

# The Mustang Memo

A Publication of Davis County Community School Bloomfield, IA 52537

AUGUST 2011

## Welcome Back!



- How can you obtain information, answer questions:
  - Mustang Memo
  - Info Line: 664-5000
  - School Calendar on Website
  - Building/Teacher Newsletters
  - Website: [dcmustangs.com](http://dcmustangs.com)
  - Job Openings: 664-5005
  - Access to Grades This Fall

### POLICY STATEMENT:

*It is the policy of the DCCSD not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by the Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.*

*It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity in our country and an awareness of such individual as a member of a pluralistic society.*

*Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to Jennifer Donels, 500 E North Street, Bloomfield, IA 52537, 641-664-2200, to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa or to the Director of the Region II Office of Civil Rights, Department of Education, Kansas City, Missouri.*

First Day of Classes:  
**First Day of Classes:**  
August 23, 2011  
**August 23, 2011**

Dear Davis County CSD Students, Parents and Community,  
On August 23<sup>rd</sup> more than 1,181 students will walk through the front door of their school to begin the school year. In doing so, they will be taking advantage of a multitude of wonderful educational opportunities provided by the taxpayers in our district. The start of each school year is exciting because of the energy our students, staff, parents and community members bring to it. Our school district excels above many others because of our commitment of working together for student academic and extracurricular success. We want our students to know how much it matters to us that they possess character, integrity and purpose for their lives. Davis County CSD's commitment to the community we serve is to provide a loving, safe and nurturing environment for all of our students. We know our students will someday graduate and leave our district. Knowing that, we have confidence that we have prepared them well for the future with skills and character traits that will lead them into a global economy as successful citizens. All the best as we begin the new school year!

*Kim Johnson, Superintendent*

### Picking Up Students at the Elementary Before the End of the Day:

The elementary students remain in class until 3:15 to 3:20 each day. If you need to pick up your child prior to that time, please contact the elementary office by note or by calling the elementary office by 2:00 that day. All notes and phone messages are delivered to the elementary classrooms before 2:25 each day. Due to the busy end of the day activities, recesses, and classroom specials, it can become difficult to deliver the late messages. Please remember any changes for students riding buses must have a note or a phone call from the child's parent or guardian.

Please be aware that your child may miss important class time and lesson assignments if they leave before the end of the day. Science and social studies activities are often scheduled for the last periods of the school day. We ask for your cooperation in helping us make the best use of our instructional time. Together we can work to provide the students at Davis County Elementary with a well-rounded education that will prepare them for the 21<sup>st</sup> century.



## Transportation

### School Bus Trial Run

School buses will make a trial run on the morning bus route Tuesday, August 16<sup>th</sup> to help parents establish a pickup time for their student(s). The Transportation Department uses atomic time which is available on your cell phone for your convenience and planning. The bus will completely stop at each student's house or pickup point on gravel roads. On the highways, the bus will slow down but not stop. Call Dan Roberts, Transportation Director, at 664-2200 ext. 1133, to help make necessary changes to the bus schedules if the bus does not stop for your child.

**Morning Stops. The buses will stop, wait 30 seconds, and continue on with their route.**

#### Student(s) should:

- Stay at the designated pick-up location until the bus has stopped and stop arm is extended.
- If the student has to cross the road, wait until the driver gives the student a signal to cross the road and the student has personally checked for traffic from both directions.

**Afternoon Stops. Students should:**

- Stay in their seat until the bus is stopped and the school bus door is opened.
- If crossing the road, wait for driver's signal before crossing. Also, personally check for traffic from both directions before stepping into the other lane of traffic. Students should walk ten feet in front of the bus.

**Please talk to your student(s) and plan for one of the following in the event you are not home:**

- Teach your child how to use the phone, who to call or where to go if you are not home.
- Make a key to the house accessible to the child.
- Notify the school and driver of a neighbor who is available to keep your child.

### Transportation Bus Rules

- Obeying the driver
- Sitting in your seat
- Normal talking
- Keeping hands and feet to yourself
- Not throwing objects
- Not destroying property

On the student side of bus driving, our biggest problem is the student behavior. Bus drivers have a lot of responsibility driving an 8 ton school bus with 30 to 50 students sitting behind them. Behavioral problems distract the drivers from the road and could jeopardize safety of all students riding. If a bus driver calls you with a student problem please take the time to listen to the driver and help. If you have suggestions that will help your child improve in behavior, please tell the bus driver or call me at school (641-664-2200 ext. 1133).

### “One Way Traffic” at Elementary School

North Street, on the south side of the Elementary School, is one-way traffic during the unloading/loading of bus students for the morning and afternoon routes. Parents are requested to use the parking lot south of the Middle School for picking up or dropping off their students while buses are in position. Parents should drive into and out of the parking lot from the WEST side of the parking lot. There are school employees watching the Elementary crosswalk to assist students crossing the street.

### “One Way Traffic” at Middle School in the Mornings

Parents can use the West Middle School driveway in the mornings to unload students. The traffic will be one-way from the north driving south past the Middle School and exiting on North Street. In the afternoon, the Middle School driveway will be only for loading buses.

### Activity Bus Routes after School

Activity buses will leave the school at 5:35 p.m. during fall and winter activities and 5:15 p.m. for spring activities. The Transportation Department uses atomic time which is available on your cell phone for your convenience and planning. Times may vary due to inclement weather. The buses will deliver students who are involved in sports, band and after school classes to designated stops in outlying towns. Sign-up sheets will continue at the schools when we believe bus riders will be low. A schedule of designated stops and times will be distributed to students involved in these activities.

### State Law on Passing School Buses

Drivers meeting a school bus- The driver of any vehicle when meeting a school bus with the Yellow/Amber lights flashing shall reduce the speed of said vehicle to not more than twenty miles per hour, and bring vehicle to a complete stop when “RED” flashing lights come on. Driver Overtaking a School Bus- The driver overtaking a school bus shall not pass a school bus when the Yellow/Amber or red flashing light are flashing.



### Thanks for your help last year!

I would like to thank parents, bus drivers, mechanics, administrator, and each school secretary for your help last year for keeping our school buses on schedule.

## Elementary Open House

Davis County Elementary will have their annual Open House on Thursday, August 18<sup>th</sup> from 6:00 p.m. to 7:00 p.m. All students and parents of elementary students are invited to come and visit their new classrooms. Students may bring their school supplies that evening and families will be able to meet their child's new teacher. Please join us that evening!



## Title I Parent Meeting

All parents of Davis County Elementary students are invited to a Title I informational meeting. It will be held Thursday, August 18<sup>th</sup> from 5:30 – 6:00 p.m. prior to the Davis County Elementary Open House. It will be held in the Davis County Elementary Library. This meeting will inform parents of our school's participation in the Title I Reading and Math programs. This meeting will give parents and students the opportunity to meet the Title I and Reading Recovery teachers. There will be informational handouts.

DCCSD's highly qualified Title I Reading/Math and Reading Recovery teachers, for the 2011-2012 school year, are Lori Dewes, Rose Grinstead, Sharon Lowenberg, Linda Ferguson, Mandi Francis and Susan Martin. Cynthia Vogel and Eric Teubel are the Title I Math teachers. The Title I Director is Jennifer Donels. If you wish more information, contact the Davis County Elementary office at 664-2200, extension 1135.

