHealthCenter)  
local board of health or Iowa Department of Public Health may review this.



WILLIAMSBURG COMMUNITY SCHOOL DISTRICT  
 STATE OF IOWA  
 WILLIAMSBURG, IOWA

Dear Parent/Guardian:

Children need healthy meals to learn. Williamsburg Community School District offers healthy meals every school day. Breakfast cost (PK-6) \$1.60 & (7-12) \$1.70; lunch costs {PK-5) \$2.45, (6-8) \$2.55, (9-12) \$2.65. Your children may qualify for free meals/milk or for reduced price meals. Reduced price is .30 for breakfast and .40 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

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

FEDERAL INCOME ELIGIBILITY GUIDELINES For School Year 2016-2017

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	21,978	1,832	916	846	423
2	29,637	2,470	1,235	1,140	570
3	37,296	3,108	1,554	1,435	718
4	44,955	3,747	1,874	1,730	865
5	52,614	4,385	2,193	2,024	1,012
6	60,273	5,023	2,512	2,319	1,160
7	67,932	5,661	2,831	2,614	1,307
8	75,591	6,299	3,150	2,910	1,455
Each additional person:	7,666	642	321	296	148

2. WHO CAN GET FREE MILK? If your school participates in the Special Milk Program for half day kindergarteners, your kindergarten child may be eligible for free milk. Children who buy extra milk with a meal or if they eat breakfast or lunch and have an afternoon milk break, they are not eligible to receive free milk.
3. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call Dr. Chad Garber- 319-668-1059.
4. WHAT IF WE HAVE FOSTER CHILDREN? Households with foster and non-foster children may choose to include the foster child as a household member, as this may help other children in the household qualify for benefits. If the foster family is not eligible for free or reduced price meal benefits, that does not prevent a foster child from receiving free meal benefits.
5. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Dr. Chad Garber, Williamsburg Community School District, 810 W. Walnut PO Box 120, Williamsburg, Iowa 52361.
6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact: Becky Risdon 319-668-2301 or [beckyrisdon@williamsburg.k12.ia.us](mailto:beckyrisdon@williamsburg.k12.ia.us) immediately as eligibility for free meals is extended to all school age children in a household. If you did not receive a letter from the school, but received a Free Lunch Notice from DHS, submit this letter to your children's school. You may add any students living in your household who are not listed.

7. CAN I APPLY ONLINE? Yes, if your school offers this option. You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application.
8. 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 October 5, 2016. You must send in a new application unless the school told you that your child is eligible for the new school year. When the carry-over period ends, unless you are notified that your children will receive free meals or you submit an application that is approved, the children must pay full price for school meals.
9. 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.
10. 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.
11. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limit, if your household size goes up, or if you start getting Food Assistance, FIP or other benefits.
12. 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, 810 W. Walnut, Box 120, Williamsburg, Iowa 52361, 319-668-1059.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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, 319-668-1059 to receive a Supplemental Worksheet.
18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Food Assistance or other assistance benefits, contact your local assistance office or call 1-877-347-5678. Your children may be eligible for *hawk-* (children's health insurance) or a waiver of school fees. Read the information on the back of the Application for *hawk-* 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 Community School District. The application must be filled out completely to certify your children for free or reduced price school meals.

Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Williamsburg Community School District, Dr. Chad Garber, 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. For each child, print their first name, middle initial and last name. Use one line of the application for each child. If there are more children present than lines on the application, attach a Supplemental Worksheet, which can be obtained from the school, with all required information for the additional children.
  - B) Is the child a student at Williamsburg Community School District Mark 'Yes' or 'No' under the column titled "student." If 'Yes' print where the child attends school and identify their grade in school.
  - C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. Foster children who live with you may count as members of your household and should be listed on your application. If you are *only* applying for foster children, after completing STEP 1, skip to "STEP 4" of the application and these instructions.
  - D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section may meet this description, please mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application.
-

**STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: FOOD ASSISTANCE, FIP, OR FDPIR?**

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

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

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

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

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

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

**STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS**

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

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

What is Child Income?

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

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

**FOR EACH ADULT HOUSEHOLD MEMBER:**

- B) List Adult Household member's name. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)."<sup>1</sup> Do not list any household members you listed in STEP 1. If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.

