



# Glenwood Community School District Newsletter

The purpose of this newsletter is to provide basic information from the Glenwood Community School District that will keep all citizens informed on important school procedures, issues, and facts.

**Please note: Included in this newsletter you will find Free and Reduced Lunch Application information.**

The Glenwood Community School District has changed registration systems for the 2023-2024 School year. Registration for NEW students begins by contacting the specific building which the student will attend. RETURNING student registration should follow the process outlined at <https://www.glenwoodschoools.org/attend/returnregistration/>

Should you run into any issues or have questions, please contact [gcsdregistration@glenwoodschoools.org](mailto:gcsdregistration@glenwoodschoools.org)

Registrations need to be completed by August 1st. After August 1, 2023, new and existing families will need to register at the building their son/daughter attend. There will be no ON SITE registration this year.

This newsletter will be available on the District's web page at [www.glenwoodschoools.org](http://www.glenwoodschoools.org).

## **Board Members**

Matt Portrey, President  
John Zak, IV, Vice-President  
Elizabeth Richardson, Board Member  
Curt Becker, Board Member  
Eva Krueger, Board Member

## **Central Office Administration**

Dr. Devin Embray - Superintendent - 527-9034  
- ([embrayd@glenwoodschoools.org](mailto:embrayd@glenwoodschoools.org)) (@GCSDSupt – Twitter)  
Mrs. Cindy Menendez – Director of Special Education – 527-3034  
- ([menendezc@glenwoodschoools.org](mailto:menendezc@glenwoodschoools.org))  
Dr. Chad Lang - Assistant Superintendent, School Improvement & Human Resources – 527-9034  
- ([langc@glenwoodschoools.org](mailto:langc@glenwoodschoools.org))  
Mr. Tim Reinert - Chief Financial Officer - 527-4236  
- ([reinerttim@glenwoodschoools.org](mailto:reinerttim@glenwoodschoools.org))

## **School District Statistics**

Area served	167 square miles
Certified PK12 enrollment	1918.87 - 2022-2023 school year
Certified staff	149
Classified staff	160
Operating budget	The District has an operating budget of over \$25.3 Million
Number of bus routes	19

## **Directors of Special Services**

Angie Thomas - Kid's Place Coordinator - 527-5264

Terry Marlow - Director of Food Services - 527-5029

Frank Bachman - Director of Operations (Transportation and Building & Grounds) - 527-4116 or  
527-5661

Jedd Taylor - Director of Technology - 527-4887

Jennie Teegarden - Print Shop Coordinator - 527-3571

## **District Mission Statement**

THE MISSION OF THE GLENWOOD COMMUNITY SCHOOL DISTRICT IS TO DEVELOP  
IN ALL STUDENTS THE KNOWLEDGE AND COMPETENCIES REQUIRED  
OF RESPONSIBLE CITIZENS IN A GLOBAL SOCIETY.

## **District Outcomes**

SOLVE PROBLEMS CREATIVELY AND RESOURCEFULLY

Critical Thinking

Creative Thinking/Producing

Decision Making

WORK PRODUCTIVELY

Cooperation

Independence

LEARN CONSTANTLY

Self-Assessment

Wise Use of Leisure

Aesthetic Awareness

COMMUNICATE EFFECTIVELY

Writing

Speaking

Reading

Listening

ACT RESPONSIBLY

Environmental Awareness

Empathy and Respect

Citizenship

USE TECHNOLOGY CAPABLY

Access of Information

Increased Productivity

Electronic Communication

Responsible Use of Technology

## **School Board Meetings**

The Glenwood Community School Board of Education holds its regular monthly meeting at 6:00 p.m. on the second Monday of the month. These meetings are open to the public. Individuals or groups who wish to place an item on the agenda should do so by contacting the Superintendent. Please be aware that it occasionally is necessary for the Board to schedule their regular monthly meetings on an alternate date. The meetings are held at the Glenwood Community School District's Central Office conference room, 103 Central, 3rd Floor, Glenwood, unless otherwise noted.

The Glenwood Community School Improvement Process is a cycle. The cycle includes data analysis, identifying needs, setting goals, establishing action plans, and evaluating progress. Improving student learning is a priority in our district.

### **District-Wide Assessments for 2023-2024**

The dates have not yet been determined for Iowa Assessments for Grades 3-11; however the April time frame is frequently targeted. The Pre ACT test, which is a college readiness test, will be given to all 10<sup>th</sup> graders.

**IMPORTANT NOTICE** – Kindergarten students and students new to the district must have proof of age on file and all immunizations must be up-to-date. Proof of age can be established with a birth certificate, adoption record, certified statement of a physician, passport, hospital record of live birth, a legal document, an official document from another country or anything else that is reasonably reliable.

Students entering the 7<sup>th</sup> Grade must have received the Tdap vaccine or have a waiver on file as required by the Iowa Department of Public Health. Failure to provide a record of this vaccination prior to the first day of school could mean your son / daughter will not be allowed to start school.

**Kindergartners and 9th grade students must have a dental screening. The screening must occur no earlier than 1 year prior to enrollment and no later than 4 months after enrollment. Screenings can only be performed by a dentist or a dental hygienist.**

### **Homecoming Dates 2023**

Friday – September 15th - Homecoming Parade 1:30 p.m.

Football Game 7:00 p.m. – Glenwood Rams vs. Denison-Schleswig

Saturday – September 16th - Coronation at 7:00 p.m. – High School Gym

Homecoming Theme - A Memorable Event From The Year You Were Born

Honor Class - Glenwood Graduates of 1998

### **School Pictures For 2022-2023 School Year**

Northeast Elementary – September 21, 2023

West Elementary – September 19, 2023

Middle School - September 20, 2023

High School / THRIVE – September 27, 2023

Kid's Place – (Fall) - September 29, 2023

(Spring) - TBD

Prom 2024 – Saturday, May 4, 2024 - Bella Terre

Graduation 2024 – Sunday, May 19, 2024 - 2:00 p.m. - High School Gym

### **School Partners**

Your membership in **Friends of the Band**, **Booster Club** (<http://glenwoodboosterclub.com/>) and **PTA** supports our students! Please contact the office staff in your child's building to obtain information on how to join one or all of these great organizations that help to support the students of the Glenwood Community School District.

### **TeamMates**

Glenwood Community School District offers school-based mentoring services for our youth, grades 3-12. We need volunteers to serve as mentors! Mentoring takes place at school and is no more than 1 hour per week.

A mentor provides a young person with support, guidance and friendship. Mentors are good listeners, people who care, people who want to help young people bring out strengths that are already there. Things that may seem easy or straightforward to you are often mysterious to young people. That's why it can be easier than you think to be a mentor and make a difference in a young person's life.

If you are interested in becoming a mentor or you would like your child to have a mentor, please contact Sandra Dollen at 712-527-4897 x 4332

**Ramily** - Below are tentative Ramily event dates for the 2023-2024 school year. Mark your calendars!

- October 10
- November 14
- December 12
- January 9
- February 13
- April 9

## **HIGH SCHOOL – 504 East Sharp Street - 527-4897 - Grades 9 – 12**

Interim Principal – Lorraine Duitsman (duitsmanlor@glenwoodschoools.org)

Dean of Students - Cory Faust (faustc@glenwoodschoools.org)

Activities Director – Jeff Bissen (bissenj@glenwoodschoools.org)

School Counselors – Paulina Rodenburg (rodenburgpau@glenwoodschoools.org)

Kathleen Loeffelbein (loeffelk@glenwoodschoools.org)

SEL- Macy Burgess (burgessmacy@glenwoodschoools.org)

Secretaries – Jody Parks, Lisa Wheat, Shari Rodenburg, and Charissa Wilkes

**New and Existing Student Registration: Registration for NEW students begins by contacting the specific building which the student will attend. RETURNING student registration should follow the process outlined at <https://www.glenwoodschoools.org/attend/returnregistration/>**

**Should you run into any issues or have questions, please contact [gcsdregistration@glenwoodschoools.org](mailto:gcsdregistration@glenwoodschoools.org)**

**Registrations need to be completed by August 1st. After August 1, 2023, new and existing families will need to register at the building their son/daughter attend. There will be no ON SITE registration this year.**

We want to make sure all of our high school students new to the district feel welcome on their first day. Families new to the district may call 527-4897 and set up an individual registration appointment that will ensure time for any questions and/or concerns to be addressed.

A current record of immunizations **must** be on file for every high school student. All 9<sup>th</sup> grade students and any students new to the district **must** have a dental screening. Forms are available at registration or in the high school office.

### Fees:

Activity Ticket: \$50.00 (Optional)

Driver Education: \$385 (Optional)

Shop: Fees are assessed at the beginning of class after the project is determined.

Vocal Robe Cleaning: \$10

Band fees: (\*Payable to Glenwood Band Parents)

- Marching Band Uniform Cleaning Fee - All members\* .....\$15.00
- Marching Band Shoe Fee - All new members or if needed\* .....\$41.00
- Replacement Marching Shirt Fee\* .....\$15.00
- Color Guard Gloves Fee - All new members or if needed\* .....\$20.00
- Color Guard Shoe Fee - All new member or if needed\*.....\$40.00

- Color Guard Uniform Fee - All new members\* .....\$70.00
- Men Concert Uniform Fee - All new members or if needed\*.....\$55.00
- Women Concert Dress Fee - All new members or if needed\*.....\$70.00
- Percussion Instrument/Accessory Rental Fee - All Percussion.....\$100/year
- Wind Instrument Rental Fee .....\$200/year

Show Choir Fees: (Payable to Glenwood High School)

- Show Choir “Fast Lane” .....\$175.00/year

General Breakdown of Allocation:

- Costuming Costs.....\$115.00
- Show Construction/Competition Participation.....\$60.00

**School Day** - The school day starts at 8:00 a.m. with breakfast beginning at 7:30 a.m. The school day ends at 3:24 p.m.

**First Day of School, August 23rd & Freshman / New Students**

For 9th graders and new students to Glenwood High School, the school day will start at 8:00 a.m. with breakfast beginning at 7:30 a.m. The school day ends at 3:24 p.m.