## Registration Wrap-Up – MS Commons August 4<sup>th</sup> 2-7 p.m.

### Turn TYSON Products In To Big Bucks For Our School

- If you eat Tyson products, you can help our school earn money!
- Our school is taking part in a national fund-raising program sponsored by Tyson Foods, Inc. The program is called Project A+, and it works like this:
  1. There's a Project A+ label, worth 24 cents, on various Tyson products that feature the Project A+ logo on the front of the package. Schools earn money from Tyson by collecting and redeeming the labels.
  2. Please clip the WHOLE label containing the 1-2-3 steps on it.
  3. Then send them to school with your box tops and Campbell labels. Thanks for your continued support of our school!!

### Student Appearance as Approved for High School Handbook

There is a strong connection between academic performance, student appearance and student conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Students are prohibited from wearing low-cut tops, spaghetti straps, halter tops, tops that leave one or both shoulders bare, strapless tops, tube tops, extremely short (skirts, dresses, shorts). Blouses and tops must cover undergarment and under the arms. Students are not to wear head coverings in the building such as hats, caps, dew rags, bandanas or other head coverings. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement.

While the primary responsibility for appearance rests with the students and their parents, the administration and teachers reserve the right to judge what is proper and what is not. When in the judgment of a principal, if a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety; the student may be required to make modifications. Modifications may include covering or changing the appearance or dress.

**SCHOOL PICTURES:  
THURSDAY, OCTOBER 20<sup>TH</sup>**

**School Information  
664-5000**

# School Health Services

Lesle Kouba and Lynn Shumate

“Children must be healthy to learn and must also learn to be healthy”.

The Nurse’s Office at the Elementary/Middle School is staffed full time from 8 AM to 3:45 PM. Mrs. Shumate and Mrs. Kouba are available by phone at extension 1120 or at the high school 1132.

Please contact your student’s nurse when there is health information the school needs to know to meet your child’s needs. Especially important are: allergies and the immediate treatment your child needs for the allergy; any medications taken or a medication change (even if the medicine is not taken at school); any health condition that requires an accommodation at school.

Our goal is a safe, healthy, and successful year for your child. Healthy children are ready to learn.

## 9th Graders--Dental Screening Required.

Students enrolling in the 9th grade in Iowa are required to provide evidence of a dental screening done by either a dentist or dental hygienist. This exam must have been done within one year of enrollment (no earlier than August 23, 2010) and no later than 4 months after enrollment (December 23, 2011). Forms are available at dcmustangs.com and should also be available from your family dentist. Please return the completed Iowa Dental Screening form to the high school office.

## Kindergarten—Dental Screening Required

Students enrolling in elementary school in Iowa (defined as Kindergarten enrollment) are required to provide evidence of a dental screening. This is best provided by your family dentist, but your doctor may also complete the screening during your child’s physical. The screening must be done after the child’s 3rd birthday and no later than 4 months after enrollment (December 23, 2011). Please return the completed Iowa Dental Screening form to the Elementary nurse’s office.

## School Shoes—Help Kids Be Active!

Mom and Dad, think about how tough it would be for you to run in flip flops or high heeled shoes. It’s the same for the children. Running, climbing, and kicking balls all help to develop coordination and are very important parts of recess play, fitness, and obesity prevention. Children need supportive, comfortable shoes to play their best. Please send your child in tennis shoes or sandals with firm straps. They’ll have much more fun and be much healthier!

## Davis County Fitness Pledge

Could our school fitness pledge be your Family Fitness Pledge?

At DC Schools we’re getting fit!  
We play! We move! We don’t just sit!  
And so I raise my hand and say,  
I will be active every day!

## Preschool & Kindergarten Health Requirements

All students enrolling in school for the first time, either preschool or kindergarten, need to provide the following items to the elementary office before the first day of school:

1. Birth certificate: a photocopy of the state or hospital certificate is required as proof of identity and age.
2. A copy of the immunization record: required doses must be complete, including all boosters after age 4.
3. Physical exam: If an exam report is provided at preschool entry, a physical report does not need to be resubmitted at Kindergarten. A report of a prior lead screening must be included.
4. Health history: available from the elementary office.
5. Dental screening: All kindergarteners must provide a copy of a dental screening done after age 3. This may be provided at preschool enrollment and will then count for the kindergarten requirement. It need not be repeated.

## Medications

If medication comes to school:

1. **All medicines must be given in the elementary/middle school nurse’s office or the principal’s office at the high school.** No medicine is to be taken by students themselves unless special arrangements have been made. One exception is rescue inhalers for asthma. Please read the section regarding asthma and inhalers.
2. **Medicine must arrive in the current, original container.** When having a prescription filled, ask the pharmacist for 2 containers: one for home, one for school.
3. **Over-the-counter medicines require a note from the parent** stating: what the medicine is, what dose, when it was last given, and when it is to be given at school. Please include whether the medicine is to stay at school or be sent home each day.
4. **Prescription medicines require written instructions from the doctor.** A form is found in this month’s Memo. New forms must be filed for each school year.
  - a. Please notify the school immediately if there is a change.

(Medications continued)

- Remember that most **antibiotics prescribed 3 times a day** may be given at home: before school, after school, and bedtime.

## Asthma and Inhalers

Under Iowa law, students may carry and self-administer inhalers for airway constricting diseases as long as the doctor and parent request such by completing a self-administration request. The form is available at school or on the school website, [dcmustangs.com](http://dcmustangs.com). The form must be completed and returned to the nurse's office before inhalers may be carried and self-administered at school.

At the Elementary/MS, nurses are available full time to assess breathing status, administer asthma medications, and maintain record of doses for anyone who desires this service. Student self-medication and nurse monitoring of doses each have their benefits, depending on the age and needs of your student.

Remember that even the most responsible student is still a child, and children of all ages can be forgetful. Inhalers get lost, left behind, or run out of medicine. They can be difficult to use. Often assistance is needed for the best result.

If your child will self medicate, please have a serious discussion about the dangers of misuse of a prescription medicine. Students must understand never to share their inhaler, to avoid overuse, and to report any problems breathing immediately.

Please put your **student's name on the inhaler canister**. Check the expiration date. **It is often wise to have a back-up inhaler in the nurse's office, coach's kit, or school bus.** Partially filled inhalers work fine for back up.

If a student abuses the self-administration policy, the ability to carry and self-administer may be withdrawn or other discipline may be imposed.

Pursuant to Iowa Code 280.16, 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 a student. The parent/guardian of the student shall sign a statement acknowledging such.

## HAWK-I (Healthy and Well Kids in Iowa)--- -Health Insurance for Kids

Children without health insurance can struggle in school. HAWK-I is a state sponsored health plan for kids who do not qualify for Title 19/Medicaid coverage and who are not covered by family or employer health plans. Call 1-800-257-8563 for more information. You may also go online to [www.hawk-i.org](http://www.hawk-i.org). HAWK-I also provides dental-only coverage for children of families with private health insurance who qualify.

## Requests for Staying Inside at Recess

Outdoor activities and recess are important for all children, providing exercise, physical development, social interaction, fresh air, and a break from sitting in class. However, some students with health problems such as serious asthma or extended illness may need to avoid extremes of air temperature or certain environmental conditions.

All students remain inside when the temperature or wind chill are below zero. Students should always come to school dressed for weather conditions.

Short-term requests (1-2 days only) for staying in will be honored. Requests for longer than 2 days require a doctor's evaluation and specific accommodations for school. A form is available in the nurse's office.

