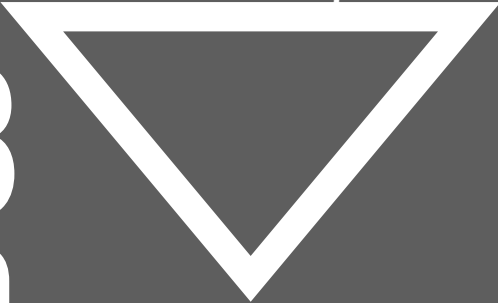


THE *Baxter*

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AUGUST-SEPTEMBER 2025



A MESSAGE
FROM

Mr. Petersen

Welcome back to another exciting school year! It seems hard to believe that summer break has come to an end, but we are looking forward to the 2025-2026 school year and all of the exciting changes it brings! We are looking forward to our first day with students on August 25th, which is a 1:35 PM early dismissal.

I hope everyone had a wonderful summer filled with relaxation and quality time with family and friends. Over the past few weeks, our custodial and maintenance teams have been hard at work cleaning, painting, and preparing our buildings for the new school year. Their dedication to maintaining our facilities is truly appreciated.

Meanwhile, our teachers, staff, and administrators have been busy getting their classrooms and spaces ready to welcome students back. We're fortunate to have an outstanding team this year, all eager and excited for the start of another great school year.

We are excited to embrace some major changes this school year, the biggest of which being our move to a four-day instructional week. Again, thank you to the parents and community for their input in that decision-making process and the continual support that we receive. It is greatly appreciated and that support makes implementing change so much easier. A reminder that Mondays are the day there will be no students in session, with the exception of Monday, August 25th, Monday, November 24th, and Monday, December 22nd. I know there may still be some questions regarding the four-day week. Please feel free to reach out to myself or our offices with any questions or clarifications. The district calendar is included in the newsletter and can also be found on our website. Speaking of our website, you may notice the Baxter school website got a "facelift" over the summer, and we couldn't be happier with how great the new site looks.

We will also be welcoming our full-time School Resource Officer (SRO), Deputy Josh Britton, to Baxter this year. This is another exciting change as Josh will provide our school and students an increased layer of safety and is a great addition to our school and community. He has already been busy working on safety and security plans and moving into his office, which is located in the secondary offices. Deputy Britton will be integral in helping us continue to provide a safe and welcoming environment for all learners.

You will notice a handful of new faces on the secondary side of the building, and we are excited for the fresh perspective they will bring to our district! We have a great mix of both new ideas and returning knowledge and experience at Baxter. Our teachers and staff are excited for the opportunity to work with the great students and families that we have at Baxter. We strongly encourage family involvement, open communication, and collaboration between home and school to ensure success for every student.

Again, I want to personally thank you for your support and express how excited we all are to begin another school year. Together, we will continue to make Baxter a destination for students and families! I want to wish each and every one of you a fantastic start to the new school year.

Educationally,
Chris Petersen



Baxter Community School District



Do you have a concern? Follow these steps for effective resolution.

Step #1:

Take your concern to the most relevant person.

Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution typically involves speaking to the staff member most directly involved.

Best practice includes taking time to talk with the school personnel regularly before problems are encountered. Know who your children's teachers are and how they can be contacted. Tell them when things are going well and communicate any concerns you have quickly and openly. If you call for an appointment to see your child's teachers, let them know in advance the general nature of your concern to give them the opportunity to gather pertinent information relating to your concern. If a personal visit isn't possible, call to state the concern, and offer to call back at a time you both can discuss the situation in more detail. The concern you or your child faces may be a result of an oversight or a misunderstanding that can be easily corrected once brought to the attention of the staff member most directly involved. Give them a chance to tackle the problem first.

Step #2:

Present your concern to the next level.

The principal at each building is responsible for supervision of staff within that particular building. The director of transportation supervises all school bus drivers. These are examples of the next level of personnel to contact should the staff member closest to the concern not be able to satisfactorily offer resolution. Their ability to help will be improved if you share the steps you have already taken with the staff member closest to the concern. Take time to share with them the reason(s) you feel uncomfortable dealing directly with the person who is closest to the situation. Supervisory personnel will rarely have access to the information they need to be of immediate assistance and working through them will often require additional time.

Step #3:

Talk with the superintendent of schools.

Sometimes all the best intentions can't solve a problem. When you believe you have taken the concern to the next level but still haven't achieved a satisfactory outcome, the superintendent of schools is the next place to go. A meeting with the superintendent will require some advance planning.



Baxter Community School District



Step #4:

Contact **your** school board member **after** other means have **been attempted**.

School board members are elected to represent the interest of all parents and district residents; therefore, you should always feel free to tell them your point of view. However, school board members do not have direct authority in day-to-day operations. All authority is the result of official actions by a majority of the board at meetings open to the public. The board's primary responsibility is to make policies that guide the school district. Any change in policy requires two readings at two separate public meetings, a procedure that often takes two or more months. Some policy changes may require substantial public input and consultation with the school district's attorney. These requirements often increase the time required for the board to make a response.

When should a board member be contacted and what can they do?

- After other means to solve a problem have been tried.
- When a policy is being enforced but you believe it results in bad consequences.
- When you believe a policy isn't being enforced.
- When policies or procedures are not enforced fairly for all.

A board member may take one or all of the following actions:

- Informally discuss the issue with the superintendent to consider whether policies or rules would be changed.
- Request to the board president to review the specific policies that relate to the situation.
- Propose new policies for the board's consideration.



Library News



NEW FALL HOURS!

- Monday & Tuesday 9:00-6:00
- Wednesday & Thursday 12:00-6:00
- Saturday 9:00 - 12:00

WEEKLY EVENTS

Public Story Time (ages 0-5) - Tuesdays 10:00am

After School Fun (grades 2-5) - Wednesdays from 3:45pm-4:30 (begins September 17th)

MONTHLY EVENTS

Adult Book Club - first Monday of the month at 6:00pm

Chapter Chatter & Page Turner Book Clubs - first Tuesday of every month from 3:45-4:30

Story-time Saturdays: Tales for all ages- third Saturday of the month at 10:00am

Lego Club - last Monday of the month at 2pm (pre-registration is required)

Cribbage Club (Oct-Mar) - Mondays at 4:00pm

FALL EVENTS

Fall Plant Swap: Sept 8-12

Board Game Night: Oct 10th 5:00-8:00pm

Family Halloween Party: Oct 11th 10am

Registration for Chapter Chatter, our book club for grades 3-5 is now open!

In addition we will have a new book club tailored to middle school aged students The Page Turners. Please register by emailing library.baxter@gmail.com

Both elementary and middle school book clubs will meet the first Tuesday of the month at 3:45pm beginning October 7th. Books for the first meeting will be distributed the first week of September.

SEPTEMBER

2025

SUN	MON	TUE	WED	THU	FRI	SAT
31 Fall Hours M: 9-6 T: 9-6 W: 12-6 Th: 12-6 Sat: 9-12	1 Closed	2 Story-time 10am	3	4	5	6
7	8 Fall Plant Swap begins	9 Story-time 10am	10	11	12	13 Fall Plant Swap ends
14	15 Book Club 6pm	16 Fall Plant Swap	17 Fall Plant Swap	18 Fall Plant Swap	19	20 Story-time Saturday: Tales for All Ages 10am
21	22	23 Story-time 10am	24 After-School Fun Club 3:45	25	26	27
28	29	30 Story-time 10am	1 After-School Fun Club 3:45	2	3	4
	30 Lego Club 2pm					

OCTOBER

2025

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1 After School Fun Club 3:45pm	2	3	4 4H Open House
5	6 Cribbage Club 4pm Book Club 6pm	7 Story-time 10am Chapter Chatter & Page Turners 3:45pm	8 After School Fun Club 3:45pm	9	10 Board Game Night 5-8pm	11 Family Halloween Party 10am
12	13 Cribbage Club 4pm	14 Story-time 10am	15 After School Fun Club 3:45pm	16	17	18 Story-time Saturday: Tales for all ages 10am
19	20 Cribbage Club 4pm	21 Story-time 10am	22 After School Fun Club 3:45pm	23	24	25
26	27 Lego Club 2pm Cribbage Club 4pm	28 Story-time 10am	29 After School Fun Club 3:45pm	30	31	1

STAFF *News*



Baxter Community School District Calendar 2025-2026

Summary of Calendar

Days in Classroom - 145

First Semester - 68

Second Semester - 77

School Day: 7:45 - 3:35

7.5 Hours per Day

Calendar Legend

First/Last Day of School

Holiday - No School

District PD (Full Day)

New Teacher Workday

Vacation Day Students and Staff

Parent/Teacher Conferences

Monday - No School

Potential Snow Make Up Day

**1:35 Dismissal

Parent-Teacher Conferences

Oct. 20 & Mar. 9

Potential Snow Make Up Days

January 26th

February 23rd

March 30th

April 27th

Total Hours

1102

Required Hours

1080

August				
M	T	W	T	F
28	29	30	31	1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25**	26	27	28	29
September				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
October				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
November				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
December				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
January				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
February				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
March				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
April				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
May				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
June				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
20	21	22	23	24

