

# West Delaware Newsletter



August 2024

A newsletter for the communities, parents and students of the West Delaware School District

## INSIDE THIS ISSUE

Back to School Info .....	1
New Superintendent.....	2
E-Registration.....	3
School Fees .....	4
Online Payments .....	5
School Supply Lists .....	6-7
Bus Registration .....	8
Back to School Fair .....	9
Paid Supplies Pick Up .....	9
HS Yearbooks .....	9
Summer Food Program.....	10
Attendance .....	11
HS Vehicle Registration.....	11
HS Changes .....	12-13
Bound Activity Reg. ....	14-15
Biliteracy Seal.....	16
Healthy Kids Act Form.....	17
Notes from Nurse .....	18
Vision Screening .....	19
Medication Form.....	20
Dental Screening.....	21
Senior Pictures .....	22
Picture Day Info.....	23
Back Pack Program.....	24-25
Free/Reduced Info.....	26-34
Online Free/Red App.....	35
Breakfast .....	35
Nondiscrimination.....	36
Fee Waivers .....	37
Volunteers .....	38
Box Tops, pop cans.....	39
Host Families.....	39
Homeless .....	39
Booster Club.....	40
Football Wall.....	41
Friends of Music.....	42-43
5th Gr Band .....	44
FOM Parent Meeting .....	44
Join Choir .....	45
Musical Auditions .....	46-47
Words n Wellness .....	48-49
Community Events .....	50
24-25 Calendar.....	51
August Activities .....	52



## School Starts Friday, August 23

**\*\*School Day Start/End Times\*\***

**High School: Full Day 8:00-2:55; Early Out 8:00-1:15**

**Middle School: Full Day 8:05-3:05; Early Out 8:05-1:25**

**Elementary: Full Day 8:05-3:05; Early Out 8:05-1:25**

**All families will need to follow the e-registration procedures and pay school fees.**

- ⇒ E-registration instructions can be found on page 3 of this newsletter.
- ⇒ Student fees are listed on page 4 of this newsletter. You can pay online through RevTrack. There is a link to RevTrack on our website's home page. Instructions can be found on page 5. If you prefer to pay with cash or check, please contact the Central Office at 563-927-3515, extension 406 to make those arrangements.

### NEW FAMILIES TO WEST DELAWARE

Please call the Central Office at 563-927-3515, extension 406, to make arrangements to register your student(s).

### Chromebook Pick Up for Students in Grades 5-12

Middle School – Chromebooks will be in the student's homeroom during open house on August 22 from 5:00-6:00

Freshmen - Chromebook will be in their Advisor's room at orientation on August 22 at 7:00 p.m.

Grades 10-12 - Chromebooks will be in the High School library on August 22 from 7:00-8:00 p.m. Chromebooks not picked up will be placed in their Advisor's room to be picked up on the first day of school.

**Chromebooks not picked up  
will not be fully charged  
on the first day of school.**

### Open House/Orientation August 22

4:30 – 5:00 Middle  
School New Student  
Orientation

5:00 - 6:00 Open House at  
Lambert Elementary &  
Middle School

7:00 - 8:00 Freshmen &  
New High School Student  
Orientation in Hanson  
Auditorium

West Delaware Schools  
701 New Street  
Manchester, IA 52057  
(563) 927-3515

**Mission Statement:** The mission of the West Delaware County Community School District, in collaboration with the family and community, is to provide a safe, culturally rich environment in which all students can reach their full potential academically, emotionally, physically and socially.

**Vision:** Challenging Academics, Relationships, 21st Century Skills

**Board of Education**

Carl Johnson, President  
Steve Buesing, Vice Pres  
Luke Imsland, Director  
Jamie Vaske, Director  
Jon Worden, Director

**Superintendent**

Jen Vance

**Director of Student Service**

Matt O'Loughlin

**Director of Finance**

Lynnette Engel

**Lambert Elementary**

Rudi Hameister,  
Principal

**Middle School**

Jacqueline Lahey,  
Principal

**High School**

Tim Felderman, Principal  
Matt Weis,  
Asst. Principal/AD

**Buildings, Grounds & Transportation**

Gary Fonck Director

**Director of Technology**

Joe Hegland

**Director of Food Service**

Kim Sperflage

**Volunteer Coordinator**

Jacque Lahr

## Welcome New Superintendent Jen Vance!



The time is finally here to kick off the 24-25 school year! My family and I have been looking forward to this since I was named the new Superintendent in January. As a family, we are excited for the opportunity to become part of the West Delaware community!

A little about me. I am a lifelong Hawkeye fan. It is ironic that our oldest daughter will be starting her college career at Iowa State this Fall! When I'm not at work, you will find me doing anything that involves my family. Watching my daughters participate in activities is one of my favorite things to do. I also enjoy going for walks and reading a good book. I love to bake but leave the cooking to my husband if at all possible! As you see me, my husband Ed, and our daughters Aubrey and Macy around town please say hi and introduce yourself.



We have enjoyed exploring the area, including spending some time at the Delaware County Fair. I plan to continue to spend the next few months meeting and getting to know students, staff, families, and community members while supporting our students and staff in every way possible. I am looking forward to becoming part of the rich tradition established by those before me. I will support student growth through academic and extracurricular opportunities. We will continue to develop students and provide rich opportunities through building relationships, while offering challenging academics that include the skills and experiences students need to secure a successful future.

Thank you for the opportunity to join Hawk Nation! I look forward to continuing the excellence West Delaware is known for!

# E– Registration is required for all families.

## West Delaware PowerSchool E-Registration Parent Guide

Parents,

We are continuing our E-Registration again this year. As always, we are **REQUIRING** this online enrollment process to check/update demographic data and sign permissions are receive any forms you may need.

Continue to: <https://westdelaware.powerschool.com/public/> and login with your Username and Password. This DOES NOT work in the PowerSchool app for your phone. It needs to be completed in a browser.

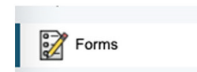
\*If you have issues with login info please email our Technology Director at [joehegland@w-delaware.k12.ia.us](mailto:joehegland@w-delaware.k12.ia.us) or call a building secretary.

**PowerSchool**

Barney Cameron Jordan

In the PowerSchool Parent Portal screen each of your children will be in the upper left portion of the screen.

Click on the Forms icon located on the left-hand side in the middle.











It will display a list of pages that need to be checked/updated. You will also see a red bar that will turn green as you fill out forms. Each page will show what is currently in our system and **you only need to enter changes/updates for your student**. Choose the first Form “A-Student Demographics”.

You will be taken through **8** pages to collect updates for:

- A – Student Demographics
- B – Home Language Survey
- C – Student Address/Phone Number
- D – SchoolMessenger Information – Where you update how you want us to call/email/text you
- E – Health Information
- F – Permissions
- G – Forms and Fees

E-Registration

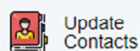
Status	Form Name
 Empty	A - Student Demographics
 Empty	B - Home Language Survey
 Empty	C - Student Address/Phone Number
 Submitted	D - Student Contacts
 Empty	E - SchoolMessenger Information
 Empty	F - Health Information
 Empty	G - Permissions
 Empty	H - Forms and Fees

Hit Submit at the bottom of each page to continue to the next page

\*Student Address and SchoolMessenger) also allow you to hit the arrow next to the Submit button and choose to Submit for Family to save time by submitting for all your students.

**When done with one student, click on the next student at the top left and continue through their forms. You'll know you have completed all when there is a full green bar on each students Forms pages.**

**\*\*NEW\*\* When done with all Forms, click on “Update Contacts” towards the bottom of the left-hand menu. It will update parents/guardians along with emergency contacts.**



**You can then click on “Sort Contacts” to choose the order contacts should be called in the case of information or emergency throughout the day.**





<b>Fee Schedule - West Delaware County CSD</b>		<b>2024-2025</b>
<b>STUDENT FEES - Instructional Materials</b>		
High School		\$ 90.00
Middle School		\$ 80.00
Elementary 1-4		\$ 65.00
Junior Kindergarten and Kindergarten*		\$ 65.00
Preschool - 4 day		\$190/Mos
JK-4 Dual Enrolled Home School		\$ 20.00
5-12 Dual Enrolled Home School Students		\$ 30.00
<b>DRIVER EDUCATION FEE</b> (non-West Delaware students add \$100)		\$ 375.00
<b>HIGH SCHOOL YEARBOOK</b> (add \$5.00 after registration)		\$ 40.00
HS Yearbook After Registration		\$ 45.00
<b>MIDDLE SCHOOL MEMORY BOOK</b> Color		\$ 15.00
<b>LAMBERT MEMORY BOOK</b> Color		\$ 15.00
<b>COURSE FEES – As Determined by Program of Studies &amp; Code of Iowa</b>		
High School Band Uniform Cleaning Fee		\$ 25.00
High School Choir Uniform Cleaning Fee		\$ 25.00
Drumline Fee		\$ 25.00
Color Guard		\$ 15.00
Percussion Fee		\$ 65.00
Show Choir		\$ 215.00
Band shoes		actual cost
Safety Glasses Resale		actual cost
<b>SPORTS EVENTS ADMISSION FEES All home events except State &amp; WaMaC tournament</b>		
Student Activity Pass (August to August)		\$ 45.00
Adult Activity Pass (5 events)		\$ 25.00
Adult Activity Pass (all events)		\$ 100.00
Softball/Baseball Season Ticket – Adult		\$ 35.00
Student - single admission High School events		\$ 6.00
Adult - single admission High School events (admission price is determined by WaMaC officials)		\$ 6.00
Student - single admission Middle School events		\$ 3.00
Adult - single admission Middle School events		\$ 5.00
<b>BAND &amp; VOCAL CONCERTS</b>		
Student - single admission High School events		\$ 6.00
Adult - single admission High School events		\$ 6.00
Student - single admission Middle School events		\$ 3.00
Adult - single admission Middle School events		\$ 5.00
<b>Musical &amp; Plays</b>		
Musical Adult single admission		\$ 12.50
Musical Student single admission		\$ 7.50
Spring Play Adult admission		\$ 10.50
Spring Play Student admission		\$ 7.50
<b>INSTRUMENTAL RENTAL</b>		
Grades 5-8		\$ 80.00
High School		\$ 80.00
<b>PENALTIES &amp; FINES FOR DAMAGES/REPAIRS/LOST BOOKS</b>		
<b>DAILY HOT LUNCH FEES</b>		
Student (JK-4 including Preschool)		\$ 2.55
Student (5-12)		\$ 2.70
Adult		\$ 4.85
<b>DAILY BREAKFAST FEES</b>		
Student		\$ 1.50
Adult		\$ 2.05
<b>MANDATORY ANNUAL MILK FEE (for the afternoon snack)</b>		
Junior Kindergarten and Kindergarten*		\$ 72.00
Preschool		\$ 31.00
<b>TRANSPORTATION</b>		
In-town Bussing (Manchester) Per student per Year--(\$120 per semester)		\$ 240.00
Preschool - 2 days per week		\$ 92.00
Preschool - 4 days per week		\$ 184.00



Use Auto-Replenish to save time and worry

## Online Payments Made Easy

### Visit the Web Store

Visit <https://w-delaware.revtrak.net/> and click **Log in or create your personal Web Store account** to make payments for your student's fees account.