## Do We Know How to Reach You?

Do we have your registration forms? If so, has anything changed since you completed them? Have you moved, changed home or cell phone numbers, changed jobs or babysitters? Are we to call the same emergency people? Please take a minute to call the office with any changes, so that we will be best prepared to handle an emergency.

*Davis County Elementary Ext. 1135*

*Davis County Middle School Ext. 1147*

*Davis County High School Ext. 1132*



**Registration Wrap-Up**  
**Tuesday, August 4<sup>th</sup> 2-7 p.m.**  
**Middle School Commons**  
**ES, MS, HS Students**

## When to Keep Your Child Home from School

It can be hard to decide when to keep your child home from school. The following would indicate an infection and students should not attend.

1. Body temperature over 100 degrees is a fever. Fever is a sign that the body is fighting an infection. Body temperature is lowest in the morning and rises during the day. If your child has a temperature of 99 or above on rising, the child is likely developing a fever and should stay home until their temperature stays normal without the use of fever reducing medicines. Please do not give your child fever reducing medicines and then send them to school. Keep them home until they are fever free (without medicine) for 24 hours.

2. Fever, diarrhea, or vomiting in the night or morning, even though the child reports "feeling better".

3. Pain: Earache, headache in night or on arising, sore or red throat all indicate the need to contact your doctor.

4. Toothache-please call your dentist.

5. Eyes: Whites of one or both eyes are red or there is discharge or crust around the eye. Sometimes the eyes are "stuck shut" in the morning. This is likely "pink-eye". Call your doctor for advice about antibiotic drops. Students should be on eye drops 24 hours before returning to school.

6. Unidentified rash: A rash that appears suddenly with symptoms of illness is usually a sign of contagious illness. Contact your doctor. Poison ivy is an allergic reaction and is not contagious. A child with poison ivy may come to school if the itching is under control.

## Head Lice

- Head lice will always be found in any population of children. Lice bite the scalp and feed on human blood only, so itching and scratching are the most common symptoms.
- Check your children weekly. Lice reproduce every 10-14 days and vary in size depending on their age. A newly hatched louse is beige and the size of a pin dot. A fully-grown adult is beige to dark brown and ¼ inch long. It cannot hop or fly, but crawls very fast to avoid being seen. The eggs are called nits. They are hard to remove as the female glues them to the base of the hair shaft next to the warm, moist scalp. Un-hatched nits are brown. Empty nit shells are white and are farther out on the hair shaft.
- Please call the nurses office if you discover head lice. We will help you with the best technique to get rid of them successfully. Students are not excluded from school unless they are severely infested. We can also loan you an excellent nit comb to make the job much easier.

## Serious Allergies

- If your child has a serious allergy, please contact us. Together we will create a plan for your child's safety.
- There is a form for serious allergies included in this Memo.

## Medical or Special Eating/Feeding Needs

- Please contact us if your child has special needs for eating. If foods must be avoided completely or require substitution, a doctor's order is required. Be aware that this is not about food likes or dislikes but a medical need to eat or avoid certain foods. There is a form for special needs included in this Memo which is required.

## Kindergarten Students

*First day of Kindergarten will be August 25, 2011*



## New Employees

As we begin a new school year, we have some new faces:

- Brooke Mason will teach H.S. English, replacing Carol Labertew (retired).
- Alicia Day is the new Central Office Accounts Payable Secretary, replacing Mindy Amstutz.

A complete list of all licensed staff, along with their emails, can be found at <http://www.dcmustangs.com>.

**REGISTRATION WRAP-UP**  
**August 4th 2-7 p.m.**

## Davis County Elementary and Middle School Supply List 2011-2012

**Busy Buddies Preschool:** Please put names on these items: back pack they can open and close themselves (no wheels please), clean gym shoes (that can be left at school), 1 box Kleenex, 1 pocket folder, bottle of glue, 1 container of disinfecting wipes.

**Special Friends Preschool :** 2 boxes of Kleenex, 2 glue sticks. PLEASE LABEL ALL THE FOLLOWING ITEMS: Back pack, gym shoes (to be left at school), blanket, notebook, toothbrush, and toothpaste.

**Kindergarten:** No name on the following items, please: 1 box Kleenex, 3-4 oz. bottles of glue, 2 glue sticks, 4 yellow No. 2 pencils. Please label the following items: 6 pocket folders, large tote bag, 4 boxes of crayons (24 count; basic colors, regular size), 1 box fine line markers (basic colors), 1 pair scissors (Fiskars blunt-type works well), 1 pencil box (plastic), gym shoes (slip-ons work best).

**Grade One:** Please write the student's name on the following items: a pair of clean gym shoes, 1 box of Kleenex, 1 box of sharpened pencils, 1 pkg small eraser pencil tops, 6 large glue sticks, scissors, 1 box of colored pencils, 2 Expo marker (any color except yellow), 4 boxes of 24 crayons, 1 large pencil bag or box to hold the school supplies, 3 plastic pocket folders with prongs (blue, green and red), 2 pocket folders of their choice, tote bag without wheels, 3 ring binder (1 inch), and supplies for classroom projects brought by students according to their last names: A-I 1 box snack size ziplock bags; J-R 1 box quart size zip lock bags; S-Z 1 box gallon size zip lock bags.

**Grade Two:** A clipboard, scissors, pencil bag, 1 white glue, 1 ruler, 1 large box of Kleenex, 4 boxes of 24 crayons, 1 box of sharpened pencils (not mechanical), 1 spiral notebook, 2 rd pens, 4 Expo marks & eraser, 7 double pocket folders (pockets on bottom – 1 red, 1 blue, 4 yellow, 1 green) 1 composition notebook, 1 pair of clean gym shoes. Students with last name beginning with A-H: quart size zip-lock bags, I-P: 3x5 lined note cards (1 package) Q-Z: 1 package of #2 pencils

**Grade Three:** 5 double pocket folders- no center prongs (1 yellow, 1 blue, 1 green, 2 of your choice), 2 spiral wide-lined notebook (NO Trapper keepers), 1 pkg. wide-lined notebook paper; post its (3x3), 1 clipboard, 2 red pens, glue, scissors, crayons (box of 48 or 64), markers, 3 SHARPENED #2 pencils, eraser, pencil sharpener with enclosure to contain shavings, 1 pencil bag (NO boxes), 2 LARGE boxes of Kleenex, 4 Expo markers, eraser for individual –size marker board (teacher supplies marker board), and a pair of clean gym shoes. The following items are needed for the classroom art projects and celebrations. Students with the last names beginning with: A-E: 1 container of Clorox Wipes; F-J: 1 pkg. quart size zip lock bags; K-O: 1 pkg. 3x5 lined cards; P-T: 1 pkg. Post-its; U-Z: 1 pkg. #2 pencils.

**Grade Four:** Each student will need 7 folders (red, blue, yellow, green, purple and 2 of your choice), 2 dry erase markers, 1 dry erase eraser, wooden ruler, that has inches and centimeters, scissors, 2 pens (not black ink), markers, pencil bag or box, colored pencils, several sharpened pencils, 3 spiral notebooks, 2 large boxes of Kleenex, crayons, glue, clean gym shoes, clipboard eraser, 2 pkgs. Loose leaf notebook paper. Other important supplies have been divided into categories by the first letter of the student's last name: A-G: 1 pkg. of 2x3 or 3x3 post-its; H-P: Sandwich Ziplocks; Q-Z: gallon sized ziplocks.

