THE Baxter BROADCAST

AUGUST -SEPTEMBER 2026

A MESSAGE FROM Mr. Petersen

Welcome back to another exciting school year! Another summer has come and quickly gone, and we are ready to welcome the start of another school year. The 2026-27 school year kicks off with our Open House on August 20th from 6:00 - 7:30 PM, and we will welcome students back on Monday, August 24th, which will also be a 1:35 PM dismissal.

Our maintenance and custodial staff has been busy all summer painting, cleaning, and preparing our buildings for the school year. We also had a few summer projects completed which included new flooring in the weight room and new carpet in the music room. Both spaces look fantastic, and we greatly appreciate the dedication and work of our custodial staff in maintaining all of our facilities. Meanwhile, our teachers, staff, and administrators have been busy getting their classrooms and spaces ready to welcome students back and are excited for students to be back in our building.

We are entering the second year of our four-day instructional week, and the first year was a tremendous success! Over 95% of our fantastic teaching staff returns for the 2026-27 school year, which is the highest retention rate in years. We are thrilled at that number and to be able to offer consistency to our students and a high level of instructional expertise. We were also one of less than 40 school districts in the state who saw an increase in enrollment! While many small, rural districts are seeing large decreases in enrollment, Baxter CSD is adding and attracting more students. Finally, and most importantly, we produced some of the highest achievement levels on our FAST testing in the past ten years at Baxter! This is awesome news and a testament to the work our teachers and staff do on a day-to-day basis.

Our academic calendar looks very similar to last year with a few slight adjustments. A reminder that Mondays are the day there will be no students in session, with the exception of Monday, August 24th, November 23rd, December 17th, and May 17th. We also have 1:35 PM early dismissals on the first day of school (August 24th), the Tuesday before Thanksgiving (November 24th), the Tuesday before Christmas (December 22nd), and the last day of school (May 21st). As always, the district calendar is included in the newsletter and can also be found on our website.

We do have a few new teachers to welcome to the Baxter community this year. We are excited to welcome Ms. Heather Estrella, who will be joining as a special education teacher, and our new fourth grade teacher, Ms. Elizabeth Doane. For the first time in five years, we were also able to fill our secondary Spanish position and will offer in-person instruction with Mr. Nathan Liston teaching in that department this year. 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

Superintendent

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 16th)

MONTHLY ADULT EVENTS

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

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

MONTHLY YOUTH EVENTS

Chapter Chatter (grades 3-5) - will meet the second Tuesday of every month at 3:45 this year!

Page Turner Book Clubs (grades 6-8) - will meet the second Tuesday of every month at 3:45 this year!

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

FALL EVENTS

Board Game Night: Oct 16th 5:00-8:00pm

Halloween Pajama Story-time: Oct 29th 6pm

Family Halloween Party: Oct 31st 10am

Registration for Chapter Chatter and Page Turners, our book clubs for grades 3-8, are now open! Please register by emailing library.baxter@gmail.com or stopping in!

Both elementary and middle school book clubs will meet the second Tuesday of the month at 3:45pm beginning October 13th. Books for the first meeting will be distributed the first two weeks of September.
Registration will also be required for our After School Fun Program this year. This will help us plan activities and events specifically tailored to this age group and create a fun, engaging experience for the kids who attend.Please watch our Facebook page for the registration link, or contact the library to register your child(ren) in grades 2–5. Thank you for your understanding as we work to make this program the best experience possible for our participants!

BAXTER PUBLIC LIBRARY

August

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 BOOK CLUB 6:00 PM	4 BOARD MEETING 4:30 PM	5	6	7	8
9	10	11	12	13	14	15
16	Sorry! We're CLOSED — CLOSED AUGUST 17TH – AUGUST 22ND					
23	24	25 STORY-TIME AGES 0-5 10:00 AM Resumes! FALL HOURS RESUME!	26	27	28	29
30	31 Books. Community. Connection. THAT'S WHAT WE'RE ABOUT! BAXTER PUBLIC LIBRARY					

FALL HOURS (BEGINNING AUGUST 25TH)

MONDAY	9:00 AM – 6:00 PM
TUESDAY	9:00 AM – 6:00 PM
WEDNESDAY	12:00 PM – 6:00 PM
THURSDAY	12:00 PM – 6:00 PM
SATURDAY	9:00 AM – 12:00 PM





STAFF *News*

Baxter Community School District Calendar 2026-2027

Summary of Calendar
Days in Classroom - 146
First Semester - 69
Second Semester - 77

School Day: 7:45 - 3:35
7.5 Hours per Day

Teachers: 7:25 - 3:55
8.5 Hours per Day

Calendar Legend
- 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. 19 & Mar. 8

