

# LION TRACKS



Central Lyon Community School District Newsletter

Issue 34 Summer 2018  
Published Annually

## STUDENT REGISTRATION

David Ackerman, Superintendent	712-472-2664—choose option 3
Jason Engleman, Principal 7-12   Activities Director	712-472-2664—choose option 2
Steve Harman, Principal PS-6	712-472-2664—choose option 1

Online student registration is the preferred method; this can be done from home beginning August 1. If you do not have Internet access, school staff will be available to assist with the registration process on:

**August 8 at 11:00 a.m.—6:00 p.m.**

**Please register at the elementary office if your children are in grades PS-8 and in the high school office if they are in grades 9-12.**

All new families must register in person. *New family registration* will be held **August 7 at 9:00 am - 1:00 pm.** Please register your children in the elementary office they are in grades PS-8 and register grades 9-12 in the high school office.

*If you know a new family in our district, please forward this newsletter to them.*

### ONLINE REGISTRATION INSTRUCTIONS:

- ◆ From [www.centrallyon.org](http://www.centrallyon.org), click the JMC Gradebook quick link.
- ◆ Click on the **Parents Link**.
- ◆ Change the school year to **2018-2019**.
- ◆ Log in with your username (your last name) and the password that you set up. This is the first time logging in, your password is also your last name.
- ◆ Click on the button labeled **Student Registration**.
- ◆ Follow the directions to register your student(s).
- ◆ To pay the fees for the upcoming school year, from [www.centrallyon.org](http://www.centrallyon.org) click on the **Online Store** link and then click on **School Registration**. (Credit card registration fees will be waived if paid by August 8.) **The credit card fee waiver does not apply for lunch account deposits.** If you prefer, a check may be mailed to: Registration, Central Lyon CSD, 1010 S. Greene St., Rock Rapids, IA 51246



**First Day of School—August 23**  
**First Day of Pre-School—September 4**

Additional forms that you may need for registration can be found on the school website under the **Parent Info** tab. [www.centrallyon.org](http://www.centrallyon.org)

### Central Lyon Parents & Students:

The faculty, staff, and administration are excited and anxious to begin a fresh new school year full of positive educational experiences for your child. **The first day of school will be August 23.** If you are new to the Central Lyon District and need to enroll your child in school, please call or stop in and become acquainted with the staff and facility as we would enjoy getting to know you. As always, if you have any questions or concerns, please feel free to call or stop by.

We encourage you to visit our website [www.centrallyon.org](http://www.centrallyon.org). It contains helpful information such as student handbooks, school policies, activity calendar and much, much more. We also have a Facebook page; “Like” Central Lyon Community School District to get updates and notifications. Once again, welcome and have a great year!

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# A Brand New Year!

By David Ackerman,  
Central Lyon Superintendent

Hello and welcome the 2018-2019 school year. As always, we are excited to begin a new year and experience the joys and challenges of education as we work together for a great school year.

Over the last three years, the district has been working on creating and improving a series of surveys for a variety of groups within the district. Surveys were offered to the following groups: community members, K-6 parents, 7-12 parents, 7-12 students, support staff, and teachers. Responses were offered on a scale of 1-5 with 5 being the highest rank. Opportunities were also provided for survey takers to make comments on any section of the survey. The overall survey results are highlighted in this article, and full detailed results can be accessed on the district website at: [www.centrallyon.org](http://www.centrallyon.org)—click on the “District” tab. A printed copy of the complete survey results are also available in the high school office.

Two major strengths appear in almost all the categories of the survey takers. The survey indicated that the school is considered safe and that precautions are being taken to continue to make it a safe place. Secondly, the survey

As far as communication, we will be working to improve this on many levels.

indicated that the buildings are bright, clean and well taken care of. While we are pleased with these results, they are relatively easy to determine, and over the years this has been listed as a consistent strength. It is exciting, however, to see that the efforts made, and money spent in these areas is recognized as valuable.

Interestingly, the two highest identified “weaknesses” that were consistent among the survey takers, were still items that generally scored above the 3.0 “average” score. That does not mean that there are not issues to work on, but we can feel confident that even though

there are still areas to improve, at least they are not glaring deficiencies. Two main areas for improvement indicated from the survey includes needing to improve communication to parents and community about what is happening within the school, both at the district to community level, and at the classroom to home level. Consistency in discipline, or disciplinary procedures, was also viewed as an area for improvement on most of the surveys.