**Grade Five:** Pencils, red checking pen or pencil, 5 spiral notebooks (70 pg.), 3 boxes of Kleenex, loose leaf paper, 8 pocket folders, scissors, ruler, Elmer's glue, crayons, colored pencils, hand held pencil sharpener that catches shavings, pencil bag to carry supplies. PE tennis shoes to be left at school (must be clean with non marking soles)

**Grade Six:** 1 spiral notebook, 3 100 sheet composition book (Science 1, LA 1, Soc. Stu. 1), 4 pocket folders, 3 boxes of Kleenex, pencils, scissors, red checking pen, 2 sets colored pencils (1 for each sem.), glue sticks, fine markers, 2 highlighters, pencil bag. For Science- 2 rolls of scotch tape. NO TRAPPER KEEPERS NEEDED. PE tennis shoes to be left at school (must be clean with non marking soles).

**Grade Seven:** 5 spiral notebooks, 7 pocket folders, 1 package white loose-leaf paper, 1 book cover, 1 roll of masking tape, 3 boxes of Kleenex, pencils, checking pens or pencils, colored pencils, fine-line markers, 1 highlighter, 2 glues, ruler, scissors. PE tennis shoes to be left at school (must be clean with non marking soles)

**Grade Eight:** Loose leaf paper, 4 spiral notebooks, 5 pocket folders, ruler (regular and metric), scissors, glue, ink pens 1 each of blue & red (No Gel Pens), pencils, large pink eraser, 1 pkg. 3x5 index cards, yellow highlighter, 3 boxes of Kleenex, colored markers, 2 boxes colored pencils, black sharpie, stretch book covers for Social Studies and Math books. For Science – 2 rolls scotch tape, 1 roll masking tape, and 1 box large paper clips. Basic calculator for Algebra 1. PE tennis shoes to be left at school (must be clean with non marking soles).

**Mrs. Williams' Gifted & Talented Program:** Grades 5-8, 1 jar rubber cement, 2 highlighters, 1 spiral/hard cover notebook, disposable camera with flash, 2 black Sharpie permanent markers.



Middle School locker combinations will be available to 5<sup>th</sup> through 8<sup>th</sup> grade students August 4<sup>th</sup> with Middle School Student Ambassadors on hand to lend any assistance. High School locker combos will be available at a later date.

## REGISTRATION WRAP-UP

We will have Registration Wrap Up on August 4, 2011 at the Middle School cafeteria from 2 until 7 p.m. This location will be the only one for the entire district. Representatives from the Elementary, Middle School and High School will be available at the Middle School during this time. Our intent is to make it one stop for families with students in multiple buildings.

This is a time for those parents that have not completed their registration packets or paid their fees to take care of these two items.

We would also encourage any new students to the district to complete registration forms on that day.

Also available that day will be free and reduced lunch applications.

Transportation personnel will be available to discuss any concerns that parents may have.

Parents will have the opportunity to discuss health concerns with the School Nurse.

Middle School locker combinations will be available to 5<sup>th</sup> through 8<sup>th</sup> grade students that day with Middle School Student Ambassadors on hand to lend any assistance. High School locker combos will be available at a later date.

Questions should be directed to the office of the building your student attends. School building offices will resume regular summer hours on August 1.

### **Middle School Music Department**

#### 5<sup>th</sup> Grade Band News

All beginning Band students that started Band lessons last spring will continue with lessons and full Band at the beginning of the school year.

Section rehearsals and full Band rehearsals will begin early in the 1<sup>st</sup> quarter during the school day. Any 5<sup>th</sup> grader that wishes to start Band should contact the Middle School. It is NOT too late to begin 5<sup>th</sup> grade Band. Come join us in 5<sup>th</sup> Grade Band!!! Contact the Middle School ASAP.

You may call West Music in Ottumwa for any details on renting an instrument. Their number is 1-800-248-7001.

#### Meet The Mustangs

The 7-8<sup>th</sup> Grade Band will perform on Thursday, August 25<sup>th</sup> on the Bloomfield Courthouse lawn.

The 7-8 Grade Marching Band will perform their Fall parade music, and the combined 7-12 Marching Band will perform the "Davis County School Song".

### **HIGH SCHOOL FRESHMEN ORIENTATION**

The 2011-2012 school year is rapidly approaching. As a result, the anxiety level for Freshmen students entering into H.S. typically rises. We are continuing with efforts to try and relieve some of the anxiety; therefore, we extend an invitation to attend an "Open House Orientation" on Tuesday August 16<sup>th</sup> at 6:30 in the High School Commons area for students/parents/guardians. We will hand out schedules and locker assignments. Also, students will be able to explore the building to find their classrooms.

-Jeff Graves, H.S.

### **WEAPONS POLICY:**

Davis County Schools, The State of Iowa, and the United States all have taken the position students should be safe at school. This has created the need for schools to develop policies and procedures dealing with weapons and other dangerous objects at school. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Davis County Community Schools have adopted a policy which insures that weapons and other dangerous objects will not be tolerated at school. Disruption to the school routine as well as safety of students must be considered. For that reason, an object which has the appearance of a weapon or dangerous object will also not be tolerated.

The intent of this policy is to provide a safe, positive learning environment for all. This policy will be enforced with a fair and strict interpretation with the belief that education is of the utmost importance. If we all think and act with this in mind, the enforcement of this policy will continue to provide our students with a positive educational experience.

## **HARASSMENT:**

Harassment of students and/or employees of the DCCSD will not be tolerated. The DCCSD includes school district facilities, premises, and non-school property if the employee or student is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment includes, but is not limited to racial, religious, national origin, age, disability, and sexual harassment. Harassment by board members, administrators, employees, parents, students, vendors and others doing business with the school district is prohibited.

Employees and/or students who believe they have suffered harassment shall report such matters to the building principal or counselor who will refer the complaint(s) to the district's investigative office (Jennifer Donels, 641-664-2200) or to ultimate investigative office (Kim Johnson, 641-664-2200, Administration Office).



Great Prairie AEA staff will be available to partner with district staff members to provide the best education possible for your child. The Great Prairie AEA staff, include, but are not limited to; audiologists, consultants, teachers for hearing impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services please notify the school IN WRITING.

If you have any questions and/or concerns about these services, please call your Regional Special Education Director at Great Prairie AEA at 1-800-382-8970, ext. 5324.

## **MSDS PROCEDURES (MATERIAL SAFETY DATA SHEETS)**

The DCCSD inspects incoming shipments as they arrive on the premises to determine whether or not a MSDS has been received for each chemical substance. The head janitor is responsible for this procedure. (All school employees have been instructed that upon receiving any MSDS in their materials, to pass them on to central office personnel). All original MSDS are kept in the central office and copies at all building sites in the notebook labeled "RIGHT TO KNOW" located in the main offices. Current chemical inventories by room are also located in this notebook along with maps of each perspective building. As shipments are received, the MSDS is detached and placed in the notebook in the central office under new listings and will be copied and distributed to the notebooks in other buildings two times per year. Current chemical inventories will also be updated at the beginning of each year.

## **HAZARD COMMUNICATION PROGRAM**

The DCCSD has taken measures to identify all chemical substances on their premises. Identification of the substances was completed with the assistance of NIOSH/OSHA publications, Occupational Health guidelines (#81-123); NIOSH/OSHA publication Pocket Guide to Chemical Hazards (780210); and/or manufacture's MSDSs. A list of chemicals has been generated and cross referenced by names found on the respective MSDSs and by common names referred to by employees. These chemicals have been classified as hazardous in whole or in part according to OSHA regulations.