Potential Snow Make Up Days
January 25th
February 22nd
March 29th
April 26th

Total Hours
1105

Required Hours
1080

M	T	W	T	F	Student Hours	Staff Days
August						
3	4	5	6	7		
10	11	12	13	14		2
17	18	19	20	21		3
24	25	26	27	28	36	5
September						
31	1	2	3	4	30	4
7	8	9	10	11	30	5
14	15	16	17	18	30	5
21	22	23	24	25	30	4
28	29	30			15	2
October						
			1	2	15	2
5	6	7	8	9	30	4
12	13	14	15	16	30	5
19	20	21	22	23	38	5
26	27	28	29	30	30	4
November						
2	3	4	5	6	30	4
9	10	11	12	13	30	5
16	17	18	19	20	30	4
23	24	25	26	27	14	3
December						
30	1	2	3	4	30	4
7	8	9	10	11	30	5
14	15	16	17	18	30	4
21	22	23	24	25	14	3
28	29	30	31			0
January						
				1		1
4	5	6	7	8	30	4
11	12	13	14	15	30	5
18	19	20	21	22	30	4
25	26	27	28	29	30	4
February						
1	2	3	4	5	30	4
8	9	10	11	12	30	5
15	16	17	18	19	30	4
22	23	24	25	26	30	4
March						
1	2	3	4	5	30	4
8	9	10	11	12	38	5
15	16	17	18	19		0
22	23	24	25	26	30	5
29	30	31			15	2
April						
			1	2	15	2
5	6	7	8	9	30	4
12	13	14	15	16	30	4
19	20	21	22	23	30	5
26	27	28	29	30	30	4
May						
3	4	5	6	7	30	4
10	11	12	13	14	30	4
17	18	19	20	21	36	5
24	25	26	27	28		1
31						
June						
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25	1,105	166

Date	Event
Aug 14	New Teacher Day
Aug 10-21	District PD (No School) - 5 days
Aug 20	Back to School Night
Aug 24	First Day of School - 1:35 PM Dismissal
Sept. 1	First Day of PreK
Sept. 7	Labor Day (No School)
Oct. 19	Parent-Teacher Conferences
Nov 24	1:35 PM Dismissal
Nov 25-28	Thanksgiving Break (No School)
Dec 22	End of 1st Semester - 1:35 PM Dismissal
Dec 23-Jan 1	Winter Break (No School Students)
Jan 1	New Year's Day (No School)
Jan 5	School Resumes
Mar 8	Parent-Teacher Conferences
Mar 15-19	Spring Break (No School)
May 16	Graduation
May 21	Last Day of School - 1:35 PM Dismissal
May 24-28	Teacher Flex Day
May 31	Memorial Day

F

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 - PLC

Emily Chhouy - High School English

Jen Clausen - 1st Grade

Kristi Cook - Secondary Special Education

Kristy Dee - 2nd Grade

Travis Dee - Guidance Counselor, Special Programs Coordinator

Elizabeth Doane- 4th Grade

Tagen Douma- PE & Weight/Speed

Katherine Eden- Band and Choir

Wyatt Eide - 5th Grade

Heather Estrella - Secondary Special Education

Bryce Hubert - Middle School Social Studies

Kenzie James- High School Math

Amy Jones - Secondary Special Education

Rhonda Fridley - K-5 Special Education

Jill Halter - Elementary Counselor

April Kearns - 1st Grade

Nathan Liston- Spanish

Kayla Mason - Middle School Science

Jeremy Moffit - High School Social Studies

Danyelle Myers - Middle School Reading

Nick Noring - Business

Madison Omtvedt - High School English

Casey O'Roake - 2nd Grade

Greg Pickett - Teacher Librarian, Computer Science, Technology Coordinator

Gennypher Popenhagen - Kindergarten

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

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

Alyssa Plunkett

Chris Petersen- Superintendent

Julie McWhirter - Board Secretary, Business Manager

ADMINISTRATION

Zach Hasselbrink - PreK-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

Rob Yeltman

Grace Kalinay

Michelle Nightser

SUPPORT STAFF

Amanda Moorman - Elementary Secretary

Angie Wesselink - Secondary Secretary

CUSTODIANS

Craig Hudson - Maintenance & Transportation Director

Jason Kincel

Kaila Hudson

Sarah Schroeder

BUS DRIVERS

Scott Bucklin

Jason Kincel

Kevin Krampe

FOOD SERVICE

Tasha McPherson, Food Service Director

Tammy Schroyer

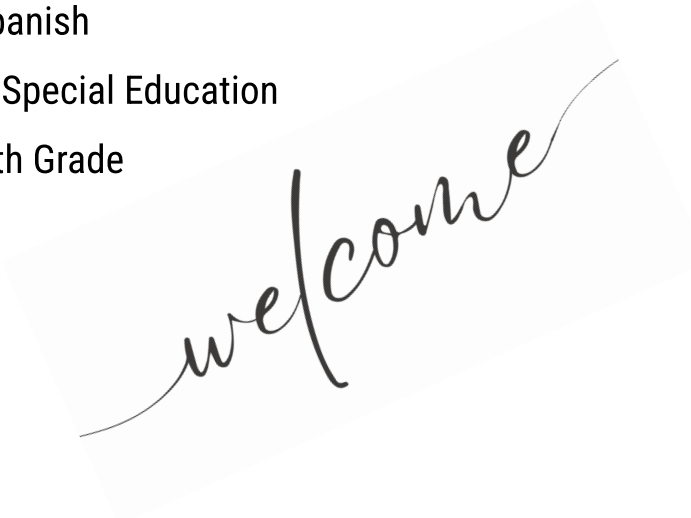
Carrie Frasher

WELCOME TO OUR NEW BCSD STAFF!

Mr. Nathan Liston - Spanish

Mrs. Heather Estrella - Secondary Special Education

Ms. Elizabeth Doane - 4th Grade



A MESSAGE FROM Mr. Harrold

Dear Baxter Families and Stakeholders,

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 begin again in the upcoming weeks and the first day of school is right around the corner. As my third year at Baxter is officially beginning, I want to reflect on a variety of changes that we have made to both our student and grading handbook.