As we analyze these identified weaknesses, we must also come up with a plan to address them. By legislative order, all schools in Iowa must come up with a district wide behavioral model in the upcoming years in order to address consistency within policies and procedures. Central Lyon has begun training of staff in PBIS, Positive Behaviors Instructional Supports. The lower elementary staff have been attending workshops to come up with consistent expectations, procedures, positive supports, and consistent identifiable triggers that prevent disciplinary occurrences while rewarding positive behavior appropriately.

As far as communication, we will be working to improve this on many levels. It seems, even with more technology, social media, communications memos, emails, or other electronic methods, nothing takes the place of interpersonal conversations. This is not always possible, but we will be working to focus on continued improvement in this area.

Finally, the Central Lyon School Board has again worked to improve facilities and the transportation fleet by making several purchases and upgrades. In its commitment to operate a district that the patrons can be proud of, the board consistently studies and considers improvements to the physical building. The board strives to make our district the best it can be and offer the best opportunities for student learning and growth.

Once again, welcome to the school year and we look forward to seeing you in late August.

## FIRST DAY OF SCHOOL

School will be in session a full day on **Thursday, August 23.**

The schedules are as follows:

- ◆ Elementary 8:20 a.m. to 3:15 p.m.
- ◆ Middle School 8:16 a.m. to 3:20 p.m.
- ◆ High School 8:16 a.m. to 3:15 p.m.
- ◆ Kindergarten classes are held all day, every day.
- ◆ Transitional kindergarten classes are held all day Monday, Tuesday, and Thursday

All high school students should report to the auditorium the first day of school. The first day of classes for the 4-year-old preschool is September 4 from 8:15–11:00 a.m. for the morning session and 12:30–3:15 p.m. for the afternoon session. A calendar of school events will be distributed to each family.



## FEES

<b>Textbook Fee Grades PS-8</b>	<b>\$ 35</b>
<b>Textbook Fee Grades 9-12</b>	<b>\$ 45</b>
<b>Drivers' Education</b>	<b>\$230</b>

Student supplies may be resold as needed, such as eye protection devices & other school supplies.

## STUDENT HANDBOOKS

The following information is printed in the student handbooks and may be viewed on the Central Lyon [website](#) under the **Parent Info** tab or may be obtained from the Superintendent of Schools: use of/ possession of tobacco, alcoholic beverages and controlled substances; violent, destructive, and seriously disruptive behavior; harassment and bullying, suspension, expulsion, emergency removal, corporal punishment and physical restraint; out of school behavior; participation in co-curricular activities; academic progress; citizenship.

## TRANSPORTATION

Central Lyon will continue busing students with both in-town shuttle and regular routes. If you have any questions concerning busing, please contact the Transportation Director at 712-472-2664.

## STUDENT DROP OFF & PICK-UP

Due to school bus traffic and to promote student safety, the Central Lyon School District would like parents/guardians to use the Story Street elementary/middle school entrance for student drop off between 7:45—8:10 a.m. and for student pick-up between 3:00—3:20 p.m. Parents are encouraged to approach from the north heading to the south and **utilize the drop off lane** in front of the elementary building entrance. **The west side entrance will no longer be available for student pick up or drop off** (these doors will be locked). All busses will load and unload on the south side of the building in a newly designated bus loading zone. For safety concerns, parents are encouraged to use the available parking spaces when picking up or dropping off students.



## ATTENDANCE

We request that parents contact the school between 8:00-9:00 a.m. if your child is absent that particular day.

The administration encourages all patrons of the Central Lyon School District to contact the school by phone or visit anytime there is a problem or concern about school policies, procedures, etc. Parents of 9-12 students should call 712-472-2664—choose option 2; grades TK-8 call 712-472-2664—choose option 1.

## OPEN ENROLLMENT

Families interested in having their student(s) attend a school district other than the district of residence, must complete an open enrollment form by March 1 of the preceding school year for non-kindergarten students. Kindergarten filings must be made by September 1. Transportation assistance is available for those families who meet income eligibility guidelines. Athletic eligibility for students who choose open enrollment may be affected. Application forms are available at the administration office.