Date

Event

July 28-Aug 1	Family Week (No District Events)
Aug 14	New Teacher Day
Aug 11-22	District PD (No School) - 5 days
Aug 21	Back to School Night
Aug 25	First Day of School - 1:35 Dismissal
Sept. 1	Labor Day (No School)
Sept. 2	First Day of Preschool
Oct. 20	Parent-Teacher Conferences
Nov 26-28	Thanksgiving Break (No School)
Dec 23	End of 1st Semester
Dec 24-Jan 2	Winter Break (No School Students)
Jan 1	New Year's Day (No School)
Jan 6	School Resumes
Mar 9	Parent-Teacher Conferences
Mar 16-20	Spring Break (No School)
May 17	Graduation
May 22	Last day of school
May 25	Memorial Day
Teacher Flex Day - May 26-30	

2024-2025 STAFF MEMBERS

Abbie Barr - Kindergarten

Allison Bartholmey -Vocal Music, TAG instructor

Kirsten Bentley - Middle School Math

DeAnn Bishop- Elementary PLC Coach

Dana Bucklin - 5th Grade

Jen Clausen - 1st Grade

Elizabeth Carter - K-12 Art

Amy Christiansen - 4th Grade

Emily Chhouy - High School English

Jen Clausen - 1st Grade

Kristi Cook - High School Special Education

Kristy Dee - 2nd Grade

Travis Dee - Guidance Counselor, Special Programs
Coordinator

Tagen Douma- PE & Weight/Speed

Katherine Eden- Band and Choir

Wyatt Eide - 5th Grade

Bryce Hubert - Middle School Social Studies

Kenzie James- High School Math

Amy Jones - Middle School Special Education

Rhonda Fridley - K-5 Special Education

Jill Halter - Elementary Counselor

April Kearns - 1st Grade

Kayla Mason - Middle School Science

Jeremy Moffit - High School Social Studies

Danyelle Myers - Middle School Reading

Nick Noring - Business Instructor

Madison Omtvedt - High School English

Casey O'Roake - 2nd Grade

Greg Pickett - Teacher Librarian, Computer Science,
Technology Coordinator

Gennypher Popenhagen - Kindergarten

Sydney Rose - High School Special Education

Cheryl Russell - K-5 Reading Interventionist, Title I Reading

Kyle Stribe - PE

Ian Thomson - High School Science

Sara Tiedje - School Nurse

Amanda Tow - Family & Consumer Sciences, Health

Anna Travis - K-5 Special Education

Stacia Vansice - Spanish Associate

Shaina Van Beek- Preschool

Lori Warkentin - 3rd Grade

Angela Webster - 4th Grade

Madison Welch - 3rd Grade

Carly Williams - Vocational Ag, FFA

Robyn Winner - Middle School Language Arts

BOARD OF EDUCATION

Cory Robinson - President

Tyler Akins

Ray Hauser

Jon Northrup

Ashley Kucera

Chris Petersen- Superintendent

Julie McWhirter - Board Secretary, Business Manager

ADMINISTRATION

Zach Hasselbrink - K-5 Principal & Athletic Director

Clay Harrold - 6-12 Principal

PARA-EDUCATORS

Hannah Jones

Olivia Moffitt

Kelsi Bowman

Josh Wells

Paula Boike

Jarod Nichols

Barb Schmidt

Amber Tuhn

Jenni Warden

Nicole Kiefer

Chrystal Horrach

Christine Morphew

SUPPORT STAFF

Amanda Moorman - Elementary Secretary

Angie Wesselink - Secondary Secretary

CUSTODIANS

Craig Hudson - Maintenance & Transportation Direction

Jason Kincel

Chad Schwickerath

BUS DRIVERS

Scott Bucklin

Jason Kincel

Kevin Krampe

FOOD SERVICE

Tasha McPherson, Food Service Director

Tammy Schroyer

Jan Quinn

WELCOME TO OUR NEW BCSD STAFF!

Mr. Bryce Hubert - MS Social Studies

Mr. Tagen Douma - PE

Mrs. Katherine Eden - Band/Choir

Ms. Kenzie James - HS Math

Mrs. Kristi Cook - Spec Ed

Ms. Carly Williams - Ag

Mr. Ian Thomson - HS Science

Ms. Madison Omtvedt - HS English



welcome

A MESSAGE
FROM

Mr. Harold

August is a fantastic time to be an educator. As the new school year begins, there's a noticeable excitement in the air—whether it's starting anew or, for some, starting for the first time. Activities are about to start up again in the upcoming weeks and the first day of school is right around the corner. As my second year at Baxter is officially beginning, I want to reflect on a variety of changes that we have made to both our student and standards-referenced grading (SRG) handbooks.

In our student handbook, we added some regulations surrounding the use of artificial intelligence (AI). The use of AI connects very closely to academic honesty and giving our own efforts. Another huge adjustment is the fact that we will be adding mid-term grade checks in both semesters. On October 17, we will pull updated grades from JMC. At that point, if a student were to have a failing grade, they will be ineligible until they can prove that the grade is now passing.

On a lighter note, seniors that qualify may have open campus over the lunch period. We will be talking more about this when school begins. Our student handbook will be posted to the new school website soon!

When it comes to SRG, there were some parameters that needed to be addressed. Students can still attempt a reassessment after a unit concludes. However, all reassessments are limited to being done two weeks after the unit ends. Students will be required to formally request a reassessment and will have to work with each individual teacher to identify how that will look in that class. We will continue to talk about these changes as we move forward.

Baxter Schools are remarkable, and this excellence starts with the outstanding people throughout the community. Building strong relationships between our school and your homes is crucial for fostering our students' growth and success. Relationships are built through one interaction at a time, and there are multiple ways to make that happen - our open house will be on August 21 from 6:00-7:30 p.m., there are also numerous events through extra-curricular and sporting events, parent-teacher conferences and more. In the meantime, please feel free to reach out anytime; we are here to support everyone on their journey to becoming "empowered to acquire the skills for personal success in an ever-changing world!"

Yours in learning,

Clay Harrold
Secondary Principal

COUNSELOR'S CORNER

MR. TRAVIS DEE

SECONDARY SCHOOL COUNSELOR

641-227-1409

TDEE@BAXTER.K12.IA.US

ABOUT COUNSELING SERVICES (2025-2026)

Counselor's Corner provides relevant information to support our students' personal/social, academic, and career development. The counseling department offers services to students, parents, staff, and the community in the areas of: core curriculum guidance, individual student planning, responsive services.

"COUNTDOWN TO YOUR FUTURE" PRESENTED BY ICAN

FRESHMEN (CLASS OF 2029)

Ask adults about what they enjoy and dislike about their careers, and the education/training needed.
Keep track of activities with an "activities resume" which can be helpful for scholarships and applications.

SOPHOMORES (CLASS OF 2028)

Get involved in school or community activities you enjoy.
Compare different careers based on education, tasks, and appeal.
Attend college visits when representatives come to your school.

JUNIORS (CLASS OF 2027)

Check colleges' entrance requirements and decide if you want to take the ACT. Learn about registration deadlines and test dates.
Explore colleges and begin scheduling campus visits now.

SENIORS (CLASS OF 2026)

Apply to your top colleges.
Search and apply for scholarships. Use ICAN's scholarship database at ICANSucceed.org/scholarships.
Ask parents about workplace or business-related scholarships.
Local scholarships will be announced to seniors in late March.
Schedule your FAFSA appointment after October 1 and note each college's priority deadline (some as early as December 1).

BHS SILVER CORD PROGRAM

Our Silver Cord program honors students who demonstrate leadership through service. Students who complete an average of 40 hours of volunteer work each year in high school earn special recognition. Interested students should contact Mr. Dee and look for volunteer opportunities both in school and the community.

All 6-12 students will receive paper copies of their schedule on the first day of school. Any student or parent who has questions about schedules, please feel free to contact Mr. Dee at 641-227-1409 or tdee@baxter.k12.ia.us.

FACING CHALLENGES

A new school year is not just about fresh starts. It is also about the obstacles we will likely face along the way. Challenges can appear in many forms: a tough class, balancing a busy schedule, unexpected setbacks, or personal struggles. How we respond to these moments can shape not only our year but our growth as an individual.

Jared McCain is an example of an individual overcoming adversity. After an impressive start with the Philadelphia 76ers, McCain faced an unexpected injury that sidelined him for the remainder of the season. Instead of becoming discouraged, he is using the setback as an opportunity to focus on recovery, learn from the process, and strengthen other aspects of his game. His determination to come back stronger demonstrates that challenges are not the end. Instead, challenges are often the turning point toward improvement.