### Make Payments to Your Account

**POWERSCHOOL - PLEASE LOG IN**

Please enter your username and password for PowerSchool

Username:

Password:

**LOG IN**

Nathan Hardy  
 Technology Technology \$8.00 **ADD TO CART**

If you haven't previously logged in to PowerSchool, you will need to enter your student's credentials. The student will show in the future, when logged in to the Web Store. If you are having trouble logging into your PowerSchool account, email our Technology Director at [joehegland@w-delaware.k12.ia.us](mailto:joehegland@w-delaware.k12.ia.us).

**Make A Payment** Amount due: \$8.00

Nathan Hardy  
 Technology  
 \$ 8.00

**CANCEL** **ADD TO CART**

To make fee payments, click on the student's name to view fees assigned to the student.

Click **Add to Cart** next to the appropriate fee.

**CHECKOUT**

**PAYMENT** **VERIFY**

**ADD CARD**

DISCOVER

card number\*  name\*

expiration\*  Month  Year  nickname

☒ SAVE CARD

**CANCEL** **CONTINUE**

Click **Add to Cart** in the pop up window to add the fee to your shopping cart.

Confirm all items in the cart and click **Checkout** to proceed to the Web Store.

**ITEMS**

BOOK DEPOSIT FEE \$10.00  
 Quantity: 1  
 For: Samantha Hardy (24755-20122025)

SUB TOTAL \$10.00  
 TOTAL \$10.00

**PLACE ORDER**

Enter your billing information and click **Continue**.

After verifying your information, click **Place Order** to process your transaction and view your receipt.

**Payment will be processed and receipt can be viewed and printed. A receipt will automatically be sent to the email address provided. Receipt can be viewed at any time through your account settings.**



## 2024-2025 West Delaware Lambert Elementary School Supply Lists

### RECOMMENDATIONS FOR ALL GRADES:

Kleenex and hand sanitizer \*These can be provided specifically for your child, or as a donation for the whole class\*

NO wheeled book bags - they don't fit into lockers

Please have your child's name in permanent marker on all items brought to school.

Athletic gym shoes are required for Physical Education Class

<b>Preschool</b>		<b>Kindergarten</b>		<b>First Grade</b>	
Towel or small blanket (labeled with name for rest time)		<ul style="list-style-type: none"> <li>1 - large box of Kleenex*</li> <li>4 - Large glue sticks</li> </ul>		<ul style="list-style-type: none"> <li>2 - large erasers</li> <li>1 - large box of Kleenex*</li> </ul>	
<b>Jr. Kindergarten</b>		<ul style="list-style-type: none"> <li>12 - #2 plain yellow pencils (sharpened)</li> <li>1 - large eraser</li> <li>3 - 24ct. Crayon box</li> <li>2 - Markers washable thick classic 8 ct</li> <li>8 - black Expo dry erase fine tip (skinny) markers</li> <li>1 - pencil box for their supplies-no zippers (5"x 8"x 2 1/2")</li> <li>2 - yellow highlighters</li> <li>- Bath-sized towel for resting</li> <li>(not a mat, rug, beach towel, or blanket)</li> <li>- Large, zippered school bag or back pack - big enough for a folder to fit in.</li> </ul>		<ul style="list-style-type: none"> <li>2 - boxes of Crayons 24 ct.</li> <li>1 - pencil box for their supplies-no zippers (5"x 8"x 2 1/2")</li> <li>3 - folders with pockets (1 blue, 1 red, 1 any color)</li> <li>24 - pencils with erasers (regular size, sharpened)</li> <li>1 - set of washable thick classic color markers - 8-10 ct.</li> <li>3 - wide lined spiral notebook - 70 sheets (1 blue, 1 red, 1 any color)</li> <li>1 - adjustable headband headphones (not earbuds)</li> <li>4 - small glue sticks (or 2 large glue sticks)</li> <li>4 - black dry erase markers</li> </ul>	
<ul style="list-style-type: none"> <li>1 - large box of Kleenex*</li> <li>4 large or 8 small glue sticks</li> <li>12 - #2 pencils (sharpened)</li> <li>1 - large eraser</li> <li>2 - 24 count of crayons</li> <li>3 - washable markers 12 count</li> <li>4 - bullet tip Expo marker</li> <li>- Bath-sized towel for rest time (please no mats, beach towels, or blankets)</li> <li>- Large, zippered school bag or back pack - big enough for a folder to fit in.</li> </ul>		<ul style="list-style-type: none"> <li>1 - large box of Kleenex*</li> <li>4 - large glue sticks (or 6 small glue sticks)</li> <li>1 - box of Kleenex*</li> <li>4 - dry erase white board markers (any color)</li> <li>2 - wide-lined spiral notebooks (any color)</li> <li>1 - small box for supplies</li> <li>2 - plastic folders with pockets (any color)</li> <li>1 - 8-pack of washable markers</li> <li>1 - 8-pack of colored pencils, pre-sharpened</li> <li>1 - adjustable headband headphones (not earbuds)</li> <li>24 - plain wooden pencils with erasers, sharpened</li> <li>1 - 5" pointed kids' scissors</li> </ul>		<ul style="list-style-type: none"> <li>1 - box of Kleenex*</li> <li>1 - small pencil pouch/bag (not a box)</li> <li>1 - large eraser</li> <li>1 - 8-pack washable markers</li> <li>4 - glue sticks</li> <li>1 - box of colored pencils</li> <li>1 - black thin Sharpie marker</li> <li>1 - box of Kleenex*</li> <li>8 - Black bullet tip white board dry erase markers</li> <li>1 - composition book, 100 sheets 9 3/4" X 7 1/2"</li> <li>24 - pencils sharpened or mechanical pencils</li> <li>1 - sharp, 5" pointed scissors</li> <li>1 - adjustable headband headphones (not earbuds)</li> <li>3 - folders with prongs and pockets (1 blue, 1 red, 1 purple/choice)</li> <li>3 - highlighters (multiple colors)</li> </ul>	
<ul style="list-style-type: none"> <li>*Donations of additional boxes of tissues, Disinfectant Wipes, gallon-size or quart-size baggies would be much appreciated, but not required.</li> </ul>		<ul style="list-style-type: none"> <li>*Donations of additional boxes of tissues, Disinfectant Wipes, gallon-size or quart-size baggies would be much appreciated, but not required.</li> </ul>		<ul style="list-style-type: none"> <li>*Donations of additional boxes of tissues, Disinfectant Wipes, gallon-size or quart-size baggies would be much appreciated, but not required.</li> </ul>	
<b>Second Grade</b>		<b>Third Grade</b>		<b>Fourth Grade</b>	
<ul style="list-style-type: none"> <li>1 - box of 24 crayons</li> <li>1 - large eraser</li> <li>4 - large glue sticks (or 6 small glue sticks)</li> <li>1 - box of Kleenex*</li> <li>4 - dry erase white board markers (any color)</li> <li>2 - wide-lined spiral notebooks (any color)</li> <li>1 - small box for supplies</li> <li>2 - plastic folders with pockets (any color)</li> <li>1 - 8-pack of washable markers</li> <li>1 - 8-pack of colored pencils, pre-sharpened</li> <li>1 - adjustable headband headphones (not earbuds)</li> <li>24 - plain wooden pencils with erasers, sharpened</li> <li>1 - 5" pointed kids' scissors</li> </ul>		<ul style="list-style-type: none"> <li>1 - yellow highlighter</li> <li>24 - #2 wooden pencils (sharpened)</li> <li>no mechanical pencils</li> <li>4 - fine-tip dry erase markers</li> <li>1 - small box or bag for supplies</li> <li>1 - box of Kleenex*</li> <li>4 - chisel tip dry erase white board markers</li> <li>4 - folders with prongs and pockets (1 red, 1 green, 1 blue, 1 yellow Mead Cardstock cover)</li> <li>2 - wide lined composition books (100 sheets)</li> <li>2 - small glue sticks</li> <li>1 - three ring binder 1/2"</li> <li>1 - adjustable headband headphones (not earbuds)</li> <li>1 - 5" sharp scissors</li> <li>1 - box of crayons (24 count)</li> </ul>		<ul style="list-style-type: none"> <li>1 - small pencil pouch/bag (not a box)</li> <li>1 - large eraser</li> <li>1 - 8-pack washable markers</li> <li>4 - glue sticks</li> <li>1 - box of colored pencils</li> <li>1 - black thin Sharpie marker</li> <li>1 - box of Kleenex*</li> <li>8 - Black bullet tip white board dry erase markers</li> <li>1 - composition book, 100 sheets 9 3/4" X 7 1/2"</li> <li>24 - pencils sharpened or mechanical pencils</li> <li>1 - sharp, 5" pointed scissors</li> <li>1 - adjustable headband headphones (not earbuds)</li> <li>3 - folders with prongs and pockets (1 blue, 1 red, 1 purple/choice)</li> <li>3 - highlighters (multiple colors)</li> </ul>	
<ul style="list-style-type: none"> <li>*Donations of additional boxes of tissues, Disinfectant Wipes, gallon-size or quart-size baggies would be much appreciated, but not required.</li> </ul>		<ul style="list-style-type: none"> <li>*Donations of additional boxes of tissues, Disinfectant Wipes, gallon-size or quart-size baggies would be much appreciated, but not required.</li> </ul>		<ul style="list-style-type: none"> <li>*Donations of additional boxes of tissues or Disinfectant Wipes would be much appreciated, but not required.</li> </ul>	