At the forefront of our thinking is always safety and security. That said, we've made adjustments to our code of conduct and who is impacted, our allowable usage of personal electronic devices, our backpack policy and finally our dress code. While I won't dive into the specific changes in this newsletter - our intent is to make sure that Baxter is a safe and conducive learning environment for all learners and staff.

When it comes to grading, we are moving back to a more traditional grading system. Practice work (homework) will be assessed at times - however, the focus will still be on the summative assessments and whether our students have mastered the standards. Students can still attempt a reassessment after a unit concludes. That said - students can only request one reassessment, but the two-week reassessment window doesn't begin until grades are posted in JMC. So there is a little give and take on increased expectations, but opportunities still exist to show growth. This should always be the end goal!

Baxter Schools are remarkable, and that excellence starts with the outstanding people throughout our community—and increasingly, our neighboring communities through open enrollment. When I spoke at the Baxter Reunion in June, I made the statement that Baxter is a "destination school." After seeing so many new names and meeting prospective students and families, I stand by that claim. We are already seeing early growth in our secondary enrollment, and I am very proud of that.

Relationships are built one interaction at a time, and there are many opportunities to make those connections. Our Open House will be held August 20 from 6:00–7:30 p.m. Families can also connect with our school through extracurricular activities, sporting events, parent-teacher conferences, and many other opportunities throughout the year.

In the meantime, please feel free to reach out anytime. We are here to support our students and families 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 2030)

Get involved in activities that interest you and begin keeping track of your activities, honors, awards, and volunteer experiences. Talk with adults about their careers and begin exploring different career options.

SOPHOMORES (CLASS OF 2029)

Continue exploring careers and education or training options. Get involved in school and community activities that interest you and begin thinking about how your interests and strengths connect to possible careers.

JUNIORS (CLASS OF 2028)

Begin researching colleges, career programs, and other options after high school. Check admission requirements and consider whether taking the ACT would be beneficial. Visit colleges and attend career and college events whenever possible.

SENIORS (CLASS OF 2027)

Finalize your plans for after high school and begin completing college, career, military, or training applications. Complete the FAFSA when it becomes available and pay close attention to financial aid and application deadlines.

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. Students are encouraged to look for volunteer opportunities both in school and throughout the community. Interested students should contact Mr. Dee with questions about the program or to discuss possible service opportunities.

START STRONG

A new school year brings a fresh opportunity to set goals, develop good habits, and make progress. Whether you are entering high school for the first time, preparing for college, or still exploring what you want your future to look like, the small choices you make each day can have a big impact.

Success in high school is not always about getting everything right the first time. It is about being willing to ask questions, learn from mistakes, stay organized, and keep moving forward when things become difficult.

As you begin the 2026-2027 school year, challenge yourself to start strong. Get involved, build positive relationships, take responsibility for your work, and do not be afraid to ask for help when you need it. Your teachers, coaches, administrators, parents, and school counselor are here to support you.

You do not have to have your entire future figured out today. Take it one step at a time, make the most of the opportunities in front of you, and keep working toward becoming the person you want to be.

2026-2027 ACT TEST DATES

TEST DATE	REGULAR REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE	PHOTO UPLOAD / STANDBY DEADLINE
Sept. 19, 2026	August 14, 2026	September 1, 2026	September 14, 2026
Oct. 17, 2026	September 11, 2026	September 29, 2026	October 12, 2026
Dec. 12, 2026	November 6, 2026	November 29, 2026	December 7, 2026
Feb. 27, 2027	January 22, 2027	February 9, 2027	February 22, 2027
April 10, 2027	March 5, 2027	March 23, 2027	April 5, 2027
June 12, 2027	May 7, 2027	May 25, 2027	June 7, 2027
July 10, 2027	June 4, 2027	June 25, 2027	July 5, 2027

Students should check the admission and scholarship requirements of individual colleges to determine whether the ACT is recommended or required.

2025-2026 MIDDLE SCHOOL 2ND SEMESTER HONOR ROLL

6TH GRADE

Roslin Birkenholtz
Addison Brannen
Nolan Halter
Nova Hudson
Chesney Kaplan
Jon Karns
Brayden Longoria
Noah Maxwell
Nolan Moffit
Emma Parrie
Gavin Pittman
Haidenn Poage
Bentley Popenhagen
Trenton Riley
Jase Snyder
Lydia Tichy
Jeremiah Warden
Hollis Ware
Mason Whaley
Brenley Wiederholt

7TH GRADE

Hayden Akins
Mason Backus
Isabelle Beals
Wesley Beavers
Gracie Breckenridge
Lilly Carpenter
Ashlynn Chugg
Ariah Eveland
Karly Foudree
Tinsley Guckert
Sloan Hasselbrink
Calvin Hauser
Aliza Iverson
Abigail Mahoney
Mason Meeker
Aria Mergen
Logan Moses
Lillie Robinson
Ryan Rominger
Sephirra Rupe
Hayden Seeley
Oliver Swihart
Bella Wilhelm
Ava Yeltman

8TH GRADE

Sydney Beavers
Lane Cannon
Allison Engle
Kinze Foster
Owen Halter
Diego Herrera Marquez
Mazie Humston
Christian Jones
Jadelynn Kincel
Claire Kucera
Caroline Ludwig
Ava Maxwell
Ella Moffit
Reilly Oglesby
Lilyan Pickett
Jaxon Popenhagen
Crew Redman
Liv Schnathorst
Gage Snyder
Noah Stratton
Tristan Thornton
Jenner Travis
Kinlee Varner
Ruth Warden
Ada Warkentin
Avery Whaley
Elizabeth Whitacre
Kydin Wing