High school students face their own kinds of challenges. You might get a lower grade than expected, struggle to balance schoolwork and activities, deal with conflicts, or face disappointment when things do not go as planned. The key is to acknowledge the challenge and stay persistent by moving forward and setting realistic goals.

Like McCain, you can turn setbacks into comebacks by using discipline, patience, and resilience. This school year, face your challenges head on and you might find that they lead to your biggest growth

2025-2026 ACT TEST DATES

TEST DATE	REGULAR REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE	PHOTO UPLOAD / STANDBY DEADLINE
September 6, 2025	August 1, 2025	August 19, 2025	August 29, 2025
October 18, 2025	September 12, 2025	September 30, 2025	October 10, 2025
December 13, 2025	November 7, 2025	November 24, 2025	December 5, 2025
February 14, 2026	January 9, 2026	January 23, 2026	February 6, 2026
April 11, 2026	March 6, 2026	March 24, 2026	April 3, 2026
June 13, 2026	May 8, 2026	May 29, 2026	June 5, 2026
July 11, 2026	June 5, 2026	June 24, 2026	July 3, 2026

**A MESSAGE
FROM**

Mr. Hasselbrink

It's hard to believe, but another school year is here. Our staff is back in the building and hard at work preparing for a great year of learning, growth, and connection. Below you'll find important updates and reminders as we get ready to welcome our students back to school.

OPEN HOUSE NIGHT

Our Back-to-School Open House is on Thursday, August 21st, from 6:00 – 7:30 PM.

Students can meet their teachers, drop off supplies, and tour classrooms. You can drop in anytime during this timeframe.

Please note: Pre-K will not hold an Open House. Instead, our Pre-K teacher will conduct home visits before the first day of school to help our youngest learners feel comfortable and ready. First Day of PK is September 2nd, and we have an AM session from 7:45-10:45 AM, and our PM session is 12:30-3:30 PM

NEW SCHOOL SCHEDULE – 4-DAY SCHOOL WEEK

This year, we are moving to a 4-day school week. Our new school hours will be:

Tuesday–Friday: 7:45 AM – 3:35 PM

(No school on Mondays unless otherwise noted on the district calendar.)

Students should be dropped off no sooner than 7:25 to ensure proper supervision at school.

STUDENT DROP-OFF LOCATIONS

To ensure a safe and efficient morning arrival, please follow these drop-off guidelines:

- K–5 Students – Drop off at the SW entrance/ Activities Entrance, where the pull-in lane is located. A reminder to please use this drop-off spot. If you're planning to enter the school, please find other places to park and enter; this is designated for drop-off.
- PK Students – Drop off at the PK entrance on the West Bus Slab

On the first day Elementary Staff will be outside to greet students and families on the bus slab, this is a great opportunity to snap some last minute first day of school pictures.

Breakfast Service

Breakfast will be served from 7:25 to 7:45 AM each morning.

Welcome Our New School Resource Officer

We are excited to announce that Deputy Britton will be joining our district as our new School Resource Officer (SRO). Deputy Britton will be working with staff, students, and families to help ensure a safe, welcoming environment for all.

New Staff Member

We're pleased to welcome Tagen Douma, who will be joining our PE Department. Mr. Douma is excited to start his journey at Baxter, and we know our students will benefit from his expertise and attitude.

Continued School Improvement

Our commitment to student success remains at the forefront. We will continue to focus on collaboration, enrichment, and targeted intervention to meet the needs of all learners. This means working together as a team—teachers, students, and families—to ensure every child can thrive academically, socially, and emotionally.

ACTIVITIES



News

We are both excited and eager for all our fall sports and activities to kick off this year. If you have not done so already, please be sure that you have turned in your physical to Mrs. Wesselink in the secondary office to ensure that your eligibility for the season. If you have any questions, please feel free to call 641-227-3102.

Our fall sports schedules may be found on Bound at www.gobound.com.ia

Do you know the perfect nominee for the Baxter Hall of Fame? We are now accepting nominations for the Baxter Hall of Fame, please submit nominations through the following link-

https://docs.google.com/document/d/1R0U7I_Xg8_GQyNrmjY863qqrW2CXA21eXRUmQC NTII/edit

We look forward to celebrating the success of our students in activities throughout the entire year. Stay tuned for all that we have going on via the Newsletter and our BCSD Athletics Facebook page!



STUDENT NEWS



Kindness KICKOFF

Family Connection

PurposeFull
People

Welcome!

Dear Family,

We are excited to tell you that we will be using **PurposeFull People** this year, a program that teaches skills to help students be successful in school and in life.

We believe that students should have safe, predictable places to learn where they feel included. Students should have healthy and helpful connections with teachers and classmates. They should also experience learning that will help them tackle challenges inside and outside of school. PurposeFull People is more than a set of lessons - it is a partnership between schools and families to create a place where students feel like they belong and learn skills that will help them be the best they can be!

The path forward is full of growth! We cannot wait to partner with you in this work...

- To teach students how to build strong friendships
- To work together to solve problems, big and small
- To grow skills for life
- To become PurposeFull People

Conversation Starters



- What does Kindness mean to you?
- What is something Kind you did for someone else today?

Kindness Overview

Our world needs more Kindness! That's why Kindness is how we are starting the school year. Our definition of Kindness is acting with understanding, generosity, and care. You'll hear a lot about Kindness this year because it is also 1 of our **3 outcomes**:

- **Be Kind**: Teaching social skills like listening, friendship, solving conflicts, and leadership. These skills are taught alongside **Empathy, Respect, & Cooperation**
- **Be Strong**: Skills that help students focus, stay organized, and set goals. These skills are taught alongside **Responsibility, Courage, & Perseverance**
- **Be Well**: Skills that help students handle their emotions and deal with stress. These skills are taught alongside **Gratitude, Honesty, & Creativity**



CharacterStrong

2024-2025 MIDDLE SCHOOL 2ND SEMESTER HONOR ROLL

6TH GRADE

Hayden Akins
Mason Backus
Wesley Beavers
Gracie Breckenridge
Kaidon Bucklin
Ariah Eveland
Phillip Frasher
Tinsley Guckert
Seth Hansen
Sloan Hasselbrink
Calvin Hauser
Kahlene Hawkins
Colton Jochems
Abigail Mahoney
Adalia McDanel
Mason Meeker
Aria Mergen
Brynnlee Morgenson
Logan Moses
Jaxon Reed
Lillie Robinson
Ryan Rominger
Sephirra Rupe
Hayden Seeley
Bently Stoll
Kylah Wignall
Ava Yeltman

Lincoln Handorf
Diego Herrera Marquez
Drake Hewitt
Mazie Humston
Christian Jones
Jadelynn Kincel
Claire Kucera
Ava Maxwell
Ella Moffit
Reilly Oglesby
Jaxon Popenhagen
Riley Ratliff
Crew Redman
Liv Schnathorst
Gage Snyder
Tristan Thornton
Eliza Tiffey
Jenner Travis
Kinlee Varner
Ruth Warden
Ada Warkentin
Avery Whaley
Libby Whitacre
Kydin Wing

Macie Jones
Auztyn Kerwin
Blake Maxwell
Brecken Maxwell
Brylea Nicholson
Zander Parker
Olivia Parrie
Alex Robinson
Lincoln Russell
Eli Schnieders
Nicholas Shedd
Cooper Smith
Grace Warden
Willow White
Kenzie Wignall
Sammel Wilhelm
Kattarina Wing

7TH GRADE

Sydney Beavers
Rhiane Bolina
Lane Cannon
Allison Engle
Owen Halter

8TH GRADE

Emileigh Beals
Nyle Brown
Mackenzie Cross
Gianna Dart
Holden Dee
Savannah Frasher
Elsie Hauser

2024-2025 HIGH SCHOOL 2ND SEMESTER HONOR ROLL

GOLD HONOR ROLL (4.0 GPA)

9TH GRADE

Hayden Burdess	Caydence Sulzle
Colten Damman	Rilyn Titus
Kaitlyn Engle	Cody Travis
Sydney Hibbs	Callie Van Beek
Myah Johnston	Stadan Vansice
Kamdyn Krampe	
Kaylyn Krampe	
Dakota O'Harra	
Owen Parrie	

12TH GRADE

Grant Anderegg
Nicole Bunse
Kieren Chugg
Tyler McKibbin
Abigail Meyer
Logan Rainsbarger
Perrin Sulzle
Cainan Travis
Josslynn Travis
Emersen Tuhn
Rylee Van Beek

10TH GRADE

Kendall Brummel
Maxxon Handorf
Luci Kucera
Lauren McKibbin
Camden Moffit
Briah Mortenson
Denver Sulzle
Gwen Tichy
Avery Wonders

11TH GRADE

Grace Anderegg
Alyvia Burdess
Callie Cross
Eli Dee
Austin England
Colton Moffit
Camryn Russell
Natalie Shedd
Cody Spurgeon