To assist with the transition of new students to the high school, the first day of school will involve a [modified first day bell schedule](#). AM sessions will involve a focus on expectations in high school, understanding schedules and daily routines, and developing relationships with current high school students and staff. PM sessions will involve going to scheduled classes for class specific learning.

**First Day of School, August 23rd–Grades 10-12**

For 10th-12th grade students, the day will start at 11:30 a.m.

*Older students are encouraged to wait until the 11:30 a.m. time for arrival; however, if needed, they may arrive early to get their Chromebook and work in the high school library while they await the start of the day (these older students may choose to gain service hours by assisting with the transition morning, or join freshman to eat lunch between 10:50-11:30.*

**Student Schedules** \*Online student schedules will go live on Powerschool for all students on August 22nd. In addition, paper schedules will be distributed in 1st hour classes to students on the first day of school.

**Chromebook re-distribution for HS**

Students will receive their Chromebook during the school day on the first day of school.

**Attendance Center Phone** - 527-3612 – Please call this line if your child is ill or you know they will be absent.

**9<sup>th</sup> Grade and New Student Orientation** - August 16th at 7:00 p.m. in the high school auditorium. Students will receive their schedule and an opportunity for a guided tour.

**Driver's Education** - Driver’s Education is not a Glenwood Community Schools program and is not a curriculum requirement. We contract with Street Smarts ([streetsmartsdriversed.com](http://streetsmartsdriversed.com)) as a convenience to you. The times that it is offered can NOT interfere with the academic program at the high school. Street Smarts also offers summer sessions. The cost is \$385.00 per student.

**High School Calendar of Events** – A calendar of all high school activities may be obtained online at: <http://www.hawkeyeten.org/g5-bin/client.cgi?G5button=7> Scroll down and select Glenwood under the school calendar tab.

**HS Updates** are sent via Apptegy/Thrillshare. To receive these weekly updates, your email address must be registered in PowerSchool. Please email Lorraine Duitsman at [duitsmanlor@glenwoodschoools.org](mailto:duitsmanlor@glenwoodschoools.org) to have your email added to PowerSchool.

## **Important Notice**

The Iowa Department of Public Health made changes to the Iowa Immunization law beginning with the 2018-19 school year. This change requires all students entering 12th grade have a Meningococcal vaccine before school starts this fall.

Two meningococcal (A,C,W,Y) vaccines must be received for students entering the 12th grade if born after September 15, 1999; or 1 dose if received when applicants are 16 years of age or older unless the student has a Certificate of Immunization Exemption.

Proof of the vaccines must be received by the school before the first day of school in August, unless the student has a Certificate of Exemption. There will be **NO** grace/extension period for the implementation of the requirement. **Students will not be allowed to start school unless the school has received proof that the vaccines have been obtained.** You may drop off a copy of the new immunizations to the school office or have them faxed to the office at 712-527-9554.

## **MIDDLE SCHOOL – 400 Sivers Rd. - 527-4887 and 527-3111 - Gr. 6 - 8**

Principal – Heidi Stanley ([stanleyh@glenwoodschoools.org](mailto:stanleyh@glenwoodschoools.org))

School Counselor - Jennifer Pontefract ([pontefractj@glenwoodschoools.org](mailto:pontefractj@glenwoodschoools.org))

Middle School Activities Director – Mark Starnier ([starnierm@glenwoodschoools.org](mailto:starnierm@glenwoodschoools.org))

SEL - Lindsey Tadin ([tadinl@glenwoodschoools.org](mailto:tadinl@glenwoodschoools.org))

Secretaries – Mary Hanson, Andrea Grile, and Macie Hiller

## **IMPORTANT NOTICE**

The Iowa Department of Public Health (IDPH) has new instructions regarding mandatory vaccines for students enrolling in 7th grade. Students will not be allowed to start classes in the fall until they have turned in the forms. This is a state requirement and not one controlled by the district. The change requires:

- students entering 7th grade (if born after September 15, 2004) – 1 dose of meningococcal vaccine received on or after the age of 10 – a booster dose will be needed at age 16. IDPH also requires students entering 7<sup>th</sup> grade to have received the TDaP vaccine or have a waiver on file as required by the Iowa Department of Public Health.

**New and Existing Student Registration: Registration for NEW students begins by contacting the specific building which the student will attend. RETURNING student registration should follow the process outlined at <https://www.glenwoodschoools.org/attend/returnregistration/>**

**Should you run into any issues or have questions, please contact [gcsdregistration@glenwoodschoools.org](mailto:gcsdregistration@glenwoodschoools.org)**

**Registrations need to be completed by August 1st. After August 1, 2023, new and existing families will need to register at the building their son/daughter attend. There will be no ON SITE registration this year.**

Activity Ticket: \$50.00 (Optional)

Band Equip. Rental: Percussion - \$25.00 per nine weeks / All other \$50.00 per nine weeks

School day starts at 8:05 a.m.

Begin serving breakfast at 7:30 a.m.

Dismissal at 3:25 p.m.

### **6th Grade Camp:**

Middle School Camp is designed for incoming 6th grade students and will be held August 15th. Camp activities will focus on expectations in middle school, understanding schedules and daily routines, and developing relationships with current middle school students and staff. An invitation containing more information will be mailed to 6th grade students.

### **Middle School Back to School Open House:**

The middle school is hosting a Back to School Open House on August 17th from 6:30 - 8:30. Students will be able to pick up schedules, place school supplies in lockers, and tour the building.

**Middle School Calendar of Events** – A calendar of all middle school activities may be obtained online at <http://www.hawkeyeten.org/g5-bin/client.cgi?G5button=7>.

**MS Updates** are sent via Apptegy/Thrillshare. To receive these updates, your email address must be registered in PowerSchool. Please email Heidi Stanley at stanleyh@glenwoodschools.org to have your email added to PowerSchool.

### **School Permits**

Permission will be granted for a student to obtain a school permit following the successful completion of 8th grade.

## **WEST ELEMENTARY - 707 Sharp Street - 527-4886 - Grades 3 - 5**

Principal – Kara Huisman (huismankara@glenwoodschools.org)

School Counselor – Michelle Millar (millarmi@glenwoodschools.org)

SEL- Marissa Briley (brileym@glenwoodschools.org)

Secretaries – Sunshine Crawford and Ashlee Hess

**New and Existing Student Registration: Registration for NEW students begins by contacting the specific building which the student will attend. RETURNING student registration should follow the process outlined at <https://www.glenwoodschools.org/attend/returnregistration/>**

**Should you run into any issues or have questions, please contact [gcsdregistration@glenwoodschools.org](mailto:gcsdregistration@glenwoodschools.org)**

**Registrations need to be completed by August 1st. After August 1, 2023, new and existing families will need to register at the building their son/daughter attend. There will be no ON SITE registration this year.**

Activity Ticket: \$50.00 (Optional)

School day starts at 8:10 a.m.

Begin serving breakfast at 7:45 a.m.

Dismissal at 3:10 p.m.

3rd Grade Orientation will be on Monday, August 21st from 6:00 - 7:00 p.m. Families will attend a short informational meeting, meet the teachers, drop off supplies and tour the building.

4th and 5th Grade “Drop Off Supply Night” for families will be on Tuesday, August 22 from 4:00 - 6:30 p.m. Please bring your child’s supplies with you when you visit...it makes the first day of school so much easier for you AND the teacher!

Chromebooks will be issued to students in grades K-5 during the first week of school. Elementary students will have access to their Chromebook only while in the classroom. The students will not be allowed to remove them from the building.

**West Updates** are sent via Apptegy/Thrillshare. To receive these updates, your email address must be registered in PowerSchool. Please email Kara Huisman at [husimankar@glenwoodschools.org](mailto:husimankar@glenwoodschools.org) to have your email added to PowerSchool.

## **NORTHEAST ELEM. & EARLY CHILDHOOD CENTER – 901 N. Vine - 527-4875** **- Grades PK-2**

Principal – Ashlie Salazar ([salazarash@glenwoodschools.org](mailto:salazarash@glenwoodschools.org))

Assistant Principal - Julie McMullen ([mcmullenj@glenwoodschools.org](mailto:mcmullenj@glenwoodschools.org))

School Counselor - Kara Gibson ([gibsonkar@glenwoodschools.org](mailto:gibsonkar@glenwoodschools.org))

SEL - Jordan Hansen ([hansenjor@glenwoodschools.org](mailto:hansenjor@glenwoodschools.org))

Secretaries – Amber Gaylord and Bailey Elliott

**New and Existing Student Registration: Registration for NEW students begins by contacting the specific building which the student will attend. RETURNING student registration should follow the process outlined at <https://www.glenwoodschools.org/attend/returnregistration/>**

**Should you run into any issues or have questions, please contact [gcsdregistration@glenwoodschools.org](mailto:gcsdregistration@glenwoodschools.org)**

**Registrations need to be completed by August 1st. After August 1, 2023, new and existing families will need to register at the building their son/daughter attend. There will be no ON SITE registration this year.**

**On Wednesday, August 23, when the rest of the district begins classes, students in grades K-2 will be having Early Bird Conferences. Each parent will be contacted by their child's new teacher for a 1:1 conference. This 15 minute session will give students and parents the opportunity to meet their teacher personally, find their classrooms, drop off their school supplies, learn a little bit about the curriculum for the year, provide specific information related to health concerns, and ask any questions to ease any fears about the first day of school! Therefore, the first day of school for Northeast students will be Thursday, August 24. Kindergarten students will do a staggered start the first two weeks of school. *Information regarding the staggered start will be mailed to all kindergarten families.* Please contact the Northeast Office with questions.**

**The first day of school for preschoolers will be Monday, August 28. Preschool teachers will be conducting home visits August 23-25, as required by our state grant for participation in the program. Your child's new preschool teacher will be contacting you to set up a home visit time.**

Activity Ticket: \$50.00 (Optional)

**School day starts at 8:00 a.m.**

Begin serving breakfast at 7:30 a.m.