**Who should I list here?**

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

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

*Do not include people who:*

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

*How do I fill in the income amount and source?*

**FOR EACH TYPE OF INCOME:**

- *Use the chart on page 4 to determine if your household has income to report.*
- *Report all amounts in gross income ONLY. Report all income in whole dollars. Do not include cents.*
  - o *Gross income is the total income received before taxes or deductions.*
  - o *Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.*
- *Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will be counted as zeroes. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, your application will be verified for causa.*

- C) Report earnings from work. Refer to the chart titled "Sources of Income for Adults" in these instructions on page 4 and report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are self-employed business or farm owner, you will report your net income. If you need assistance with this, ask your children's school for the Supplemental Worksheet which has self-employment calculations.

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

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

- D) Report income from Public Assistance/Child Support/Alimony. Refer to the chart titled "Sources of Income for Adults" in these instructions on page 4 and report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only court-ordered payments should be reported here. Informal but regular payments should be reported as "other" income in the next part.

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

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

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

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#### STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

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

- A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.
- B) Print and sign your name. Print your name in the box "Printed name of adult completing the form." And sign your name in the box "Signature of adult completing the form.,
- C) Write Today's Date. In the space provided, write today's date in the box.
- D) On the back of the application, share children's Racial and Ethnic Identities (optional). This field is optional and does not affect your children's eligibility for free or reduced price school meals.
- E) If you do not want your household information shared with *hawk-i*, print, sign and date in the box provided.
- F) If you need a translated application with instructions, they can be found in 34 languages at: [Translated Family Friendly-Application-Translations.](#)
-

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

Received Date: \_\_\_\_\_

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

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

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

Child's First Name	MI	Child's Last Name	Student?		Foster Child	tj	Q	S
			Yes	No				
===== D			D	D				
===== D			D	D				
===== D			D	D				
===== D			D	D				

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

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

Case Number: \_\_\_\_\_ Name of Household Member with Case Number: \_\_\_\_\_

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

Please read How to Apply for Free and Reduced Price School Meals for more information. The Sources of Income for Children section will help you with the Child Income question. The Sources of Income for Adults section will help you with the All Adult Household Members section.

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

Total Child Income: \$ | | | | | How often? \_\_\_\_\_

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

Name of Adult Household Members (First and Last)	How often?	D. Public Assistance/	E. Pens/Kins/Retirement/
===== S	0 0 0 0	S	===== ;
===== S	0 0 0 0	S	===== ;
===== S	0 0 0 0	S	===== ;

F. Total Household Memoen: \_\_\_\_\_ G. Last Four Digits of Social Security Number (SSN) of \_\_\_\_\_

(Children and Adults) Primary Wage Earner or Other Adult Household Member X X X L..X.I.Xj Check if no SSN 0

**jjjjj** Contact Information and Adult Signature

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

Street Address (If available) Apt.# City State Zip Daytime Phone (optional) Email (optional)

Printed name of adult completing the form Signature of adult completing the form Today's date

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

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

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

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

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

Determining Official Effective Date Confirming Official Date Follow-up Signature Date

**OPTIONAL** Children's Racial and Ethnic Identities

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

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

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

**Low-Cost Health Insurance for Children**

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

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

Parent/Guardian Name (Printed)

Signature

Date \_\_\_\_\_

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

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, 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](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, SVV  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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

This institution is an equal opportunity provider.

Translated applications are available in 341 languages at:  
<http://www.fns.usda.gov/school-meals/family-friendly-application-translations>

2016-2017 Iowa Application for Free and Reduced Price School Meals/Optional Supplemental Worksheet  
 Additional Children in Your Household

15 Homeless

_____		student?					
Child's First Name	MI	Child's Last Name	DO	Child's School	Grade	Foster	Migrant
			DO	-----	B	ID	DI
			DO	-----	D	ID	DI
			DO	-----	D	ID	DI

Additional Adults in Your Household

Name of Adult Household Members (First and Last)	Earnings from Work	How often?	Welfare/Child Support	Public Assistance/Child Support	How often?	Alimony/Retirement/Other Income	How often?
	\$	la o o o l	Welfare/Child Support	/Alimony T-T	o o o o o	\$	o o o o o
	\$	loo o o l	Welfare/Child Support	/Alimony T-T	o o = o = o = = =	\$	o o o o o
	\$ LIW	] oo oo l	Welfare/Child Support	/Alimony T-T	o o = o = o = = =	\$	o o o o o

Self-Employment Income Calculations

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

LINE 12	\$	Business Income or (Loss)
LINE 13	\$	Capital Gain or (Loss)
LINE 14	\$	Other Gains or (Losses)
LINE 17	\$	Rental real estate, royalties, partnerships, S corporations, trusts, etc.
LINE 18	\$	Farm Income or (Loss)
TOTAL	\$	Gross Annual Income Before Any Deductions.
Computed Monthly Income	\$	(Gross Annual Income ÷ 12 = Computed Monthly Income.)