SILVER HONOR ROLL (3.5-3.99 GPA)

9TH GRADE

Taylor Cross
Samuel Diaz
Mackenzie Eldred
Lillian Grunsted
Ayden Hansen
Malayla Hurd
Breadon Oliphant
Brienna Oliphant
Piper Redman
Grayson Scroggins
Masyn Titus
Liam Trent
Maddux Tuhn
Ivy Whitacre
Emily Winfield

10TH GRADE

Mallory Bottorff
Morgan DeGrave
Cole Frasher
Tayler Iverson
Journey Kampman
Coy Mergen
Madelyn Reimers
Rossi Swihart
Kaitlyn Ware
11TH GRADE
Alivia Boike
Kash Brummel
Harleigh Cross
Danika Flora
Bree Hopkins
Maddox Peters

Klaire Shanks
Cael Wishman

12TH GRADE

Jack Anderson
Baile Bennien
Hudson Bethards
Jace Bottorff
Zoey Gliem
Hannah Huffaker
Gavin Kampman
Karlee Koehler
Matthew Richardson
Cade Robinson
Carter Smith
Cadence Spurgeon
Janay Stone
MaKayla True

BRONZE HONOR ROLL (3.0-3.499)

9TH GRADE

Parker Bonney
Ashlee Herr
Blair Jutting
Benjamin Ratliff
Robert Richardson
Tate Schnathorst
Melodie Smith
Jakayla Vansice
Joshua Warden

10TH GRADE

Nolan Hill
11TH GRADE
Aiden Shugg
Ashlyn Finch
Johnelle Gliem
Willow Grimes
Trevor Hamilton
Ruger Kincaid

12TH GRADE

Adison Bonney
Amaysha Butler
Alexander Dille
James Esqueda
Colton Harder
Koltin Hurd
Jaci McMinamen

Welcome to the Bolts Cafe!

August 2025 - Tasha McPherson, Food Service Director - (641) 227-1134 - tmcpherson@baxter.k12.ia.us



Baxter CSD Food & Nutrition Services

National School Lunch Program

Our meal programs must follow high nutrition standards set by the USDA. These standards are updated to reflect the latest research and guidance

on what kids need to do their best. The latest changes reduce added sugars and sodium, and continue to promote a variety of whole grains, fruits, vegetables, and protein foods. Our mission is to provide well-balanced meals that students find appealing, in a timely manner, as we navigate changes in the school year before us. Foods are prepared and served onsite by staff who are experienced, ServSafe certified (food safety), and participate in regular training for continuous improvement.

Free and reduced price meals?! 😊

Free/reduced priced meals are available to those who qualify. Applications and more information can be found in JMC (registration-apply for educational benefits), on the school's website, or upon request. You may apply at any time. Prior year meal status rolls over until the 30th day of school, or until a new determination. Eligibility information is kept confidential.

Show me the lunch money?! 💰

Log in to JMC (desktop) or use the JMC family app (mobile) to deposit money, monitor transactions, or set low balance alerts. Cash or check deposits are accepted at the school. Automated/manual low balance alerts will be sent on Thursdays. Our current meal charge policy can be found on the school's website, or upon request.

Students must have a positive balance to purchase any extras or ala carte items/milk outside of a reimbursable meal. Ala carte items (smart snack foods/beverages) may be available to MS/HS students during lunch. Please contact the food service director to limit or block purchases, or if you have any questions about meal accounts.

School Breakfast Program - starts at 7:25 a.m.

For parents with busy schedules, it can be hard to make sure that kids are eating a healthy breakfast before they go to school in the morning.

Sometimes children aren't hungry right after waking up, and it's hard to find food they like to eat that is also healthy. Also, some kids refuse breakfast at home but are hungry when they arrive at school. Fortunately, we have a great breakfast program for all students, and it's available at school every day.

If morning meals are difficult for your family, let the School Breakfast Program help you out!

Our program offers whole grains, fruit, juice, and milk with every meal!

Our institution is an equal opportunity provider.

August/September 2025

Baxter CSD Menu	Tuesday	Wednesday	Thursday	Friday
August 25	August 26	August 27	August 28	August 29
Chicken Nuggets Emoji Potatoes Green Beans Mixed Fruit Cup Scooby Snack <i>B: Cereal/Pop Tart</i>	Hot Dog/Bun French Fries Baby Carrots Applesauce <i>B: Mini Cinnis</i>	Crispito, Cheese Sauce Romaine Salad Pepper Strips Orange <i>B: Breakfast Sandwich</i>	Pulled Pork/Bun Baked Beans Potato Salad Watermelon <i>B: Pancake Bites</i>	Chicken Bacon Ranch Pasta, Garlic Knot Romaine Salad Cucumbers Fruit Slushie <i>B: Donut</i>
<i>Breakfast:</i>	September 2	September 3	September 4	September 5
7:15-7:45 a.m. preK-12 \$1.90 Adult \$2.20 Milk only \$.70 <i>Alternate entree (cereal, pop tart, etc.), fruit, juice, & milk choice offered daily.</i>	Teriyaki Chicken, Rice Broccoli, Egg Roll Mandarin Oranges Fortune Cookie <i>B: Cherry Frudel</i>	Walking Taco Refried Beans Pepper Strips Peaches <i>B: Breakfast Sandwich</i>	Breaded Chicken/Bun French Fries Baby Carrots Strawberries <i>B: French Toast Sticks</i>	Retro Square Pizza <i>Pepperoni or Cheese</i> Romaine Salad Fresh Veggies Fruit Slushie <i>B: Donut</i>
<i>Lunch:</i>	September 9	September 10	September 11	September 12
K-5 \$3.00 6-12 \$3.10 Adult \$5.20 Milk only \$.70 Alternate fruit & milk choice offered daily. Alternate entree (deli sub, chef salad, etc.) and ala carte "smart snack" items may be made available to MS/HS students.	Popcorn Chicken Potato Wedges Baby Carrots Mixed Fruit Cookie <i>B: Mini Donuts</i>	BBQ Rib/Bun Baked Beans Celery Sticks <i>PB</i> Apple Slices <i>B: Breakfast Sandwich</i>	Mac & Cheese, Roll Green Beans Pepper Strips Grapes <i>B: Mini Pancakes</i>	Fiestada Pizza Romaine Salad Fresh Veggies Fruit Slushie <i>B: Donut</i>
	September 16	September 17	September 18	September 19
	Mini Corn Dogs French Fries Baby Carrots Pears <i>B: Mini Caramel Roll</i>	DIY Super Nachos Refried Beans Pepper Strips Orange <i>B: Breakfast Sandwich</i>	Cheeseburger/Bun Sweet Tater Tots Fresh Broc./Caul. Mixed Berries <i>B: French Toast Sticks</i>	Stuffed Crust Pizza <i>Pepperoni or Cheese</i> Romaine Salad Fresh Veggies Fruit Slushie <i>B: Donut</i>
	September 23	September 24	September 25	September 26
Questions for the kitchen? Call or email: Tasha McPherson Food Service Director (641) 227-1134 or tmcpherson@baxter.k12.ia.us	Cheese Omelet Pancakes Hash Brown Ruby Rush Juice Peaches <i>B: Cin. Toast Soft Bar</i>	Orange Chicken, Rice Broccoli Roasted Edamame Pineapple Rice Krispy Treat <i>B: Breakfast Sandwich</i>	Pork Tenderloin/Bun French Fries Baby Carrots Banana <i>B: Mini Waffles</i>	Twisty Spaghetti, Garlic Knot Romaine Salad Cucumbers Fruit Slushie <i>B: Donut</i>
	September 30	October 1	October 2	October 3
Menu is subject to change. This institution is an equal opportunity provider.	<i>Chicken or Cheese</i> Quesadilla Corn Pepper Strips Applesauce Cookie <i>B: Mini Donuts</i>	PB&J Uncrustable Chips Baby Carrots Roasted Chickpeas Fresh Fruit <i>B: Breakfast Sandwich</i>	Chicken Tenders, Roll Mashed Potatoes, Gravy Fresh Broc./Caul. Craisins <i>B: Mini French Toast</i>	Deep Dish Pizza <i>Pepperoni or Cheese</i> Romaine Salad Fresh Veggies Fruit Slushie <i>B: Donut</i>

In accordance with state and federal law, the Baxter 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.

Breakfast and Lunch Policy-Staff & Grades K-12

Students have a meal account. When the balance reaches a negative (-\$25.00) balance, a student shall not be allowed to charge a la carte/extra items until the negative account balance is paid. Parents/guardians may use the online payment system; or deposit cash or check into the family account by paying at the secondary principal's office. Parents/Guardians may choose to prohibit purchasing meals and/or a la carte/extra items resulting in extra charges to meal accounts at any time by contacting the food service director.

All free/reduced/paying students shall never be denied a reimbursable meal, due to a negative balance from previous purchases. The meal account, however, will continue to be charged for meals and/or a la carte/extra items, if applicable.

