



NEWSLETTER

July 2019

The start of the school year is right around the corner. Here in the central office our thoughts are already turning toward registration. In order to help streamline the process for you, there will be three options to complete student registration and fee payment for the 2019-2020 school year:

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Online registration All necessary forms will be available on the district website at www.rolandstory.school and fees may be paid online. This option begins July 17th.

Mail-in registration Forms may be printed from the website or picked up in our office, and mailed (along with fee payment) to Roland-Story CSD, Central Office, 1009 Story Street, Story City, Iowa 50248. This option begins July 17th.

Walk-in registration Registration forms for any grade level will be available in any building beginning August 1st. The traditional registration day will be held August 15 from 3 - 7 pm in the high school commons.

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*** Please note, if you are filling out free/reduced forms they must NOT be dated any earlier than July 23 ***

We are excited for another great year here at Roland-Story! See you all on August 23rd.

Textbook/Curriculum Fees

Preschool	\$0
PreK - 4th	\$80
5th - 12th	\$90

Meal Prices

	Lunch	Breakfast
PreK - 4th	\$2.75	\$1.75
5th - 12th	\$2.90	\$1.85
Adult	\$3.75	\$2.25

Discretionary Busing

Discretionary busing is an optional service offered by the district to those students who live within the city limits, or are attending preschool. The fee is \$80 per student for each semester. Forms are available in the Central Office or may be printed from the website. Fees and routes are established annually by the Roland-Story Board of Education.

2019-2020 Requirements for the Health Office

Preschool: (*Prior* to the first day)

- Physical form (non-specific), within the last year
- Immunization record, current, OR notarized Religious, or Medical Exemption form

Pre-K: (*Prior* to the first day)

- Physical form (non-specific), within the last year
- Immunization record with final set of primary immunizations including: Dtap #5, IPV #4, MMR #2, Varicella #2 (or documented immunity), OR notarized Religious or Medical Exemption form.

Kindergarten: (*Prior* to the first day)

- Physical form (non-specific), within the last year
- Lead level- Please ask Dr if your child has had tested. I do not need the result. This is a blood test that is typically routinely tested at the 1 year old physical exam. The Iowa Department of Public Health monitors compliance.
- Immunization record with final set of primary immunizations including: Dtap #5, IPV #4, MMR #2, Varicella #2 (or documented immunity), OR notarized Religious or Medical Exemption form.
- Vision exam/form, within the last year. The vision form available on the district website under registration tab.
- Dental exam/form, within the last year. The dental form available on the district website under registration tab.

Third Grade: beginning of school year

- Vision exam/form, within the last year. The vision form available on the district website under registration tab.

7th Grade: (*Prior* to the first day)

- Immunization record including Tdap and meningococcal vaccines, OR notarized Religious or Medical Exemption form.

9th Grade: beginning of school year

- Dental Form, within the last year. The dental form available on the district website under registration tab.

12th Grade: (*Prior* to the first day)

- Immunization record including **2nd** Meningococcal vaccine, OR a notarized Religious or Medical Exemption form.

***IMPORTANT* At this grade level, Roland-Story is required by Iowa law to exclude a student from school until the student provides proof of having received *at least one* meningococcal vaccine.**

Kristin Greenfield
Roland-Story School Nurse

From the US Department of Education: Laws and Guidance

Q. Under § 9528 of the ESEA, (Elementary and Secondary Education Act) what notification must LEAs (Local Education Agencies) provide to parents before disclosing names, addresses, and telephone numbers of secondary students to military recruiters and officials of institutions of higher education?

A. Under FERPA, an LEA must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as "directory information," includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice must include an explanation of a parent's right to request that the information not be disclosed without prior written consent. Additionally, § 9528 requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent. A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and § 9528. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

Access to Records

The Roland-Story Community District maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his or her education and may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the classroom which he or she is attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The name and position of the person responsible for maintenance of student records for each school building is listed below:

SCHOOL	NAME	POSITION
High School	Steve Schlatter	Principal
Middle School	Brian Town	Principal
Elementary School	Kate Hartzler	Principal

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

- A. School officials, teachers, and AEA personnel with a legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating federal education programs.
- D. Officials connected with a student's educational financial aid application.
- E. Governmental officials to which information is to be reported under state law adopted prior to November 19, 1974.
- F. Organizations which process and evaluate standardized tests.
- G. Accrediting organizations for accrediting purposes.
- H. Parents of dependent children, regardless of child's age.
- I. Appropriate parties in a health or safety emergency.