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

Optional Waiver Information



# HEADS UP: Concussion in High School Sports

The Iowa Legislature passed a new law, effective July 1, 2011, regarding students in grades 7- 12 who participate in extracurricular interscholastic activities. Please note this important information from Iowa Code Section 280.13C, Brain Injury Policies:

- (1) A child must be immediately removed from participation (practice or competition) if his/her coach or a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity.
- (2) A child may not participate again until a licensed health care provider trained in the evaluation and management of concussions and other brain injuries has evaluated him/her and the student has received written clearance from that person to return to participation.
- (3) Key definitions:
  - "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, contest, or practice, including sports, dance, or cheerleading.

### What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a 'ding,' 'getting your bell rung,' or what seems to be a mild bump or blow to the head can be serious.

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

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

### What are the signs and symptoms of a concussion?

You cannot see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports one or more symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

### 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.

IT'S BETIER TO MISS ONE CONTEST THAN THE WHOLE SEASON.

IMPORTANT: Students participating in interscholastic athletics, cheerleading and dance; and their parents/guardians; must 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:

### Signs Reported by Students:

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

### PARENTS:

How can you help your child prevent a concussion?  
 Every sport is different. but there are steps your children can take to protect themselves from concussion and other injuries.

- 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 ail times.

### Signs Observed by Parents or Guardians:

- 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

Information on concussions provided by the Centers for Disease Control and Prevention.

For more information visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion)

Student's Signatur& \_\_\_\_\_ Dale \_\_\_\_\_

Student's Printed Name \_\_\_\_\_

Parent's./Guardlan's Signature \_\_\_\_\_ Dale \_\_\_\_\_

Sludenrs School \_\_\_\_\_



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:

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If your child takes medications, please list them:

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

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\_\_\_\_\_  
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: (\_\_\_\_) \_\_\_\_\_

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
Diphtheria, Tetanus, Pertussis DTaP/DTP/DT/ TdT/Tdap			
Polio IPV/OPV			

	Vaccine	Date Given	Doctor / Clinic / Source
Varicella Chicken Pox If patient has a history of natural disease write "Immune to Varicella"			
Pneumococcal PPV			

	Vaccine	Date Given	Doctor / Clinic / Source
!			

	Vaccine	Date Given	Doctor / Clinic / Source
Hepatitis A			

	Vaccine	Date Given	Doctor / Clinic / Source
Rotavirus			

Haemophilus influenzae type b  
Hib

Hepatitis B

	Vaccine	Date Given	Doctor / Clinic / Source
!fJ: :m.			



# IMIVIUNILA II ON-RE.QUJREMENTS

Applicants enrojle or att mpting to enroli shall have received the following vaci:ines in accordance with the doses and age requirements listed below. If, at any time, the ge of the child is between the listed a S, the child must have received the number of doses In the "Total Doses R ulred" column.

Institution	Age	Vaccine	Total Doses Required
Elementary or Secondary School (K-12)	Less than 4 months of age	This is not a recommended administration schedule, but outlines the minimum requirements for participation in licensed child care. Routine vaccination begins at 2 months of age.	
	4 months through 5 months of age	Diphtheria/Tetanus/Pertussis	1 dose
		Polio	1 dose
		haemophilus influenzae type B	1 dose
		Pneumococcal	1 dose
	6 months through 11 months of age	Diphtheria/Tetanus/Pertussis	2 doses
		Polio	2 doses
	12 months through 18 months of age	Pneumococcal	2 doses
		Diphtheria/Tetanus/Pertussis	3 doses
		Polio	2 doses
	19 months through 23 months of age	haemophilus influenzae type B	2 doses; or 1 dose 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.
		Measles/Rubella 1	1 dose 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; or the applicant demonstrates a positive antibody test for measles and rubella from a U.S. labo
		Varicella	1 dose received on or after 12 months of age if the applicant was born on or after September 15, 1997, unless the applicant has had a reliable history of natural disease.
		Diphtheria/Tetanus/Pertussis	4 doses
Polio		3 doses	
haemophilus influenzae type B		3 doses, with the final dose in the series received on or after 12 months of age; or 1 dose received when the applicant is 15 months of age or older. Hib vaccine is not indicated 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 12 months of age; or 2 doses if the applicant received 1 dose before 12 months of age or received 1 dose between 12 and 23 months of age; or 1 dose if no doses had been received prior to 24 months of age. Pneumococcal vaccine is not indicated 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. labo	
Varicella		1 dose received on or after 12 months of age if the applicant was born on or after September 15, 1997, unless the applicant has had a reliable history of natural disease.	
4 years of age and older	Diphtheria/Tetanus/Pertussis <sup>4, 5</sup>	3 doses, with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if the applicant was born on or before September 15, 2002; 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 before September 15, 2003 <sup>2</sup> ; or 5 doses with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if the applicant was born on or after September 15, 2003 <sup>2, 3</sup> ; and 1 time dose of tetanus/ diphtheria/a(!!llular 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 <sup>7</sup>	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; or 4 doses, with at least 1 dose received on or after 4 years of age if the applicant was born after September 15, 2003. <sup>6</sup>	
	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. labo	
	Heatitis B	<b>3 doses if the applicant was born on or after July 1, 1994.</b> 1 dose received on or after 12 months of age if the applicant was 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	
	Varicella	2 doses received on or after 12 months of age if the applicant was born on or after September 15, 2003, unless the applicant has a reliable history of natural disease.	