## RELEASING INFORMATION REGARDING STUDENTS

Any student over the age of 18 or parent/guardian not wanting this information released to the public must make objection in writing by August 15 to the building principal. Objections need to be renewed annually.

**Name, Address, Telephone Listing, Date And Place Of Birth, 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.**

For further info, please refer to Central Lyon Community School District Policy Code No. 506.2.

# 2018-2019 Central Lyon PBIS - ROAR

By Steve Harman,  
Central Lyon PS-6 Principal

The Central Lyon PK-4 staff has committed to an elementary behavior initiative PBIS. The program is **Positive Behavior Intervention and Supports**. We encourage parents and families to become involved with your CL student as we both grow and develop the healthy habits each day to become better people so learning can occur at higher levels. It is the hope of all staff to continue to build a community where all students strive to be their best each day.

## What is PBIS?

This program is based upon a philosophy of recognizing positive contributions of students in school. Our goal is to help each child develop self-discipline. The home and school share the responsibility for developing good citizens for the future generations. Parents, teachers, and students must work together to maintain a safe, successful learning environment.

## How Does it work?

As a part of PBIS, teachers, administrators, counselors, and support staff will have the responsibility to TEACH positive behavior expectations to students. PBIS means that students will know *exactly what is expected of them*. Students who take responsibility to behave positively will be recognized and rewarded in a variety of ways. Students will also know the consequences that will result when they choose not to meet the school-wide expectations. They will receive ongoing instruction from staff to ensure that they are respecting all, offering help, accepting responsibility, and reach expectations.

## School-Wide Expectations

Four Main Principles or Pillars will guide our teaching areas around the school and throughout the day.

## As Future Lions we will ROAR

### Respect All

- ◆ Line basics
- ◆ Play fair
- ◆ Use kind words
- ◆ Maintain privacy

### Offer Help

- ◆ Report as needed
- ◆ Include others

### Accept Responsibility

- ◆ Be on time
- ◆ Use equipment properly
- ◆ Leave no trace

### Reach Expectations

- ◆ Look, listen, and follow adult directions
- ◆ Use acceptable voice levels



## USE OF CANINES IN THE SCHOOL

In an effort to maintain a drug free school, the Central Lyon Community Schools, in conjunction with the Lyon County Sheriff Department, may conduct searches of the school property using police canine units. Student lockers, automobiles in the school parking lot, or other conveyances are subject to search. This statement should be considered advance notification that the canine unit may be brought in and incorporated within the scope of a crisis plan safety drill. Again, the purpose of this procedure is to ensure the safety and well-being of the student population.

## VIDEO CAMERA USE ON SCHOOL PREMISES & BUSES

The Central Lyon Community School District Board of Directors has authorized the use of video cameras on school district building/grounds and on buses. The video cameras will be used to ensure the safety of all students and monitor student behavior to maintain order on the school buses. The use of cameras will 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 be retained only 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.



## STUDENTS RIGHT TO FREEDOM OF SPEECH

Students attending Central Lyon have the right to exercise freedom of speech, including the right of expression in official school publications. However, they do not have the right to publish materials or use language which is obscene, libelous, or slanderous.

## ANTI-BULLYING/HARASSMENT

Harassment and bullying of students and employees are against federal, state, and local policy, and are not tolerated by the board. The board is committed to provide all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. The board policy (code no. 104) regarding anti-bullying/harassment can be reviewed on the Central Lyon website [www.centrallyon.org](http://www.centrallyon.org) or you may request a copy at the school's office.

The Board of Education expressly forbids cyber-bullying. For the purposes of this policy, "cyber-bullying" shall mean using the communication capacities of computers, the internet and/or other digital communication devices to bully others by: Sending or posting cruel messages or images; threatening others; excluding or attempting to exclude others from activities or organizations; starting or passing on rumors about others or the school system; harassing or intimidating others; sending angry, rude or vulgar messages directed at a person or persons privately or to an online group; sending or posting harmful, untrue or cruel statements about a person to others; pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger; sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images; and/or, engaging in tricks to solicit embarrassing information that is then made public.

Students found to be engaging in activities as described above shall be subject to the terms and sanctions found in this policy, Board of Education Policy 104-Harassment, Intimidation & Bullying discipline code of the district.

## ASBESTOS

In compliance with the US Environmental Protection Agency (EPA) and Asbestos Hazard Emergency Response Act (AHERA), we have performed inspections of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans are on file with Steve Breske, Building and Transportation Supervisor, for your review.