**Dismissal at 3:00 p.m.**

**Northeast Updates** are sent via Apptegy/Thrillshare. To receive these updates, your email address must be registered in PowerSchool. Please email Ashlie Salazar [salazarash@glenwoodschools.org](mailto:salazarash@glenwoodschools.org) to have your email added to PowerSchool.

**Immunization Requirements for Kindergartners**



All children entering kindergarten are required to have the following:

**DPT – 5 immunizations** – Your child must have 5 dates for DPT with at least one after the age 4.

**Polio – 4 immunizations** – Polio-your child must have 4 dates for Polio with at least one after the age of 4.

**MMR – 2 immunizations** - Your child must have been at least twelve months of age when the first MMR is given and the second is to be given prior to entering kindergarten. The second dose must be separated from the first dose by no less than 30 days.

**Hepatitis B** – The Hep B vaccine is a series of three shots.

**Chicken Pox (varicella)** – 2 immunizations or doctor verification of disease - The first one after 12 months of age, the second at least 28 days after the first.

**IMPORTANT NOTICE** – **Kindergarten students and students new to the district must have proof of age on file and all immunizations must be up-to-date, OR THE STUDENT WILL NOT BE ALLOWED TO START SCHOOL ON THE FIRST DAY. Proof of age can be established with a birth certificate, adoption record, certified statement of a physician, passport, hospital record of live birth, a legal document, an official document from another country or anything else that is reasonably reliable.**

Other requirements for kindergartners include a dental screening, lead testing and vision screening. If you have any questions, please feel free to contact Nicole Cherko, School Nurse, at 527-4875.

Chromebooks will be issued to students in grades K-5 during the first week of school. Under traditional school operations, elementary students will have access to their Chromebook only while in the classroom. The students will not be allowed to remove them from the building. However, should we need to transition to a hybrid school schedule or a required continuous learning model, students will be allowed to take the device home. This also means that families become responsible for any damages to the device.

## **Northeast Early Childhood Programs**

The Glenwood Community School District offers several preschool programs for children within the district. These programs are nationally accredited by the National Association for the Education of Young Children (NAEYC), a stamp of quality in early childhood education. The preschools offer developmentally appropriate, curriculum based on active, hands-on learning in a safe environment. The preschool staff is committed to supporting each child's development by helping children live and work cooperatively by promoting their self-esteem, and by providing support for their families. Parent/family involvement, health and safety, medical/dental services, nutritional services, developmentally appropriate programming, and human services make up the services that the district will strive to provide for children and their families in these programs.

### **Half Day Preschool**

These programs serve early childhood students with special needs and normally developing peers. **The preschool follows the Glenwood Community School District's calendar year.** The programs offer a.m. and p.m. half day sessions. Children are registered on a first-come, first-served basis serving all four year olds as first priority. If you need more information, contact Amber Gaylord at 527-4875.

### **Full Day Preschool**

**We also offer a full-day preschool for children who are three or four years of age on or before September 15 of the current year AND who meet specific criteria.** This program meets five days per week from 8:00 a.m.–3:00 p.m, and follows the district calendar for early out Wednesdays. Children are enrolled on a first-come, first-to-qualify basis.

**There will be no preschool sessions on the following dates: September 13, November 11, February 7 and April 17, as staff will be engaging in professional development.**

**Preschool students must have all immunizations up to date prior to the first day of school. If you have any questions, please feel free to contact Nicole Cherko, School Nurse, at 527-4875.**

### **THRIVE--103 Central, Ste 400, Glenwood, IA 51534**

Director – Cindy Menendez ([menendezc@glenwoodschoools.org](mailto:menendezc@glenwoodschoools.org))

Secretary – Connie Olson ([olsonc@glenwoodschoools.org](mailto:olsonc@glenwoodschoools.org))

Instructor:

- Bruce Landstrom ([landstromb@glenwoodschoools.org](mailto:landstromb@glenwoodschoools.org))

SEL:

- Michelle Manning ([manningm@glenwoodschoools.org](mailto:manningm@glenwoodschoools.org))

Program Associate

- TBD

Students who meet eligibility requirements must complete an application and an interview process prior to becoming eligible for attendance at the alternative program.

### **KIDS PLACE - 103 Central - Suite 100 - 527-5264 or 527-5265**

Administrator – Dr. Devin Embray

Coordinator – Angie Thomas

On-Site Supervisors - Lecy Allely (Mornings) and Kaylie Yale (Afternoons)

**KIDS PLACE** is a non-profit enterprise of the Glenwood Community School District providing licensed child care to children in our community. It is located on the campus of the Glenwood Resource Center in Building 103 Central. Operations are governed by the Board of Education and a Parent Advisory Board. We offer a program which is based on a sound understanding of the needs of children who are at different stages of development. These include the social, emotional, intellectual, and physical needs that are being met by a warm, trusting, competent, responsible staff. All staff are certified in first aid and CPR.

**The three programs available at Kids Place, are described below:**

#### **Infants**

Kids Place provides nurturing quality care for infants from 6 weeks to age 2. The schedules are based on the infant's individual needs.

#### **Toddler/Preschool**

The Toddler/Preschool program offers recreational day-care to children who are 2-5 years of age in a structured environment. The schedule allows for a variety of activities; and the flexibility to adapt to individual needs. The children discover and learn as they experiment in centers, and small and large group activities.

#### **School Age**

School Age provides childcare for school age children before and after school, early dismissals, vacation days, and summer vacations. School Age is a recreational extension of the school day.

## **GENERAL INFORMATION**

### **Activity Tickets**

All students may purchase activity tickets for \$50.00 at their school's office. These tickets are good for the entire school year. **Students will be required to show their activity passes prior to being admitted to school sponsored athletic events.**

### **Damage of School Property**

All students are expected to use school property in a respectful and responsible manner. Parents are encouraged to support such expectations. Students who are responsible for damaging or destroying school property will be assessed the replacement cost of the property damaged or destroyed.

### **Student Insurance**

THE GLENWOOD COMMUNITY SCHOOL DISTRICT **DOES NOT** PROVIDE ANY TYPE OF MEDICAL INSURANCE COVERAGE FOR STUDENTS WHO ARE INJURED WHILE ON SCHOOL PROPERTY. If parents/guardians want medical insurance for their child, it is their responsibility to purchase such insurance. Parents/guardians may purchase medical insurance from any agent they choose. The Glenwood Community School District's only role in making insurance available is to distribute application forms for supplemental insurance.

Parents who need insurance for their children are also encouraged to investigate the HAWK-I Insurance program. Information is available at each building site, through the school nurses or school counselors.

### **1:1 Initiative**

Glenwood Community School District is excited to be able to offer our students a tablet / chromebook device for use at school or home. The 1:1 Initiative provides mobile, wireless technology to all of our students to enhance our instructional delivery.

Students are responsible at all times for the chromebook, whether at school or home. The parent or guardian will be responsible for compensating the school district in part for any losses, costs or damages to the chromebook. If you wish to have insurance on your child's tablet or chromebook you may do so by contacting your insurance agent. Parents can add the chromebook to their homeowners or renters coverage under the inland marine section of the policy. The deductible on the chromebook can be separate and lower from the deductible on the homeowners or renters policy. The premium on the policy is minimal compared to having to replace a chromebook (up to **\$270**). For the 2023-2024 school year and beyond (this is not retroactive), the district has secured insurance on all of our chromebook devices which covers 80% of repair costs. Therefore families will now be responsible for only 20% of repair costs. However, families are responsible for the full cost of devices that are lost, stolen, or damaged beyond repair as well as lost or damaged chargers.

It is the expectation that 6-12th grade students will bring the chromebook assigned to them to school charged everyday. It is also the expectation that students will report any issues with their chromebook or charger to the main office of their building, who will report issues to the Technology office. Loaner chromebooks are no longer present in every classroom. Loaner programs will be available in each building on a limited basis and students who repeatedly do not have their assigned device could face consequences.

Chromebooks for 6th-12th grade students will be handed out on the first day of school. Students in 6th-12th grade will be allowed to take the chromebooks home with them at the end of each day. We recommend charging the chromebooks each night and bringing them back to school the next morning. If you do not want your child to take his/her chromebook home each night, please notify the school office.

Chromebooks will be issued to students in grades K-5 during the first week of school. Under traditional school operations, Elementary students will have access to their Chromebook only while in the classroom. The students will not be allowed to remove them from the building.

However, should we need to transition to a hybrid school schedule or a required continuous learning model, due to inclement weather students will be allowed to take the device home. This also means that families become responsible for any damages to the device.

### **Suggested Chromebook Guidelines**

- Children often have limited self-awareness. They will perform a task on their computer or tablet with minimal breaks causing focusing and eye strain problems. A child viewing a screen with large amounts of glare often will not think about changing the surroundings or arrangement to achieve more comfortable viewing.
- Breaks should be built into any lesson plan involving Chromebook. Experts suggest that regular breaks relieve muscle tension. During the one minute break, the student should look at least 20 feet away (across the room or out a window) to relax the eye focusing and eye alignment muscles. These guidelines should be incorporated to any near activity, including reading, hand held games and cell phone use.

### **Age Recommendations**

- Pre-K – 2<sup>nd</sup> grade: One minute break every 10 minutes
- 3<sup>rd</sup>-5<sup>th</sup> grade: One minute break every 15 minutes
- 6<sup>th</sup> grade and up: One break every 20 minutes
- Students that do not learn to take regular breaks are at risk of developing environmentally induced near-sightedness.
- The distance between the child and the screen should be the length of the child's forearm to reduce eyestrain. The screen should be a few inches (15 degrees) below the child's eye line. Adjust the chair so the arms are parallel to the desk surface with the feet resting comfortably on the floor. The head should be balanced on the neck with no tilt forward or backward with his/her back straight and shoulders back.
- It is important to be aware of signs and symptoms of vision problems such as red eyes, frequent rubbing of the eyes, head turns, unusual posture or complaints of blur, double vision or tired eyes. If the child avoids Chromebook/Nexus tablet work or school work, a vision problem may be suspected and a comprehensive eye examination is needed.

### **Dr. Kyle Klute, O.D. and Associates**

Please visit [www.youngvisioncare.com](http://www.youngvisioncare.com) for additional information.