1 Mumps vaccine may be included in measles/rubella-containing vaccine.  
 2 DTaP is not indicated for persons 4 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 schedule, a total of 4 doses are required, regardless of the applicant's current age.  
 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 8 weeks after 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 **mediate** notification, iD. writing, of any changes .

*Medication* \_\_\_\_\_ *Dosage* \_\_\_\_\_ *Route* \_\_\_\_\_ *Time given at school* \_\_\_\_\_

*Reason for Medication* \_\_\_\_\_

*Significant Information/Instruction* \_\_\_\_\_

*Lenjth 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

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Student Name	Grade	Teacher
--------------	-------	---------

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Medication	Dosage	Time to be given
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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.

# Physical Activity Contract

## 2016-2017 School Year

In 2008, the Iowa Legislature enacted the Healthy Kids Act, requiring all students in grades 7 - 12 engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school. The law also requires we monitor how students fulfill this requirement.

Please fill out the items below, sign (both student and parent/guardian), and return to the school by **August 23, 2016**. If you have any questions, call Lynell O'Connor at 319 - 668 - 1050.

**Name of Student:** \_\_\_\_\_ **Grade(2016-2017):** \_\_\_\_\_

Please check the physical activities your student will be involved in 120 minutes/week during the 2016 - 2017 school year:

**August:**

- Blackout
- Cheerleading
- Cross country
- Football
- Marching Band
- Off - Season Training
- PE Course
- Swimming
- Volleyball
- Other (at home)

**September:**

- Blackout
- Cheerleading
- Cross country
- Football
- Marching Band
- Off - Season Training
- PE Course
- Show Choir
- Swimming
- Volleyball
- Other (at home)

**October:**

- Blackout
- Cheerleading
- Cross country
- Football
- Marching Band
- Off - Season Training
- PE Course
- Show Choir
- Swimming
- Volleyball
- Other (at home)

**November:**

- Basketball
- Blackout
- Cheerleading
- Off - Season Training
- PE Course
- Show Choir
- Swimming (boys)
- Wrestling
- Other (at home)

**December:**

- Basketball
- Blackout
- Cheerleading
- Off - Season Training
- PE Course
- Show Choir
- Swimming (boys)
- Wrestling
- Other (at home)

**January:**

- Basketball
- Blackout
- Cheerleading
- Off - Season Training
- PE Course
- Show Choir
- Swimming (boys)
- Track
- Wrestling
- Other (at home)

**February:**

- Basketball
- Blackout
- Cheerleading
- Off - Season Training
- PE Course
- Show Choir
- Swimming (boys)
- Track
- Wrestling
- Other (at home)

**March:**

- Golf
- Off - Season Training
- PE Course
- Show Choir
- Soccer
- Track
- Other (at home)

**April:**

- Golf
- Off - Season Training
- PE Course
- Show Choir
- Soccer
- Track
- Other (at home)

**May:**

- Baseball
- Golf
- Off - Season Training
- PE Course
- Soccer
- Softball
- Track
- Other (at home)

**Signature of Student** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_

**Signature of Building Principal/Designee:** \_\_\_\_\_



## 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, advancea registered nurse practitioner (ARNP), physician's assistant or qualified doctor of chiropractic, 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 excee a thirty (30) days, is allowed for expired certifications of physical examination.*

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

Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_ Phone# \_\_\_\_\_

Parent's/Guardian's Name \_\_\_\_\_ Physician \_\_\_\_\_

Signature of Student Athlete \_\_\_\_\_ Date \_\_\_\_\_

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 back of this form after the physical examination is completed.)