## REPORTING OF CHILD ABUSE

All Central Lyon School employees are required by law to report cases of suspected or actual child abuse.

## IMMUNIZATION REQUIREMENTS FOR SCHOOL ENROLLMENT

The state of Iowa requires all new students going to school in Iowa to have a Certificate of Immunization, a Provisional Certificate of Immunization, or a Certificate of Immunization Exemption at the beginning of the school year.

Kindergarten students entering school in 2018-2019 must have documentation of the following BEFORE they can register for school:

- ◇ 5 doses of Dtap—1dose received on or after age 4
- ◇ 4 doses of Polio—1 dose received on or after age 4
- ◇ 2 doses of MMR
- ◇ 3 doses of Hepatitis B
- ◇ 2 doses of Varicella

Students entering seventh grade in the 2018-2019 school year must have 1 Tdap and 1 meningitis vaccine, or a valid exemption certificate BEFORE they can register for school.

Students entering the twelfth grade in the 2018-2019 school year must have 2 meningitis vaccines, or a valid exemption certificate BEFORE they can register for school.

Health Services of Lyon County, in collaboration with Central Lyon Community School District, is offering multiple vaccine clinics prior to school registration to help children and families be prepared for fall registration. Parents may contact Health Services at 712-472-8200 with questions or to schedule an appointment, or contact their family healthcare provider.

Students will not be able to attend school without meeting the immunization requirements, and will not be allowed to participate in any school related activities.

If you have any questions or concerns, please call or email Melissa M. Stillson, RN Public Health Administrator, Health Services of Lyon County; phone 712-472-8200; email [mstillson@co.lyon.ia.us](mailto:mstillson@co.lyon.ia.us).



## STUDENT RECRUITMENT OPT-OUT FORM

The *No Child Left Behind Act* of 2001 (Section 9528) requires that the high schools must provide military recruiters access to student names, addresses, and telephone listings. Parents or students may request that this information **not** be provided without written parental/guardian consent and districts must comply with all such requests. Recruitment opt-out forms will be provided to all students at registration Contact the high school guidance office if you do not receive a recruitment opt-out form.



# Activity Information



## STUDENT ATHLETIC PHYSICALS CONCUSSION FORMS

All Central Lyon students must have athletic physicals and complete a *Concussions in High School Sports* prior to participating in a sport or cheerleading. Both forms are available on the [school website](#), under the **Parent Info** tab. If you have any questions regarding the school physicals, please call the Sanford Clinic at 712-472-3716.

## STUDENT INSURANCE

All students participating in athletics **must** have personal (family) health and accident insurance or the parents may purchase coverage through Frontier Insurance Agency at 712-472-2589 or through your personal agent. The district does not provide accident insurance for students in school or for activities.

## RIDING BUSES TO ACTIVITIES

Participating students must ride school approved transportation to/from all activities unless written notification is given to the coach/director that the parent is transporting the student. Students are required to be with a parent when they choose alternative transportation.



## ATHLETIC & ACTIVITY TICKETS

Adult athletic tickets will again be available for 2017-2018. An adult athletic ticket will allow the purchaser admission to all **athletic events** sponsored by Central Lyon, with the exception of state tournament competitions.

Activity tickets are required for students in grades 7-12 who participate in co-curricular activities. They are optional for other students. A student activity ticket will allow the student admission to **all activities** sponsored by Central Lyon, with the exception of state competitions.

The cost of an adult athletic ticket is \$85, a senior citizen (65 years and older) ticket is \$50, and a student ticket is \$50. They are good for the entire school year. Single athletic admission tickets will cost \$5 for both students and adults.

**Central Lyon offers a family activity ticket option.** The family ticket will cover two parents and all children in grades TK-6 for a cost of \$170. **The family ticket does not cover students in grades 7-12.** The individual student activity ticket will remain at the \$50 rate. **NOTE:** Family Athletic Tickets do not qualify for the free or reduced fee program.