2025-2026 HIGH SCHOOL 2ND SEMESTER HONOR ROLL

GOLD HONOR ROLL (4.0 GPA)

9TH GRADE

Mackenzie Cross
Holden Dee
Blake Maxwell
Brecken Maxwell
Olivia Parrie
Alec Robinson
Lincoln Russell
Nicholas Shedd
Kattarina Wing

10TH GRADE

Hayden Burdess
Colten Damman
Kaitlyn Engle
Kamdyn Krampe
Kaylyn Krampe
Breadon Oliphant
Piper Redman
Robert Richardson
Derek Rominger

11TH GRADE

Lauren McKibbin
Camden Moffit
Gwen Tichy
Avery Wonders

12TH GRADE

Grace Anderegg
Kash Brummel
Callie Cross
Eli Dee
Camryn Russell
Natalie Shedd
Ariana Staempfli
Caydence Sulzle
Rilyn Titus
Callie Van Beek
Stadan Vansice

SILVER HONOR ROLL (3.5-3.99 GPA)

9TH GRADE

Emileigh Beals
Gianna Dart
Savannah Frasher
Elsie Hauser
Zander Johnson
Brylea Nicholson
Eli Schnieders
Cooper Smith
Grace Warden
Willow White
Kenzie Wignall

10TH GRADE

Samuel Diaz
Lillian Grunsted
Sydney Hibbs
Myah Johnston
Dakota O'Harra
Owen Parrie
Grayson Scroggins
Masyn Titus
Maddux Tuhn
Ivy Whitacre
Emily Winfield

11TH GRADE

Morgan DeGrave
Maxxon Handorf
Journey Kampman
Luci Kucera
Briah Mortenson
Denver Sulzle
Rossi Swihart
Maddox Peters

12TH GRADE

Katie Bell
Alivia Boike
Miley Butler
Harleigh Cross
Austin England
Bree Hopkins
Kaylee McCann
Colton Moffit
Klaire Shanks
Cody Spurgeon
Cody Travis
Cael Wishman

BRONZE HONOR ROLL (3.0-3.499)

9TH GRADE

Braxton Bowen
Nyle Brown
Kinnick Poage
Celsey Pudans
Sammuel Wilhelm

10TH GRADE

Taylor Cross
Mackenzie Eldred
Ayden Hansen
Blaire Jutting
Brienna Oliphant
Melodie Smith
Joshua Warden

11TH GRADE

Mallory Bottorff
Tayler Iverson
Coy Mergen
Kaitlyn Ware
John O'Roake

12TH GRADE

Alyvia Burdess
Ashlyn Finch
Willow Grimes
Ruger Kincaid
Jacob Warden

A MESSAGE FROM Mr. Hasselbrink

Back to School! Summer always comes and goes fast, but it brings many great opportunities for all our stakeholders. I hope you all found moments to relax and embrace all the joy that summer brings to Baxter. In my personal life, those summer joys include golfing with friends and my kids, watching my kids play sports, and weekend getaways with my family and friends. I am sure you all have similar experiences or can quickly think of many of the joys that summer brings you. Now my attention returns to preparing for another exciting and productive year at Baxter Elementary.

I look forward to my daily interactions with students and to watching them learn and grow. I am honored to work with wonderful students, staff, and families. I aim to build upon the progress and success we have sustained over time, and I am excited for all of our students to flood the elementary halls for our back-to-school journey. Last year, we moved to a 4-day instructional week, and from an academic standpoint, it has shown success and growth. We will continue to evolve our systems to ensure the 4-day school week has positive outcomes in and out of the school setting.

Our elementary school team continues to excel in prioritizing high levels of student learning. We prioritize social-emotional development, relationships, engagement, and deepening our collaborative efforts. Our emphasis on continued growth leads us to deep dives into data to ensure our students have an individualized path to success. We aim to create consistent, systematic growth in our collaborative process to ensure all students have daily access to high-quality instruction. Teachers work diligently to provide the best educational setting for their students.

At Baxter, we pride ourselves on creating strong and lasting relationships, which is the foundation of our educational beliefs. Relationships are crucial to school success, and we will continue to emphasize the importance of fostering caring and supportive relationships in our classrooms. Our staff is committed to providing high expectations for all students. We have implemented important systems to ensure all students have access to learning and support. We continue to instruct on building relationships, dealing with challenges and conflicts effectively, and fostering positive behaviors that transcend across grade levels and domains. Our goal is to continue an unwavering commitment to the growth of all our students in academics and social-emotional development.

As a building and district, we consistently emphasize the importance of our collaborative teaming to ensure we carry out our district mission and core values. We have implemented processes and supports to help us grow in our collaborative efforts, centered around student learning and well-being. Teachers and staff in our building believe in the power of collaboration to promote high engagement with strong learning outcomes. Our teachers are far more than content providers; our students and community should be proud of their daily work to support their students' needs.

We are excited to bring a new face to our elementary team. We have a new 4th-grade teacher, Ms. Elizabeth Doane. She comes to us with experience in the Des Moines school district, but has worked and lived in Baxter and has previous relationships with many staff and students. She will be a great asset to our elementary team, and we are excited for her to join our journey.