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

The parents of handicapped students, or handicapped students over age 18, will be informed when personally identifiable information in the records is no longer needed to provide educational services and before the information is destroyed. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to

material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any of the aforementioned persons responsible for maintaining student records.

The principal or person in charge of each attendance center may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: 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 institution attended by the student, and other similar information.

To prevent the public release of such information, a parent must file a written objection with the aforementioned person responsible for maintaining student records.

Students and parents may file with the Department of Education, complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: The Family Educational Rights and Privacy Act Office, Department of Education, Switzer Building, 330 C Street S.W., Washington, DC 20201.

Student Fee Waiver and Reduction Procedures

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI) transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal's secretary during registration or by August 31 annually for a waiver form. This waiver does not carry over from year to year and must be requested and completed annually.

EQUAL OPPORTUNITY EMPLOYMENT/AFFIRMATIVE ACTION

The district will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directs, and regulations of federal, state, and local governing bodies. The district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, sexual orientation and gender identity in its employment and personnel practices. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Roland-Story Community School District, 1009 Story Street, Story City, IA 50248 or by phone at 515-733-4301. Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed, in writing, to the Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, www.eeoc.gov/field/milwaukee/index.cfm or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, www.state.ia.us/government/crc/index.html. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

This Equal Opportunity Employment/Affirmative Action policy and program procedures shall be reviewed and updated annually, if necessary.

Compliance Violation Grievance Procedure

Students, parent of student, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring nondiscrimination in programs and employment.

Level One- Principal, Immediate Supervisor or Personnel Contact Person

(Informal and Optional - may be bypassed by the grievant). Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person. A student, or parent of a student, with a complaint of discrimination based upon their gender, race, national origin, religion, marital status, sexual orientation, gender identity or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at the meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint. The Compliance Officer is the building guidance counselor.

Level Three - Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U. S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Opportunity commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

ROLAND-STORY COMMUNITY SCHOOL DISTRICT --- PARENT/GUARDIAN 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 Roland-Story 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 Roland-Story Community School District has the responsibilities under Section 504, which included 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/guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to file a grievance and to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to:

- 1) Inspect and review his/her child's educational records;
- 2) Make copies of these records;

- 3) Receive a list of the individuals having access to those records;
- 4) Ask for an explanation of any item in the records;
- 5) Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
- 6) A hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the Equity/Section 504/ADA Coordinator for the Roland-Story Community School District, 1009 Story St., Story City, IA 50248, (515) 733-4301.

POST-SECONDARY ENROLLMENT OPTIONS ACT

High school seniors, juniors and any sophomores and freshmen who have been identified as talented and gifted students are able to apply to take college and community college courses. The purpose is to provide a rigorous and wide variety of educational options for our students. There are certain requirements that need to be met for approval.

No Child Left Behind Notification to Parents

As parents/guardians in the Roland-Story Community School District, you have the right to information regarding your child's teacher's qualifications, state licensure status, special endorsements for grade level/subject areas taught, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Office of the Superintendent by calling 515-733-4301 or sending a letter of request to Office of the Superintendent, 1009 Story Street, Story City, Iowa 50248.

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

Corporal Punishment, Restraint, & Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable & necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property. State law all places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent. If you have any questions about this state law, please contact the school. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate.

CHAPTER 102 ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

It is the purpose and intent of these rules to create a uniform procedure for reporting, investigating and disposition of allegations of abuse of students directly resulting from the action of school employees or their agents.

LEVEL 1 INVESTIGATOR:

Terri Heisterkamp (515) 733-4329

LEVEL 2 INVESTIGATORS:

Story City Police Dept. (515) 733-4305;

Story County Sheriff Dept. (515) 382-6581

Homeless Students

In accordance with Chapter 33, Iowa Administrative Code, the Roland-Story Community School District makes a reasonable effort to identify homeless children and youth of school age within the district, encourage their enrollment, and eliminate existing barriers to their receiving their education. A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

For information, please contact Matt Patton, Superintendent of Schools, Roland-Story Community School District, 1009 Story Street, Story City, Iowa 50248 (515) 733-4301.

Anti-Bullying/Harassment Policy

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 providing all students with a safe and civil school

environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures including termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The counselor or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees' harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent, principals, and staff development coordinator will be responsible for organizing and implementing any training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training may include how to recognize harassment and what to do in case a student is harassed. It may also include proven effective harassment prevention strategies as well as a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school.

The board will annually publish this policy. The policy may be publicized by any or all of the following means: Inclusion in the student handbook, employee handbook, registration materials, school district's web site, newsletter or other and a copy shall be made to any requesting person at the central administrative office at 1009 Story Street, Story City, Iowa.