**A FACT SHEET FOR PARENTS AND STUDENTS**

# 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 your child out of participation until s/he 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 BETTER TO MISS ONE CONTEST THAN THE WHOLE SEASON.**

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

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

\_\_\_\_\_  
Student's Signature Date

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

\_\_\_\_\_  
Parent's/Guardian's Signature Date

\_\_\_\_\_  
Student's Grade Student's School

**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 right” 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.

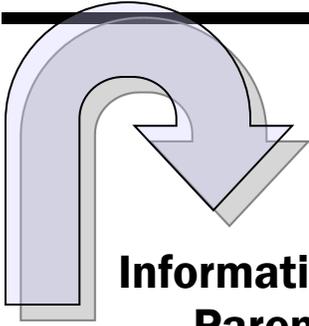
- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

**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)



## Information for Parents Homeless Policy

### If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer or other inadequate accommodations
- Doubled up with friends or relatives because cannot find or afford housing

Then your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act of 2001.

#### Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education provided to other children
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you requested, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children
- Receive the same special programs and services, if needed, as provided to all other children served in these program.
- Receive transportation to school and to school programs.

#### When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone number below) for help enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Assist the local liaison for homeless education, the shelter provider, or social worker for assistance with clothing and supplies, if needed.

#### Local Area Contacts:

High School - Jessica Harman  
712-472-2664 [jharman@centrallyon.org](mailto:jharman@centrallyon.org)  
Elementary/Middle School - Kari Van Oort  
712-472-2664 [kvanoort@centrallyon.org](mailto:kvanoort@centrallyon.org)

#### State Coordinator:

Department of Education, Des Moines, IA 50319  
515-281-3966

If you need further assistance,  
call the  
National Center for  
Homeless Education  
at the toll-free Help Line number:  
1-800-308-2145

# SUPPLIES NEEDED

FOR THE 2018-2019 SCHOOL YEAR

CAN BE ACCESSED AT

⇒ [www.centrallyon.org](http://www.centrallyon.org)

⇒ Click Announcements tab

⇒ Click the Elem/MS Daily Announcements under Quick Links



Quick Links

[Elem/MS Daily Announcements](#)



## NOTICE OF NONDISCRIMINATION

Students, parents, employees & others doing business with or performing services for the Central Lyon CSD are hereby notified that this School District does not discriminate on the basis of race, color, age, national origin, gender, sexual orientation, gender identity, marital status, socio-economic status, disability, religion, creed in admission or access to, or treatment in its programs and activities.

Any person having inquiries concerning the School District's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 Equal Employment Opportunity, Title IX of the Education Amendments of 1972 Sex Discrimination, the Americans with Disabilities Act (ADA) Rehabilitation Act of 1973 (Section 504)m of Iowa Code 280.3 is directed to contact the Superintendent of Schools at 1010 S. Greene Street, Rock Rapids IA 51246 (Phone: 712-472-2664). The superintendent has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 & Iowa Code 280.3. The Central Lyon CSD is an EEO/AA employer.

To file a complaint of discrimination: write Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-1004; phone numbers: 515-281-4121, 800-457-4416; website: <http://www.state.ia.us/government/crc/index.html>.”

## 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 Central Lyon CSD, 1010 S. Greene St., Rock Rapids, IA 51246 (712) 472-2664 or 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). Central Lyon CSD is an equal opportunity provider and employer.

## IOWA NON-DISCRIMINATION NOTICE:

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 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; web site: <http://www.state.ia.us/government/crc/index.html>.

# Parental Rights

## RIGHT TO INSPECT AND REVIEW STUDENT RECORDS

Parents and/or guardians for students under eighteen (18) years of age have the right to inspect and review their child's records. For more information, please contact the building principal.

## RIGHT TO LEARN ABOUT TEACHER QUALIFICATIONS

Parents/guardians in the Central Lyon CSD have the right to learn about the following regarding their child's teacher's qualifications: state licensure status, special endorsements for grade level/subject area taught, and baccalaureate/graduate certification/degree.

Parents/guardians may request this information from the office of the superintendent at (712) 472-2664 or by sending a letter of request to: Office of the Superintendent, 1010 S. Greene St., Rock Rapids, IA 51246.

# VOLUNTEERS NEEDED

## The Central Lyon Athletic and Music Booster Clubs

are looking for individuals to volunteer to work at the concessions stands at all home athletic events. The Athletic and Music Booster Clubs receive the proceeds from the sale of concessions.