We also have some changes to our collaborative teaming in the elementary. Mrs. Christiansen has taken on a new role in the district as our Curriculum, Assessment, Data, and Intervention Coordinator (CADI). This role will lead our continued focus on improvement and growth. It will strengthen our instruction and intervention across our K-12 setting, and we are excited to see her thrive in her new role and know her educational background will continue to move Baxter CSD forward. This comes after the retirement of lifelong teacher Mrs. Bishop. We thank her for all she has done for our district and all the lives she has impacted. We wish her all the best in retirement.

I may be biased, but our teachers, paraprofessionals, and support staff are second to none. They consistently bring high-impact strategies and best practices into each classroom. They are consummate professionals who work each day to support the individual needs of all our students. I am proud to help lead our school and will focus on the growth and improvement of ALL students while listening to staff and stakeholder input for the long-term success of our school, district, and community. I am confident that with the collective efforts of our passionate educators, engaged parents, and eager students, we will achieve our goals and create an exceptional learning experience for all. I want to assure you that our school's commitment to your child's well-being, growth, and academic success is at the forefront of our work. Together we can create a supportive environment where all students can flourish.

Please do not hesitate to reach out with any ideas, questions, or comments regarding school. You can reach me at school (641-227-1121), by email (zhasselbrink@baxter.k12.ia.us), or by simply stopping in. Bring on the 2026/27 school year!

Thanks,

Zach Hasselbrink

PK-5 Principal

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 your have turned in your physcial and concussion forms 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-

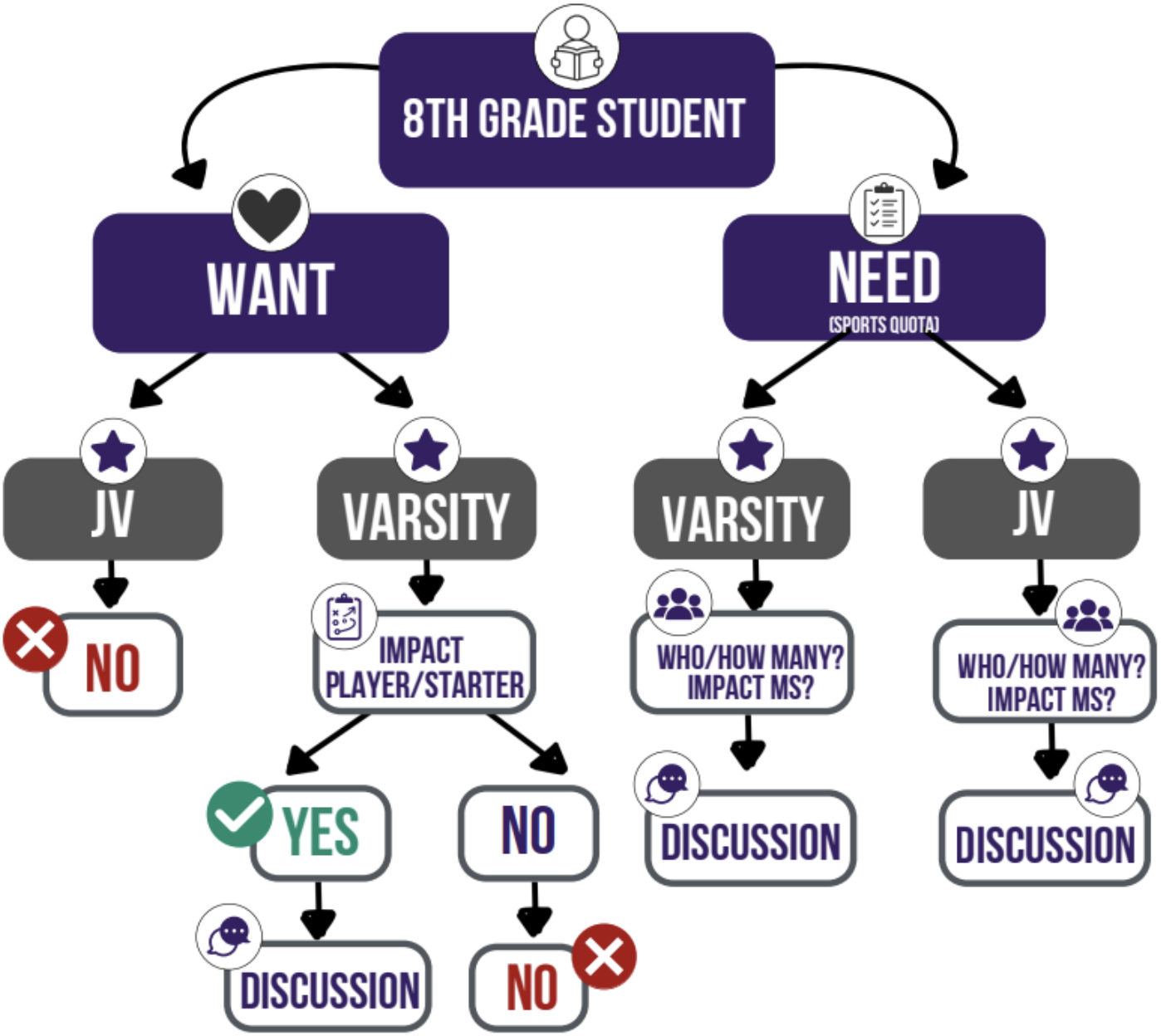
https://docs.google.com/document/d/1R0U7l_ Xg8_GQyNrmjY863qqrsW2CXA21eXRUmQC NTII/edit

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!

BAXTER BOLTS

8TH GRADE PLACEMENT

DECISION FLOWCHART



DISCUSSION CONSIDERATIONS

READINESS

Is the athlete prepared to compete and contribute at this level?