Notification of Rights under FERPA for Elementary and Secondary Schools

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

ASBESTOS NOTIFICATIONS TO PARENTS, TEACHERS, AND EMPLOYEES

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was enacted by Congress. AHERA was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management plans for the schools. Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and Russia. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978. We continue to have our facilities inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in our buildings suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan. A certified Management Planner has developed an asbestos management plan for our buildings which includes: notifications letters, training for our employees, a set of procedures designed to minimize the disturbance of asbestos containing materials, & plans for regular surveillance of the materials. A copy of the management plan is available for your inspection in the Superintendent's office. Please make an appointment during office hours if you wish to review this plan. Asbestos Program Manager is Superintendent Matt Patton. We are complying with AHERA and related Federal & Iowa laws and we did begin implementation of our plan before the required 79/89 date. We plan on taking whatever steps are necessary to ensure that our students & employees have a healthy & safe environment in which to learn & work.

Continuous Notice of Nondiscrimination

It is the policy of the Roland-Story Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Adam Hubert, 1009 Story Street, Story City, Iowa, 515-733-4301, ahubert@roland-story.k12.ia.us.

Comprehensive Educational Equity Policy

It is the policy of the Roland-Story Community School District to provide equal educational and employment opportunities and not to illegally discriminate on the basis of race, religion, socioeconomic status, color, creed, sex, marital status, national origin, sexual orientation, gender identity, or disability in its educational programs, activities, or its employment and personnel policies. Reasonable affirmative steps shall be taken to integrate students in attendance centers, programs and classes on the basis of race, religion, socioeconomic status, color, creed, sex, marital status, national origin, sexual orientation, gender identity, or disability.

This agency shall provide program activities, a curriculum and instructional resources which will reflect the racial and cultural diversity present in the United States and the variety of careers, roles and lifestyles open to both men and women in our society. One of the objectives of the agency's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of race, religion, socioeconomic status, color, creed, sex, marital status, national origin, sexual orientation, gender identity, or disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this agency to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are under represented. A fair and supportive environment will be provided for all students and employees regardless of their race, religion, socioeconomic status, color, creed, sex, marital status, national origin, sexual orientation, gender identity, or disability. Harassment of a sexual nature or with demeaning intent related to race, religion, socioeconomic status, color, creed, sex, marital status, national origin, sexual orientation, gender identity, or disability, made from one employee to another, from an employee to a student or vice versa, and from one student to another is a violation of this policy.

Inquiries or grievances related to this policy may be directed to the Educational Equity Co-ordinator by writing to the Compliance Officer, Roland-Story Community School District, 1009 Story Street, Story City, Iowa 50248; or by telephoning 515-733-4301. Inquiries or grievances related to this policy may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wisconsin, 53203-2292, 414-291-1111 or the Iowa Civil Rights Commission, 400 E. 14th Street Des Moines, Iowa 50319-1004, 515 281-4212 or 1-800-457-4416. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

HUMAN GROWTH & DEVELOPMENT

Roland-Story Schools has in place a comprehensive health curriculum, which contains units on human growth and development. Parents wishing to know more about what is taught in a particular class should contact the building principal. Parents may request that students be excused from classes when objectionable topics are being presented and discussed.

Drug Free Schools

Roland-Story Community School District has adopted and implemented a drug prevention program for it's students that is included in School Board Policy 502.7. This policy and additional board policies are kept in the Superintendent's office of the high school and are also available online at the Roland-Story Community School District website at www.rolandstory.school, under the School Board heading. This policy states that Roland-Story will provide the student with information about effective techniques for resisting peer pressure in using illicit drugs or alcohol. It will also inform the student of consequences for drugs, alcohol and smoking.

Dissemination of Comprehensive Policy

Federal and state regulations require that the nondiscrimination policy, the identity, address and phone number of the local educational equity coordinators and notification about the existence of the grievance procedure be disseminated annually, or on an on-going basis to students, parents, employees, applicants for employment and unions or professional organizations holding collective bargaining agreements with the school, college or agency. This information will be included in major annual publications and/or formal communications, targeted at these groups.

The Educational Equity Coordinator is Adam Hubert.

OFFICE ADDRESS: 1009 Story Street, Story City, IA 50248

PHONE NUMBER: 515-733-4301

State Law Concerning Dental Screening

Iowa law requires children enrolling in elementary and high school to have a dental screening. Parents and/or guardians of kindergarten students will be required by state law to provide evidence of a dental visit (done no earlier than age three and no later than age six). High school students in the NINTH grade will be required to provide evidence of a dental screening by a dentist or dental hygienist. The purpose of this law is to improve the oral care of Iowa's children.