## 2024-2025 West Delaware Middle School Supply Lists

<b>RECOMMENDATIONS FOR ALL GRADES:</b> <b>Kleenex and hand sanitizer</b> <b>*These can be provided specifically for your child, or as a donation for the whole class*</b>	
<b><u>Fifth Grade</u></b> 4 - Plastic Folders with Pockets and Prongs (1 Black, 1 Yellow, 1 Red, 1 Blue) 1 - 70ct. Spiral Notebook wide-rule (Blue) 1 - Composition book 48 - No. 2 Presharpened pencils 1 - Presharpened colored pencils 12ct. 1 - Zipper Pencil Pouch - Nylon 1 - Small pack of pencil-top erasers 1 - Box kleenex* 2 - Earbud head phones 4 - package of (4) Dry Erase markers - will need replenished throughout the year  *Donations of additional boxes of tissues and hand sanitizer would be much appreciated, but not required.	<b><u>Sixth Grade</u></b> 4 - Plastic Folders with Pockets and Prongs (1 Black, 1 Green, 1 Yellow, 1 Red) 24 - No. 2 Presharpened pencils 1 - Presharpened colored pencils 24 ct. 1 - 3X5 100ct. Ruled Index Cards 1 - Zipper Pencil Pouch - Nylon 1 - Fluorescent Highlighter (Yellow) 1 - Erasers (latex free, wedge, large) 1 - Box kleenex* 1 - Black Sharpie Fine Tip Marker 1 - TI-34 or TI-30 Calculator preferred OR any Texas Instrument Scientific Calculator 1 - Earbud head phones 1 - Loose Leaf Notebook Paper - Wide Rule, 150 ct. 4- Dry Erase Markers 2- 3 Ring white view vinyl binder- 1"  *Donations of additional boxes of tissues and hand sanitizer would be much appreciated, but not required.
<b><u>Seventh Grade</u></b> 4 - Plastic Folders with Pockets and Prongs (1 Red, 1 Black, 1 Blue, 1 Green) 1 - Composition Notebook (Green if possible) 1 - 70ct. Spiral Notebook wide-rule (1 Red) 48 - No. 2 Presharpened pencils 2 - Fluorescent Highlighter (any color) 1 - Zipper Pencil Pouch - Nylon 2 - Medium stick pens (Red) 1 - Eraser (latex free, wedge, large) 1 - Box kleenex* 1 - black Sharpie 2 - sets of earbud headphones 1 - TI-34 or TI-30 Calculator preferred OR any Texas Instrument Scientific Calculator 1 - binders 1" with clear covers (any color) 1 - pack of binder dividers (at least 5 dividers) 4 - dry erase markers (any color) - will need replenished throughout the year 1 - Loose Leaf Notebook Paper - Wide Rule, 150 ct. 3 - Glue stick - .77 oz. 1 - Presharpened colored pencils 12ct.  *Donations of additional boxes of tissues and hand sanitizer would be much appreciated, but not required.	<b><u>Eighth Grade</u></b> 4 - Plastic Folders with Pockets and Prongs (1 Black, 1 Yellow, 1 Red, 1 Blue) 24 - No. 2 Presharpened pencils - may need to be replenished 1 - Variety pack of pens (any color) 1 - Zipper Pencil Pouch - Nylon 2 - 3 Ring white view vinyl binder - 1" 2 - Highlighters (any color) 1 - Box kleenex* 1 - Earbud head phones 2 - 70ct. Spiral Notebook wide-rule (any color) 1 - Presharpened color pencils - 24 ct. 1 - Black Sharpie Fine Tip Marker 1 - TI-34 or TI-30 Calculator preferred OR any Texas Instrument Scientific Calculator 2 - Expo Dry Erase Markers 1 - 10ct. markers  *Donations of additional boxes of tissues and hand sanitizer would be much appreciated, but not required.
<b><u>P.E. Supply List for Grades 5-8</u></b> - Basic short-sleeved t-shirt any color (may include some lettering or design) - Athletic shorts any color - Socks any color  - Athletic shoes with laces - Sweatshirts/pants are allowed during outside activity. - Hiking boots, flip flops, sandals, or slip-ons are not allowed. - Coats and sweats may not be used for inside activity.	<b><u>Band Supply List for Grades 5-8</u></b> - Dress clothes for all concerts - no jeans or flip flops. - See band handbook for instrument specific supplies - 1/2 inch Black 3-ring binder, durable, clear cover  <b><u>Chorus Supply List for Grades 5-8</u></b> - Dress clothes for all concerts and performances - No jeans or flip flops

**Register Now for the 2024-2025 School Year!**

**ALL students are required to register for transportation to be included on a bus route and put in the Unite GPS Student Tracking System**



If your student(s) will be riding a school bus, they **need to register for transportation each year.**

Only students that are registered will be entered into our **UniteGPS Student Tracking program**. Student swipe cards will be given out by the Bus Driver the first day students ride the bus, students are asked to attach the swipe card to their backpack/book bag. This program allows West Delaware school staff to track buses, and students, we can see when a student gets on and off a bus, be alerted if they get on a bus they are not registered to be on and help parents when they are concerned when the bus is running late as to where the bus is and if their student is on the bus.

By registering each year, you are updating your emergency contact information, pick-up/drop-off locations and receive the correct route information

**IF your student(s) are not registered by the 1<sup>st</sup> day off school, the bus will not stop!**

Registration can be completed online by clicking on the rural or in-town transportation link.

[Sign-up for Rural Bus Transportation](#)

[Application for Paid \(In-Town\) Bus Transportation \(PDF Document\)](#)

\*Student(s) that ride more than 1 bus, will need to have to have their schedule submitted at least 2 weeks in advance to impute information into the UniteGPS system. Student(s) are limited to 2 bus stop registrations. **Only students registered to ride can ride the bus, we no longer let friends ride home on the bus with students.**

If you need assistance or do not have internet access, call the Bus Barn at 563-927-3515 ext. 411.

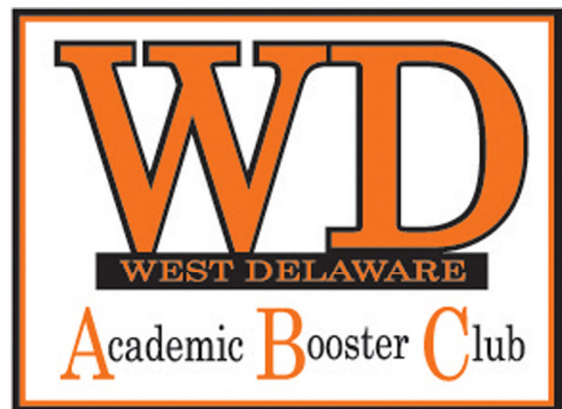




If you registered for the free Back to School Fair, you should have received an email to sign-up for a pick-up time on Wed., August 7th at West Delaware High School. Please arrive during your scheduled time frame and remain in your vehicle. **Registration deadline was Friday, July 12 and we cannot accept any late registrations.**

If you have any questions, please contact Bev Hermsen ([bevhermsen@w-delaware.k12.ia.us](mailto:bevhermsen@w-delaware.k12.ia.us)).

High School  
2023-2024 Yearbooks  
Are now available  
to pick up  
in the High School Office.  
Monday-Thursday  
From 7:00 AM - 3:00 PM



**PICK UP YOUR  
PURCHASED PRE-ORDERED  
SCHOOL SUPPLIES**

**Tuesday, August 6  
4:00-6:00 PM**

**High School Commons  
An email will be sent to the email  
listed on your order form and  
WDABC will post  
information on their  
WDABC Facebook page.**

High School  
2024-25 yearbooks  
may be purchased at  
[jostensyearbook.com](http://jostensyearbook.com).  
Order by September 15 for  
discounted price.



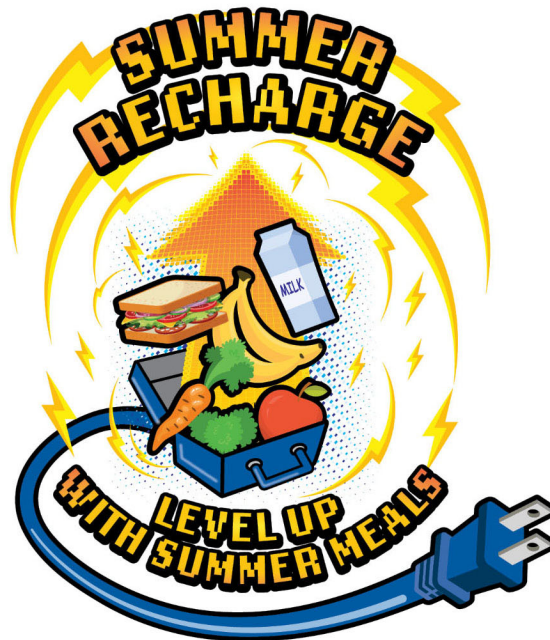
10

Hawk Highlights

[www.w-delaware.k12.ia.us](http://www.w-delaware.k12.ia.us)

**Summer Food Program Serving until August 9th!  
Free breakfast and lunch to all children ages 1-18**

**Celebrate summer  
with food, fun and friends!**



Free summer meals  
are available for all  
children and teens  
18 and under.



**Join us for a FREE Breakfast and lunch!**

- Open to ALL children and teens ages 1-18
- No registration or identification is required

**June 17 – August 9  
(closed July 1-12)  
Monday – Friday**

**Breakfast served from 8:00 AM – 8:45 AM**

**Lunch served from 11:30 AM – 12:15 PM**

**West Delaware High School, 605 New Street, Manchester, Iowa 52057**

This institution is an equal opportunity provider.

## ATTENTION PARENTS STUDENT ABSENCE NOTIFICATION PROCEDURE

**Parents** - If your student will be absent from school, please call the building office your student attends. Or call the **student attendance mailbox** between the hours of 4:30 p.m. and 7:00 a.m.:

☎ 563-927-3515

☎ Press 2 for Student Attendance

☎ Press 1 for the High School, 2 for the Middle School or 3 for Lambert

☎ Leave a message giving the student's name, your name, a number where you can be reached and reason for absence.

**A parent or guardian, not a student, must report an absence.** Attendance should be reported in a timely and efficient manner. In order to do this, each attendance center uses an automated message system. If a student's teacher has marked a student absent and we have not received parent notification, automated message by phone, email, and text is sent to the parent(s). These messages can be sent in minutes and will ensure that parents are notified of their child's absence earlier in the morning.

If a parent receives one of these messages, they can contact the attendance office in the child's school to let them know why the child is absent that day. To avoid these messages, parents should contact the child's school before 8:15 am to let them know that the child will be absent.



<http://facebook.com/wdelaware>

## Attention Parents of High School Students

If you have a high school student that drives to school, please complete the form below and return it to the High School office the first day of school.

License Plate # \_\_\_\_\_

Make/Model of Car \_\_\_\_\_ Color \_\_\_\_\_

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_



## **Important Changes Happening at the High School**

Welcome back to school! I hope you've had a fantastic break and are ready to dive back into learning and fun. This year promises to be full of exciting opportunities, new friendships, and awesome experiences. Let's make the most of it together—whether it's in the classroom, on the field, or in our creative endeavors. Let's support each other, explore new interests, and create new memories.