## **ASBESTOS INFORMATION**

Davis County Community School District follows the AHERA (Asbestos Hazard Emergency Response Act) guidelines. We have the current management plans available at each building in the principal's office. A complete set is available in the superintendent's office. If you have any questions with regard to the district's asbestos management plans, please contact Davis County Community School District, 608 S Washington, Bloomfield, IA 52537 or 641-664-2200.



## **Asbestos Hazard Emergency Response Act**

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The Davis County Community School District has inspected all buildings owned for Friable and Non-Friable asbestos as required by the Asbestos Hazard Emergency Response Act (AHERA).

Friable asbestos is any material that contains more than 1% asbestos by weight and that can be crumbled, pulverized or reduced to powder when dry by hand pressure. Non-friable asbestos is any material that contains more than 1% of asbestos by weight and cannot be crumbled or pulverized by hand pressure such as floor tile.

Based upon these findings, a Management Plan was written which outlines our intent in controlling and abating any asbestos-containing materials. The Management Plan has been submitted to the governor's office, as required by the law. A copy of the Management Plan is on file for your review in the Superintendent's Office and individual building Management Plan can be found in each administrative office. The management plan as well as all state and federal laws governing asbestos will be followed when removing friable and non-friable asbestos from our schools.

### **Davis County Community School District**

#### **-----Parent Notice-----**

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Davis County Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Davis County Community School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.



## **National Honor Society**

The National Honor Society is the front runner of organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. Davis County High School is proud to maintain a local chapter of the NHS.

In the spring of each school year, scholastic records of juniors and seniors are reviewed to determine academic eligibility. Students must have a cumulative grade point average of at least 3.7 on a 4.0 scale.

Students who are academically eligible are notified and asked to complete the Student Activity Information Form. This form is necessary for further consideration and must be returned by an established deadline.

A faculty council consisting of five high school teachers is selected by the principal. This group is charged with the task of reviewing the Student Activity Information Forms and is convened to select new members based upon three criteria: leadership, character, and service.

The facility advisor sees that the evaluation and procedure used are in compliance with the NHS Constitution. A secret ballot takes place. Candidates receiving a majority vote of the faculty council are notified of their selection and inducted. Once selected, members must maintain the standards of the NHS.

### **Open Enrollment Information**

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March 1 is an important date to anyone who is considering open enrollment. In most cases children who will be in grade 1 through 12 beginning the fall of 2010, must submit an open enrollment application to their resident school district by March 1, 2010. Failure to timely submit an application will most likely result in a request being rejected.

Youngsters who will begin kindergarten in the fall of 2011 need to have their open enrollment application submitted to their resident district by September 1, 2011. In certain instances these timeline may be waived. An example would be when a student moves their residence to another school district. In general, timelines may be modified anytime a major change in a student's status takes place. However, in most instances, open enrollment applications submitted as a result of a student's change of status must be received by the resident district within ten days of the change.

The information provided above is a very basic overview of open enrollment regulations. Should you wish additional information concerning these regulations, please stop by the administration office at 608 South Washington or call 641-664-2200 extension 1174.

## POSTSECONDARY ENROLLMENT OPTION

All students in grades eleven and twelve as well as ninth and tenth grade talented and gifted students may enroll in postsecondary courses meeting the following criteria:

- The course is taken from a public or accredited private postsecondary education institution;
- A comparable course is not offered in the school district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the principal or his/her designee to a course offered in the school district;
- The course is in the discipline areas of mathematics, science, social studies, humanities, vocational-technical education, or a course offered in the community college career options program;
- The course is a credit-bearing course that leads to a degree;
- The course is not religious or sectarian; and
- The course meets any other requirements set by the Board
- Notifies school district of intent to enroll in postsecondary courses in the following school year by March 15 of the school year prior to postsecondary enrollment. Students successfully completing qualified postsecondary courses will receive both high school and college credit. Course taken may be in either the academic or vocational-technical areas. Tuition and other costs directly related to a course up to the amount established by law shall be paid by the district.

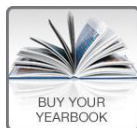
Students who take postsecondary courses during the summer months when school is not in session shall be responsible for all costs associated with courses in which they are enrolled. Students taking these courses shall be responsible for transportation without reimbursement to and from the location where the course is being offered.

Students failing to successfully complete a course or those not receiving credit for a course shall be required to reimburse the district for all tuition and directly related costs incurred for the course.

Prior to registering for the course, students under age eighteen shall have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail to receive credit for the course. Students who fail a course or fail to receive credit for a course for reasons beyond their control, but not limited to, the student's incapacity, death in the family or a move to another district, may not be responsible for the costs of the course. The Board may waive reimbursement of costs to the school district for the previously listed reasons. Students dissatisfied with a Board's decision shall appeal to the AEA for a waiver of reimbursement.

## JOSTENS DIRECT SOLUTIONS

**Order Your 2012 Yearbook Online  
Through the Mail, or by Phone**



Only one book will capture this year's incredible events and experiences – The Davis County Mustang. It's the only place to find friends, fashion, fun, favorite teachers and classes, games, music, art, dances, and everything in-between.

Now, we've made it even easier for you to get your yearbook! In a partnership with Jostens, our yearbook printer, we are offering a service that allows you to purchase your yearbook from home. We will mail all of the details about the yearbook offer directly to your home, including the price of the book, the ordering deadline and information on any other yearbook items that are available. You will be purchasing your yearbook by mail, online or by calling toll-free 1-866-282-1516. It's an easy and convenient way to purchase your yearbook. Thank you for your interest in ordering a 2012 DCHS yearbook.

## HUMAN GROWTH AND DEVELOPMENT

Section 256.11 of the Iowa Department of Education Code requires that each school board shall provide instruction in human growth and development including instruction regarding human sexuality, self-esteem, stress management, interpersonal relationship and acquired immune deficiency syndrome in grades one through twelve. The school board will annually provide to a parent or guardian of any pupil enrolled in the school's district, information about the human growth and development curriculum used in the pupil's grade level and the procedure for inspecting the instructional materials. The human growth curriculum and instructional materials may be examined by contacting your child's principal. The curriculum guides will be updated and revised from time to time as the need arises. Notification will be given when these updates are made.

A pupil shall not be required to take instruction in human growth and development if the pupil's parent or guardian files a written request with the building principal that the pupil be excused from specific instruction. Written request forms and instructions for filing these requests may be obtained from the pupil's building principal. These written requests are not valid from one school year to the next. It will therefore be necessary to file written requests for the current school year.

## 2011 Yearbooks

The 2011 high school yearbooks should be in the last week of August. Students who ordered and paid for yearbooks may pick them up from Mrs. Warning. If you did not order a yearbook and would like to have one, you may get one for \$42. Make checks payable to DCHS Yearbook.

Davis County Community School District

**608 S. Washington Bloomfield, IA 52537**

**School Health Services**

641-664-2200 Ext. 1120 Fax 641-664-1764

Lesle J. Kouba RN/MSN & Lynn Shumate RN/BSN

***Action Plan for Allergy***

Student name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

This student is allergic to \_\_\_\_\_

The allergic reaction we have seen is \_\_\_\_\_

Has your child been to the doctor or emergency room for this reaction or allergy? Please explain: \_\_\_\_\_

What is to be done by the school nurse if your child is exposed to this allergen or begins to have a reaction to this allergen? (Please include action steps rather than "call me" so that we may begin action immediately. We may not be able to reach you.) \_\_\_\_\_

\_\_\_\_\_

If you are unsure about what needs to be done for this allergy, please contact your family doctor for a plan we may use. If the response plan requires a prescription medicine, you doctor needs to fill out the questions above and sign below. Please provide us with the prescription medicine.