PROGRAM IMPACT

What impact will this have on the other programs?

PARENTAL SUPPORT

Is the student supported at home for the level being selected?

BAXTER BOLTS

FOLLOW US ON *social media*

Baxter CSD

SCAN ME

Baxter Elementary

SCAN ME

Baxter Activities + Athletics

SCAN ME

THANK YOU FOR ALWAYS SUPPORTING THE BAXTER BOLTS!

IN OTHER BOLTS *News*

The Bolts Cafe

August 24 - October 2, 2026

Baxter CSD Menu	Tuesday	Wednesday	Thursday	Friday
August 24 *(1:35 Dismissal)* Chicken Nuggets Potato Smiles Baby Carrots Lemonade Scooby Snack *B: Cereal & Pop Tart*	August 25 Crispito, Cheese Sauce Romaine Salad Cucumbers Applesauce *B: Mini Bagels*	August 26 Pulled Pork, Bun French Fries Baked Beans Orange *B: Mini Pancakes*	August 27 Macaroni & Cheese Fresh Made Roll Green Beans Baby Carrots Mixed Fruit *B: Croissant Sandwich*	August 28 French Bread Pizza *Pepperoni or Garlic Cheese* Romaine Salad Fresh Veggies Fruit Slushie *B: Donut or CinnaRoll*
PreK-12 Breakfast *Comes with entree, fruit, 100% juice, and choice of white milk!* *Alternate entrees available!* *Students must choose fruit or juice as one of their breakfast items!*	September 1 Twisty Spaghetti Breadstick Romaine Salad Cucumbers Pears *B: Mini Cinnis*	September 2 Breaded Chicken, Bun French Fries Baby Carrots Peaches *B: Yogurt Parfait*	September 3 Walking Taco Refried Beans Pepper Strips Strawberries *B: Croissant Sandwich*	September 4 Deep Dish Pizza *Pepperoni or Cheese* Romaine Salad Fresh Veggies Fruit Slushie *B: Donut or CinnaRoll*
Lunch Comes with protein, whole grains, choice of fruit and vegetables, and choice of white or chocolate fat free milk! Alternate entrees may be available to grades 6-12 only at this time. These include items like deli sandwiches, chef salads, and wraps. Students must choose a fruit or vegetable as one of their lunch components! Alternate choices available!	September 8 Orange Chicken, Rice Broccoli VBlend Juice Pineapple Mini Krispy Treat *B: Crescent*	September 9 BBQ Rib, Bun French Fries Baked Beans Orange *B: Mini Waffles*	September 10 Chicken Tenders, Roll Mash Potato & Gravy Baby Carrots Applesauce *B: Croissant Sandwich*	September 11 Cheesy Pull Aparts Marinara Cup Romaine Salad Fresh Veggies Fruit Slushie *B:Donut or CinnaRoll*
	September 15 Popcorn Chicken Tater Tots Romaine Salad Peaches Goldfish Snack *B: Fruit Frudel*	September 16 Cheeseburger, Bun French Fries Baby Carrots Pears *B: Mini French Toast*	September 17 Soft Taco, Rice Refried Beans Pepper Strips Banana *B: Croissant Sandwich*	September 18 Stuffed Crust Pizza *Pepperoni or Cheese* Romaine Salad Fresh Veggies Fruit Slushie *B: Donut or CinnaRoll*
	September 22 Cheese Omelet Pancakes Hash Brown VBlend Juice Mixed Fruit *B: CinTstCr Soft Bar*	September 23 Pork Tenderloin, Bun French Fries Roasted Chickpeas Apple Slices *B: Yogurt Parfait*	September 24 Chick Bac Ranch Pasta Breadstick, Broccoli Baby Carrots Grapes *B: Croissant Sandwich*	September 25 Retro Square Pizza *Pepperoni or Cheese* Romaine Salad Fresh Veggies Fruit Slushie *B: Donut or CinnaRoll*
Email questions to Tasha McPherson. *Menu subject to change.* *This institution is an equal opportunity provider.*	September 29 Quesadilla (&Cookie!) *Chicken or Cheese* Refried Beans Romaine Salad Mandarin Oranges *B: Pillsbury Pastry*	September 30 Mini Corn Dogs French Fries Baby Carrots Mixed Berries *(World School Milk Day!)* *B: Pancake Bites*	October 1 Chicken & Noodles WG Roll Mashed Potatoes Fresh Broc/Caul Fruit Gel *B: Croissant Sandwich*	October 2 Cheese Bosco Sticks Marinara Cup Romaine Salad Fresh Veggies Fruit Slushie *B: Donut or CinnaRoll*

Welcome to the Bolts Cafe! Baxter CSD Food & Nutrition Services



August 2026 - Tasha McPherson, Food Service Director

(641) 227-1134 - tmcpherson@baxter.k12.ia.us

Our mission is focused on fueling students with meals that are well-balanced, nutritious, and appealing. Our programs must follow high standards set by federal and state authorities. Our requirements include daily & weekly limits on calories, saturated fats, sodium, and added sugars. This is also why most of the grains we offer are whole-grain rich and food dyes are disappearing from student trays. Updates to guidelines include an increased restriction of added sugars and sodium, with a continued promotion of whole grains, proteins, variety of fruits & vegetables, and milk.