At the July 15 School Board Meeting, two important items were approved in the Student Handbook. Both impact students directly, so I would like to share more information and guidance.

### **Backpacks**

Throughout the past school year, it was noted the large number of students who carry their backpacks with them in class, hallways, lunch, etc. The number of backpacks and the size of the bags was a concern.

The purpose of the change to the Student Handbook is the safety of students and staff as well as reducing tripping hazards in the classrooms and commons. Reducing the locations in which harmful weapons could be brought into the school is a major point of this. As well, multiple people have tripped over backpacks in the building including students, teachers, and the principal.

What is the impact at WDHS? Below is the approved language from the Student Handbook:

*Book bags are not allowed to be in classrooms. Book bags and Chromebook cases are allowed in the High School Commons during lunch with lunch supervisor permission. Chromebook cases and pencil pouches are allowed in classrooms.*

A dress rehearsal of “no backpacks” was held on May 28 and 29. The only comments were some gentle reminders to students about this change. Students were very respectful.

Students will be allowed to carry their Chromebook cases and a pencil bag with them. Students can use their lockers in the hallways and in the locker rooms. This is similar to the no backpacks policy at the Middle School which students are accustomed to. Students will still have 10 minutes of passing time. Multiple teachers have shared students are already in the classroom with 5 minutes left of passing.

### **Cell Phones**

This is an ongoing concern for schools across the United States.

Des Moines Hoover, Los Angeles Unified School District, Ottumwa, Ackley-Geneva-Wellsburg-Steamboat Rock (AGWSR), and many other schools have or will be implementing various forms of a no cell phone policy in their buildings. The Des Moines Register recently had a lengthy editorial about the impact of cell phones on students as well.



Why are cell phones a concern in schools? The following is research and information on this topic.

- Diminishes the precious resource of cognitive capacity, making the already hard work of learning become literally impossible for distracted learners.
- When a student in the classroom is sneaking phone use, it harms not just their attention and motivation but also that of nearby learners.
- An OECD study found that most students got distracted when peers used phones in class. It also showed that kids who spent less in-school time on their phones got better test scores.
- Another study by the National Institutes of Health suggested that phoneless kids in class felt like they had a better grasp of the material and experienced less anxiety.
- Brain health improved markedly, and grades went up in a recent Norwegian Institute of Public Health analysis.

What is the impact at WDHS? Below is the approved language from the Student Handbook:

*Students are not allowed to use mobile devices during the school day. Students may check personal mobile devices during non-class time (such as lunch and passing time). Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy. Teachers may hold a phone mobile device that is becoming a disruption in class, ask that it be placed in another location, or send it to the office, etc.*

I want to reiterate that students can check their phones during lunch and passing time. We are NOT banning cell phones entirely as some of the schools listed above.

Parents – please know that we will continue to work with students to make this a learning and professional experience for them. Yet, if a student repeatedly disregards the rule, the following is taken from the Discipline Matrix:

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSES
<b>CELL PHONE USAGE</b>	<ul style="list-style-type: none"> <li>• Warning</li> </ul>	<ul style="list-style-type: none"> <li>• One detention,</li> <li>• Phone confiscated and will be returned at the end of the school day to the parent</li> </ul>	<ul style="list-style-type: none"> <li>• Two detentions</li> <li>• Phone confiscated and will be returned at the end of the school day to the parent</li> </ul>	<ul style="list-style-type: none"> <li>• Phone cannot be brought to campus</li> <li>• Admin/Parent meeting</li> </ul>

Together, let's make this school year a fantastic and enriching experience for every student. If you have any questions or concerns, please don't hesitate to reach out. Here's to a successful and inspiring year ahead!

Warm regards,

Mr. Felderman

West Delaware High School Principal



# ACTIVITY REGISTRATION

&gt;&gt;OUND

West Delaware Hawks  
Student-Athlete Registration

EASY AS 1-2-3

&gt;&gt;OUND



1

Scan the QR Code or go to the link below.  
<https://www.gobound.com/ia/schools/westdelaware>

Then, click the Registration tab.

2

Login or click 'Create Your Account Now'

Returning Students

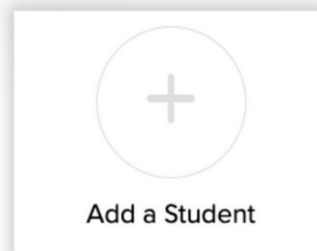
Click on your student portal and  
register for activities. Skip step 3.

New to Bound

Create your family account and  
move on to step 3.

3

Click 'Add a Student' and  
then search for your student.  
Verify the information and  
click 'Connect to My Student'.



For assistance, [click here](#) or contact  
Bound with the green chat bubble!



Connect to My Student

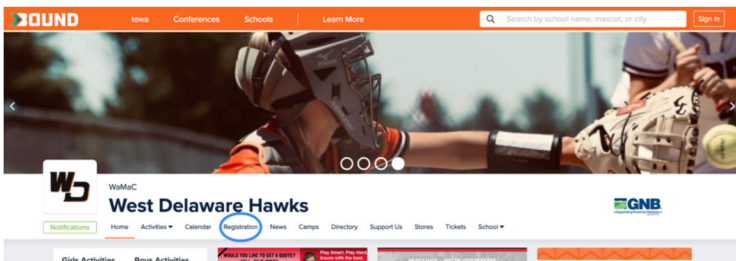
Greetings Hawk Fans,

We are excited to announce that starting Fall of 2024 we will be a full partner with BOUND, a full-scale athletic, activities, and facilities management system. This partnership will create a seamless and engaging experience for all stakeholders - all of our schedules, ticketing, scores and standings will all be in one location!

**BOUND Public Website** - To get you started, click on the following link (be sure to bookmark this page). This is the landing page for Hawk families, fans and students. You and your family will be able to get everything you need from this one site!

(School Public BOUND Link Here:) <https://www.gobound.com/ia/schools/westdelaware>

**Athletic Registration** - To get your athlete(s) registered for fall sports programs, click on the 'Registration' link at the top of the West Delaware Bound public site.



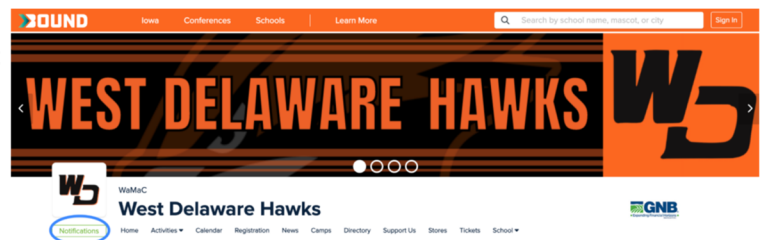
From here, you will be able to connect your family (parent and student accounts), enter or update all important demographic information, upload your current physical, sign off on all of the required documents for participation, and register for the sports your athlete(s) intend to participate in this school year.

Here is a step-by-step document to get you started on the Athletic Registration process:

<https://intercom.help/boundhq/en/articles/7934242-registering-your-student-for-an-activity>

Part of the registration process is to search for your student under **West Delaware**. If your student is 8th grade and above they should be in the system unless they did not participate in any activity last year. Though, because this platform is newer to us, if you do not find your student in the search field - go ahead and choose **ADD STUDENT MANUALLY** at the bottom of that pop-up window. Then add your student and proceed with Registration.

**Notifications** - As parents or guardians of active high school students, you need to keep up with any changes or adjustments to schedules in real-time. By utilizing the "Notifications" feature in Bound, you will be able to sign up to receive notifications of changes, postponements, or cancellations in scheduled events. At the top of the (**Hawk/West Delaware**) Bound public site, notice the green "Notifications" button below our logo. This button is located in the same location on each page as you navigate from activity to activity.



If you want school-wide notifications, click on this button on the Home screen and sign up -name, email, phone number and what notifications you would like to receive. From there, navigate to the activities your student(s) are participating in or ones you want to follow and do the same. For example, if you want girls volleyball notifications, you will click on Activities and volleyball. Once you land on the volleyball home page, click on the 'Notifications' button and sign up for notifications specific to volleyball. Repeat this process for any activities you need to stay up to date and in the know!

**Schedules, rosters, stats...and more** - We would invite you to take a test drive around the site while you are there. Click on the links at the top of the page you'll see all of the athletic, fine art, and school activities we offer here at West Delaware. This site will be your one stop shop for your family's athletic and activities information and resource needs.

We are excited for our partnership with BOUND, and we look forward to working with you and your student(s) to make the coming school years the best ones yet!

Please reach out to our Activities Office if you have any questions.

## Iowa Seal of Biliteracy

The Iowa Seal of Biliteracy is an award given by a district to recognize students who have attained proficiency in two or more languages, one of which is English, by high school graduation.

Governor Kim Reynolds signed SF475 into law during the 2018 legislative session. To receive a seal, students in participating schools must demonstrate proficiency in English and at least one other language through approved assessments. All languages will be recognized, including Spanish, Chinese, and American Sign Language. Approximately 140 languages are spoken in Iowa.



### **Requirements to Demonstrate Knowledge of English**

To be eligible to be awarded the Iowa Seal of Biliteracy, each student shall demonstrate proficiency in English. The requirement must be met during the course of each student's high school years. The assessment options to demonstrate proficiency in English include:

Exam	Minimum Score
ACT	English 18
AP Language or AP Literature Exam	3
English Language Proficiency Assessment for the 21st Century (ELPA 21) in grades 9-12	4 or 5 in all domains (reading, writing, speaking, and listening) which equates to an overall proficiency of 3
SAT	English 470
Iowa Statewide Assessment of Student Progress (ISASP) in grades 9-12	Proficient in English/Language Arts
Most recent Iowa Assessment results in grades 9-12	Proficient in Reading Comprehension

### **World Language Assessment Options**

To be eligible to be awarded the Iowa Seal of Biliteracy, students shall demonstrate proficiency in a world language. The assessment to demonstrate proficiency in a world language at West Delaware include:

Assessment	Language(s)	Minimum Score to Qualify for Seal of Biliteracy
ACTFL Assessment of Performance toward Proficiency in Languages (AAPPL) Measure	Arabic, Chinese (Mandarin), French, German, Hindi, Italian, Japanese, Korean, Portuguese, Russian, Spanish, Thai	Intermediate Two (I-2) This level is required on all four components of the assessment: <ul style="list-style-type: none"> <li>• Interpretive Listening</li> <li>• Interpretive Reading</li> <li>• Interpersonal Listening and Speaking</li> <li>• Presentational Writing</li> </ul>

\*\*\* Other State Approved World Language Assessments maybe utilized to demonstrate proficiency. West Delaware will pay for and support the use of the ACTFL/AAPPL. Please see Mr. Felderman to make arrangements if a student wishes to assess with a tool other than AAPPL.