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

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

Comments:

Office use only:

Plan received by \_\_\_\_\_ Date \_\_\_\_\_

Comments:

**Davis County Community School District**

**608 S. Washington Bloomfield, IA 52537**

**School Health Services**

641-664-2200 Ext. 1120 Fax 641-664-1764

Lesle J. Kouba RN/MSN & Lynn Shumate RN/BSN

**Medications for Asthma/Airway Constricting Disease**

Student \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Medication \_\_\_\_\_ Dose \_\_\_\_\_ Route \_\_\_\_\_

Time \_\_\_\_\_ Discontinue/Re-Evaluate \_\_\_\_\_

Purpose of Medication and Administration Instructions \_\_\_\_\_

Special Considerations, actions, or omissions \_\_\_\_\_

Potential side affects \_\_\_\_\_

Action to be taken for side affects \_\_\_\_\_

Physician signature \_\_\_\_\_ Date \_\_\_\_\_

Physician address \_\_\_\_\_ Phone \_\_\_\_\_

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

**Consent for Student Self-Administration**

- I further request the above named student possess and self-administer asthma or other airway constricting disease medications at school and at school activities according to the authorization and instructions.
- I understand the school district and it's employees, acting reasonably and in good faith shall incur no liability for any improper use of medication or for supervising, monitoring, or interfering with a student's self-administration of medication.
- I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.
- I will label medication and equipment with my student's name.
- I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.
- I agree the information is shared with school personnel in accordance with the Family Education rights and Privacy Act (FERPA).
- I agree to provide the school nurse and coach/activity sponsor with back-up medication approved in this form in case of loss or depletion of the medication.
- I agree that my student will maintain a self-administration record.

Physician signature \_\_\_\_\_ Date \_\_\_\_\_

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

Additional information \_\_\_\_\_

Office use only:

Received by \_\_\_\_\_ Date \_\_\_\_\_

**Davis County Community School District**

**608 S. Washington**

**School Health Services**

**641-664-2200 Ext. 1120 Fax 641-664-1764**

Lesle J. Kouba RN/MSN & Lynn Shumate RN/BSN

**Request for Medications at School**

I request that the following medication be given by the school nurse or other qualified personnel to:

Name of Student \_\_\_\_\_

Name of Medicine \_\_\_\_\_

Dose \_\_\_\_\_ Route \_\_\_\_\_

Time to be given \_\_\_\_\_

Length of time the medication will be required \_\_\_\_\_

For what purpose has the medication been prescribed \_\_\_\_\_

Additional Instructions \_\_\_\_\_

To comply with the Iowa Rules of Special Education (H-8568 Rule 12.29) a physicians description of anticipated reactions of the student medication must be filed at the school. **Please list the anticipated response and potential side effects.**

\_\_\_\_\_  
\_\_\_\_\_

Physician signature \_\_\_\_\_ Date \_\_\_\_\_

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

Office use only:

Received by \_\_\_\_\_ Date \_\_\_\_\_

Comments:

**Davis County Community School District**

**608 S. Washington**

**School Health Services**

**641-664-2200 Ext. 1120 Fax 641-664-1764**

Lesle J. Kouba RN/MSN & Lynn Shumate RN/BSN

**Pre-Enrollment Physical**

Child's name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Parent/Guardian name \_\_\_\_\_

Posture \_\_\_\_\_

Nutritional status \_\_\_\_\_

Skin \_\_\_\_\_

Feet \_\_\_\_\_

Heart and lungs \_\_\_\_\_

Genitals \_\_\_\_\_

ENT/Glands \_\_\_\_\_

Oral/dental screening \_\_\_\_\_

Lead testing: Date \_\_\_\_\_ Results \_\_\_\_\_

Vision screening \_\_\_\_\_

Recommendations \_\_\_\_\_

Accommodations needed for school \_\_\_\_\_

\_\_\_\_\_

Physician signature \_\_\_\_\_ Date \_\_\_\_\_

Office use only:

Received by \_\_\_\_\_ Date \_\_\_\_\_

Comments:

# DAVIS COUNTY COMMUNITY SCHOOL DISTRICT

Dear Parent/Guardian:

*Children need healthy meals to learn. Davis County Community School District offers healthy meals every school day. Breakfast costs [\$.85]; lunch costs [\$.1.75/\$1.85] (PRICE SUBJECT TO CHANGE). Your child(ren) may qualify for free meals or for reduced price meals. Reduced price is [\$.30] for breakfast, [\$.40] for lunch.*

1. **Do I need to fill out an application for each child?** Complete the Iowa Eligibility Application for your household with all children listed. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application: Dan Roberts, Davis County Community School District, 800 E Franklin Street, Bloomfield, IA 52537 641-664-2200 Extension #1133**
2. **Who can get free meals?** Children in households getting Food Assistance or FIP and most foster children can get free meals regardless of household income. Children enrolled in Head Start can get free meals regardless of income. Also, your children can get free meals if your household income is within the free limits on the Federal Income Guidelines.
3. **Can foster children get free meals?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.
4. **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 have an afternoon milk break are not eligible to receive free milk.
5. **Can homeless, runaway and migrant children get free meals?** Yes. Please call **Davis County Community School District, Jennifer Donels, 500 East North Street, Bloomfield, IA 52537 641-664-2200 Extension #1135** to see if your child(ren) qualifies, if you have not been informed that they will get free meals.
6. **Who can get reduced price meals?** Your child(ren) can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart on the back of this page.
7. **I currently receive Food Assistance or Family Investment Program (FIP) benefits; do I need to fill out an application?** Perhaps. School enrollment records have been compared to records from the Department of Human Services to identify children who are members of households receiving Food Assistance or FIP benefits. If ANY of your child(ren) are identified during this process all your children will be directly certified as eligible to receive free meal benefits and you will be notified of their eligibility by the school. Parents need to do nothing more for their children to receive free meal benefits.  
  
Some eligible children may not be identified in this process. Households with children who were not identified should receive a letter of direct certification from DHS. Children on these letters will receive free meal benefits only if parents provide the letter to the school. Instructions to parents are included on the letter.  
  