Employees may use a charge account for meals, but may charge no more than \$10.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

Parents/Guardians will be reminded on a weekly basis, by automated notice, of their low/negative family account balance.

Adults/Parents/Guardians are encouraged to maintain a positive account balance. We encourage parents/guardians to use the online payment system to deposit funds into their family account.

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.

Upon reaching a negative (-\$25.00) balance or greater, an automated notice, email, letter, or phone call from the food service director, or designee, to the parent/guardian, will occur informing them of the negative account. A free/reduced application will also be sent if the parent/guardian has not already applied.

If payment is still not made after reaching a negative (-\$125.00) balance, the parent will receive a certified letter from the business office. The letter will state a due date to bring the account positive and/or request the parent/guardian communicate, by phone call or in writing, to devise a plan for repayment.

A contact from the food service cashier will continue to be made weekly for any negative balances.

The Superintendent and/or building principal may call any families with negative (-\$150) balances or more.

Any communication from the parent/guardian to the food service director or business office may take precedence over the normal procedures established for a negative meal account.

Unpaid Student Meal Accounts

The district may establish an unpaid student meals account. Funds donated from community/private sources may be deposited into the account in accordance with the law. Funds deposited into this account shall be used only to pay student meal debt.

Negative balances will be carried over to the following school year. These negative balances must be paid in full prior to school starting as part of the school registration process. The school district and the Food Service department reserve the right to take any additional action, including legal action or collection services, after normal procedures have failed and the account is 60 days delinquent and/or has reached a negative (-\$200.00) balance , to collect the balance due in any student's account.

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

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

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

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

Approved: September 21, 2022

Reviewed: December 18, 2024

Revised: December 18, 2024

4/20

WAIVER STATEMENT

If your child(ren) qualifies for free or reduced price meals, you may also be eligible for other benefits. If you sign this waiver, your child(ren) will be considered for a full or partial waiver of school fees. I understand that I will be releasing information that will show that I applied for free and reduced price school meals for my child(ren). I give up my rights to confidentiality for waiver of school fees ONLY. I certify that I am the parent/guardian of the child(ren) for whom application is being made. **YOU DO NOT HAVE TO COMPLETE THIS WAIVER TO GET FREE OR REDUCED PRICE SCHOOL MEALS.**

Signature of Parent/guardian _____ Date _____

PARENT/GUARDIAN INFORMATION LETTER FOR FREE MILK MEAL APPLICATIONS

Frequently Asked Questions About Free and Reduced Price School Meals

Dear Parent/Guardian:

Children need healthy meals to learn. **Baxter CSD** offers healthy meals every school day. Breakfast costs **\$1.90**; lunch costs **\$3.00-Elementary/\$3.10-Secondary**. Your children may qualify for free meals/milk or for reduced price meals. Reduced price is **\$.30** for breakfast and **\$.40** for lunch. Please visit our website to complete an application at: [jmc Family Login \(onlinejmc.com\)](https://onlinejmc.com). **Once logged in to your family's portal for the 2025-2026 school year, select registration, apply for educational benefits.**

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), 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 apply for free and reduced price meals/milk.

FEDERAL INCOME ELIGIBILITY GUIDELINES for SCHOOL YEAR 2025-2026

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	28,953	2,413	1,207	1,114	557
2	39,128	3,261	1,631	1,505	753
3	49,303	4,109	2,055	1,897	949
4	59,478	4,957	2,479	2,288	1,144
5	69,653	5,805	2,903	2,679	1,340
6	79,828	6,653	3,327	3,071	1,536
7	90,003	7,501	3,751	3,462	1,731
8	100,178	8,349	4,175	3,853	1,927
Each additional family member:	10,175	848	424	392	196

- 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: **Tasha McPherson, 202 E. State St., Baxter, IA 50028, (641) 227-1134, tmcpherson@baxter.k12.ia.us** immediately as eligibility for free or reduced price meals is extended to all school age children in a household. If you did not receive a letter from the school, but received a Free Lunch Notice from the Iowa Department of Health and Human Services (Iowa HHS), 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: **Baxter CSD, Travis Dee, (641) 227-1409, tdee@baxter.k12.ia.us**

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 14, 2025**. 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: **Chris Petersen, 202 E. State St., P.O. Box 189, Baxter, IA 50028, (641) 227-3102, cpetersen@baxter.k12.ia.us**
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 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 **Tasha McPherson, 202 E. State St., Baxter, IA 50028, (641) 227-1134, tmcpherson@baxter.k12.ia.us** 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, however, if you do not select race or ethnicity, one will be selected for you based on visual observation.
21. Translated applications are available at: <http://www.fns.usda.gov/school-meals/translated-applications>.

If you have other questions or need help, call **(641) 227-1134** or email **tmcperson@baxter.k12.ia.us**

Sincerely,
Tasha McPherson

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, 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/ad-3027.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, DC 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** Program.Intake@usda.gov

This institution is an equal opportunity provider.

Iowa Non-Discrimination Statement: (revised 7-1-25) It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, contact the Iowa Civil Rights Commission, 6200 Park Ave, Suite 100, Des Moines, IA 50321; phone number 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check if no Social Security Number.' Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS/MILK

Please use these instructions to help you fill out the application for free or reduced price school meals/milk. You only need to submit **one** application per household, even if your children attend more than one school in **Baxter CSD**. 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 Baxter CSD, Attn: Tasha McPherson, 202 E. State St., P.O. Box 189, Baxter, IA 50028.** If at any time you are not sure what to do next, please contact **Tasha McPherson, (641) 227-1134, tmcpherson@baxter.k12.ia.us**

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 **Baxter CSD**, 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 **Baxter CSD**. 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. Adults who have both income from work and are self-employed should report each income source separately. 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

Earnings from Work	Public Assistance/ Alimony/Child Support	Pensions/Retirement/All Other Income
- Salary, wages, cash bonuses Net income from self-employment (farm or business) If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - Child support payments - Veteran's benefits - Strike benefits	- Social Security (including railroad retirement and black lung benefits) - Private Pensions or disability benefits - Regular Income from trusts or estates - Annuities - Investment Income - Earned interest - Rental income - Regular cash payments from outside household

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

Sources of Child Income	Example(s)
Earnings from work	A child has a regular full or part-time job where they earn a salary or wages. (Infrequent earnings, such as income from occasional babysitting or lawn mowing, are not counted as income.)
- Social Security - Disability Payments - Survivor's Benefits	- A child is blind or disabled and receives Social Security benefits. - A parent is disabled, retired, or deceased, and their child receives social security benefits.
Income from person <i>outside</i> the household	A friend or extended family member <i>regularly</i> gives a child spending money.
Income from any other source	A child receives regular income from a private pension fund, annuity, or trust.

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

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

- A) Provide your contact information.** Write your current address in the fields provided if this information is available. **If you have no permanent address, this does not make your children ineligible for free or reduced price school meals.** Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.
- B) Print and sign your name and write today's date.** Print the name of the adult signing the application and sign in the box labeled "Signature of adult completing the form."
- C) Mail or return completed form to:** **Baxter CSD, Attn: Tasha McPherson, 202 E. State St., P.O. Box 189, Baxter, IA 50028.** 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>.

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/ad-3027.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, DC 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** 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 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, contact the Iowa Civil Rights Commission, 6200 Park Ave, Suite 100, Des Moines, IA 50321; phone number 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.

STEP 1 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)												
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.	Child's First Name	MI	Child's Last Name	Date of Birth	Student		Child's School	Grade	Foster Child	Homeless, Migrant, Runaway	OPTIONAL Responding to this section is optional and does not affect your children's eligibility for free/reduced price meals.	
	Yes	No									Ethnicity H=Hispanic or Latino N=Non-Hispanic/Latino Check all that apply	Race A=Asian W=White I=American Indian/Alaskan Native B=Black/African American P=Native Hawaiian/Other Pacific Islander

STEP 2 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).	
	Case Number: _____

STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)			
A. Total Number of All Household Members (Children + Adults)		B. Last Four Digits of Social Security Number (SSN) of Adult Household Member (last 4 digits)	

D. All Adult Household Members (include yourself): 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			
		How Often? (mark "X" in box)			How Often? (mark "X" in box)			How Often? (mark "X" in box)			
		Weekly	Bi-weekly	2x Month	Monthly	Yearly	Weekly	Bi-weekly	2x Month	Monthly	
		\$					\$				
		\$					\$				
		\$					\$				
		\$					\$				

E. Child Income: 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.											
Total Income Received by All Children						How Often? (mark "X" in box)					
						Weekly	Bi-weekly	2x Month	Monthly	Yearly	
						\$					

STEP 4 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				Today's Date			

Street Address (if available)											

DO NOT WRITE BELOW THIS LINE: FOR SCHOOL ADMINISTRATIVE USE ONLY											
Annual Income Conversion		x52 Weekly		x26 Bi-Weekly		x12 Monthly		Yearly		Total Income: \$	
										Application #: _____ ☐ ERROR PRONE APPLICATION	