Every student in KINDERGARTEN and NINTH grade is required to use the Iowa Department of Public Health Certificate of Dental Screening form. No other form will be accepted. Iowa dentists and their offices are aware of this ruling. Ninth grade students hand your completed forms in to the high school office and kindergarten students can hand their completed forms in to the nurse's office at the elementary building.

This dental screening should be done prior to the start of the 2018–2019 school year. Again, this is a state law and we will have an audit for student compliance. Please call Kristin Greenfield at the elementary with any questions or concerns, 515–733–4386.

USE OF VIDEO CAMERAS ON SCHOOL BUSES REGULATION

The board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on school buses that transport

students to and from school, on field trips, for curricular events and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

Student Records

The content of the videotapes is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videotapes. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education team. A parent may view the video without consent from any student or parent also shown in the video if the other students are just bystanders. If there is an altercation between multiple students, all parents of those involved in the altercation must give consent in order for the video to be viewed by parents.

A videotape recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the videotape becomes the subject of a student disciplinary proceeding, it will be treated like other evidence in the proceeding.

Notice

The school district will annually provide the following notice to students and parents:

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

The following notice will also be placed on all school buses equipped with a video camera:

This bus is equipped with a video/audio monitoring system.

Review of Videotapes

The school district will review videotapes when necessary as a result of an incident reported by a bus driver, student, or parent. The videotapes may be re-circulated for erasure after 90 days. Viewing of videotapes is limited to the individuals having a legitimate educational purpose.

Video Monitoring System

Video cameras will be used on all school district regular route buses. Determination of how video cameras will be used and which school buses will be equipped with video equipment will be made by the superintendent in consultation with the building principals and transportation director.

Student Conduct

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation will be disciplined in accordance with the school district discipline policy and Good Conduct Rule and will reimburse the school district for any repairs or replacement necessary as a result of the tampering.

PARENT DIRECTORY INFORMATION

The R-S Parent Teacher Organization (PTO) provides a copy of the Student Directory for every school family listed. If you do not wish to have your name, child(ren) name(s), address, and/or phone number included in this directory, please send a written notice to the central office: Roland-Story CSD, 1009 Story Street, Story City, Iowa 50248

MEAL CHARGES

In accordance with state and federal law, the Roland-Story 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 have use of a meal account. When the balance reaches \$0.00 a student may charge no more than than \$50.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Money may be added to the student accounts on-line through the district’s on-line payment provider or by cash or check. Elementary and Middle School payments of cash or check will be accepted at the office. At the high school cash and checks should be given to the food service director or food service director’s designee.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Employees may use a charge account for meals, but may charge no more than \$50.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$0.00. Families will be notified by email or a letter sent home. Negative balances of more than \$50.00, 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.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent may develop an administrative process to implement this policy.

Approved 6/12/2017

Reviewed _____

Revised _____



Core Values:

We believe...

people are the priority.

in passionately pursuing learning.

in humbly serving others.

in consistently committing to excellence.

in communicating, collaborating, and connecting.

in being leaders with character.

in the power of positivity.

in focusing on the journey, not the destination.

INFORMATION LETTER

Frequently Asked Questions About Free And Reduced Price School Meals

Dear Parent/Guardian:

Children need healthy meals to learn. Roland-Story Community School District offers healthy meals every school day. Breakfast cost PK-4 \$1.75 and grades 5-12 \$1.85; lunch costs PK-4 \$2.75 and grades 5-12 \$2.90. Your children may qualify for free meals/milk or for reduced price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch. Return or mail the completed application to: **Roland-Story Community School District, 1009 Story Street, Story City IA 50248**

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

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 2019-2020

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	23,107	1,926	963	889	445
2	31,284	2,607	1,304	1,204	602
3	39,461	3,289	1,645	1,518	759
4	47,638	3,970	1,985	1,833	917
5	55,815	4,652	2,326	2,147	1,074
6	63,992	5,333	2,667	2,462	1,231
7	72,169	6,015	3,008	2,776	1,388
8	80,346	6,696	3,348	3,091	1,546
Each additional person:	8,177	682	341	315	158

1. 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: **Candi Holm, 1009 Story Street, Story City IA 50248, (515) 733-4301, or by email at cholm@roland-story.k12.ia.us** immediately as eligibility for free or reduced price meals is extended to all school age children in a household. If you did not receive a letter from the school, but received a Free Lunch Notice from DHS, submit this letter to your children's school. You may add any students living in your household who are not listed on the

letter. Also, if someone in your household receives food assistance and you did not receive either of these letters, you may complete an application listing the case number as this will qualify all school age children in your household for free meals. If you were informed that your children will get reduced price meals automatically, see the income guidelines above and if you feel you would qualify for free meal benefits, complete an application for free and reduced price meals.