### **Awarding the Seal**

The Iowa Seal of Biliteracy will be placed on qualifying student's diploma and transcript and the student will be recognized at Senior Awards Night with a certificate and medallion (can be worn at graduation).

Please contact Tim Felderman, High School Principal/Biliteracy Program Coordinator, or Marianne Sandberg/Dale Sperflage, World Language Instructors, for more information. !



# Healthy Kids Act Physical Activity Contract 2024-2025

West Delaware High School

**\*\*\*Signatures are required at the bottom of this form\*\*\***

**A full description of physical activity must be provided at the bottom of the contract**

In 2008, the Iowa Legislature enacted "the Healthy Kids Act," requiring that all High School students engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school. The law also requires that schools monitor how students fulfill this requirement.

Please fill out the items below, sign (both student and parent/guardian), and return to your advisor by Friday, September 13th. If you have any questions, call the high school office at 563-927-3515.

**Name of Student:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Advisor:** \_\_\_\_\_

1st Term	2nd Term	3rd Term	4th Term
PE_____	PE_____	PE_____	PE_____
Cross Country _____	Basketball_____	Basketball_____	Track_____
Football_____	Wrestling_____	Wrestling_____	Golf_____
Volleyball_____	Bowling_____	Bowling_____	Soccer_____
Marching Band_____	Show Choir_____	Show Choir_____	Baseball_____
Cheerleading_____	Cheerleading_____	Cheerleading_____	Softball_____

**\*When students are not in PE or one of the school activities listed above there needs to be a plan developed between the student and his/her parent/guardian on how the 120 minute physical activity requirement will be met. Acceptable activities involve movement, manipulation, or exertion of the body. Examples include but are not limited to: work that requires physical exertion, walking, jogging, aerobics, dance, biking, swimming, weight lifting, skateboarding, participation on non-school sports teams, gymnastics, individualized exercise program, etc. Any combination of activities can be used as long as the 120 minute per week requirement is met.**

**Other\* non-school activities (what, when, how many minutes per week)**

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**Signature of Student:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_



# Notes from the Nurse

## Health Requirements for 2024-2025 School Year

Please see for health requirements necessary for students entering the grades listed below. Completed forms should be turned in or faxed (563-927-9115 Attn: School Nurse) before the start of school. Forms can be found under Health Services on the West Delaware website. <https://w-delaware.k12.ia.us/Pages/district/health.html>

### Preschool

- Physical form completed by doctor's office
- Updated immunization record (or medical/religious exemption form)

### Junior Kindergarten/ Kindergarten

- Physical form completed by doctor's office
- Updated immunization record (or medical/religious exemption form)
- Vision form—may be completed by an eye doctor, medical doctor, nurse practitioner, physician assistant. Screenings are considered valid if done no earlier than 1 year before and no later than 6 months after school starts.
- Dental form—screening may be performed by a licensed dentist, dental hygienist, nurse, nurse practitioner, or physician assistant. Screening is considered valid from age 3 years to 4 months after the start of school.

*\*\*If your student attended Junior Kindergarten during the 2022-2023 school year and turned in the required forms, no additional forms are needed\*\**

### 3<sup>rd</sup> Grade

- Vision form—may be completed by an eye doctor, medical doctor, nurse practitioner, physician assistant. Screenings are considered valid if done no earlier than 1 year before and no later than 6 months after school starts.

### 7<sup>th</sup> Grade

- Updated Immunization record (or medical/religious exemption form) with proof of having had a Tdap and Meningococcal (meningitis) vaccine. ***Students cannot attend the first day of school without a record turned in.***

### 9<sup>th</sup> Grade

- Dental form—screening MUST be performed by a licensed dentist or licensed dental hygienist. Screening is considered valid if done no earlier than 1 year before and no later than 4 months after school starts.

### 12<sup>th</sup> Grade

- Updated Immunization record (or medical/religious exemption form) with proof of having had the Meningococcal (meningitis) vaccine. 2 doses of meningitis vaccine are required for students, if born after September 15, 1999; or 1 dose if received when student was 16 years of age or older. ***Students cannot attend the first day of school without a record turned in.***



## Iowa Department of Public Health CERTIFICATE OF VISION SCREENING

Pursuant with Iowa Code Chapter 641.52

**RETURN COMPLETED FORM TO CHILD'S SCHOOL.**

### **Student Information** (please print)

Student Last Name:	Student First Name:	Birth Date (M/D/YYYY):
Parent/Guardian Telephone Number:	Student Address:	
Zip Code:		

**Screening Information** vision testing requirements can be accomplished either through a screening (see below) or with a comprehensive eye exam (see other side). Screening provider must complete this section *or parents may attach a copy of vision screening results given to them by a provider.*

**Date of Vision Screening:** \_\_\_\_\_

**Result: (Please check):** ☐ Pass or ☐ Fail

**Testing method: (Please check)** ☐ Vision Screening ☐ Photo Screen ☐ Other: \_\_\_\_\_

**Visual Acuity: (if available)** ☐ With Correction ☐ Without Correction

Right Eye \_\_\_\_\_ Left Eye \_\_\_\_\_

**Referral to eye health professional: (Please check)** ☐ Yes or ☐ No

**Business Name/Source of Screening:** (please print name of provider office or if provided by school nurse, name of school)

**Provider Name:** (please print) \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Signature and Credentials of Provider:** \_\_\_\_\_ **Date:** \_\_\_\_\_

A parent or guardian of a child who is to be enrolled in a public or accredited nonpublic elementary school shall ensure the child is screened for vision impairment at least once before enrollment in Kindergarten **and** again before enrollment in the 3<sup>rd</sup> grade.

To be valid, a minimum of one child vision screening shall be performed no earlier than one year prior to the date of enrollment in Kindergarten and 3<sup>rd</sup> grade and no later than six months after the date of the child's enrollment in Kindergarten and 3<sup>rd</sup> grade.

**RETURN COMPLETED FORM TO CHILD'S SCHOOL.**

Iowa Department of Public Health • Bureau of Family Health  
FAX 515-725-1760 • 800-383-3826 • [www.idph.state.ia.us](http://www.idph.state.ia.us)

**WEST DELAWARE HEALTH SERVICES****CONSENT TO RECEIVE PRESCRIPTION & OVER-THE-COUNTER MEDICATIONS**

STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

PHYSICIAN/PRESCRIBER \_\_\_\_\_ PHONE \_\_\_\_\_

NAME OF MEDICATION \_\_\_\_\_

DIAGNOSIS \_\_\_\_\_

DOSAGE/ROUTE \_\_\_\_\_

TIME TO BE GIVEN \_\_\_\_\_

STARTING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_

SPECIFIC INSTRUCTIONS \_\_\_\_\_

I request that the prescribed drugs or medication be dispensed according to these written directions. I request that this medication be given by a qualified staff person. The student has experienced no previous side effects from the medication. I further agree that 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 medication 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.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**INHALERS**

The 2004 Iowa Legislature enacted a law, signed by the governor, which allows students with asthma or other airway constricting diseases to self-administer medication at school (ex. Inhalers) with not only a signed parental consent but also the Physician's signature or a copy of the prescription.

NAME OF MEDICATION \_\_\_\_\_ DOSAGE AND ROUTE \_\_\_\_\_

DIAGNOSIS AND SPECIFIC INSTRUCTIONS \_\_\_\_\_

PRESCRIBER'S SIGNATURE \_\_\_\_\_

COPY OF PRESCRIPTION ATTACHED \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_





## Iowa Department of Public Health CERTIFICATE OF DENTAL SCREENING

This certificate is not valid unless all fields are complete.  
RETURN COMPLETED FORM TO CHILD'S SCHOOL.

### Student Information (please print)

Student Last Name:	Student First Name:	Birth Date (M/D/YYYY):
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### Screening Information (health care provider must complete this section)

Date of Dental Screening: \_\_\_\_\_

#### Treatment Needs (check ONE only based on screening results, prior to treatment services provided):

- ☐ **No Obvious Problems** – the child's hard and soft tissues appear to be visually health and there is no apparent reason for the child to be seen before the next routine dental checkup.
- ☐ **Requires Dental Care** – tooth decay<sup>1</sup> or a white spot lesion<sup>2</sup> is suspected in one or more teeth, or gum infection<sup>3</sup> is suspected.
- ☐ **Requires Urgent Dental Care** – obvious tooth decay<sup>1</sup> is present in one or more teeth, there is evidence of injury or severe infection, or the child is experiencing pain.

<sup>1</sup> Tooth Decay: A visible cavity or hole in a tooth with brown or black coloration, or a retained root.

<sup>2</sup> White spot lesion: A demineralized area of a tooth, usually appearing as a chalky, white spot or white line near the gumline. A white spot lesion is considered an early indicator of tooth decay, especially in primary (baby) teeth.

<sup>3</sup> Gum infection: Gum (gingival) tissue is red, bleeding, or swollen.

#### Screening Provider (check ONE only):

☐ DDS/DMD   ☐ RDH   ☐ MD/DO   ☐ PA   ☐ RN/ARNP   (High school screen must be provided by DDS/DMD or RDH)

Provider Name: (please print) \_\_\_\_\_ Phone: \_\_\_\_\_

Provider Business Address: \_\_\_\_\_

Signature and Credentials of  
Provider or Recorder\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Recorder: An authorized provider (DDS/DMD, RDH MD/DO, PA, or RN/ARNP) may transfer information on this form from another health department. The other health document should be attached to this form.

A screening does not replace an exam by a dentist.  
Children should have a complete examination by a dentist at least once a year.

**RETURN COMPLETED FORM TO CHILD'S SCHOOL.**

Iowa Department of Public Health • Oral Health Delivery Systems  
515-242-3683 • 866-528-4020 • <https://idph.iowa.gov/ohds>

A designee of the local board of health or Iowa Department of Public Health may review this certificate for survey purposes.