Signature and Effective Date of Determining Official				Signature and Date of Confirming Official				Signature and Date of Verification Follow-Up			

Eligibility Determination											
☐ Free ☐ Reduced ☐ Free Milk				☐ Income ☐ FIP/SNAP ☐ Head Start (confirmation required)				☐ Homeless/Migrant/Runaway-Local Official confirmation Required ☐ Incomplete ☐ Over Income Limits			

Optional Supplemental Worksheet 2025-2026 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
										H=Hispanic or Latino N=Non-Hispanic/Latino	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)				
	Weekly	Bi-weekly	2x Month	Monthly	Yearly	Weekly	Bi-weekly	2x Month	Monthly	Weekly	Bi-weekly	2x Month	Monthly		
First and Last Names. Include children who are temporarily away at school or in college.	\$					\$				\$					
	\$					\$				\$					
	\$					\$				\$					
	\$					\$				\$					
	\$					\$				\$					
	\$					\$				\$					

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 the 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. For a household with income wages and self-employment, each amount must be listed separately. 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 \$ Gross Annual Income ÷ 12)

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 and 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 and address. Medicaid and 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 that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, "Check if no Social Security Number." Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

USDA Nondiscrimination Statement: (revised 2-15-23) 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, audiotype, 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/ad-3027.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

This institution is an equal opportunity provider.

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

Waiver Information

Iowa Non-Discrimination Statement:
(revised 7-1-25) "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, 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, 6200 Park Ave, Suite 100, Des Moines, IA 50321; phone number 515- 281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

Return completed form to:

Baxter CSD
Attn: Tasha McPherson
202 E. State St.
P.O. Box 189
Baxter, IA 50028

Sources of Child Income
- Earnings from work - Social Security (disability payments and survivor's benefits) - Income from person outside the household - Income from any other source

Earnings from Work (Adult Income Sources)	Public Assistance/Alimony/Child Support (Adult Income Sources)	All Other Income (Adult Income Sources)
- Salary, wages, cash bonuses (before deductions or taxes) - Net income from self-employment (farm or business) - If you are in the U.S. Military: a. Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) b. Allowances for off-base housing, food and clothing	- Cash Assistance from State/local government - Supplemental Security Income - Unemployment benefits - Worker's compensation - Alimony or child support payments - Veteran's benefits - Strike benefits	- Social Security - Disability benefits - Regular income from trusts or estates - Annuities - Investment income - Rental income - Regular cash payments from outside household

Diet Modification Request Form

Modifications are required by The United States Department of Agriculture (USDA) to accommodate a disability. Under Section 504, the ADA, and Departmental Regulations of 7 CFR part 15b define a person with disability as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. **“Major life activities” are broadly defined and include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. “Major life activities” also include operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.**

This form must be completed by a “medical authority” that is authorized by state law to write medical prescriptions: In Iowa this includes only Medical Doctors (MD), Doctors of Osteopathic Medicine (DO), Physician’s Assistants (PA), Advanced Registered Nurse Practitioners (ARNP) or Dentists.

Return the completed form to your organization or provider: _____
(Head Start, Summer Meal Provider, Day Care, Home Provider, or School)

Participant’s Name: _____ Birth Date: _____ Grade: _____

Parent/Guardian: _____
(Name) (Phone or email)

1) Describe the medical need related to the diet order and “major life activity” (see above) affected. <i>Example: Allergy to peanuts affects ability to breathe.</i>	
2) Explain what must be done to accommodate the medical need:	
Food(s) or Formula to Omit:	Food(s) or Formula to Substitute:
Complete the back to provide additional details	
Modified Texture: ☐ Not Applicable ☐ Chopped ☐ Ground ☐ Pureed	
Modified Thickness of Liquids: ☐ Not Applicable ☐ Nectar ☐ Honey ☐ Spoon or Pudding Thick	
Special Feeding Equipment: ☐ Not Applicable ☐ Equipment Needed: _____ (Example: large handled spoon, sippy cup, etc.)	
Infants under one year of age must receive iron-fortified infant formula or breast milk unless a Diet Modification Request Form is on file.	

Licensed prescribing medical professional: _____
(Name, print or type) (Title)

(Signature of medical professional) (Date)

The program must make accommodations for disabilities. Accommodation is encouraged for other medical conditions.

The parent/guardian may request a nutritionally equivalent substitute for fluid milk without direction from a medical professional. This site chooses to offer this nutritionally equivalent product: _____. Check here if you would like to request the milk substitute listed in place of fluid milk and list the reason for the request. ☐ _____

USDA allows a parent/guardian to supply substitute foods. Check here if you wish to provide the substitute foods: ☐ _____

Parent/Guardian signature: _____ Date: _____
(To document choices and permission to share with appropriate staff as needed to make accommodations.)

This institution is an equal opportunity employer and provider.

Check the box in front of food groups that should NOT be served and list the foods to be served instead.

Lactose/milk – Do not serve the items checked below: ☐ Fluid milk as a beverage or on cereal? ¼ cup of fluid milk to be used on cereal? __yes __no ☐ Yogurt ☐ Milk based desserts such as ice cream and pudding ☐ Hot entrees with cheese as a prime ingredient such as grilled cheese, cheese pizza, or macaroni & cheese ☐ Cheese baked in products such as a casserole or on meat pizza ☐ Cold cheese such as string cheese or sliced cheese on a sandwich ☐ Milk in food products such as breads, mashed potatoes, cookies or graham crackers	Serve these items instead:
Soy - Do not serve the items checked below: ☐ Protein products extended with soy ☐ Processed items cooked in soy oil ☐ Food products with soy as one of the first three ingredients ☐ Food products with soy listed as the fourth ingredient or further down the list	Serve these items instead:
Egg - Do not serve the items checked below: ☐ Cooked eggs such as scrambled eggs or hard cooked eggs served hot or cold ☐ Eggs used in breading or coating of products ☐ Baked products with eggs such as breads or desserts	Serve these items instead:
Seafood – Do not serve the items checked below: ☐ Fish (Cod, tuna, tilapia, haddock, salmon, etc.) ☐ Shrimp ☐ Other: _____	Serve these items instead:
Peanuts – Do not serve the items checked below: ☐ Peanuts, individually or as an ingredient ☐ Foods containing peanut oil ☐ Foods items identified as manufactured in a plant that also handles peanuts	Serve these items instead:
Tree nuts – Do not serve the items checked below: ☐ All nuts ☐ Food items identified as manufactured in a plant that also handles nuts ☐ Other: _____	Serve these items instead:
Grains – Do not serve the items checked below: ☐ Foods containing wheat ☐ Foods containing gluten ☐ Oats ☐ Other: _____	Serve these items instead:

IOWA

Student Health Screening Requirements

3rd Grade

Vision Screening

- No earlier than 1 year prior and no later than 6 months after enrollment
- Can be provided by ophthalmologist or optometrist or pediatrician's or family practice physician's office, a free clinic, a child care center, a local public health department, a public or accredited nonpublic school, or a community-based organization or by an advanced registered nurse practitioner or physician assistant
- Submitted electronically through IRIS or hard copy (no required form)

9th Grade

Dental Screening

- No earlier than 1 year prior to enrollment and no later than 4 months after enrollment
- Must be provided by licensed dentist or dental hygienist
- Must use IDPH Certificate of Dental Screening

Schools are a critical partner in ensuring students are healthy and ready to learn. It is important to link students with available services to provide the best opportunity for the student to succeed. In Iowa, there are four health screening programs regulated by the state and implemented by the schools: immunization, dental, vision and blood lead.

For more information: <https://idph.iowa.gov/iowa-student-health-screening-requirements>



Kindergarten

Dental Screening

- No earlier than age 3 and no later than 4 months after enrollment
- Can be provided by a licensed dentist, dental hygienist, physician, physician assistant, registered nurse or ARNP
- Must use IDPH Certificate of Dental Screening

Vision Screening

- No earlier than 1 year prior and no later than 6 months after enrollment
- Can be provided by ophthalmologist or optometrist or pediatrician's or family practice physician's office, a free clinic, a child care center, a local public health department, a public or accredited nonpublic school, or a community-based organization or by an advanced registered nurse practitioner or physician assistant
- Submitted electronically through IRIS or hard copy (no required form)

Lead Screening

- At least one Blood Lead Test should occur prior to six years of age
- List of students supplied by school districts to IDPH within 60 days of enrollment

For immunization requirements, see next page



**BAXTER COMMUNITY SCHOOL DISTRICT
PARENTAL PERMISSION FOR ADMINISTERING
PRESCRIPTION MEDICATION AT SCHOOL**



Student name _____
Medication _____
Reason for medication _____
Amount of dose _____
Time to give medication _____
Physician/Prescriber name _____ Phone number _____
Special instructions _____

I request that the prescribed medication be administered by a qualified staff person according to the written directions given. I agree that the school personnel may contact the prescriber as needed and that medication information may be shared with school personnel who need to know. I understand the law provides that there shall be no liability for damages as a result of the administration of medication where the person administering the medications acts as an ordinary reasonably prudent person would under the same circumstances and that the school district and the school nurse are to incur no liability, except for gross negligence, as a result of injury arising from the administration of medication. I will comply with the procedure listed on the back of this form related to the administration of medication at school.