### **Student Searches**

School officials may periodically inspect all or a randomly selected number of lockers without prior notice. Any inspection of lockers shall only occur either in the presence of the student(s) whose lockers are being inspected or in the presence of at least one other person. A locker inspection may be accomplished by using such methods including, but not limited to, a visual search of lockers by school officials or the use by school officials or others hired at their direction, or a drug sniffing animal.

### **Parent Involvement**

The Glenwood Community School District strives to provide an educational program designed to meet the needs, interests, and abilities of all students. To aid in the development of such a program we recognize that parental input is an important element in assisting the administration and staff as they plan and evaluate existing and future educational activities.

Opportunities for organized parent involvement are encouraged by the Glenwood Community School District. For information regarding parent involvement opportunities contact the specific school office or the Superintendent, Dr. Devin Embray at 527-9034.

### **Inclement Weather - School Closings**

The authorized officials of the Glenwood Community Schools attempt to notify **only** the following radio and television stations when making announcements about late starts, early dismissals and/or school closings:

KMA	AM Radio	960	FM Radio	99.1
KFAB	AM Radio	1110		
KCSI-FM & KOAK-AM	AM Radio	1080	FM Radio	95.3
KETV	Television	Channel 7		
WOW	Television	Channel 6		
KMTV	Television	Channel 3		
KPTM (Fox 42)	Television	Channel 42		

Authorized officials **do not** notify any other news media.

On occasion, because of busy telephone lines, it may be impossible for the school district to reach some of the above radio or television stations in a timely fashion.

### **APPTEGY/THRILLSHARE**

Apptegy/Thrillshare is a quick alert messaging service that the Glenwood Community School District uses for emergencies, weather-related closures/delays, attendance and general communications such as important school announcements and e-news. Apptegy/Thrillshare enhances the district's ability to communicate regularly with parents and staff in multiple languages using phone calls and emails.

If your phone and email information is correct in PowerSchool, you will automatically be signed up to receive phone / email messages from Apptegy/Thrillshare. If you have changes in your phone numbers or emails, please contact your student's building to have the information changed in PowerSchool. These corrections will automatically be changed in Apptegy/Thrillshare.

If you would like to have any phone numbers removed from Apptegy/Thrillshare notifications, please notify your student's building.

### **Sportsmanship**

The Glenwood Board of Education, administration, coaches and faculty appreciate the sportsmanship that has been displayed by the fans, students, and community in the past years. It is very important that this continues throughout the 2023-2024 school year.

### **Transportation Information**

It is the goal of the Transportation Department to provide safe and efficient service to all students. In order to achieve our goal, parent support and student cooperation is encouraged and appreciated. Additional information regarding the transportation department may be found on the school district's website – [www.glenwoodschoools.org](http://www.glenwoodschoools.org). Questions or concerns regarding school transportation, which are not addressed on the website, should be directed to Krista Ellis, Transportation Administrative Assistant ([ellisk@glenwoodschoools.org](mailto:ellisk@glenwoodschoools.org)), Michael Zell, Transportation Secretary ([zellmic@glenwoodschoools.org](mailto:zellmic@glenwoodschoools.org)), or Frank Bachman, Director of Operations ([bachmanf@glenwoodschoools.org](mailto:bachmanf@glenwoodschoools.org)), or by calling 527-4116.

Please call or email Krista Ellis or Michael Zell with any transportation changes. During the school year, any changes to scheduled transportation **must be called in to both the Attendance Center and the Transportation Office.**

## Morning and Afternoon Transportation Between Attendance Centers

Students can shuttle between any school in the morning provided they are at an attendance center no later than 7:45 a.m. If your student needs morning or afternoon shuttle service please register the student with the transportation department and they will be assigned a designated bus.

Shuttle service will include: YMCA and Kid's Place. Kid's Place and YMCA students from Northeast and West will be loaded onto assigned buses and will be dropped off at Kid's Place or the YMCA prior to the buses running their regular route.

Shuttle buses will be picking up and dropping off students in the front of Northeast, West and Middle School. High School students will be picked up and dropped off in the back of the school.

The schedule will be as follows for shuttle purposes:

- **NE to West**                      **3:00 – 3:15 p.m.**
- **West to NE**                      **3:15 – 3:30 p.m.**
- **NE to MS**                        **3:15 – 3:25 p.m.**
- **Transfer Point (MS) to West (Bus #22)**                      **3:45 p.m.**
- **Transfer Point (MS) to HS (Bus #1)**                              **3:45 p.m.**

Please call the Transportation Department at 527- 4116 for more details.

### **PM Transfer Point**

In the afternoons, each school has a group of transfer buses assigned to them. All bus route students will take a transfer bus to the "transfer point", which is located at the Middle School front parking lot. This does not include Middle School students, as they will be dismissed and taken by associates to the transfer lot once all buses have arrived and are parked safely. Students will then transfer to their "home" buses. Once all students have made a transfer, the buses will depart. School personnel will be on-site during the transfer to assist all riders to their designated buses. **Parents will not be allowed to pick up any student from the transfer point.** Once a student is on a bus, they will remain on a bus. All student pickup should be done at the school they attend.

In addition, Kids's Place and YMCA students from the Northeast and West will be loaded onto assigned buses and dropped off at Kid's Place or the YMCA prior to the buses going to the Transfer Point.

\*All students being picked up at the Middle School by parents will be picked up in the north parking lot. This includes those brought to the Middle School from other attendance centers for shuttling purposes in the afternoon.

### **Bus ID Cards**

During the 22-23 school year, all bus riders were issued a Bus ID Card. This card is to be used the entire time a student rides a school bus. If you are new to riding the school bus and are in need of a Bus ID card, please notify the Transportation Department and they will assign a new card for your bus rider. If your student has previously had a Bus ID Card and has lost it, please contact the Transportation Department and a new Bus ID Card will be issued at a replacement fee of \$10, to be paid at the school your student will be attending in the 23-24 school year. A Bus ID Card is required for all students who are registered and utilize our buses for transportation services, including anyone who utilizes the shuttle services between attendance centers, to be scanned as they load and exit the bus.

### **Bus Behavior**

The bus ride is an extension of the classroom and students are expected to conduct themselves accordingly at all times when using school transportation. Failure to do so can jeopardize the safety of

everyone on the bus, and can result in loss of transportation privileges. We encourage you to review the school bus "Safety Policy and Procedures" which can be found on the school website at [www.glenwoodschools.org](http://www.glenwoodschools.org) and clicking on the Transportation icon.

### **NOTICE TO STAFF REGARDING VIDEO/AUDIO MONITORING**

The Glenwood Community School District Board of Directors has authorized the use of video cameras or other video recording equipment on school district property and video cameras or other video recording equipment and audio recording equipment on school district buses. The recordings will be used to monitor student and staff behavior, to maintain order on the school property and school buses, and to promote and maintain a safe environment.

Staff members are hereby notified that the content of video and audio recordings may be used in a staff disciplinary proceeding. The content of the video and audio recordings may be confidential personnel records and may be retained with other personnel records. Video and audio recordings will only be retained if necessary for use in a student and/or staff disciplinary proceeding or other matters as determined necessary by the administration. Staff members may request to review video and audio recordings if the recordings are used in a disciplinary proceeding involving that staff member.

### **NOTICE TO PARENTS REGARDING VIDEO/AUDIO MONITORING**

The Glenwood Community School District Board of Directors has authorized the use of video cameras or other video recording equipment on school district property and video cameras or other video recording equipment and audio recording equipment on school district buses. The recordings will be used to monitor student and staff behavior, to maintain order on the school property and school buses, and to promote and maintain a safe environment.

Students and parents are hereby notified that the content of video and audio recordings may be used in a student disciplinary proceeding. The content of the video and audio recordings may be confidential student records and may be retained with other student records. Video and audio recordings will only be retained if necessary for use in a student and/or staff disciplinary proceeding or other matters as determined necessary by the administration.

### **Use of Video Cameras on School Property ([Board Policy 501.10](#))**

The board supports the use of video cameras on school property, including buses as a means to monitor and maintain a safe environment for students and employees. 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 purpose may view the videotapes. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, directors, teachers, school bus operator, special education staff team, parent or parents and guardian. 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 may be treated like other evidence in the proceeding.

### **Notice**

The district will annually provide notice to students and parents regarding the use of video cameras.

## **Student Conduct**

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

## **Asbestos Notification**

The Asbestos Hazard Emergency Response Act (AHERA) is part of federal regulations which require school districts to inspect each school building for asbestos-containing building materials and to maintain an asbestos management plan.

The first asbestos management plan for the district was completed and filed with the state in October of 1988. Required three-year re-inspections have been conducted since then by the district's asbestos consultant. Copies of the management plan are located in the main office of each school building. The most recent inspection of all buildings, records, and management plans was conducted June 11, 2019 and was found to be in compliance with all EPA and AHERA guidelines.

The Middle School, Northeast Elementary, and Building 103 contain traces of asbestos and are maintained according to all federal and state guidelines.

In keeping with AHERA regulations, you are being notified of this information. If you have questions concerning asbestos in our school district, please feel free to contact Frank Bachman at 527-5661.

## **Board Policies**

All of the district's board policies are located on our website for your convenience. To locate the board policies, log onto our website at [www.glenwoodschools.org](http://www.glenwoodschools.org). On the home page, click on About GCSD, then Board of Education, and then on School Board Policy Website. You will see that the policies appear in sections on the left hand side. Click on the section you wish to view. On the right hand side you will then be able to click on the policy. If you do not have access to the internet or have questions regarding how to find a policy, please contact Diane Whitley at [whitleydia@glenwoodschools.org](mailto:whitleydia@glenwoodschools.org) or 712-527-9034 x 1007. If you do not have access to the internet, we will be happy to mail a hard copy of the policy to you.