Senior Picture Guidelines  
**Senior Class of 2025**  
West Delaware High School  
(563) 927-3515 ext. 347

1. Senior pictures must be received by the yearbook adviser by Nov. 1. Any photos received after that date will not be guaranteed to be included in the yearbook.
2. Senior photos must be submitted digitally. Please attach the image to an e-mail or carry the image saved on a flash drive to room 205. If you choose to email the image, you will receive a reply confirming that we received your photograph.
3. **All photographs must contain a resolution of at least 300 DPI and be 5 x 7 inches in size. Each photograph must be a vertical, formal head-and-shoulders photograph. Full body poses are not acceptable. Please avoid distracting backgrounds.**
4. Pictures must contain only one person. Pictures must not contain props, such as cars, sports equipment, or pets. Also, pictures may not contain hats.
5. Tasteful, modest clothing is required, making off-the-shoulder and strapless clothing unacceptable. The annual staff and school administration will determine whether the attire is appropriate for publication.
6. **If you do not plan to have your photographs taken by a professional photographer of your choice, please have your photo taken by Halverson Photography.** They will take underclass photographs at the beginning of the school year. Halverson Photography does not require you to purchase any photographs, and the school will receive the digital image. **See Helen Temeyer for other cost-free options.**
7. Professional photos can take time. Following is a typical timeline: 3-5 weeks to schedule an appointment; 2 weeks to receive proofs of photographs; 3 weeks to select senior photographs; 4 - 6 weeks to process the order.
8. Seniors should schedule their senior pictures after school, during open campus periods, or on weekends as taking senior photographs is not an excused absence.
9. If you have any questions regarding the above, please contact Helen Temeyer, yearbook adviser, West Delaware High School, 605 New Street, Manchester, IA 52057.  
(e-mail: [helentemeyer@w-delaware.k12.ia.us](mailto:helentemeyer@w-delaware.k12.ia.us))



# SCHOOL FALL PHOTOS

LAMBERT-THURSDAY, SEPTEMBER 19

PRESCHOOL T/F- FRIDAY, SEPTEMBER 20

MIDDLE SCHOOL- FRIDAY, SEPTEMBER 20

HIGH SCHOOL- FRIDAY, SEPTEMBER 20

IF YOU WOULD LIKE TO ORDER ONLINE,  
PLEASE USE THE FOLLOWING LINKS:

LAMBERT:

[HTTPS://VANDO.IMAGEQUIX.COM/G1001136362](https://vando.imagequix.com/G1001136362)



MIDDLE SCHOOL:

[HTTPS://VANDO.IMAGEQUIX.COM/G1001136364](https://vando.imagequix.com/G1001136364)



HIGH SCHOOL:

[HTTPS://VANDO.IMAGEQUIX.COM/G1001136363](https://vando.imagequix.com/G1001136363)





## BackPack Program 2024-2025

Dear Parents/Guardians,

West Delaware is partnering with the Northeast Iowa Food Bank to provide the Backpack Program to students during the 2024-2025 school year. The program begins in September and will continue throughout the school year.

**The Backpack Program is a free program that provides kid-friendly, non-perishable food for students most in need to eat over weekends and breaks when school meals are not available and there may be little or no food to eat. Please carefully consider your family's economic status and determine if this program is something needed by your child(ren). If the Backpack Program is something your family depends upon, please complete the attached registration form. If you are able to make do without this assistance, please allow this program to be used by others.**

Items distributed in the Backpacks include cereal, peanut butter, juice, fruit cups, pop-top meals, soup, and granola bars. The food will be distributed to your child at the end of the school day on Friday. **Please explain to your child that the food must not be eaten or opened until they are home.** If this happens, your child may lose the privilege of participating in the program.

Parents and guardians concerned with food allergies need to be aware that Backpack Program items may include ingredients such as nuts, soy, wheat, eggs and milk. The Northeast Iowa Food Bank and West Delaware will not assume any liability for adverse reactions to food consumed.

The Northeast Iowa Food Bank strives to include healthy and safe food. All food is labeled and sealed by the manufacturer. **While some products might be past the marked best-by date, we have worked with the manufacturer to ensure they are still safe to consume.** If you open an item and notice a problem, please contact the Northeast Iowa Food Bank immediately.

Sincerely,

Daniel Hofer  
Partner Capacity Coordinator  
Northeast Iowa Food Bank  
319-235-0507 ext. 127

Kate Mejia  
School Counselor  
Lambert Elementary  
563-927-3515



The Backpack Program is a program of the Northeast Iowa Food Bank  
1605 Lafayette Street  
P.O. Box 2397  
Waterloo, IA 50704  
(319) 235-0507 · [www.neifb.org](http://www.neifb.org)



## BackPack Program 2024-2025 Registration Form

Parent/Guardian Name: [Click or tap here to enter text.](#)\_\_\_\_\_

Address: \_\_\_\_\_ .Phone \_\_\_\_\_

School your child(ren) attend: \_\_\_\_\_

**Please list children participating in the program.**

Name	Grade	Teacher	Any Food Allergies?

By signing this form, I agree to allow my child(ren) to participate in the BackPack Program of the Northeast Iowa Food Bank and West Delaware].

I understand that for children with food allergies, BackPack Program items may contain ingredients such as nuts, soy, wheat, eggs and milk. Parents/guardians concerned with food allergies need to be aware of this risk. The Northeast Iowa Food Bank and West Delaware] do not assume any liability for adverse reactions to food consumed.

The Northeast Iowa Food Bank strives to include healthy and safe food. **While some products might be past the marked best-by date, we have worked with the manufacturer to ensure they are still safe to consume.** If you open a package and notice a problem, please contact the Northeast Iowa Food Bank immediately.

To promote and expand the BackPack Program, the Northeast Iowa Food Bank and [West Delaware] may wish to use images (but no names) of children who are participating in the BackPack Program in materials that may include (but are not limited to) brochures, newsletters, and the Northeast Iowa Food Bank web site.

- ☐ I grant permission to use images of my child(ren). I understand that my child's name and personal information will not be used in conjunction with any images.
- ☐ I deny permission to use images of my child(ren).

By signing this form I agree to assume any and all risks associated with my child(ren) participation in the BackPack Program including any adverse reaction my child may have to foods consumed.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



4/2024

## PARENT/GUARDIAN INFORMATION LETTER FOR WEB-BASED MEAL APPLICATIONS

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

Dear Parent/Guardian:

Children need healthy meals to learn. West Delaware Schools offers healthy meals every school day. Breakfast costs \$1.50; lunch costs at Lambert Elementary is \$2.55 and \$2.70 at the Middle and High Schools. 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: <https://onlineapp.totalk12.com/M9aBUW4Tx0HDD4I5GnAg>

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 submit an application for free and reduced price meals/milk.

FEDERAL INCOME ELIGIBILITY GUIDELINES for SCHOOL YEAR 2024-2025

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	27,861	2,322	1,161	1,072	536
2	37,814	3,152	1,576	1,455	728
3	47,767	3,981	1,991	1,838	919
4	57,720	4,810	2,405	2,220	1,110
5	67,673	5,640	2,820	2,603	1,302
6	77,626	6,469	3,235	2,986	1,493
7	87,579	7,299	3,650	3,369	1,685
8	97,532	8,128	4,064	3,752	1,876
Each additional family member:	9,953	830	415	383	192

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: Laurie Buchheit in the West Delaware Central Office at 563-927-3515, extension 406 or email [lauriebuchheit@w-delaware.k12.ia.us](mailto:lauriebuchheit@w-delaware.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: West Delaware Homeless/Migrant Liaison, Shelby Piersch, at 563-927-3515. Extension 306 or email [shelbypiersch@w-delaware.k12.ia.us](mailto:shelbypiersch@w-delaware.k12.ia.us).

4/2024

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 7, 2024. 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: Lynnette Engel, Business Manager, West Delaware Central Office, 701 New Street, Manchester, IA 52057; 563-927-3515, extension 402; [lynnetteengel@w-delaware.k12.ia.us](mailto:lynnetteengel@w-delaware.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 Laurie Bucheit in the West Delaware Central Office, 701 New Street, Manchester, IA 52057, 563-927-3515, extension 406, [lauriebuchheit@w-delaware.k12.ia.us](mailto:lauriebuchheit@w-delaware.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





4/2024

may be eligible for Hawki (children's health insurance) or a waiver of school fees. Read the information on the back of the Application for Hawki information. A school waiver form is available from your school.

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

If you have other questions or need help, call 563-927-3515, extension 406 or email [lauriebuchheit@w-delaware.k12.ia.us](mailto:lauriebuchheit@w-delaware.k12.ia.us).

*Sincerely,*

*Laurie Buchheit, West Delaware Central Office*

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

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

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

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

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

This institution is an equal opportunity provider.

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

#### **Information Statement**

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



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**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 1-800-257-8663. Also, if you are already receiving Medicaid or Hawki, please sign below. This will avoid another contact.

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

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

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

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

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

1. \* mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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

**Waiver Information**

If your child(ren) qualifies for free or reduced price meals, you may also be eligible for other benefits. If you sign this waiver, your child(ren) will be considered for a full or partial waiver of 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 \_\_\_\_\_

**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)**

- 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

**Public Assistance/Alimony/Child Support (Adult Income Sources)**

- Cash Assistance from State/local government
- Supplemental Security Income
- Unemployment benefits
- Worker's compensation
- Alimony or child support payments
- Veteran's benefits
- Strike benefits

**All Other Income (Adult Income Sources)**

- Social Security
- Disability benefits
- Regular income from trusts or estates
- Annuities
- Investment income
- Rental income
- Regular cash payments from outside household

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

Return completed form to:

West Delaware Central Office,  
701 New Street, Manchester,  
Iowa 52057



## 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 West Delaware School District. Please follow these instructions in order. Each step of the instructions is the same as the steps on your application. The application must be filled out completely to certify your children for free or reduced price school meals. **Completed applications should be mailed or returned to West Delaware Central Office, 701 New Street, Manchester, Iowa 52057.** If at any time you are not sure what to do next, please contact Laurie Buchheit at 563-927-3515, extension 406 or email [lauriebuchheit@w-delaware.k12.ia.us](mailto:lauriebuchheit@w-delaware.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 West Delaware Schools, regardless of age.

- A) List each child's name and date of birth.** Print each child's first name, middle initial, last name and date of birth (optional). Use one line of the application for each child. If there are more children present than lines on the application, attach a Supplemental Worksheet, which can be obtained from the school, with all required information for the additional children.
- B) Is the child a student?** Mark 'Yes' or 'No' under the column titled "student" to tell us which children attend West Delaware Schools. If you marked 'Yes' write where the child attends school and write the grade level of the student in the "Grade" column to the right.
- C) Do you have any foster children?** If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are *ONLY* applying for foster children, after finishing STEP 1, go to "STEP 4". Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.
- D) Are any children homeless, migrant or runaway?** If you believe any child listed in this section may meet this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and **complete all steps of the application.**
- E) Share children's racial and ethnic identities (optional).** Next to each child's name, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.