Parent/Guardian name _____
*Signature _____
Date _____ Home Phone _____
Work Phone _____

**MEDICATION WILL NOT BE GIVEN IF IT HAS EXPIRED OR IT HAS AN IMPROPER LABEL.
PLEASE CHECK THE CONTAINER BEFORE SENDING IT TO SCHOOL.**

**PERMISSION FOR DISPOSAL OF UNUSED MEDICATION AT THE END OF THE SCHOOL
YEAR-please check one.**

____ I will pick up any unused medication at the end of the school year.
____ Please send any unused medication home with my child. The school district will not be responsible for the medication once it is in the possession of my child.
____ Please discard any unused medication.

*Parent/Guardian signature _____ Date _____

PERMISSION FOR INHALERS & EPINEPHRINE- Iowa law requires that students who carry inhalers & emergency epinephrine throughout the school day must have written parent consent with the purpose of the medication, dosage, times or special circumstances under which the medication is to be given. If your child is to carry his/her inhaler & epinephrine with them at all times, please have the prescriber fill out the information at the top of the page AND both sign below.

I have instructed the above named student in the proper way to use his/her medication. It is my professional opinion that he/she should be allowed to carry and use that medication by himself/herself.

*Physician/Prescriber signature

Date

I request that the above named student carry and self-administer his/her inhaler during school and school activities according to the authorization and instructions given.

*Parent/Guardian signature

Date

Medication Policy

Health care of the school-age child is the responsibility of the parent. Parents are advised to give medication at home outside school hours. (For example: If a medication is to be given three times a day, it can be given before school, after school, and at bed time.)

It is recognized that there may be certain medications which must be given during the day to strengthen the educational process. In these cases, parents are advised to comply with the following guidelines. These guidelines are established to safeguard students and school personnel.

When a student must take medication during school hours, the student and parent shall be responsible for the following:

A. Both prescription and over-the-counter medications shall be kept in the original container. Pharmacies will split prescriptions upon request. (Pills brought to school in envelopes or other containers will not be given.) Prescription medications shall be labeled with:

- a) Name of student
- b) Name of medication
- c) Directions for use
- d) Name of physician
- e) Name and address of pharmacy
- f) Date of prescription

Over-the-counter medications (non-prescription) shall be labeled with:

- a) Name of student
- b) Name of medication
- c) Directions for use be provided to the school including name of medication, dosage, and time of day to be given. (Please use form included with newsletter.)

D. Medication should be delivered to the Superintendent's office and picked up by the parent, unless other arrangements (such as a phone call) have been made with the superintendent, principal, or school RN. During the school year, all medications not claimed by parent within 30 days of completion of approved administration shall be destroyed. At the end of the school year, medications remaining will be destroyed one week after classes end. The school nurse shall destroy the medication with a faculty witness, and this shall be documented in the record.

E. A record shall be maintained each time a medication is administered to include pupil's name, date, time, and signature of the person administering the medication.

F. Medication will be properly stored in a designated locked area. Medications requiring refrigeration are stored in a designated space in refrigerator.

G. School personnel who are not otherwise authorized to administer medication shall successfully complete a medication administration course approved by the Department of Education. The school nurse shall be responsible for instructing personnel in the course and conducting review sessions. Upon completion of the course, personnel may administer non-parental medications (oral, topical, and eye/ear drops). Inhalers and injections must be administered by the nurse or self-administered in the presence of the nurse or medication aide. Student controlled use of inhaler and emergency injections such as Epi-pen will be evaluated between school nurse, parents, and physician on an individual basis.



BAXTER SCHOOL BUS CODE OF CONDUCT

The safety of students and drivers is our number one concern. The Baxter Community School safety and usage policies regarding our buses follow. Please take a moment to review this information with all student riders. **Students found in default of any of the following School Bus Code of Conduct policies are subject to the misbehavior consequences that follow.**

While on the Bus

- Respect your driver – always!
- Stay in your seat. Sit on your bottom.
- Keep the center aisle clear of backpacks and equipment.
- Dispose of all trash in garbage pails.
- Do not throw anything out the windows.

The Following Behavior is **STRICTLY PROHIBITED**

- Violation of safety procedures
- Destruction of property
- Inappropriate physical contact (fighting, pushing, tripping, etc.) or threats
- Excessive mischief
- Smoking and/or Vaping
- Rude, discourteous and/or bothersome behavior
- Unacceptable and/or offensive language

POSSIBLE CONSEQUENCES:

First Offense: Verbal warning and building principal notified. Parent notified.

Second Offense: Loss of bus riding privileges for up to three (3) days. Parent notified.

Third Offense: Loss of bus riding privileges for up to 10 school days. The bus driver and principal may request a conference with the student and parent. Parent notified.

Fourth Offense: Loss of bus riding privileges for an indefinite period of time, possible recommendation for long-term bus suspension. Parent will be notified.

Severe Violation: Any violation determined to be severe will give the Administrator the option of taking disciplinary action at any step. Although this is not a complete list, examples of severe violations could include: fighting, weapons or look-alike weapons, alcohol, smoking, drugs, verbal or physical battery, and sexual harassment. Such infractions will not only result in suspension from transportation but may also result in disciplinary action at the school. Any previously issued notices for bus misconduct will be considered when determining the discipline for a student having committed a severe act.

As an extension of the classroom, the building principal reserves the right to discipline students using consequences that are age appropriate. This may include loss of recess/privileges, detention, in-school suspension, or out-of-school suspension.



Homeless Children and Youth

The Baxter Community School District makes a reasonable effort to identify homeless children and youth of school age within the district, encourage their enrollment, and eliminate existing barriers to their receiving their education.

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

School Records: Students transferring out of the district, records may be provided directly to the student or the student's parents. Students transferring into the district may provide records directly to the district. The school will not require that records be forwarded from another school prior to the student's enrollment. The school will then request the official records from the previous school.

Immunization Requirements: Homeless students will not be denied enrollment for lack of immunization records if:

1. student has a statement signed by a physician stating that immunization would be injurious to the student;
2. student provides an affidavit stating such immunization would conflict with their religious beliefs;
3. student is in the process of being immunized; or
4. student has transfer records from another school.

The district will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

Waiver of Fees and Charges: Fees and charges which may present a barrier to the enrollment of transfer of a homeless child or youth maybe waived in the discretion of the superintendent. Enrollment Requirements/Placement.

Enrollment requirements, which may constitute a barrier to the education of the homeless child or youth, may be waived in the discretion of the superintendent. In the event that records are incomplete and a grade level cannot be determined, the district will administer tests to determine the appropriate grade level.

Residency: Homeless students and youth will attend the district where the child resides or the child's school district of origin. A child's school district of origin is the school district where the child was last enrolled. The deciding factor is the welfare of the child.

Transportation: the superintendent may waive policies or practices regarding transportation of students, which might cause a barrier to the attendance of a homeless child or youth.

Special Services: All services, which are available to resident students, are made available to homeless children and youths enrolled in the school district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs. If your family is in a homeless situation and would like assistance please contact: Travis Dee, Baxter Community School, 202 East State St., Baxter, IA 50028, 641-2271409

Post-Secondary Enrollment Options Act

The Post-Secondary Enrollment Options Act is intended to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling eleventh and twelfth grade students to enroll part time in non-sectarian courses in eligible post-secondary institutions of higher learning. Courses students enroll in must not be offered by the local school district. The local school district will pay for each separate course, the lesser of the actual and customary cost of tuition, textbooks, materials, and fees directly relative to the course taken by the eligible student or \$250.

AHERA Compliance

The Baxter Community School District maintains a current Asbestos Management Plan that is available to all employees, parents, and interested patrons. The management plan is located in the central office and is available for inspection during regular school hours. The Baxter School complex is located at 202 E. State Street, Baxter, Iowa 50028. Questions regarding this management plan and/or compliance with AHERA regulations may be directed to Superintendent of Schools, or by calling 641-227-3102.

Student Fee Waiver and Reduction Procedures

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

Use of Information Resources

In order for students to experience a diverse curriculum, the board encourages employees to supplement their regular curricular materials with other resources. In so doing, the board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met.

While the school district encourages employees to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of employees to abide by the school district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for school district staff to violate copyright requirements in order to perform their duties properly. The school district will not be responsible for any violations of the copyright law by employees or students. Violation of the copyright law by employees may result in discipline up to, and including, termination. Violation of the copyright law by students may result in discipline, up to and including, suspension or expulsion.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the school district received permission to perform a copyrighted work does not mean outsiders can copy it and re-play it. Those who wish to do so should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The school district is not responsible for outsiders violating the copyright law or this policy.