Annual Notice of the following policies is being made:

### **104.1N1 ANNUAL NOTICE OF NONDISCRIMINATION**

The Glenwood Community School District offers career and technical programs in the following areas of study:

- Agricultural Education
- Business and Office Education
- Health Occupation Education (Health Science)
- Family and Consumer Sciences
- Industrial Education
- Marketing Education

It is the policy of Glenwood 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 Cindy Menendez, Equity Coordinator, 103 Central Street, Ste 300, Glenwood, IA 51534, (712) 527-9034 or [gcsdequitycoordinator@glenwoodschoools.org](mailto:gcsdequitycoordinator@glenwoodschoools.org).

#### **Attendance Policy and changes for 2023-2024**

Attendance Policies have changed regarding truancy. Please read [Board policy 500.16](#) for information regarding our policy and the subsequent policies at the bottom of the page.

#### **Tobacco and Nicotine Products Free Environment ([Board Policy No. 902.8](#))**

#### **Equal Opportunity and Non-Discrimination, Non-Harassment, Non-Retaliation ([Board Policy 104.1](#))**

#### **Complaints About Personnel ([Board Policy 204.10](#))**

#### **Abuse of Students by District Employees ([Board Policy 405.2](#))**

**Anti-Bullying and Anti-Harassment ([Board Policy 104.2](#))** All members of the Glenwood Community School District, including, but not necessarily limited to, the board, the administration, the faculty, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from bullying / harassment. Any person who engages in bullying / harassment while acting as a member of the school community will be in violation of Board Policy 104.2.

#### **Questions About Curriculum and School Activities**

If at any time parents and/or guardians have questions or concerns about the district's curriculum or school activities, please don't hesitate to contact your child's respective principal. The principal will make every effort to respond to your questions or concerns and, if necessary, arrange a personal conference. When course content contains issues on which people hold varying opinions, Board Policy 604.3 will be followed. The entire policy is found below as well as the reconsideration form.

#### **Instructional Materials Reconsideration ([Board Policy 604.3](#))**

#### **Instructional Materials Reconsideration ([Form 604.3F](#))**

#### **Student Records Policy ([Board Policy 504.1](#))**

#### **Possession and/or Use of Weapons ([Board Policy 501.3](#))**

#### **Health Education ([Board Policy 602.6](#))**

#### **Human Growth and Development Student Excuse Form ([Board Policy 602.6F](#))**

#### **Library Card Catalog [Link](#)**

#### **No Child Left Behind Requirement – Parents'/Guardians' Rights Notification**

Parents/Guardians in the Glenwood Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certificate/degree. Parents/Guardians may request this information from the Office of the Superintendent by calling 527-9034

or by sending a letter of request to the Office of the Superintendent at 103 Central, Suite 300, Glenwood, Iowa 51534.

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

**Student Directory Information (Board Policy 504.2) and Student Directory Information Notice ([Board Policy 504.2N](#))**

Parents who do not want their child's directory information to be given out and/or published must notify their principal in writing not later than the first Friday of September of the current school year.

**Release of Information and Photographs**

In the Glenwood Community School District, photographs or likenesses may be released without written consent unless qualified objectors comply with the following procedure.

If any parent or guardians of students under the age of 18, or students over the age of 18, object to this policy of releasing photographs or likenesses, they should contact the building principal in writing by the first Friday of September (or within two weeks of the student's enrollment should it occur after this date). Address requests to Director of Public Information, Glenwood Community School District, 103 Central, Suite 103, Glenwood, IA 51534

**Open Enrollment**

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa must complete an Open Enrollment Application and file it with the receiving district, as well as the resident district. Applications are available in any Iowa public school district's central office and on the Iowa Department of Education website.

Parents/guardians can apply for open enrollment at any time without the need for good cause. The receiving district may deny an open enrollment request if one of the following applies:

- The application violates the district's insufficient classroom space policy,
- The district does not have the appropriate special education program,
- The application would adversely affect the district's implementation of a court-ordered desegregation plan, or
- The student has been expelled or suspended.

If a parent/guardian moves and wishes for their student to continue at the original resident district under open enrollment (often known as the "continuation rule"), requests cannot be denied due to insufficient classroom space policies.

Parents/guardians of open enrolled students who qualify, according to income guidelines, are eligible for transportation assistance. [Open Enrollment Transportation Assistance.](#)

For further details, contact Debbie Schoening at the central office at 527-9034 x 1000.

## **Zero Tolerance Guidelines**

### **Fighting or Harassment**

If there is a physical or serious verbal confrontation, an investigation will be conducted by the building administrator. If the building administrator determines that the above confrontation did occur and it could have further serious consequences, the law enforcement authorities will be notified. Law enforcement authorities will remove students from school property.

### **Substances** (drugs or alcohol possession or usage including possession of drug paraphernalia)

Students in possession or use of alcohol or drugs will be referred to the law enforcement authorities. Law enforcement authorities will remove the students from school property.

### **Tobacco and Nicotine Products Free Environment**

Students will be referred to the law enforcement authorities when in possession of tobacco and nicotine products on school property or at a school activity. The law enforcement authorities will investigate at school and write a citation if warranted. For more information please see Board Policy 902.8.

### **Homeless Children and Youth**

The McKinney Vento Act protects the educational rights of students experiencing homelessness.

Student in homeless situations have the right to:

Go to school, no matter where they live or how long they have lived there.

Get help enrolling and succeeding in school from the school district's liaison for the Education of Homeless Children and Youth. (Cindy Menendez, Student Services Director – 712-527-9034).

Stay in the school they went to before becoming homeless or whatever school they were enrolled in last (called "school of origin"), even if they moved out of the district, if that is feasible. Students can stay in their school of origin the entire time they are homeless. Students can also finish the school year in their school if they find permanent housing during the year.

Get transportation to their school of origin, provided or arranged by the school district, or a joint effort among school districts.

Go to the local school in the area where they are living. The school must immediately let students enroll, attend classes, and participate fully in school activities, even if students do not have a parent or guardian with them or documents such as proof of residency, immunization records, other medical records, school records, or other documents. Once students are enrolled, the school must get records from the last school, and the liaison must help students get immunizations or immunization and medical records.

Get a written explanation from the school district if the district refuses to send students to the school they choose, and have the liaison settle such disagreements.

Have disagreements settled quickly and go to the school they choose while disagreements are settled.

Get preschool services, free or reduced school meals, services for English language learners, special education, Title I services, vocational/technical education, gifted and talented services, and before- and after- school care, as needed.

Go to school with children who are not homeless. Students cannot be separated from the regular school program because they are homeless.

Get information and referrals from liaisons, including information about all available educational programs and how parents can participate, public notice about their rights, and referrals to health, mental health, dental and other services.

Have the opportunity to meet the same high academic achievement standards as all students.

If a school does not follow the McKinney-Vento Act's requirements, you should:

Call your local homeless liaison or State Coordinator for the Education of Homeless Children and Youth.

Call the U.S. Department of Education's Education of Homeless Children and Youth Program at 202-401-0113.

Call for legal assistance. To find legal aid groups in your area, check [www.lsc.gov/fundprog.htm](http://www.lsc.gov/fundprog.htm) or [www.ptla.org/links.htm#services](http://www.ptla.org/links.htm#services), or call your state bar association.

# ***Glenwood 2023-2024***

## ***School Food Service Packet***

### **Breakfast**

#### **PK-12<sup>th</sup> Grade**

Daily = \$2.00

Weekly (5 Days) = \$10.00

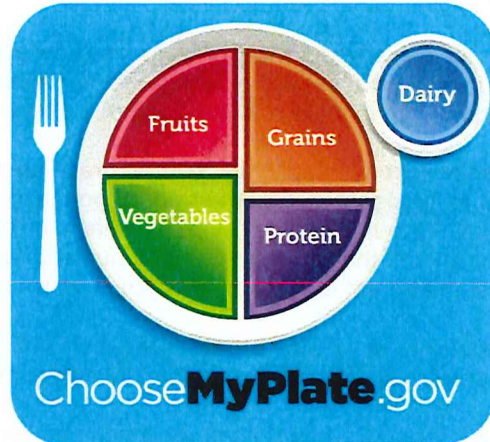
Monthly (20 Days) = \$40.00

Daily Reduced \* = Free

(Reduced Price Waived 23-24 year)

Milk = \$.50 each

Daily Adult Breakfast = \$2.50



### **Lunch**

#### **PK-5<sup>th</sup> Grade**

Daily = \$3.00

Weekly (5 Days) = \$15.00

Monthly (20 Days) = \$60.00

Daily Reduced \* = Free

(Reduced Price Waived 23-24 year)

Milk = \$.50 each

Daily Adult Lunch = \$4.85

### **Lunch**

#### **6<sup>th</sup>-12<sup>th</sup> Grade**

Daily = \$3.10

Weekly (5 Days) = \$15.50

Monthly (20 Days) = \$62.00

Daily Reduced \* = Free

(Reduced Price Waived 23-24 year)

Milk = \$.50 each

**Please read the Meal Charge Policy in this packet.** In accordance with state and federal law, the Glenwood Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges.

\* Free and reduced price meal applications are provided on the school website, or you may go to [ezmealapp.com](http://ezmealapp.com) and complete an online application. Applications may be picked up anytime during the school year in the school offices. We encourage everyone to fill out a Free & Reduced application to see if you qualify for meal benefits. See attachments in this packet for income requirements.

## Welcome to Glenwood Community Schools 2023-2024 Food Service Programs

Glenwood Community School District provides a computerized system that allows participants to deposit money into a Food Service account from which they may draw to purchase lunch, breakfast, and ala carte items using a Personal Identification Number (PIN). The Food Service Program will issue each student and school staff a PIN number And a Meal account id card with a barcode to use when purchasing meals or other food items. Please deposit money into your student's account the first day of school and when the account is low. You may also deposit money on the EZschoolPay.com website. Money left in accounts at the end of the year will stay in your student's account unless we receive a written request for a refund from the parent or guardian.

The Food Service Department must collect money for accounts in the early part of the school day. Due to time constraints during the lunch service time, we cannot accept money for deposit in the lunch line. Meals must be paid for in advance; therefore, money needs to be put into the account before purchasing can begin.