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

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

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

- If 'NO', go to **STEP 3. (Leave the rest of STEP 2 blank)**
- If 'YES,' provide a case number for **SNAP, FIP, or FDPIR.** You only need to write **one** case number. Case numbers are located on your Notice of Decision. **Go to STEP 4.**

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

Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents. Gross income is the total income received before taxes.

Many people think of income as the amount they “take home” and not the total, “gross” amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums or any other amounts taken from your pay.

Write a “0” in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write ‘0’ or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, your application will be investigated.

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

**FOR EACH ADULT HOUSEHOLD MEMBER:**

- D) List all adult household member’s name.** Print the name of each household member in the boxes marked “Names of Adult Household Members (First and Last).” **Do not list any household members you listed in STEP 1.**

**Who should I list here?**

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

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

**Do not include:**

People who live with you but are not supported by your household’s income AND do not contribute income to your household.

Children and students already listed in Step 1.

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

**What if I am self-employed?**

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

**Report income from public assistance/child support/alimony.** Refer to the chart below titled “Sources of Income for Adults” and report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If



income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.

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

**Table 1. Sources of Income for Adults**

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

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

**What is Child Income?**

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

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

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

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

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



- A) Provide your contact information.** Write your current address in the fields provided if this information is available. **If you have no permanent address, this does not make your children ineligible for free or reduced price school meals.** Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.
- B) Print and sign your name and write today's date.** Print the name of the adult signing the application and sign in the box labeled "Signature of adult completing the form."
- C) Mail or return completed form to:** West Delaware Central Office, 701 New Street, Manchester, Iowa 52057. **Please do not mail completed form to the Department of Agriculture as this will delay processing.**
- D) Decline having your information released to Hawki.** If you do not want your household information shared with Hawki, **print, sign and date in the box provided.**
- E) Obtaining translated applications.** If you need a translated application with instructions, they can be found in 49 languages at: <https://www.fns.usda.gov/school-meals/translated-applications>.

#### USDA Nondiscrimination Statement:

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

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

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

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

This institution is an equal opportunity provider.

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

## EAT BREAKFAST AT SCHOOL!

Mornings can be really crazy...the alarm doesn't go off...the kids don't want to get up...there's no time to eat breakfast before the bus comes...or they're just not ready to eat. Or maybe your teenager grabs a can of soda and a candy bar on the way to school. If this sounds like your house, we have good news for you.



Breakfast is served at school! School breakfast will give your child a healthy start to the day. A nutritious breakfast helps students be more alert so they can learn more in class. Breakfast has vitamins and nutrients for a strong and healthy body.

Breakfast at school is affordable, \$1.50. If you qualify for free and reduced price meals, you also qualify for the breakfast program, with no additional paperwork. You can't find a healthy breakfast at such a low cost anywhere else. Help your child start the day right with school breakfast!

### Learn more about school meals at West Delaware!

Visit [www.w-delaware.k12.ia.us](http://www.w-delaware.k12.ia.us)

Food Services has their own page on our website. You can find the link under the District tab. Menus, free/reduced application, links to the lunch program and RevTrack, and info about Food Services can all be found on our webpage.

## Free/Reduced Applications are available online!



## OPEN ENROLLMENT

Reference Iowa Department of Education Open Enrollment Handbook

Open Enrollment is a cost free option by which parents/guardians residing in an Iowa district may enroll their children into another Iowa school district under the terms and conditions of Iowa Code section 282.18 and the administrative rules of the Iowa Department of Education, 281 Iowa Administrative Code Chapter 17.

The parent/guardian must complete an application form that is available in the central office of Iowa school districts. The form is also available via the Iowa Department of Education's web site under Open Enrollment. The completed form must be filed with both the resident and receiving district.

Parents are responsible for transporting children that are open enrolled to another district. This applies to all students including those with an IEP. If the need for transportation as a related service is stated in the IEP, as a general rule the parent is responsible for this obligation under open enrollment. If a child open enrolls to a district that is contiguous (borders) to the home district, and the parents' income meets economic eligibility requirements, the family may receive a stipend for transportation or be provided transportation by the district.

For further information about open enrollment, including athletic eligibility, appeals, or other questions, please consult the Open Enrollment Handbook, contact the Department of Education at 515-281-3778 or contact the West Delaware Central Office, 701 New Street, Manchester at 563-927-3515, extension 406.



## **Notice of Nondiscrimination**

It is the policy of the West Delaware County Community School District not to discriminate on the basis of race, color, national origin, gender, 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 Tim Felderman, Equity Coordinator, West Delaware High School, 605 New Street, Manchester, Iowa 52057; 563-927-3515, extension 301; [timfelderman@w-delaware.k12.ia.us](mailto:timfelderman@w-delaware.k12.ia.us).

### **USDA Nondiscrimination Statement**

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

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

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

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

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### **Annual Notice of Nondiscrimination West Delaware Policy Code No. 602**

The West Delaware County Community School District offers career and technical programs in the following areas of study: Agricultural, Food and Natural Resources; Business, Finance, Marketing and Management; Human Services; Applied Science, Technology, Engineering and Manufacturing; Health Services; and Information Services.

It is the policy of the West Delaware County Community School District not to discriminate on the basis of race, color, national origin, gender, 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 Tim Felderman, West Delaware High School, 605 New Street, Manchester, Iowa 52057, 563-927-3515, extension 301, [timfelderman@w-delaware.k12.ia.us](mailto:timfelderman@w-delaware.k12.ia.us).



## Student Fee Waiver & Reduction Procedures

### Fines – Fees - Charges

Code No. 503.09

The Board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property as allowed by Iowa Code.

The Board shall approve amounts to be charged to students or others for charges or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent.

Date adopted: August 12, 1996  
 Date reviewed: March 10, 2008; April 8, 2013;  
 April 9, 2018; April 10, 2023  
 Date revised: March 11, 2013

Legal Ref.: Iowa Code 256.7(20); 279.8; 280.10,  
 .11; 282.6; 285.1; 285.10(9)  
 301.1 (1995)  
 281 I.A.C. 18  
 1994 Op. Att’y Gen. 23  
 1990 Op. Att’y Gen. 79  
 1982 Op. Att’y Gen. 227  
 1980 Op. Att’y Gen. 532

Cross Ref.: 501.16 Homeless Children & Youth  
 502.05 Student Discipline

### Student Fee Waiver & Reduction Procedures

Code No. 503.09R1

The Board recognizes that while certain fees charged students are appropriate and authorized certain students and their families are not financially able to pay the fees. The school district will grant full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student’s parents’ ability to meet the financial criteria.

#### A. Waivers –

1. Full Waivers – a student will be granted a full waiver of fees charged by the school district if the student or student’s parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.

2. Partial Waivers – a student will be granted a partial waiver of fees charged by the school district if the student or the student’s parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. (The reduction percentage charged will be 40 percent).

3. Temporary Waivers – a student may be eligible for a temporary waiver of fees charged by the district in the event the student’s parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

- B. Application – Parents or students eligible for a fee waiver shall make an application on the Iowa Eligibility Application or on the form provided by the school district. Applications may be made at any time but must be renewed annually.
- C. Confidentiality – The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.
- D. Appeals – Denials of a waiver may be appealed to the Business Manager, West Delaware County Community School District, 701 New Street, Manchester, Iowa 52057.
- E. Fines or charges assessed for damage or loss of school property are not fees and will not be waived.
- F. Notice – the school district will annually notify parents and students of the waiver. The following information will be included in registration materials and printed in the parent and student handbooks:

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), 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 office at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Date adopted: August 12, 1996  
 Date reviewed: March 10, 2008; April 8, 2013;  
 April 9, 2018; April 10, 2023  
 Date revised: April 14, 2008; March 11, 2013

Families wanting to apply for free or reduced meals and school fees need to complete an Iowa Eligibility Application <https://onlineapp.totalk12.com/M9aBUW4Tx0HDD4I5GnAg>



## News From our Volunteer Program

I'd like to thank every one of you that volunteered in our district in any capacity during the 2023-2024 school year. What a blessing you are to our students and our staff! I know that there are hundreds of hours not logged, as our music department, speech department and athletic department have many worker bees that do not log their hours. We are so grateful for all who donate their time to our school district! Many projects are enhanced because of the caring adults that come in to support our kids and teachers. Thank you so much for your generosity!

For the hours that did get logged, we had 2,862 hours in our database. Those that had over 100 hours are:

Keri Schulte - 100 hours  
Cindy Smith - 104 hours  
Lucia Hutchcroft - 105 hours  
Jamie Jolley - 106  
Corene Messer - 176  
Jason White - 252  
Jody King - 253  
**Pat Johnson - 468**

Please know we are grateful for all of you! If you'd like to join our volunteer program, please visit this link for more information: <https://www.w-delaware.k12.ia.us/Pages/district/volunteer.html> Thanks for a great year!

Jacque Lahr, volunteer coordinator



Thank You!



If you see this label on a product, you can use the Box Tops app to scan your receipt. The app will find participating products purchased at any store and instantly add cash to your school's earnings online. Please note that some Box Tops products are not labeled; check our product list for a complete list of [participating products](#).



**CONVENIENT** - Redeem anywhere, anytime within 14 days of purchase



**EASY TO USE** - Automatically finds Box Tops products on your receipt



**REAL TIME** - Your school's earnings are updated online with every scan



**EXTRA CASH** - Access special bonus offers on top of your Box Tops earnings



## Friends of Music POP CAN FUNDRAISER

Proceeds Support Marching Band, Show Choir, and all Music Programs

Drop Off Cans at the **CAN SHED** on East Main and request money to go to Friends of Music

## HOST FAMILIES NEEDED!

LANGUAGE AND FRIENDSHIP, INC.  
Family Stay Programs/Hosting In The U.S./Travel Abroad

Our community has the chance to welcome teenagers this summer from France and Spain. This kind of experience can make such an impact, not only on the visiting students, but also on the whole family and our entire school community! Students want to practice their English and live as part of an American family for a short time. Host families provide room (shared room is fine but they must have their own bed), meals, and the willingness to include their visitor as a part of the family, including them in all aspects of your summer schedule. For more information, contact Mrs. Sandberg at [mariannesandberg@w-delaware.k12.ia.us](mailto:mariannesandberg@w-delaware.k12.ia.us)

## Homeless Children and Youth Information

The federal McKinney Vento Act was designed to ensure that all students experiencing homelessness have educational rights and protection. Under this act, homelessness is defined as:

- sharing housing due to a loss of housing, economic hardship, or a similar reason
- living in hotels, motels, trailer parks, or camping grounds due to a lack of alternative adequate housing
- living in emergency or transitional shelters
- living in a public or private place not designated for, or normally used as, a regular sleeping accommodation for human beings
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar places;
- living in one of the above circumstances and who are migratory

**If you, or someone you know is experiencing any of these situations, we are here to help.**

Contact Shelby Piersch, West Delaware CCSD Local Homeless Liaison by phone at 563-927-3515 ext. 306 or email at [shelbypiersch@w-delaware.k12.ia.us](mailto:shelbypiersch@w-delaware.k12.ia.us) for more information/support.