- | Yes | No    | Has this student had any?                                     | Yes | No    | Has this student had any?              |
|-----|-------|---|-----|-------|--|
| 1.  | _____ | Chronic or recurrent illness or injury?                       | 15. | _____ | Asthma?                                |
| 2.  | _____ | Any illn lasting more than one (1) weel<?                     | 16. | _____ | Epilepsy or other seizures?            |
| 3.  | _____ | Rheumatic fever, mononucleosis?                               | 17. | _____ | Diabetes?                              |
| 4.  | _____ | Hospitalizations (Overnight or longer)?                       | 18. | _____ | Eyeglasses or contact lenses?          |
| 5.  | _____ | Surgery, other than tonsillectomy?                            | 19. | _____ | Dental braces, bridges, plates?        |
| 6.  | _____ | Missing organs (eye, kidney, testicle)?                       |     |       |  |
| 7.  | _____ | Allergy to medications, insects, food?                        |     |       |  |
| 8.  | _____ | Seasonal allergies (hay fever)?                               |     |       |  |
| 9.  | _____ | Problems with heart, blood pressure, cholesterol?             |     |       |  |
| 10. | _____ | Racing of your heart or skipped heart beats?                  | 20. | _____ | Injuries requiring medical treatment?  |
| 11. | _____ | Chest pain wTth exercise?                                     | 21. | _____ | Neck injury?                           |
| 12. | _____ | Frequent headaches, convulsions, dizziness, fainting?         | 22. | _____ | Knee injury?                           |
| 13. | _____ | Dizziness or fainting with exercise?                          | 23. | _____ | Knee surgery?                          |
| 14. | _____ | Concussion, unconsciousness, extremity numbness?              | 24. | _____ | Ankle injury?                          |
| 15. | _____ | Heat exhaustion, heat stroke, or other heat related problems? | 25. | _____ | Broken bones (fractures)?              |
|     |       |   | 26. | _____ | other serious joint injuries?          |
|     |       |   | 27. | _____ | Use of protective equipment or braces? |

- | Yes | No    | Further History:   |
|-----|-------|--|
| 28. | _____ | Is there a history of family or genetic disease?   |
| 29. | _____ | Has any family member died suddenly at less than 40 years of age of causes other than an accident?                 |
| 30. | _____ | Has any family member had a heart attack at less than 55 years of age?   |
| 31. | _____ | <b>Are</b> you uncomfortably short of breath after running mile (2 times around a track) without stopping?         |
| 32. | _____ | List all medications you are presently taking, including asthma inhalers, and the condition the medication is for: |

- A.
- B.
- C.

33. What is the most and least you have weighed in the past year? **Most**-----**Least**-----  
Date of last known tetanus (lockjaw) **shot**-----

FOR WOMEN ONLY:

1. How old were you when you had your first menstrual **period**?-----:-----:-----:-----:-----
2. In the oast year, what is the longest time you have gone between menstrual **periods**?-----

Use this space to explain any of the above numbered YES answers or to provide additional information:

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PHYSICAL EXAMINATION RECORD (To be completed by a licensed professional as designated in Article VII 36.14(1). This evaluation is only to determine readiness for sports participation. It should not be used as a substitute for regular health maintenance examinations.

Athlete's Name \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Pulse \_\_\_\_\_ Blood Pressure \_\_\_\_\_ Vision R 20/\_\_\_\_ L 20/\_\_\_\_ Hemoglobin (Opt) \_\_\_\_\_ UA (Opt) \_\_\_\_\_

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

Concurrent significant findings: \_\_\_\_\_

ATHLETIC PARTICIPATION RECOMMENDATIONS:

Full & Unlimited Participation

Limited Participation- May NOT participate in the following (checked):

Baseball  Basketball  Cross Country  Football  Golf  Soccer  
 Softball  Swimming  Tennis  Track  Volleyball  Wrestling

Clearance Pending Documented Follow up of \_\_\_\_\_

NOT CLEARED FOR ATHLETIC PARTICIPATION

\_\_\_\_\_  
Licensed Professional's Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensed Professional's Signature

\_\_\_\_\_  
Phone

Parent's or Guardian's Permission and Release (Sign after the physical examination has been completed.)