**Account balance text notification – You can receive a text with account balance information by emailing the food service office at [foodservice@glenwoodschoools.org](mailto:foodservice@glenwoodschoools.org) requesting the service or fill out the text notification form on the school website.** Account balance reminder emails will be sent out automatically with balance information when the balance gets low. Please make sure the correct cell phone numbers and email information is in power school or contact the food services office to update the parent contact information. This is very important in order to receive any information.

**PLEASE READ THE 701.3 MEAL CHARGES POLICY INCLUDED IN THIS PACKET! This includes information on the State and Federal law, Payment of meals, Payment methods and Negative account balance procedures.**

GCSD offers [EZSchoolPay.com](http://EZSchoolPay.com) so parents can monitor their child's meal account balance and transactions online and set up a payment reminder email for **FREE**. Also, parents may make pre-payments into their child's account anytime using Visa or MasterCard (credit or debit). The convenience fee of \$3.00 is charged by the school district. The fee is designed to cover or offset the normal costs of processing credit card transactions and other costs associated with maintaining a credit card merchant account. If you wish to use this service, you may sign up at [www.EZschoolPay.com](http://www.EZschoolPay.com).

The Food Service Clerk at your child's school or [EZSchoolPay.com](http://EZSchoolPay.com) can provide you with a printout of your student's account. It will show when money was deposited, when money was deducted, and what was purchased from the account. Parents need to notify the clerk if they would like to "block" a student from receiving breakfast, lunch or ala carte items, or put spending limits on their account.

An Iowa Eligibility Application (Free and Reduced) form must be filled out (renewed) each school year. You can fill out an application online at [www.EZmealapp.com](http://www.EZmealapp.com) or pick one up a printed copy at any building office. There is also one in this meal packet. Students approved for FREE meals may eat both breakfast and lunch at no cost. Students approved for REDUCED priced meals may purchase breakfast at a cost of \$.00 and lunch at a cost of \$.00 daily. Reduced Meal fees will be waived for the 2023-2024 school year. Free, reduced, and full paying students may purchase milk for \$.50 to go with a sack lunch, but this is **not** part of the Free and Reduced meals program. There must be money in the account to purchase milk for a sack lunch. We ask that parents not send bottled/canned soda with sack lunches.

All Food Service forms are located on the Glenwood Schools Website [www.glenwoodschoools.org](http://www.glenwoodschoools.org) – About GCSD – District Departments - Food Service tab – Visit GCSD Food Service Website – About GCSD Food Service – Food Service Documents.

**Meal prices are as follows for the 2023-2024 school year:**

### Breakfast All Grades

Daily - \$2.00  
Weekly (5 days) - \$10.00  
Monthly (20 day) - \$40.00  
Reduced Daily - \$.00

Extra Milk - \$0.50  
Adult Daily Breakfast - \$2.50  
Adult Daily Lunch - \$4.85

### Lunch - PK-5<sup>th</sup> GRADE

Daily - \$3.00  
Weekly (5 days) - \$15.00  
Monthly (20 days) - \$60.00  
Reduced Daily - \$0.00

### Lunch - 6<sup>th</sup>-12<sup>th</sup> GRADE

Daily - \$3.10  
Weekly (5 days) - \$15.50  
Monthly (20 days) - \$62.00  
Reduced Daily - \$0.00

If you have any questions regarding the Food Service Department or your child's account, you may contact the Food Service office at 712-527-5029

## **701.3 MEAL CHARGES**

In accordance with state and federal law, the Glenwood 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 ID Card with a 4 digit pin number and Bar code for ease of use during the lunch service times. All meal purchases are to be prepaid before meal service begins. Due to time constraints cash is not accepted during the meal service time as this will slow down service and not allow students sufficient time to eat. Negative accounts are for emergencies only. When the balance reaches \$0.00 a student may charge no more than \$10.00 per student to this account.

**The Glenwood District appreciates you keeping a positive balance at all times.** When an account reaches this limit, a student shall not be allowed to charge further meals until the negative account balance is paid. You can send a sack lunch to school with your student until the negative balance is taken care of. Students who do not have sufficient funds shall not be allowed to purchase any ala carte items until additional money is deposited in the student account.

### **We offer 2 payment methods:**

1. Online payments at [ezschoolpay.com](http://ezschoolpay.com) so parents can monitor their child's meal account balance and transactions online and set up a payment reminder email for FREE. Also, parents may make pre-payments into their child's account anytime using Visa or MasterCard (credit or debit). The convenience fee of \$3.00 is charged by the school district. The fee is designed to cover or offset the normal costs of processing credit card transactions and other costs associated with maintaining a credit card merchant account. If you wish to use this service, you may sign up at [www.ezschoolpay.com](http://www.ezschoolpay.com).

2. Cash or check deposits are accepted by the food service clerk or the school office at each school. You may send this deposit with your student or bring in yourself. We ask that you send it in a sealed envelope with the student's name and teacher's name on the envelope at the elementary levels.

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 the day it is received. Please bring this in to deposit before serving time.

The Glenwood School District Superintendent or Director of Food Service may provide an exception to the negative balance limits due to hardship. Please contact the Food Service Office at 712-527-5029 to discuss options if the balance exceeds the negative \$10.00 limit.

Employees may not charge for meals, negative accounts are not allowed except for an emergency that is preapproved by the Food Service Director. When an account reaches a \$0.00 balance, an employee shall not be allowed to charge meals or ala carte items until the negative account balance is positive.

### **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.

Elementary families will be notified by computer generated payment reminders, e-mails, phone calls and text.

Middle School and High School students upon request will be notified in the lunch line of lunch balances and families will be notified by e-mail, phone calls and text.

Families signed up for the [ezschoolpay.com](http://ezschoolpay.com) program can set up automatic reminders via e-mail at whatever dollar value the customer chooses for FREE.

**Family negative balances of more than \$50.00, not paid prior to 30 days will be turned over to the Superintendent or Superintendent's designee for collection. Options may include any legal method permitted by law.**

All negative balances must be paid in order for student to walk in commencement.

If you have any questions or we can help, please call the food service office at 712-527-5029

\*Adopted: 06/12/17

\*Revised: 06/26/18

# Frequently Asked Questions

## Q: How does EZSchoolPay work?

A: EZSchoolPay allows you to review transaction history, check balances, and receive low balance alerts from anywhere in the world at no cost 24x7x365. Depending on your child's school participation, you may make payments on your child's meal account, pay school fees and fines, and purchase items from the school store for a small convenience fee.

## Q: How do I sign-up?

A: To create an account, go to [www.ezschooldpay.com](http://www.ezschooldpay.com) and click "Register". After answering a few questions, you will receive a confirmation e-mail. Click the link in the email and your registration is complete. Once logged in, you can associate your children using their school district name and child ID number.

## Q: I forgot my password. How do I get a new one?

A: Click the Forgot Password link above the Password Box. Fill in your e-mail address and click "Submit". An e-mail will be sent to you with your new password. Click the link in the email and change your password to something more familiar to you.

## Q: How will I benefit from EZSchoolPay?

A: You will not be left to wonder if the check or cash you sent to school actually made it to school (or perhaps was left in a book bag for two weeks!). Online payments may be done anytime, from any internet computer. Payments are typically available for use within ten minutes giving you peace of mind knowing that your child will get the school meals he/she needs.

## Q: Can I also use EZSchoolPay to check my child's meal account balance?

A: Yes, balances are updated typically within ten minutes. There is no fee to simply check your child's meal balance.

## Q: What forms of payment are accepted?

A: The payment types are determined by your school or school district; however typically Visa, MasterCard, and Discover Card are accepted.

## Q: How do I know the EZSchoolPay site is secure?

A: EZSchoolPay has security measures in place to protect the loss, misuse, and alteration of the information under our control. The system is fully compliant with all security regulations and Payment Card Industry (PCI) requirements. All transactions use 256-bit encryption and your credit card information is protected by the most sophisticated internet security available.

## Q: What do you do with my personal information?

A: We never sell or publish your personal information. The information provided is only used to receive credit card payments for your child's meal account and/or other school-related fees. Our complete Privacy Policy is available on [www.ezschooldpay.com](http://www.ezschooldpay.com)

## Q: What is the Convenience Fee?

A: The convenience fee is charged by your school or school district. The amount is a flat dollar amount (not a percentage), regardless of the size of your payment, and is determined by your school or district. The fee is designed to cover or offset the normal costs of processing credit card transactions and other costs associated with maintaining a credit card merchant account. Because it is a flat dollar amount you can be sure you will get the most payment amount for the least fee.

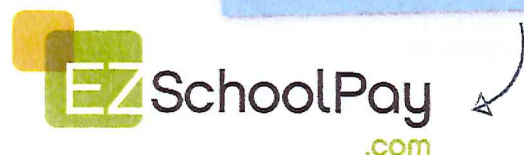
The fee is included in your total transaction (the amount that will show on your statement). It is not deducted from the amount of your payment—you can be sure that your entire credit amount will be added to your child's meal account or other program.

## Q: How do I request a refund or transfer money between my children?

A: All refunds and transferring of money must be done through your child's school. You can find the school contact using the school search on the left.



Sign up today by visiting





## Public Release for Schools Operating the National School Lunch and Breakfast Program

The Iowa Department of Education, Bureau of Nutrition and Health Services, has finalized its policy for free and reduced price meals for students unable to pay the full price of meals served under the National School Lunch Program, School Breakfast Program, Special Milk Program and the Afterschool Care Snack Program.