Our operation follows all regulations, and foods are prepared and served efficiently onsite. This year's "school lunch heroes" are Tammy Schroyer, Carrie Frasher, and Tasha McPherson. We all recently re-certified in ServSafe food safety standards, as well as participate in ongoing training throughout the year for continuous improvement. We have, combined, at least 35 years experience in school kitchens alone! We remain committed to excellence & a job well done. We also hope to make students smile & have a little fun! 🙂

Free & Reduced Meals

Free and 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.

Meal Accounts

Log in to JMC (desktop) or use the JMC family app (mobile) to deposit money, monitor transactions, or create your own low balance alert. Cash or check deposits are accepted at the school.

Automated low balance notices will be sent on Thursday mornings. For advanced low balances, manual notices will be sent on Thursday afternoons. Please ensure your JMC contact information is up to date in the event we attempt to reach you. Our current meal charge policy can be found on the school's website, or upon request. **Any questions regarding a transaction or account balance, please reach out to us!**

Extras & A la Carte

Students must have a positive balance to purchase anything outside of a reimbursable meal. Extras may be available at breakfast/high school lunch, smart snacks may be available at secondary lunch, and an extra or a la carte milk is 70 cents. Smart snacks offered will be in 1 of 4 price categories, $.50/.75/1.00/1.25. Additional pricing info available upon request. **Please contact the food service director to limit or block any purchases!**

School Menus

Baxter CSD menus will be planned out in 6-week cycles this year. This means popular items will repeat, but we also anticipate seasonal items and slight changes to appear as the school year gets underway. Menus will be sent out via JMC email prior to each cycle, or may be viewable on the school's website, facebook, or newsletter.

Don't sleep on this deal! Join us for breakfast!

Breakfast is the BEST! Why? Because **B**reakfast **E**ncourages **S**tudents to **T**hrive!

Students who eat breakfast start their day off on the right foot. Eating breakfast improves mood, helps stave off hunger before lunch, and prepares your child to be ready to learn. Don't forget to make breakfast part of their morning routine.

Eating breakfast at school is a convenient option – let us do the preparation, serving, and clean up! Breakfast is served every school morning from 7:25-7:45 in the cafeteria. We look forward to seeing your child at breakfast!

Back to School Mornings



Tuesdays - Pillsbury Pastry Day!

These warm pastries with a sweet filling are made for school success!

Wednesdays - Pancakes or Parfaits… Perfection?

Syrup-dipping or granola-mixing deliciousness!

Thursdays - Croissant Sandwich Day!

Student favorite! Sausage or Bacon Egg Croissant (w/mini cheese slice)

Fridays - Donut or Cinnamon Roll… Mmm

Even grown-ups can't resist these! A fresh baked cinnamon roll or a long john donut with classic icing.

Every Day - Easy grab & go entrees available, such as cereal & pop tart. Choose up to 2 servings of fruit and/or 100% juice and 1 carton of fat free or 1% milk for a breakfast to the max! Extras may be available for added cost.

(This year we have made the tough decision that **chocolate milk will no longer be offered at breakfast** due to strict nutritional guidelines. In other news, student favorite juice boxes may be making a comeback! 😉)

2026-27 Meal Prices - Student Breakfast $1.90 / Student Lunch $3.10 / Adult Breakfast $2.20 / Adust Lunch $5.20



Kitchen Staff *Substitutes* (Inquire within!)

Would you, could you cook and read a recipe from a book? Would you, could you serve healthy food? With a smile on your face, and in a good mood? Then come in, come in, come one and all! We're serving great meals, are you available on call?

Our institution is an equal opportunity provider.

Diet Modification Request Form

Complete this form (top section: parent/guardian, remainder: medical professional) and return to the provider.

Name of provider: _____.
(school, head start, summer meal provider, day care, or home provider)

Student/Participant Name: _____ Birth Date: _____ Grade: _____

Parent/Guardian Name:_____ Phone: _____ Email: _____

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

Infants under one year of age must receive iron-fortified infant formula or breast milk unless a Diet Modification Request Form is on file.

The parent/guardian may request a nutritionally equivalent substitute for fluid milk. This provider chooses to offer _____ as the nutritionally equivalent milk substitute. ☐ Check here if you would like to request the milk substitute listed in place of fluid milk and list the reason for the request: _____.

Parent/Guardian signature: _____ Date: _____
(To provide permission for a medical professional to complete the form and share information as needed with the appropriate staff to make accommodations.)

The remainder of the form must be completed by an approved medical professional. In Iowa this includes Registered Dietitians or a "medical authority" that is authorized by state law to write medical prescriptions: Medical Doctors (MD), Doctors of Osteopathic Medicine (DO), Physician's Assistants (PA), Advanced Registered Nurse Practitioners (ARNP) or Dentists (DDS or DMD).

Medical professional: _____
(Name, print or type) *(Title)*

_____
(Signature of medical professional) *(Date)*

Modifications are required by The U. S. 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.

1) Describe the medical need related to the diet order and "major life activity" **(see above)** affected. *Example: Allergy to peanuts affects ability to breathe.*	
2) Explain what must be done to accommodate the medical need:	
Food(s) or Formula to Omit:	Food(s) or Formula to Substitute: If the request is for a food allergy, are foods made in a facility with the allergen acceptable: ❑ Yes ❑ No

Complete the back to provide additional details.

☐ Check if a texture modification is requested (use International Dysphagia Diet Standardisation Initiative (IDDSI) terminology)

Foods: ☐ Regular ☐ Easy to chew ☐ Soft & bite-sized ☐ Minced & Moist ☐ Pureed ☐ Liquidised

Liquids: ☐ Thin ☐ Slightly thick ☐ Mildly thick ☐ Moderately thick ☐ Extremely thick

Special Feeding Equipment: ☐ Not Applicable ☐ Equipment Needed: _____
(Example: large handled spoon, sippy cup, etc.)