I hereby 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, athletic trainer, or other qualified personnel to give first aid treatment to my son or daughter at an athletic event in case of injury.

\_\_\_\_\_  
Typed or printed Name of Parent or Guardian

\_\_\_\_\_  
Signature of Parent of Guardian

\_\_\_\_\_  
Address (Street/PO Box, City, State, Zip)

\_\_\_\_\_  
Phone Number

# Williamsburg Community Schools

## Fee Form 2016-2017

\_\_\_\_\_

**Students Last Name**                      **Students First Name**                      **Grade**                      **Attendance Center**

**Fees**

Elementary (grades PK - 6) Textbook                      \$45.00   

Jr/Sr High School (grades 7 - 12) Textbook                      \$65.00   

High School (7 - 12) Technology Fee                      \$70.00   

Student Parking Fee (students driving only)                      \$ 2.00   

**TOTAL REGISTRATION FEES DUE:** \_\_\_\_\_

**Daily Meals Prices:**

Breakfast (PK - 5)                      \$1.60

Breakfast (6 - 12)                      \$1.70

Lunch (PK - 5)                      \$2.45

Lunch (6 - 8)                      \$2.55

Lunch (9 - 12)                      \$2.65

**TOTAL AMOUNT TO DEPOSIT IN FAMILY MEAL ACCOUNT:** \_\_\_\_\_

**Miscellaneous – Junior/Senior High School ONLY:**

(fine notifications were mailed with report cards)

Library Fees                       Amount Paid: \_\_\_\_\_

FFA Fine                       Amount Paid: \_\_\_\_\_

Athletics                       Amount                      Paid: \_\_\_\_\_

Text Book Fines                       Amount                      Paid: \_\_\_\_\_

Graduation Expenses                       Amount                      Paid: \_\_\_\_\_

Other                       Amount Paid: \_\_\_\_\_

**TOTAL MISCELLANEOUS FEES:** \_\_\_\_\_

**Optional Items:**

(fee waiver does not apply)

<u>Athletic Passes</u>	<u>Quantity</u>		<u>Total Cost</u>
Adult Season Pass	_____	\$100.00	_____
Student Season Pass	_____	\$ 75.00	_____
Family Season Pass	_____	\$300.00	_____
Ten Ticket Pass   Adult/Student	_____	\$ 40.00	_____
<u>Yearbook</u>			
Mikana (grades 7 - 12)	_____	\$ 45.00	_____
		(early bird price   after registration it will be \$50.00)	

**TOTAL OPTIONAL FEES:** \_\_\_\_\_

**TOTAL ENCLOSED**                      \$ \_\_\_\_\_

**CHECK NO.**                      # \_\_\_\_\_

**AMOUNT PAID ON REV-TRAK**                      \_\_\_\_\_

**DATE PAID ON REV-TRAK**                      \_\_\_\_\_



# 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 waiver of school fees. I understand that I will be releasing information that will show that I applied for free and reduced price school meals for my child(ren). I give my rights to confidentiality for waiver of school fees ONLY.

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

Signature of Parent/Guardian, \_\_\_\_\_

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Student: \_\_\_\_\_ **Grade: \_\_\_\_\_**

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

..... OFFICE USE ONLY .....

FULL WAIVER \_\_\_\_\_ PARTIAL WAIVER \_\_\_\_\_ 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
- \_\_\_\_\_ Other: \_\_\_\_\_



**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    Yes or No

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 3<sup>rd</sup> grade.

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

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

Iowa Department of Public Health • Bureau of Family Health  
 FAX 515-242-6013 • 866-383-3826 • [www.idph.state.ia.us](http://www.idph.state.ia.us)



# Williamsburg Community School District

## Student/ Parent Laptop Computer Use Agreement 2016-2017

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  
2016-2017**

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 2016-2017**

---

**Student's Name (please print)**

---

**Grade**

---

**License Plate Number**

---

**Make and 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 REGISTRED IN ORDER TO PARK IN THE HIGH SCHOOL PARKING LOT.**

Save This Bulletin —  
Refer To Dates Inside For The Entire School Year!

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**WILLIAMSBURG COMMUNITY SCHOOL**  
**Williamsburg, Iowa 52361**

PRE-SORT

**PAID**  
Permit No. 28  
Non-Profit  
Organization  
Williamsburg, Iowa

Boxholder  
or  
Postal Customer