State and Local school officials have adopted the following family size and income criteria for determining eligibility:

### INCOME ELIGIBILITY GUIDELINES (Effective 7-1-2023)

Household Size	Free Meals					Reduced Price Meals				
	Yearly	Monthly	Twice a Month	Every two weeks	Weekly	Yearly	Monthly	Twice a Month	Every two weeks	Weekly
1	18,954	1,580	790	729	365	26,973	2,248	1,124	1,038	519
2	25,636	2,137	1,069	986	493	36,482	3,041	1,521	1,404	702
3	32,318	2,694	1,347	1,243	622	45,991	3,833	1,917	1,769	885
4	39,000	3,250	1,625	1,500	750	55,500	4,625	2,313	2,135	1,068
5	45,682	3,807	1,904	1,757	879	65,009	5,418	2,709	2,501	1,251
6	52,364	4,364	2,182	2,014	1,007	74,518	6,210	3,105	2,867	1,434
7	59,046	4,921	2,461	2,271	1,136	84,027	7,003	3,502	3,232	1,616
8	65,728	5,478	2,739	2,528	1,264	93,536	7,795	3,898	3,598	1,799
For each additional family member add:	6,682	557	279	257	129	9,509	793	397	366	183

Households may be eligible for free or reduced-price meal benefits one of four ways

- Households whose income is at or below the levels shown are eligible for reduced price meals or free meals, if they complete an application for free and reduced price school meals/milk. Households may complete one application listing all children and return it to your student's school. When completing an application, only the last four digits of the social security number of the household's primary wage earner or another adult household member is needed.
- Supplemental Nutrition Assistance Program (SNAP) households, students receiving benefits under the Family Investment Program (FIP) and students in a few specific Medicaid programs are eligible for free or reduced price meals. Most students from SNAP and FIP households will be qualified for free meals automatically. These households will receive a letter from their student's schools notifying them of their benefits. Households that receive a letter from the school need to do nothing more for their student(s) to receive free or reduced price meals. No further application is necessary. If any students were not listed on the notice of eligibility, the household should contact the school to have free or reduced price meal benefits extended to them. If you feel you would qualify for free meal benefits and received notification qualifying for reduced price benefits, complete an application for free and reduced price meals. Households must contact the school if they choose to decline meal benefits.
- Some SNAP and FIP households will receive a letter from the Iowa Department of Health and Human Services (DHHS) which will qualify the children listed on the letter for free meals. Parents must take this letter to the student's school to receive free meals.
- SNAP or FIP households receiving benefits that do not receive a letter from DHHS must complete an application with the abbreviated information as indicated on the application and instructions, for their students to receive free meals. When the application lists an assistance program's case number for any household member, eligibility for free benefits is extended to all students in a household.

Eligibility from the previous year will continue within the same school for up to 30 operating days into the new school year. When the carryover period ends, unless the household is notified that their students are directly certified or the household submits an application that is approved, the students must pay full price for school meals and the school

will not send a reminder or a notice of expired eligibility. An application cannot be approved unless complete eligibility information is submitted. Applications may be submitted at any time during the year. If a family member becomes unemployed the family should contact the school to complete an application. Households notified of their student's eligibility must contact the school if the household chooses to decline the free meal benefits.

Foster children are eligible for free meal benefits. Some foster students will be qualified for free meals automatically through the state direct certification process. Their host family will receive notification of these benefits. Families that receive this notification from the school need to do nothing more for their foster students to receive free meals. If a family has foster students living with them and does not receive notification and wishes to apply for such meals, instructions for making application for such students are contained on the application form. A foster student may be included as a member of the foster family if the foster family chooses to also apply for benefits for other students. Including students in foster care as household members may help other students in the household qualify for benefits. If the foster family is not eligible for free or reduced price meal benefits, it does not prevent a foster student from receiving benefits. Special Supplement Nutrition Program for Women, Infants, and Children (WIC) participants may be eligible for free or reduced price meals based on a completed application.

When known by the school, households will be notified of any child eligible for free meals if the children are enrolled in the Head Start/Even Start program or are considered homeless, migrant or runaway. If any children are not listed on the notice of eligibility, contact the school for assistance in receiving benefits. If households are dissatisfied with the application approval done by the officials, they may make a formal appeal either orally or in writing to the school's designated hearing official. The policy statement on file at the school contains an outline of the hearing procedure. School officials may verify the information in the application, and that deliberate misrepresentation of information may subject the applicant to prosecution under applicable state and federal criminal statutes. Households should contact their local school for additional information.

There will be no discrimination against individuals with Limited English Proficiency (LEP) in the school meal programs.

**Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Declaración de no Discriminación del Departamento de Agricultura de los Estados Unidos

**Iowa Nondiscrimination 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, 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. 14<sup>th</sup> St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

# HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

We encourage you to complete an online application at [ezmealapp.com](https://ezmealapp.com)

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 Glenwood Community School District. Please follow these instructions in order. Each step of the instructions is the same as the steps on your application. The application must be filled out completely to certify your children for free or reduced price school meals. **Completed applications should be mailed or returned to any Glenwood School Office or mail to Food Service Office, 901 N. Vine St., Glenwood, IA 51534.** If at any time you are not sure what to do next, please contact Food Service Office at 712-527-5029 or Email: [foodservice@glenwoodschoools.org](mailto:foodservice@glenwoodschoools.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 Glenwood Community School District *regardless of age*.

- A) List each child's name and date of birth.** Print each child's first name, middle initial, last name and date of birth (optional). Use one line of the application for each child. If there are more children present than lines on the application, attach a Supplemental Worksheet, which can be obtained from the school, with all required information for the additional children.
- B) Is the child a student?** Mark 'Yes' or 'No' under the column titled "student" to tell us which children attend Glenwood 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) Share children's racial and ethnic identities (optional).** Next to each child's name, 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.

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

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

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

- If 'NO', go to **STEP 3. (Leave the rest of STEP 2 blank)**
- If 'YES,' provide a **case number for SNAP, FIP, or FDPIR.** You only need to write **one** case number. Case numbers are located on your Notice of Decision. **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.

- 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.
- C) 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.”

**FOR EACH ADULT HOUSEHOLD MEMBER:**

- D) List all adult household member’s name.** Print the name of each household member in the boxes marked “Names 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.

**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 or farm owner, you will report your net income. If you need assistance with this, ask your children’s school for the Supplemental Worksheet which has self-employment calculations.

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

**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.

**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 1. Sources of Income for Adults**

<b>Earnings from Work</b>	<b>Public Assistance/ Alimony/Child Support</b>	<b>Pensions/Retirement/All Other Income</b>
<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> </ul> <p><b>Allowances for off-base housing, food and clothing</b></p>	<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>

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

**What is Child Income?**

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

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

<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>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

<b>STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE</b>
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**All applications must be signed by an adult member of the household.** By signing the application, that household member is promising that all information has been truthfully and completely reported. **Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.**

- A) Provide your contact information.** Write your current address in the fields provided if this information is available. **If you have no permanent address, this does not make your children ineligible for free or reduced price school meals.** Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.
- B) Print and sign your name and write today's date.** Print the name of the adult signing the application and sign in the box labeled "Signature of adult completing the form."
- C) Mail or return completed form to: Please do not mail completed form to the Department of Agriculture as this will delay processing.**
- D) Decline having your information released to Hawki.** If you do not want your household information shared with Hawki, **print, sign and date in the box provided.**
- 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>.

**PARENT/GUARDIAN INFORMATION LETTER FOR FREE AND  
REDUCED PRICE SCHOOL MEAL APPLICATION**  
**Frequently Asked Questions About Free and Reduced Price School Meals**

Dear Parent/Guardian:

Children need healthy meals to learn. Glenwood Community School District offers healthy meals every school day. Breakfast costs \$2.00; lunch costs Elementary \$3.00 Secondary \$3.10. Your children may qualify for free meals or for reduced price meals. Qualifying reduced price applications will be Free for breakfast and Free for lunch for the 2023-2024 school year. Return or mail the completed application to: GCSD Food Service Office, 901 North Vine St. Glenwood IA 51534. Please visit [ezmealapp.com](http://ezmealapp.com) to complete an electronic application online.

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

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

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

**FEDERAL INCOME ELIGIBILITY GUIDELINES for SCHOOL YEAR 2023-2024**

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	26,973	2,248	1,124	1,038	519
2	36,482	3,041	1,521	1,404	702
3	45,991	3,833	1,917	1,769	885
4	55,500	4,625	2,313	2,135	1,068
5	65,009	5,418	2,709	2,501	1,251
6	74,518	6,210	3,105	2,867	1,434
7	84,027	7,003	3,502	3,232	1,616
8	93,536	7,795	3,898	3,598	1,799
Each additional family member:	9,509	793	397	366	183

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: GCSD Food Service Office, 901 North Vine St. Glenwood IA 51534 or email: [foodservice@glenwoodschoools.org](mailto:foodservice@glenwoodschoools.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 the Iowa Department of Health and Human Services (DHHS), 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 SNAP or FIP benefits 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, 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: Cindy Menendez at: (712) 527-9034 ext.4330 or email: [menendezc@glenwoodschoools.org](mailto:menendezc@glenwoodschoools.org)

5. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No, complete the applications for free and reduced-price school meals for all the students in your household. We cannot approve an application unless complete eligibility information is submitted, so be sure to complete all required information.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes, your child's application is only good for that school year and for the first few days of this school year, through October 6<sup>th</sup>, 2023. You must complete a new application unless the school told you that your child is eligible for the new school year. When the carryover 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 complete and send in an application.
8. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes, you, your children or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes, we may also ask you to send written proof of the household income you report. You are not required to provide proof with your application.
10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced-price meals if the household income drops below the income limit, if your household size goes up, or if you start getting SNAP, FIP or other benefits.
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to your school officials. You also may ask for a hearing by calling or writing to: GCSD Food Service Office, 901 North Vine St. Glenwood IA 51534, (712) 527-5029 or email: [foodservice@glenwoodschoools.org](mailto:foodservice@glenwoodschoools.org).
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 the 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 the 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. 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: GCSD Food Service Office, 901 North Vine St. Glenwood IA 51534 or email: [foodservice@glenwoodschoools.org](mailto:foodservice@glenwoodschoools.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, are not eligible to receive free milk.
18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits, contact your local assistance office or call **1-877-347-5678**. Your children may be eligible for Hawki (children's health insurance) or a waiver of school fees. Read the information on the back of the Application for Hawki information. A school waiver form is available from your school.



19. CAN CHILDREN WITH DISABILITIES GET FOOD SUBSTITUTIONS? If a child has a disability, as determined by a licensed medical professional, and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the licensed medical professional. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution for a food allergy, unless it meets the definition of disability. Please call the school for further information.
20. DO I NEED TO REPORT MY RACE AND ETHNICITY? It is optional to complete the racial/ethnic portion of the application.
21. Translated applications are available at: <http://www.fns.usda.gov/school-meals/translated-applications>.