2. **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.
3. **HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please contact: **Roland-Story High School, Terri Heisterkamp, (515) 733-4329 or theisterkamp@roland-story.k12.ia.us**.
4. **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.
5. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. Your child's application is only good for that school year and for the first few days of this school year, through October 4 2019. 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.
6. **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.
7. **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.
8. **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.
9. **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.
10. **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: Superintendent Matt Patton, 1009 Story Street, Story City IA 50248, (515) 733-4301, or by email at mpatton@roland-story.k12.ia.us.
11. **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.

12. 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.
13. 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.
14. 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.
15. 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 Candi Holm, 1009 Story Street, Story City IA 50248, (515) 733-4301, or by email at cholm@roland-story.k12.ia.us to receive a Supplemental Worksheet.
16. 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.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Food Assistance or other assistance benefits, contact your local assistance office or call **1-877-347-5678**. Your children may be eligible for **hawk-i** (children's health insurance) or a waiver of school fees. Read the information on the back of the Application for **hawk-i** information. A school waiver form is available from your school.
18. CAN CHILDREN WITH DISABILITIES GET FOOD SUBSTITUTIONS? If a child has a disability, as determined by a licensed medical professional, and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the licensed medical professional. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution for a food allergy, unless it meets the definition of disability. Please call the school for further information.

If you have other questions or need help, call (515) 733-4301 or cholm@roland-story.k12.ia.us.

Sincerely,

Candi Holm
Finance Director/Board Secretary

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 Roland-Story Community School District. 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 Roland-Story Community School District, 1009 Story Street, Story City IA 50248.** If at any time you are not sure what to do next, please contact Candi Holm, Finance Director at (515) 733-4301 or email at cholm@roland-story.k12.ia.us.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

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.

- 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 Roland-Story Community School District. If you marked 'Yes' write where the child attends school and write the grade level of the student in the "Grade" column to the right.
- C. Do you have any foster children?** If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are *ONLY* applying for foster children, after finishing STEP 1, go to "STEP 4". Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.
- D. Are any children homeless, migrant, or runaway?** If you believe any child listed in this section may meet this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and **complete all steps of the application.**
- E. 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)
- F. 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.
- 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

Sources of Child Income	Example(s)
•Earnings from work	•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.)
•Social Security <ul style="list-style-type: none"> ◦ Disability Payments ◦ Survivor's Benefits 	•A child is blind or disabled and receives Social Security benefits. •A parent is disabled, retired, or deceased, and their child receives social security benefits.
•Income from person <i>outside</i> the household	•A friend or extended family member <i>regularly</i> gives a child spending money.
•Income from any other source	• A child receives regular income from a private pension fund, annuity, or trust.

B. 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.

C. 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.

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

Table 2. Sources of Income for Adults

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

- A. 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.
- B. 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.”
- 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:** Roland-Story Community School District, 1009 Story Street, Story City IA 50248.
- D. Share children’s racial and ethnic identities (optional).** On the back of the application, we ask you to share information about your children’s race and ethnicity. This field is optional and does not affect your children’s eligibility for free or reduced price school meals. If you do not select race or ethnicity, one will be selected for you based on visual observation.
- E. Decline having your information released to *hawk-i*.** If you do not want your household information shared with *hawk-i*, **print, sign and date in the box provided.**
- F. Obtaining translated applications.** If you need a translated application with instructions, they can be found in 49 languages at: <https://www.fns.usda.gov/school-meals/translated-applications>.

Open Enrollment - Parents/guardians considering the use of open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates: March 1, 2019 - Last day for regular open enrollment requests for the 2019-20 school year. September 1, 2019 - Deadline for students entering Kindergarten for the 2019-2020 school year. Parents/Guardians of open enrollment students whose household income is at or below the federal guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. For further details, contact the Roland-Story Superintendent’s Office at 515-733-4301.

The Roland-Story Newsletter is published five times per year: at the end of each quarter and in July. It is also available on our website at rolandstory.school.

DATES TO REMEMBER:

July - Registration Mailing

August 15 - Registration

**August 19 - Freshman
Orientation**

August 22 - Meet & Greet- MS/ES

August 23 - First Day of School

Roland-Story CSD
1009 Story Street
Story City, IA 50248

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