If you are able to help at one or more events, please contact:

**HS office (712-472-2664—choose option 2)**

**EL/MS office (712-472-2664—choose option 1)**

*Thank you in advance for volunteering!*



# MEALS

## Student Meal Accounts

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

**Payment of Meals**—Students and staff members deposit money into their school meal account daily, weekly, monthly or by semester. All students and staff are assigned an account number. The student/staff member will key in their personal account number on a keypad and a school employee will monitor the computer to assure that the correct account is charged. **Student/staff meal accounts *must be kept at a positive balance at all times.***

**Who is exempt from impact**—a student who is approved for free meals cannot be denied a meal no matter what the balance is and a student, that has cash to pay the price of the meal that day, cannot be denied a meal even if the payment does not completely put the account in a positive balance. The JMC lunch module has a feature that provides a report of low meal account balances. The cashier or building secretary will discretely notify students/staff when a low or negative balance is pending. JMC messenger notifications are sent out weekly. If the household does not have e-mail access, the household will be contacted by a phone call and/or by mail.

**Negative Account Balances**—The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Students and parents will be notified with a memo and/or a JMC messenger e-mail generated by the building secretary when the family meal account will be depleted in 5 days or less (or less than \$6.00). If a lunch account reaches a negative balance of \$20.00 or more, the student will receive an alternate cold lunch. Students/staff will not be allowed to charge a second meal or ala carte item when the lunch account has a negative balance. This policy applies to both breakfast and lunch accounts. The alternate cold lunch will be served on a tray as all other students, and be compliant to a reimbursable meal and be charged to the lunch account balance. Special diet accommodations must be made for students with doctor's instructions.

How long can a student receive an alternate meal? An alternate meal will be served to a student until the **family lunch balance** is negative \$100. Once the balance exceeds negative \$100, meals no longer will be provided to family.

*Delinquent accounts* will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.



HOT LUNCH		BREAKFAST	
TK – 4	\$2.15	TK – 12	\$1.45
5 – 8	\$2.25	Extra Juice	\$ .35
9– 12	\$2.35	Extra Milk	\$ .35
2nd Meal	\$3.65		

## Central Lyon Community School District's Free | Reduced Lunch Program

Application forms and instructions for free and reduced price meals will be **available at registration and on pages 13-21** of this newsletter. Students whose families meet the income guidelines for free and reduced price lunch are eligible to have their student fees waived or partially waived. This waiver does not carry from year to year and must be completed **annually**.

## INFORMATION LETTER

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

Dear Parent/Guardian:

Children need healthy meals to learn. **Central Lyon CSD** offers healthy meals every school day. Breakfast costs \$1.45; lunch costs for grades TK-5 \$2.15; grades 6-8 \$2.25; and for grades 9-12 \$2.35; and snacks costs (if available) for n/a. Return or mail the completed application to: **Marla Freese, Central Lyon CSD, 1010 S. Greene St., Rock Rapids, IA 51246**. 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, the Family Investment Program (FIP) or a few specific Medicaid programs are eligible for free or reduced price meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is at or below the limits on the Federal Income Eligibility Guidelines below. (Requires submitting an Application for Free and Reduced Price Meals/Milk.)

#### FEDERAL INCOME ELIGIBILITY GUIDELINES for School Year 2018-201

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	22,459	1,872	936	864	432
2	30,451	2,538	1,269	1,172	586
3	38,443	3,204	1,602	1,479	740
4	46,435	3,870	1,935	1,786	893
5	54,427	4,536	2,268	2,094	1,047
6	62,419	5,202	2,601	2,401	1,201
7	70,411	5,868	2,934	2,709	1,355
8	78,403	6,534	3,267	3,016	1,508
Each additional person:	7,992	666	333	308	154

2. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS?** No, but please read the letter carefully and follow the instructions. If any children in your household were missing from your notification, contact: **Marla Freese, Central Lyon CSD, 1010 S. Greene St., Rock Rapids, IA 51246**, mafreese@centrallyon.org immediately as eligibility for free or reduced price meals is extended to all school age children in a household. If you did not receive a letter from the school, but received a Free Lunch Notice from DHS, submit this letter to your children's school. You may add any students living in your household who are not listed on the letter. Also, if someone in your household receives food assistance and you did not receive either of these letters, you may complete an application listing the case number as this will qualify all school age children in your household for free meals. If you were informed that your children will get reduced price meals automatically, see the income guidelines above and if you feel you would qualify for free meal benefits, complete an application for free and reduced price meals.
3. **WHAT IF WE HAVE FOSTER CHILDREN?** Households with foster and non-foster children may choose to include the foster child as a household member, as this may help other children in the household qualify for benefits. If the foster family is not eligible for free or reduced price meal benefits, that does not prevent a foster child from receiving free meal benefits.
4. **HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please contact: **Jessica Harman, 712-472-2664 option 2** jharman@centrallyon.org **for 7-12 grade students or Kari Van Oort 712-472-2664 option 1** kvanoort@centrallyon.org **for TK-6 students**.
5. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. *Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application unless complete eligibility information is submitted, so be sure to complete all required information.*

6. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year. When the carry-over period ends, unless you are notified that your children will receive free meals or you submit an application that is approved, the children must pay full price for school meals. The school is not required to send a reminder or a notice of expired eligibility.
7. **I GET WIC. CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
8. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
9. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report. You are not required to provide proof with your application.
10. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limit, if your household size goes up, or if you start getting Food Assistance, FIP or other benefits.
11. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You also may ask for a hearing by calling or writing to: **School Board President, Central Lyon CSD, 1010 S. Greene St. Rock Rapids, IA 51246.**
12. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. **WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. There are currently no active Military Housing Projects in Iowa as found on Active Military Housing Projects. Any additional combat pay resulting from deployment is also excluded from income.
15. **DO I NEED TO PROVIDE MY SOCIAL SECURITY NUMBER?** Only the last four digits of the Social Security Number of the household's primary wage earner or another adult household member (or an indication of "none") is needed.
16. **WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?** List any additional household members on a Supplemental Worksheet, and attach it to your application. Contact **Marla Freese, Central Lyon CSD, 1010 S. Greene St., Rock Rapids, IA 51246**, [mafreese@centrallyon.org](mailto:mafreese@centrallyon.org) to receive a Supplemental Worksheet.
17. **WHO CAN GET FREE MILK?** If your school participates in the Special Milk Program for half day kindergarteners, your kindergarten child may be eligible for free milk. Children who buy extra milk with a meal or if they eat breakfast or lunch and have an afternoon milk break, they are not eligible to receive free milk.
18. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for Food Assistance or other assistance benefits, contact your local assistance office or call **1-877-347-5678**. Your children may be eligible for *hawk-i* (children's health insurance) or a waiver of school fees. Read the information on the back of the Application for *hawk-i* information. A school waiver form is available from your school.
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 **712-472-2664 option 3**.

Sincerely,

*Marla Freese*

## 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 **Central Lyon CSD**. Please follow these instruction in order. Each step of the instructions is the same as the steps on your application. The application must be filled out completely to certify your children for free or reduced price school meals. **Completed applications should be mailed or returned to Marla Freese, Central Lyon CSD, 1010 S. Greene St., Rock Rapids, IA 51216.** If at any time you are not sure what to do next, please contact **Marla Freese, 712-472-2664 option 3 or e-mail mafreese@centrallyon.org**

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 **Central Lyon Schools**, *regardless of age*.

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

**STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FOOD ASSISTANCE, FIP, OR FDPIR?**

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

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

How to Apply for School Meal Benefits | Application Instructions

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

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

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

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

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

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

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

**A) Report all income earned or received by children.** Refer to the table below titled "Sources of Income for Children" and report the combined gross income for ALL children listed in Step 1 in your household in the box marked "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**

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

**FOR EACH ADULT HOUSEHOLD MEMBER:**

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

**Who should I list here?**

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

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

*Do not include:*

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

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

**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

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

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

**Table 2. Sources of Income for Adults**

Earnings from Work	Public Assistance/ Alimony/Child Support	Pensions/Retirement/All Other Income
<ul style="list-style-type: none"> <li>• Salary, wages, cash bonuses</li> <li>• <b>Net</b> income from self-employment (farm or business)</li> </ul> <p><b>If you are in the U.S. Military:</b></p> <ul style="list-style-type: none"> <li>• Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</li> <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> <li>• Strike benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Social Security (including railroad retirement and black lung benefits)</li> <li>• Private Pensions or disability benefits</li> <li>• Regular Income from trusts or estates</li> <li>• Annuities</li> <li>• Investment Income</li> <li>• Earned interest</li> <li>• Rental income</li> <li>• Regular cash payments from outside household</li> </ul>