Check the box in front of foods 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 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:**
Sesame – *Do not serve the items checked below:* ☐ Foods containing sesame	**Serve these items instead:**

Policy 710.04: Meal Charges

Status: ADOPTED

Original Adopted Date: 09/21/2022 | **Last Revised Date:** 12/18/2024 | **Last Reviewed Date:** 12/18/2024

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.

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 _____

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.**

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.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

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.

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

Sources of Child Income	Example(s)
• Income from person *outside* the household	• A friend or extended family member *regularly* gives a child spending money.
• Income from any other source	• A child receives regular income from a private pension fund, annuity, or trust.

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.**

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04/2026

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 **$3.10**. Your children may qualify for free meals/milk or for reduced price meals. Reduced price is **$.30** for breakfast and **$.40** for lunch. Please visit our website to complete an application at: jmc Family Login (onlinejmc.com). **Once logged in to your family's portal for the 2026-2027 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 2026-2027

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	29,526	2,461	1,231	1,136	568
2	40,034	3,337	1,669	1,540	770
3	50,542	4,212	2,106	1,944	972
4	61,050	5,088	2,544	2,349	1,175
5	71,558	5,964	2,982	2,753	1,377
6	82,066	6,839	3,420	3,157	1,579
7	92,574	7,715	3,858	3,561	1,781
8	103,082	8,591	4,296	3,965	1,983
Each additional family member:	10,508	876	438	405	203

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 13, 2026.** 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.

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

Sincerely,
Tasha McPherson

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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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.

2026-2027 Iowa Application for Free and Reduced Price School Meals/Milk Complete one application per household. Use a pen (not a pencil).

Please read "How to Apply for Free and Reduced Price School Meals" for more information on completing this application.

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	
				Yes	No			Check all that apply		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

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

STEP 2

Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, FIP or FDPIR?
If No, go to STEP 3. If you answered Yes, write a case number here then go to STEP 4 (Do not complete STEP 3).

Write only one case number in this space. Medicaid and EBT card numbers are NOT acceptable.

Case Number: _ _ _ _ _ _ - _ _ - _ -_

STEP 3

Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

Apply Online: baxter.onlinejmc.com/parent

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)** XXX-XX-____

C. Check **No SSN** (adult): ☐

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)				
First and Last Names. Include children who are temporarily away at school or in college.		Weekly	Bi-weekly	2x Month	Monthly	Yearly		Weekly	Bi-weekly	2x Month	Monthly		Weekly	Bi-weekly	2x Month	Monthly
	$	☐	☐	☐	☐	☐	$	☐	☐	☐	☐	$	☐	☐	☐	☐
	$	☐	☐	☐	☐	☐	$	☐	☐	☐	☐	$	☐	☐	☐	☐
	$	☐	☐	☐	☐	☐	$	☐	☐	☐	☐	$	☐	☐	☐	☐
	$	☐	☐	☐	☐	☐	$	☐	☐	☐	☐	$	☐	☐	☐	☐

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

PAGE TWO CONTAINS MORE INFORMATION

"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) | **Apt. #** | **City** | **State** | **Zip** | **Daytime Phone (optional)** | **Email (optional)**

DO NOT WRITE BELOW THIS LINE. FOR SCHOOL ADMINISTRATIVE USE ONLY

Return completed form to: Tasha McPherson, tmcpherson@baxter.k12.ia.us, 202 E State St, PO Box 189, Baxter, IA 50028

Annual Income Conversion	x52 Weekly	x26 Bi-Weekly	x24 2x Month	x12 Monthly	Yearly	Total Income: $_____	Application #: _____	Date Received: _____
Household Size: _____							☐ ERROR PRONE APPLICATION	

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

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

Low-Cost Health Insurance for Children

If your children do not have health insurance, many families getting free or reduced price meals can also get free or low-cost health insurance for their children. The law requires public schools to share your free and reduced price meal eligibility information with Medicaid 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.

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Return completed form to:

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

Waiver Information

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

Optional Supplemental Worksheet 2026-2027 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			Check all that apply		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

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

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)				
First and Last Names. Include children who are temporarily away at school or in college.		Weekly	Bi-weekly	2x Month	Monthly	Yearly		Weekly	Bi-weekly	2x Month	Monthly		Weekly	Bi-weekly	2x Month	Monthly
	$						$					$				
	$						$					$				
	$						$					$				
	$						$					$				
	$						$					$				
	$						$					$				

Self-Employment Income Calculations

This guidance will assist you in calculating the amount to report if you engage in farming, are self-employed or have income from other sources.

Self-employed persons may use income tax records for the preceding calendar year as a base to project the current year's net income, unless the current monthly income provides a more accurate measure. Report income derived from the business venture less 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)

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.
Example: Allergy to peanuts affects ability to breathe.

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.

Developed by the Iowa Department of Education, Bureau of Nutrition and Health Services12/2021

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



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 enrollement

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 immunization requirements, see next page

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

IDPH Iowa Department of Public Health

August 2019





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' 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 employees 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 students 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.

ANTI-BULLYING/HARASSMENT POLICY Code No. 103

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

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PLEASE MAIL BACK TO
BAXTER CSD
ATTN: MRS. MOORMAN
PO BOX 189
BAXTER, IA 50028

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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

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