If you receive a notice from EITHER THE SCHOOL OR DHS that only SOME of your children are eligible because of direct certification, CONTACT THE SCHOOL. You may need to complete an application for the children who were not identified or provide additional information to the school.
8. **What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but do not include overtime if you get it only sometimes.
9. **Will the information I give be checked?** Yes, we may ask you to send written proof. You are not required to provide proof with your application.
10. **If I don't qualify now, may I apply later?** Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Assistance, FIP, or other benefits. If you lose your job, your children may be able to get free or reduced price meals.
11. **What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: **Davis County Community School district, Kim Johnson, Superintendent, 608 South Washington Street, Bloomfield, IA 52537.**

12. **May I apply if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
13. **Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends), who share income and expenses. You must include yourself and all children who live with you. Households with foster and non-foster children may choose to include the foster child as a household member, as well as any personal income earned by the foster child.
14. **I get WIC. Can my child(ren) get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
15. **We are in the military; do we include our housing allowance as income?** If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income. There are currently no active Military Housing Projects in Iowa. For a listing of the Military Housing Projects by state visit the following web site: <http://www.acq.osd.mil/housing/mhpi.htm>.
16. **What other benefits might I be eligible for?** Your child may be eligible for other benefits including *hawk-i* (children's health insurance) or for a waiver of school fees. Read the information on the back of the Iowa Eligibility Application for *hawk-i* information. A school fee waiver form is available from your school.
17. **Can children with disabilities get food substitutions?** If a child has a disability, as determined by a licensed physician, and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the licensed physician. 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.
18. **Income Guidelines effective July 1, 2011.**

If you have other questions or need help, call **641-664-2200 Extension #1133**

<i>Household Size</i>	<b>Federal Income Chart</b>				
	<i>Yearly</i>	<i>Monthly</i>	<i>Twice per Month</i>	<i>Every Two Weeks</i>	<i>Weekly</i>
1	20,147	1,679	840	775	388
2	27,214	2,268	1,134	1,047	524
3	34,281	2,857	1,429	1,319	660
4	41,348	3,446	1,723	1,591	796
5	48,415	4,035	2,018	1,863	932
6	55,482	4,624	2,312	2,134	1,067
7	62,549	5,213	2,607	2,406	1,203
8	69,616	5,802	2,901	2,678	1,339
For each additional person:	7,067	589	295	272	136

Households: Your children may qualify for reduced or free price meals if your household income falls within the limits on this chart.

**Privacy Act Statement: This explains how we will use the information you give us.**

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, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program 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.

**Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.** "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410* or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired 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."

## Instructions for Completing Iowa Eligibility Application

### Complete both sides of an application for each household.

**Part 1. All applicants should complete this part.** This application may be used to apply for benefits in school meals or milk programs, children's care centers and home based care for children. Check all boxes that apply to your family. You may make copies of a completed application for each program in which your child participates.

**FOSTER CHILD IN HOUSEHOLD, follow these instructions. A foster child is a child who is living with a household but who remains the legal responsibility of the welfare agency or court. Foster child can be included as a household member or as a separate application.**

**Part 2.** List the child's name, date of birth, grade (if applicable), name of school/Head Start/child care center attended. Check the box for foster child. Provide ethnic and racial information if you choose, but the school/Head Start/child care will make the determination of your foster child's ethnic and racial status if you do not fill this section.

**Part 3.** Complete this section only if the foster child receives money for personal use or has other regular personal income. If the foster child has no income, check the box indicating no income. DO NOT include the stipend received by the foster family to provide care to the foster child.

**Part 4.** Read the certification and fill in all the blanks in this section.

**FIP or FOOD ASSISTANCE HOUSEHOLD MEMBER, including child in Head Start or Even Start, follow these instructions.**

**Part 2.** If any household member receives FIP or Food Assistance list the name of the household member and the FIP or Food Assistance **Case Number** in the area provided. List the name, date of birth, grade (if applicable), name of school/Head Start/child care center attended for each child in your household. List one FIP or Food Assistance Case Number per household. **Use the Home Case Number listed in the DHS Notice of Decision.** Eligibility based on Head Start or Even Start is available only if your child is enrolled in Head Start and documentation from the Head Start agency is provided. **NOTE: Medicaid, Title XIX, FIP card number and EBT card numbers are not acceptable.** Provide ethnic and racial information if you choose, but the school/Head Start/child care will make the determination of your child's ethnic and racial status if you do not complete this section.

**Part 3.** Skip this section.

**Part 4.** Read the certification and fill in all the blanks in this section.

**ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions for reporting income.**

**Part 2.** List the name, date of birth, grade (if applicable), name of school/Head Start/child care center/home attended for each child in your household. Provide ethnic and racial information if you choose, but the school/Head Start/child care will make the determination of each child's ethnic and racial status if you do not complete this section.

**Part 3.** Follow these instructions to report total household income from last month.

**Name:** List the last and first names of **each** person living in your household, related or not (such as grandparents, other relatives, or friends); include yourself and all children living with you. The household decides whether to include the foster child on their household application with non-foster children.

Attach another sheet of paper if needed.

**Age:** List the age of each household member.

**Check if No Income:** Put a mark in the box if the household member **does not** have an income.

**Gross Income last month and how it was received:** Report the amount of income received in the appropriate Gross Income column (weekly, every 2 weeks, twice monthly, or monthly). List the **gross income** each person earned from work. This is not the same as take-home pay. **Gross income is the amount earned before taxes and other deductions.** The amount should be listed on your pay stub, or your boss can tell you. If you have a household member for whom last month's income was higher or lower than usual, list that person's expected average income. If the household includes the foster child, they must report any personal income received by the foster child on the foster parent's household application.

**Other Monthly Payments or Income:** List the amount each person received last month from welfare, child support, alimony, adoption subsidies, pensions, retirement, Social Security, Supplemental Security Income (SSI), and Veteran's benefits (VA benefits). In the **All Other Income** column, include Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, cash withdrawn from savings, investments or trusts, interest and **ANY OTHER INCOME.** Money is reported if it is regularly received. Use the Self-Employment Income Worksheet on the back of the application to calculate net income for self-owned businesses, farm, or rental income and report in the All Other Income column. **Do not report:** Scholarships, educational benefits, lump sum payments, combat pay, Deployment Extension Incentive Pay (DEIP) or children's incidental income from occasional activities such as babysitting, shoveling snow, or cutting grass. If you are in the Military Housing Privatization Initiative or get combat pay do not include these allowances.

**Social Security Number:** If the application is being made on the basis of income, the adult signing the form must provide the last 4 digits of his or her Social Security number or mark the "I do not have a Social Security number" box. If you do not provide your Social Security information or mark the box, your application cannot be processed.

**Part 4.** Read the certification and fill in all the blanks in this section.

**Iowa Eligibility Application FFY 11-12**

Complete one application per household. School Year 2011-2012

**Part 1. Check all applicable boxes**

- school meals  
 special milk (restrictions apply)  
 children in child care center  
 children in child care home(HP)  
 Tier I home provider (HP) Provider name: \_\_\_\_\_  
 Head Start/Even Start

**Part 2. Children enrolled. REQUIRED OF ALL APPLICANTS. If applicable, list FIP or Food Assistance Case Number.**

List name(s) of all enrolled child(ren) in your household. Children's Racial and Ethnic identities are optional. Provide one or more if you choose (see code).

**Ethnicity:** H=Hispanic or Latino, N=Non Hispanic or Latino  
**Race:** A=Asian, B=Black or African American, I=American Indian or Alaska Native, P=Native Hawaiian or other Pacific Islander, W=White

Last Name	First Name	Middle Name or Initial	Check box for FOSTER child	Date of Birth	Grade	OPTIONAL		Name of School/Head Start/Child Care Center/Home
						ETHNICITY	RACE	
1.			<input type="checkbox"/>					
2.			<input type="checkbox"/>					
3.			<input type="checkbox"/>					
4.			<input type="checkbox"/>					
5.			<input type="checkbox"/>					

**FIP or Food Assistance Eligible:** Enter the FIP or Food Assistance Case Number for ANY household member as listed in the Notice of Decision. NOTE: Medicaid, Title XIX, FIP card number and EBT card number are not acceptable.