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

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

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

- A) Provide your contact information.** Write your current address in the fields provided if this information is available. **If you have no permanent address, this does not make your children ineligible for free or reduced price school meals.** Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.
- B) Print and sign your name and write today’s date.** Print the name of the adult signing the application and that person signs in the box. “Signature of adult completing the form.”
- C) Mail or return completed form to: Marla Freese, Central Lyon CSD, 1010 S. Greene St., Rock Rapids, IA 51216. Share children’s racial and ethnic identities (optional).** On the back of the application, we ask you to share information about your children’s race and ethnicity. This field is optional and does not affect your children’s eligibility for free or reduced price school meals. If you do not select race or ethnicity, one will be selected for you based on visual observation.
- D) Decline having your information released to *hawk-i*.** If you do not want your household information shared with *hawk-i*, print, sign and date in the box provided.
- E) Obtaining translated applications.** If you need a translated application with instructions, they can be found in 49 languages at: <https://www.fns.usda.gov/school-meals/translated-applications>.



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

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

- Ethnicity (check one):**  Hispanic or Latino  Not Hispanic or Latino  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, RCCs 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 last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Food Assistance (FA), Family Investment Program (FIP) or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

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

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

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

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

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

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

This institution is an equal opportunity provider.

Translated applications are available at: <http://www.fns.usda.gov/school-meals/translated-applications>

**Optional Waiver Information**

If your child(ren) qualifies for free or reduced price meals, you may also be eligible for other benefits. 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. YOU DO NOT HAVE TO COMPLETE THIS WAIVER TO GET FREE OR REDUCED PRICE SCHOOL MEALS.

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

## 2018-2019 Iowa Application for Free and Reduced Price School Meals/Optional Supplemental Worksheet

**Additional Children in Your Household** (not listed on page 1) Student? Yes No

Child's First Name	MI	Child's Last Name	Yes	No	Grade

Foster Child  Homeless, Migrant, Runaway

Check all that apply

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

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

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

### 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.

## Fall Note-Worthy Dates

- ✓ Student Registration 8/08
- ✓ First Day of School 8/23
- ✓ No School—Labor Day 9/03
- ✓ First Day of Pre-school 9/04
- ✓ 1:00 Dismissal—Teacher Collaboration 9/12
- ✓ TK | Kindergarten PT Conferences 9/18
- ✓ 1:00 Dismissal—Teacher Collaboration 10/10
- ✓ No School—Staff Development 10/15
- ✓ Parent/Teacher Conferences 10/29
- ✓ Parent/Teacher Conferences 11/01
- ✓ No School—P/T Comp Day 11/02
- ✓ 1:00 Dismissal—Teacher Collaboration 11/14
- ✓ 1:00 Dismissal—Staff Development 11/21
- ✓ No School—Thanksgiving 11/22-23



## Calendar of Events

Central Lyon School District uses the *rSchoolToday™ Activity Scheduler* as our school calendar. Because it is web based (<http://www.siouxlandconference.org>), we can provide you instant access to the most up-to-date information.

In addition, the “Calendar of Events” button at [www.centrallyon.org](http://www.centrallyon.org) links to a Google Calendar which lists the district’s activities.

## INCLEMENT WEATHER ANNOUNCEMENT

If school will be closed, starting late, or dismissing early due to inclement weather, an announcement will be broadcast on the following radio and TV stations: KQAD (101.1 FM or 800 AM), KIWA (105.3 FM or 1550 AM), KELO TV.

In our effort to improve communication between parents and school, the Central Lyon Community School District is implementing an announcement broadcast system that will enable school personnel to notify all households and parents by phone or text within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service is provided through the school’s student information software company, JMC Inc. This is the same on-line software that you may be using currently to access your student’s progress and report cards. More details and sign up for the new JMC Inc. message center will be available at registration.

Please continue to monitor the TV and radio stations or the Central Lyon website at [www.centrallyon.org](http://www.centrallyon.org) for any updates or additional announcements.

**NOTE: Many radio and TV stations not on our inclement weather list have subscribed to receive the Central Lyon messages and have chosen to announce the Central Lyon information when they receive it. If the JMC Inc. message center is not working, Central Lyon will contact only the following media outlets: KQAD (101.1 FM or 800 AM), KIWA (105.3 FM or 1550 AM), and KELO TV.**