If you have other questions or need help, please call 712-527-5029 or email to [foodservice@glenwoodschools.org](mailto:foodservice@glenwoodschools.org)

*Sincerely,*

Terry Marlow (Director of GCSD Foodservices)

#### **USDA Nondiscrimination Statement:**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**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. 14<sup>th</sup> St. Des Moines, IA 50319-1004; phone number 515- 281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

#### **Information Statement**

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

## Frequently-Asked Questions (FAQ)

School Districts generally send meal applications and/or alternate income forms home at the beginning of each school year, however, you may apply for school meals or complete the income form at any time throughout the school year by submitting a household application via [www.EZMealApp.com](http://www.EZMealApp.com).

If you are earning at, or below, current Income Eligibility Guidelines, your school or local education agency will process your application and/or income form and issue an eligibility determination.

### 1. What is EZMealApp?

a. EZMealApp is an easy-to-use, web-based application that guides parents or guardians through the process of applying for free and reduced meal eligibility. A step-by-step process is in place to ensure the application is filled out completely and accurately.

### 2. How will I know that the district received the meal application I submitted?

a. As soon as the application is submitted with all of the required information, a confirmation number is automatically displayed, as well as emailed, if an email address was provided. The number is unique and belongs to that specific entry; it cannot be modified. This confirms that your application was received.

### 3. What if I did not get my confirmation email?

a. Please allow 24-48 hours to receive your confirmation email. If you do not receive confirmation, contact your Child Nutrition or Food Service Office and they can confirm receipt of your application, based on student name or confirmation number.

### 4. How will I know that the application was approved?

a. A notification letter in your selected language will be sent to you from your child's school district.

### 5. How long does it take for the district to review my application?

a. The USDA guidelines state that applications must be reviewed in a timely manner by the district. An eligibility determination must be made and implemented within 10 working days of the receipt of the application. By applying with EZMealApp, applications are processed quickly, particularly for children who do not have approved applications on file from the previous year.

### 6. How much time does it take to complete the application or income form online?

a. In general, it takes 15-30 minutes to apply, based on the size of your household.

### 7. How much does it cost to apply?

a. There is no fee for using EZMealApp to submit your application or form. Your school district provides this service as an easy, fast, and accurate method of submitting your information. If you have additional questions, please contact your district directly.

### 8. How do I know the EZMealApp site is secure?

a. EZMealApp has security measures in place to protect the loss, misuse, and alteration of the information under our control. The system is fully compliant with all security regulations, and information is protected by the highest security standards using a Secure Socket Layer (SSL) protocol.

For more information

[www.harrisschoolsolutions.com](http://www.harrisschoolsolutions.com) | 1.866.450.6696

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**2023-2024 Iowa Application for Free and Reduced Price School Meals/Milk** Complete one application per household. Use a pen (not a pencil). Please read How to Apply for Free and Reduced Price School Meals for more information on completing this application.

<b>STEP 1</b> List ALL Household Members who are infants, children, and students up grade 12 (if more spaces are required for additional names, attach the supplemental worksheet)													
Child's First Name	MI	Child's Last Name	Date of Birth	Student		Child's School	Grade	Foster Child	Homeless, Migrant, Runaway	OPTIONAL			
				Yes	No					Ethnicity	Race		
Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related." Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. 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.													
<b>STEP 2</b> Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, FIP or FDIPIR? If No, go to STEP 3. If you answered Yes, write a case number here then go to STEP 4 (Do not complete STEP 3).													
Write only one case number in this space. Medicaid and EBT card numbers are NOT acceptable.													
<b>STEP 3</b> Report income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2) Apply online: ezmealapp.com													
<b>A. Total Number of All Household Members</b> (Children + Adults) <span style="float: right;"><b>C. Check No SSN (adult):</b></span>													
<b>D. All Adult Household Members (include yourself):</b> List all Household Members not listed in STEP 1 even if they do not receive income. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report. Applications with blank income fields will be processed as complete. If more spaces are required for additional names, attach the supplemental worksheet. The sources of income for adults section will help you with the adult income. Report all income in whole dollar amounts before deductions or taxes.													
Names of All Adult Household Members		Gross Earnings from Work/All Other Income				Gross Public Assistance/Child Support/Alimony				Gross Pension/Retirement			
First and Last Names. Include children who are temporarily away at school or in college.		How Often? (mark "X" in box)				How Often? (mark "X" in box)				How Often? (mark "X" in box)			
		Weekly	Bi-weekly	2x Monthly	Yearly	Weekly	Bi-weekly	2x Monthly	Monthly	Weekly	Bi-weekly	2x Monthly	Monthly
		\$				\$				\$			
		\$				\$				\$			
		\$				\$				\$			
		\$				\$				\$			
<b>E. Child Income:</b> Sometimes children in the household earn or receive income. Please include the TOTAL gross earned income by all Children listed in STEP 1 here. The sources of income for children section will help you with the Child Income.													
<b>STEP 4</b> Contact Information and Adult Signature													
"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."													
Signature of adult completing the form													
Printed name of adult completing the form													
Signature of adult completing the form													
Today's Date													
Street Address (if available)													
Apt. # City State Zip Daytime Phone (optional) Email (optional)													
DO NOT WRITE BELOW THIS LINE. FOR SCHOOL ADMINISTRATIVE USE ONLY Return completed form to: Glenwood CSD Food Services Office													
Annual Income Conversion		x52 Weekly		x26 Bi-Weekly		x24 2x Monthly		x12 Monthly		Yearly		Total Income: \$	
Household Size:													
Signature & Effective Date of Determining Official													
Signature & Date of Confirming Official													
Application <input type="checkbox"/> Income <input type="checkbox"/> Foster Child <input type="checkbox"/> FIP/SNAP <input type="checkbox"/> Head Start (confirmation required) <input type="checkbox"/> Homeless/Migrant/Runaway-Local Official confirmation Required													
Eligibility Determination <input type="checkbox"/> Free <input type="checkbox"/> Reduced <input type="checkbox"/> Free Milk <input type="checkbox"/> Incomplete <input type="checkbox"/> Over Income Limits													

**Low-Cost Health Insurance for Children**

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

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

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

**USDA Nondiscrimination Statement:** In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- \* mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- fax: (833) 256-1665 or (202) 690-7442; or
- email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

**\*Do not mail applications to this address, only complaints of discrimination.**

This institution is an equal opportunity provider.

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

**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 Drivers Education fee, Summer School fee and AP testing fee. I understand that I will be releasing information that will show meal status for my child(ren). Signature of Parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**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. 14<sup>th</sup> St. Des Moines, IA 50319-1004; phone number 515- 281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

**Return completed form to:**

Glenwood CSD Food Services Office  
901 North Vine St.  
Glenwood Ia 51534  
or  
Any Glenwood Community School Office  
or  
You May complete an Application online at: [ezmealapp.com](http://ezmealapp.com)

Sources of Child Income
<ul style="list-style-type: none"> <li>Earnings from work</li> <li>Social Security(disability payments and survivor's benefits)</li> <li>Income from person outside the household</li> <li>Income from any other source</li> </ul>

Earnings from Work (Adult Income Sources)
<ul style="list-style-type: none"> <li>Salary, wages, cash bonuses (before deductions or taxes)</li> <li>Net income from self-employment (farm or business) if you are in the U.S. Military.</li> <li>a. Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</li> <li>b. Allowances for off-base housing, food and clothing</li> </ul>

Public Assistance/Alimony/Child Support (Adult Income Sources)
<ul style="list-style-type: none"> <li>Cash Assistance from State/local government</li> <li>Supplemental Security Income</li> <li>Unemployment benefits</li> <li>Worker's compensation</li> <li>Alimony or child support payments</li> <li>Veteran's benefits</li> <li>Strike benefits</li> </ul>

All Other Income (Adult Income Sources)
<ul style="list-style-type: none"> <li>Social Security</li> <li>Disability benefits</li> <li>Regular income from trusts or estates</li> <li>Annuities</li> <li>Investment income</li> <li>Rental income</li> <li>Regular cash payments from outside household</li> </ul>

# Optional Supplemental Worksheet 2023-2024 Iowa Application for Free and Reduced Price School Meals/Milk

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

Child's First Name	MI	Child's Last Name	Date of Birth	Student		Child's School	Grade	Foster Child	Homeless, Migrant, Runaway	OPTIONAL	
				YES	NO					Ethnicity	Race

Responding to this section is optional and does not affect your children's eligibility for free/reduced price meals.

**Ethnicity**  
 H=Hispanic or Latino  
 N=Non-Hispanic/Latino

**Race**  
 A=Asian W=White  
 I=American Indian/Alaskan Native  
 B=Black/African American  
 P=Native Hawaiian/Other Pacific Islander

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

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

Names of All Adult Household Members	Gross Earnings from Work/All Other Income				Gross Public Assistance/Child Support/Alimony				Gross Pension/Retirement				
	How Often? (mark "X" in box)		How Often? (mark "X" in box)		How Often? (mark "X" in box)		How Often? (mark "X" in box)						
First and Last Names. Include children who are temporarily away at school or in college.	Weekly	Bi-weekly	2x Month	Monthly	Yearly	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 or 1040-SR and Schedule 1. Add together the amounts reported on the following lines:

- Capital Gain or (Loss) Form 1040 or 1040-SR, LINE 7 \$ \_\_\_\_\_
- Business Income or (Loss) Schedule 1 Part 1, LINE 3 \$ \_\_\_\_\_
- Other Gains or (Losses) Schedule 1 Part 1, LINE 4 \$ \_\_\_\_\_
- Rental real estate, royalties, partnerships, S corporations, trusts, etc. Schedule 1 Part 1, LINE 5 \$ \_\_\_\_\_
- Farm Income or (Loss) Schedule 1 Part 1, LINE 6 \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_ Gross Annual Income Before Any Deductions. Report in Step 3 under All Other Income (Computed Monthly Income ÷ 12) \_\_\_\_\_ Gross Annual Income ÷ 12)