Any employee or student who is uncertain as to whether reproducing or using copy-righted material complies with the school district's procedures or is permissible under the law should contact the principal, teacher or librarian who will also assist employees and students in obtaining proper authorization to copy or use protected material when such authorization is required.

No Child Left Behind Notification to Parents

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

Parents/Guardians may request this information from the Office of the Superintendent by calling 641-227-3102 or sending a letter of request to Office of the Superintendent, 202 E. State Street, Baxter, Iowa 50028.

The Baxter 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 by a teacher who is not considered highly qualified.

PROTECTION OF THE RIGHTS AND PRIVACY OF PARENTS AND STUDENTS AND DISSEMINATION OF STUDENT RECORDS

Code No. 505.2

The board recognizes the importance of maintaining student records and preserving their confidentiality.

All student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure, and destruction stages. Student records shall be maintained by the records custodian and housed accordingly. The records custodian shall assume responsibility for ensuring the confidentiality of any personally identifiable information. The district personnel who collect or use personally identifiable information shall receive training or instruction regarding confidentiality of personally identifiable information.

1. The school may, without the consent of either the parent or the student, if the student is eighteen or older, release student records to school officials who have a legitimate educational interest in examining the information; or to officials of other schools or school systems in which the student intends to enroll, in which case the student's parents must be notified of the release of records and provided a copy of the released if they so request.

2. A student's parents or guardian may have access to permanent and supplementary records at reasonable times. A parent or guardian is also entitled to see tentative records. If a student is eighteen years of age, the parents' access to records is subject to the student's written consent.

3. A student who has reached the age of eighteen may examine his or her records at reasonable times. For purposes of this policy, whenever a student has attained eighteen years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

4. A school official competent in interpreting student records shall be present to explain the meaning and implications of the records that are examined.

5. The parents shall have the right to make written objections to any information contained in the records. Any written objection shall be signed by the parent and dated, and it shall become part of the student's supplementary record. Parents shall have an opportunity for a hearing to challenge the content of school records.

6. School officials shall not furnish in any form any personal or identifiable information contained in personal school records to any person other than those heretofore listed unless:

- a. There is written consent from the student's parents specifying records to be released, the reasons for such release, and to whom, and with a copy of the records to be released to the student's parents and the student if desired by the parent, or
- b. Such information is furnished in compliance with judicial order or pursuant to any lawfully-issued subpoena, upon condition that parents and the students are notified of all such orders or subpoenas in advance of the compliance therewith by the school officials.
- c. In an emergency situation when the student or parents cannot be reached, the principal or superintendent may, at their discretion, release information as needed for health and/or safety of individuals.
- d. When data for outside research purposes or to comply with requests of any state or federal agency is released, it shall be in such a form that no individual student is identifiable.

7. All persons, agencies, or organizations desiring access to the records of a student shall be required to sign a written form which shall be kept permanently with the file of the student.

8. The right of inspection may be exercised only during customary office hours of the school district, and the school district may charge a reasonable fee for copies which are made of student records.

9. If the superintendent has special information which indicates that granting or denying access to a student's record would be harmful to the student, the superintendent may exercise discretion in granting or denying access to a student's record. The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records.

CONTINUED...

This list for a student record may be accessed by the parents, the eligible student and the custodian of student records. Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified.

This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes.

CORPORAL PUNISHMENT

Code No. 502.6

Corporal punishment may not be used to discipline students as the Board believes it does not deter disruptive behavior.

Pursuant to Iowa Code 280.21, school employees shall not inflict, or cause to be inflicted, corporal punishment upon a student. Corporal punishment means the intentional physical punishment of a student. An employee's physical contact with the body of a student shall not be considered corporal punishment if it is reasonable and necessary under the circumstances and is not designed or intended to cause pain or if the employee uses reasonable force for the protection of the employee, the student, or other students; to obtain the possession of a weapon or other dangerous object within the student's control; or for the protection of property.

A school employee who, in the reasonable course of their role and responsibilities, comes into contact with a student shall be granted immunity from civil and criminal liability as a result of such contact, if the contact is reasonable and under the circumstances and involves the following:

- Encouraging, supporting, or disciplining the student
- Protecting the employee, the student, or other students
- Obtaining possession of a weapon, or other dangerous object, within a student's control
- Protecting employee, student, or school property
- Quelling a disturbance or preventing an act of threatening physical harm to any person
- Removing a disruptive student from class or any area of the school premises, or from school sponsored activities off school premises
- Preventing a student from the self-infliction of harm
- Self-defense
- Any other legitimate educational activity

The student's parents shall be given an explanation of the reasonable physical force upon request. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district. The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

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

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

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

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

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

ANTI-BULLYING/HARASSMENT POLICY CONTINUED...

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

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

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

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

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

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The counselor or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

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

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- other _____, and a copy shall be made to any person at the central office.

COMPREHENSIVE EDUCATIONAL EQUITY POLICY

Code No. 204.26

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

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

It is the policy of this agency to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are under represented. A fair and supportive environment will be provided for all students and employees regardless of their sex, sexual orientation, gender identity, race, national origin, creed, age, marital status or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, sexual orientation, gender identity, disability, age, marital status or religion, made from one employee to another, from an employee to a student or vice versa, and from one student to another is a violation of this policy. Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Educational Equity Coordinator by writing to the Compliance Officer, Baxter Community School District, Baxter Iowa 50028; or by telephoning 641-227-3103.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wisconsin, 53203-2292, 414-291-1111 or the Iowa Civil Rights Commission, 400 E. 14th Street Des Moines, Iowa 50319-1004, 515 281-4212 or 1-800-457-4416. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

DISSEMINATION OF COMPREHENSIVE POLICY

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

Student Handbooks Teacher and Employee Handbooks and Groups

Registration Handbooks Program and Recruitment Brochures

Parent Handbooks School Newsletters

Local Newspapers Employment Application Forms

The Educational Equity Coordinator is:

NAME: Secondary Principal

OFFICE ADDRESS: 202 E. State, Baxter, Iowa 50028

PHONE NUMBER: 641-227-3103

OFFICE HOURS: 8 a.m. to 3:30 p.m.

GRIEVANCE PROCEDURE

Code No. 105

It is the policy of the Baxter 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 the Secondary Principal or designee; 202 E. State Street, Baxter, Iowa 50028; 641.227.3102.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

-Filing a Complaint-

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

-Investigation-

Within 15 days working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

A request for the Complainant to provide a written statement regarding the nature of the complaint;

A request for the individual named in the complaint to provide a written statement;

A request for witnesses identified during the course of the investigation to provide a written statement;

Interviews of the Complainant, Respondent, or witnesses;

An opportunity to present witnesses or other relevant information; and

Review and collection of documentation or information deemed relevant to the investigation.

Within 60 days working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 days working days of completing the written report. Notification shall be by U.S. mail, first class.

-Decision and Appeal-

The complaint is closed after the equity coordinator has issued the report, unless within 10 days working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered.

GRIEVANCE PROCEDURE CONTINUED....

The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 days working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 days working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

The Compliance Officer is:

Name: Secondary Principal

Office Address: Secondary Administration Office, 202 E. State St., Baxter, Iowa

Phone Number: 641-227-3102

Digital not your thing?

**WOULD YOU LIKE TO RECEIVE A PAPER COPY OF THE
NEWSLETTER RATHER THAN DIGITAL?**

FILL OUT THIS FORM & MAIL IT BACK TO US!

FIRST & LAST NAME:

.....

MAILING ADDRESS:

.....

.....

PLEASE MAIL BACK TO

BAXTER CSD

ATTN: MRS. MOORMAN

PO BOX 189

BAXTER, IA 50028



**IF YOU RECEIVED A PAPER COPY LAST YEAR,
YOU DO NOT NEED TO FILL OUT THE FORM AGAIN!**

BAXTER COMMUNITY SCHOOL DISTRICT

PARENT/GUARDIAN NOTICE SECTION 504 OF THE REHABILITATION ACT OF 1973

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

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

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

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

1) Inspect and review his/her child's educational records; 2) Make copies of these records; 3) Receive a list of the individuals having access to those records; 4) Ask for an explanation of any item in the records; 5) Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) A hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the Equity/Section 504/ADA Coordinator for the State St., Baxter, IA 50028, (641) 227-3103.

Baxter Community School
202 E. State St.
P.O. Box 189
Baxter, IA 50028

Nonprofit Organization
U.S. Postage
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Baxter, IA 50028
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BOARD OF DIRECTORS

Tyler Akins
Ray Hauser
Ashley Kucera
Julie McWhirter - Board Secretary
Jon Northrup
Chris Petersen - Superintendent
Cory Robinson - President

**BOX HOLDER
BAXTER, IA 50028**