Name of household member with Case Number \_\_\_\_\_ List Case Number \_\_\_\_\_

**Part 3. Total Household Gross Income. DO NOT COMPLETE THIS PART IF YOU LISTED A FIP OR FOOD ASSISTANCE NUMBER IN PART 2. Report the gross income received by EACH household member in the correct column: weekly, every 2 weeks, twice a month or monthly. Gross income is the amount earned before taxes and other deductions, not take-home pay. Report all other monthly income received. Self-employed persons, see the worksheet on reverse side.**

List the names of everyone living in your household, including the children listed in Part 2. Attach a separate page if more space is needed. For FOSTER children, include only money available for child's personal use or child's own income.

Last Name	First Name	Age	Check if NO Income	Gross Income: Report income by how often the household member is paid.				Other Monthly Payments or Income Received.		
				Gross amount earned weekly	Gross amount earned every 2 weeks	Gross amount earned twice a month	Gross amount earned monthly	Welfare, child support, alimony, adoption subsidies	Pension, retirement, social security, SSI, VA benefits	All other income
1.			<input type="checkbox"/>							
2.			<input type="checkbox"/>							
3.			<input type="checkbox"/>							
4.			<input type="checkbox"/>							
5.			<input type="checkbox"/>							
6.			<input type="checkbox"/>							

My Social Security Number: X XX - X X - \_\_\_\_ \_\_\_\_  I do not have a Social Security Number.  
 If Part 3 is completed, the adult signing the form must provide the last 4 digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. For further information refer to the Privacy Act Statement in the parent letter.

**Part 4. Certification and Signature. REQUIRED OF ALL APPLICANTS.**

I certify (promise) that all information on this application is true and that all income is reported if required. I understand that I will receive benefits from Federal funds based on the information I give. I understand that officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal/milk benefits, and I may be prosecuted.

Signature of Adult Completing Form \_\_\_\_\_ Printed Name of Adult Completing Form \_\_\_\_\_ Date Signed \_\_\_\_\_

Address of Adult Completing Form \_\_\_\_\_ Town \_\_\_\_\_ ZIP Code \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Part 5. DO NOT WRITE BELOW THIS LINE. FOR ADMINISTRATIVE USE ONLY.**

Income conversion factors for annual income: weekly X 52; two weeks X 26; twice a month X 24; monthly X 12  
 Household Income: \$ \_\_\_\_\_  Weekly  Every 2 Weeks  Twice Monthly  Monthly  Annually Household Size \_\_\_\_\_

Application Approved:  Income  Foster Child (free)  FIP/Food Assistance  CACFP HP ONLY:  
 Head Start DOCUMENTATION REQUIRED  Homeless/Migrant (Schools only)  Tier 1 Area (Provider's own children)  
 Eligibility  Temporary Approval (zero income) expires in 45 days on (Mo.) \_\_\_\_\_ (Day) \_\_\_\_\_  
 Determination:  Free Meals  Reduced Price Meals  Free Milk  Tier 1 Income (All children)  
 Application Denied:  Incomplete  Over income limits  Tier 1 Child (Tier 2 mixed)

Determining Official Signature \_\_\_\_\_ Effective Date \_\_\_\_\_  
 Confirming Official Signature (Schools only) \_\_\_\_\_ Date \_\_\_\_\_  
 Follow-Up Official Signature (Schools only) \_\_\_\_\_ Date \_\_\_\_\_

**hawk-i/Medicaid Information Form: Read this information and sign if you do not want your name released to hawk-i or Medicaid.**

If your children do not have health insurance, you will be interested to know that many families getting free and reduced price meals can also get free or low-cost health insurance for their children.

The law now requires schools to share your free and reduced price meal eligibility information with Medicaid and *hawk-i*, the State's medical insurance program for children. Specifically, we will give them your child's name and your name and address. Medicaid and *hawk-i* can only use the information to identify children who may be eligible for free or low-cost health insurance and then to contact you. They are not allowed to use the information from your free and reduced meal application for any other purpose.

You are not required to allow us to share information from your children's free and reduced price meal application with Medicaid or the *hawk-i* program. It will not affect your children's eligibility for free and 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 at the time you complete this eligibility application. If you want further information, you may call *hawk-i* at 1-800-257-8563.

**I DO NOT want school/home sponsor/child care or Head Start center officials to share information from my free and reduced price meal application with Medicaid or *hawk-i*. Also, if you are already receiving Medicaid or *hawk-i*, please sign below. This will avoid another contact.**

Child's Name: \_\_\_\_\_ School/Child Care/Head Start Center: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School/Child Care/Head Start Center: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School/Child Care/Head Start Center: \_\_\_\_\_

Parent/Guardian Name (Printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Self-Employment Income Worksheet: This worksheet will assist you in calculating the amount to report if you engage in farming, are self employed or have income from other sources.**

Persons who are engaged in farming or who operate other types of private businesses may experience variations in cash flow or monthly income throughout the year. These persons may use their income tax records from the preceding calendar year as a basis for applying for the free and reduced price meals. The income to be reported is income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as medical expenses and other non-business deductions are not allowed in reducing gross business income.

If you have additional income from other kinds of employment, this income must be treated as separate and apart from the income generated from your business venture. USDA **DOES NOT** recognize income the same way as IRS. USDA does not permit a loss from a business venture to off-set earnings from wages or salary. Though your business may have suffered a net operational loss, for purposes of this application, it is not possible to have a negative income. **The least self employed income possible is zero (no income).** For example, if you operated a business at a net loss but held another job where you received wages, your income for purposes of applying for free or reduced price meals would be the income from your wages only. The loss from the business cannot be deducted from the amount of the income earned in the other job.

A prior year loss from farming or other private business operation cannot be used to reduce the current year net income for determining free and reduced price eligibility. Wages paid to a spouse or other family member in the operation of a farm or private business must be shown as household income in Part 3 of the application.

**The least income possible is zero (no income).**

Income from private business operations is to be taken from your most recent U.S. Individual Income Tax Return - Form 1040. Use the lines from the 1040 that are identified.

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		\$ _____
Total ÷ 12*		= _____

\*Enter amount in the "All Other Income Last Month" column in Part 3 on the front of the Iowa Eligibility Application. **The least income possible is zero (no income).**

**WAIVER STATEMENT**

If your child(ren) qualifies for free or reduced price meals, you may also be eligible for other benefits. One of these benefits is school fees. If you sign this waiver, your child(ren) will be considered for a full or partial waiver of school fees. I understand that I will be releasing information that will show that I applied for free and reduced price school meals for my child(ren). I give up my rights to confidentiality for waiver of school fees ONLY.

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

Signature of Parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

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

# MUSTANG MEMO

DAVIS COUNTY COMMUNITY SCHOOL DISTRICT  
608 SOUTH WASHINGTON  
BLOOMFIELD, IA 52537

Non Profit  
U.S. Postage  
**PAID**  
Bloomfield, IA  
Permit #24

## CHANGE SERVICE REQUESTED

# SCHOOL CLOSINGS OR EARLY DISMISSAL ANNOUNCEMENTS:

School closings and early school dismissals due to weather or other conditions will be made over the following radio and televisions stations. The decision for closing school will be made normally between 6:30 a.m. and 7:00 a.m. Please do not call the school for school closing information.

### SCHOOL INFORMATION LINE: 664-5000

BLOOMFIELD BLOOMFIELD CABLE NEWS

OTTUMWA	KLEE	AM	1480
	KOTM	FM	97.7
	KBIZ	AM	1240
	KTWA	FM	92.7
	KTVO	TV	

DES MOINES	WHO	AM	1040
	KCCI	TV	