## West Delaware Athletic Booster Club Newsletter

AUGUST 2024

Our purpose is to assist the West Delaware Athletic Department in providing our students with the best possible athletic programs. We cordially invite you to join the Booster Club and would greatly appreciate your time and talents to better assist the youth in our district.

### Member News:

Meetings are the 1st Wednesday of each month,  
7:00 PM at the High School in Room 167

**Mark your calendar,  
Thursday, August 22, 2024!**

**West Delaware Athletic Booster Club  
2024-2025  
Membership Kick-Off Drive  
"Silver Bowl" Scrimmage**

**When: Thursday, August 22, 2024**

**Where: Brown Field**

**Time: 6:00 PM**

**Event: "Silver Bowl" Scrimmage**

The West Delaware Booster Club will be serving: brats, water, and chips during the "Silver Bowl" Scrimmage. With your Membership, you and your family will be given a brat, water, and chips. This is in appreciation for those members who are renewing their present Membership and any new members who will be joining.

This will also be a great opportunity to meet the 2024-2025 Fall Athletic Teams and their Coaches:

**6:00 PM: 9<sup>th</sup>/10<sup>th</sup> Football Scrimmage**

**After the 9<sup>th</sup>/10<sup>th</sup> Football Scrimmage:**

Introduction of the –

- Football Cheerleaders

- HS Boys & Girls Cross Country Teams

- 9<sup>th</sup>, 10<sup>th</sup>, JV & Varsity Volleyball Teams

**7:30 PM: Varsity Football Scrimmage**

# Go Hawks!

### All Members are invited to the

### Wednesday, August 7, Booster Club Meeting to vote for 2024-2025 Officers and Directors.

The Meeting will be held in Room 167 of the High School, just down the hall from the High School Office. Please enter through the main High School entrance at the south end of the school.

### 2024-2025 Membership – make checks payable to:

**West Delaware Athletic Booster Club**

**P. O. Box 251**

**Manchester, IA 52057**

### Membership Levels

- |   |                  |
|---|------------------|
| <b>A. <u>Super Hawk Club</u></b>                  | <b>\$1500.00</b> |
| a. Six All Season Athletic Passes                 |                  |
| b. 4 x 8 Advertising Sign at Brown Field          |                  |
| c. Four \$25 vouchers for West Delaware apparel   |                  |
| d. Advertisement on all 2024-2025 sports programs |                  |
| <b>B. <u>Ultimate Hawk Club</u></b>               | <b>\$1000.00</b> |
| a. Six All Season Athletic Passes                 |                  |
| b. Four \$25 vouchers for West Delaware apparel   |                  |
| c. Advertisement on all 2024-2025 sports programs |                  |
| <b>C. <u>Platinum Hawk Club</u></b>               | <b>\$600.00</b>  |
| a. Four All Season Athletic Passes                |                  |
| b. Four \$25 Vouchers for West Delaware apparel   |                  |
| c. Advertisement on all 2024-2025 sports programs |                  |
| <b>D. <u>Diamond Hawk Club</u></b>                | <b>\$300.00</b>  |
| a. Two All Season Athletic Passes                 |                  |
| b. Two \$25 Vouchers for West Delaware apparel    |                  |
| c. Advertisement on all 2024-2025 sports programs |                  |
| <b>E. <u>Golden Hawk Club</u></b>                 | <b>\$100.00</b>  |
| a. Ten-Punch Pass to Athletic Events              |                  |
| b. Advertisement on all 2024-2025 sports programs |                  |
| <b>F. <u>Silver Hawk Club</u></b>                 | <b>\$50.00</b>   |
| a. Advertisement on all 2024-2025 sports programs |                  |

Please Return By August 7, 2024

For completion for this Fall 2024

## BROWN FIELD WALL OF PRIDE



Please PRINT how your brick will be worded (2 or 3 lines, 20 spaces per line limit)


### Family Wall on West Sideline

\*\*\* 6" x 12" Stone on wall going north  
towards bleachers \$125.00

12" x 16" Stone on Piers going north  
toward bleachers \$500.00

12" x 24" Stone on top row of family wall  
going north towards bleachers \$750.00

### South End Zone/Street

\*\*\* 12"X16" Stone on Piers going east  
from ticket booth facing field \$500.00

\*\*\* 12"X16" Stone on Piers going east  
from ticket booth facing street \$750.00

*All proceeds go towards  
improvements at  
Brown Field and other  
athletic facilities.*

Make payment to: Booster Club -FB Wall

Send to:  
West Delaware Athletic Booster Club  
PO Box 251  
Manchester, IA 52057

\*\*\* Currently available for the 2024-2025 School Year





## West Delaware Friends of Music

The Mission of West Delaware Friends of Music is to promote and support the district's excellent music programs and to encourage *all* students' participation in order to enhance their educational experiences.

2024-2025 Membership Form

August 1, 2024 - July 31, 2025

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Cellphone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name as you would like it to appear in the Music Program: \_\_\_\_\_

Please select one of the following:

- |   |  |
|---|--|
| _____ \$1500 <b>Virtuoso</b> of the Arts    | Advertising & Friends of Music Admission to <b>ALL</b> Band and Vocal Concerts throughout the 2024-25 school year, including 4 Dinner Show tickets and \$50 voucher for WD apparel*    |
| _____ \$1000 <b>Maestro</b> of the Arts     | Advertising & Friends of Music Admission to <b>ALL</b> Band and Vocal Concerts throughout the 2024-25 school year, including 4 Dinner Show tickets and \$50 voucher for WD apparel*    |
| _____ \$500 <b>Conductor</b> of the Arts    | Advertising & Friends of Music 10 Event Punch Card (good for class concerts) & \$50 voucher for West Delaware apparel*   |
| _____ \$250 <b>Director</b> of the Arts     | Advertising & Friends of Music 8 Event Punch Card (good for class concerts) & \$25 voucher for West Delaware apparel*  |
| _____ \$150 <b>Producer</b> of the Arts     | Advertising & Friends of Music 6 Event Punch Card (good for concerts)  |
| _____ \$100 <b>State</b> of the Arts        | Advertising on all High School Music Programs & Friends of Music 4 Event Punch Card (good for class concerts)  |
| _____ \$50 <b>Patron</b> of the Arts        | Advertising on all High School Music Programs  |
| _____ \$25 <b>Friend</b> of the Arts        | Advertising on all High School Music Programs  |
| _____ <b>WD FOM Volunteer</b> (new '24-25!) | Advertising on all High School Music Programs. Would like to help with volunteer opportunities like chaperoning, fundraising, etc. I've marked the back with areas I/we can help with. |

**We thank you for your support!! Please send a check payable to  
"Greater Delaware County Community Foundation" along with this form to the following address:**

Jamie Jolley, Friends of Music Treasurer  
301 E. Marion St., Manchester, Iowa 52057

\*Stores accepting WD Apparel vouchers will be indicated on vouchers.

## Volunteer Opportunities

Without **YOU**, our volunteers, these events would not be possible. Some of our large events this year are the Fall Musical, Wreath "Blitz" Sales, IHSMA State Show Choir (end of Jan), Red Carpet Gala (Feb. 8th), Swing Into Spring, and the Dinner & Dessert Show. Chaperones and Drivers are also needed for all High School Show Choir and High School Marching Band competitions.

Please review the listing below and mark the tasks you would be interested in:

- ☐ General Volunteering - call me if you are ever looking for volunteers  
☐ General baking needs  
☐ Concession Stand worker - we will contact you first about upcoming times & dates

### Band

- ☐ Band Uniform (help with fittings, cleanings, etc)  
☐ Assist with set-up/take-down of equipment  
☐ Chaperoning Band Competitions  
☐ Drivers for students and/or equipment in trailer

### Show Choir

- ☐ Costume sewing or alterations  
☐ Set construction, painting, and gathering of props  
☐ Chaperone competitions  
☐ Drivers for students and/or equipment in trailer

### Musical (Aug-Oct)

- ☐ Costume sewing or alterations  
☐ Set construction, painting, and gathering of props

### Wreath Sales Fundraiser (Oct-Nov)

- ☐ Assist with organizing wreath sales, pick-up, team leaders  
☐ Blitz Parent (wreath sales blitz event – chaperone/drive a group of students for Blitz Sales)

### IHSMA State Show Choir (Jan)

- ☐ Cook food for concessions  
☐ Work Concession Stand  
☐ Monitor Warm-Up rooms  
☐ Assist with crowd control & Auditorium door

### Red Carpet Gala (Feb. 8, 2025)

This event runs all day and we also need help setting up on the Friday before the event. The event has many needs in various areas. (**ALL** Show Choir parents are required to help with this event)

- ☐ Yes, I can help during this event  
☐ No, I cannot help during the event but I can bake bars for the event  
☐ I am unable to help (non-Show Choir parents only)

### Dinner and Dessert Show (May)

- ☐ Ticket Sales, Set Up Seating Chart  
☐ Kitchen Help  
☐ Programs  
☐ Decorations/Table Settings  
☐ Host/Hostess

**Thank you in advance for volunteering! We could not have a successful Music program without YOUR dedicated time & talents!**

## JOIN 5th GRADE BEGINNER BAND!!!!

Families, do you need help with getting an instrument? Already have an instrument and would like to get it looked at? Need a school instrument rental?

Please attend the West Delaware Middle School Open House from 5-7PM and stop at the Middle School Band Room on Thursday, August 22nd. \*This is not required but recommended if you need help with instruments.

Students tried out last spring and now have the opportunity to join band and select an instrument for 5th Grade Beginner Band. This is an important decision for you and your child. This is not just a choice about band – although many see band as a class on learning to play an instrument, it is much more than that! It is the development of a family of friends that last a lifetime. This is a great age to try something new!

If you have any further questions, feel free to call the school at 927-3515 ext. 237 or email [robyn-wulfekuhle@w-delaware.k12.ia.us](mailto:robyn-wulfekuhle@w-delaware.k12.ia.us)



West Delaware Music Department and  
WD Friends of Music

# PARENT MEETING

Please join us to review our Music department expectations, meet your WDHS Music staff and WD Friends of Music board.



**DATE**

4 SEPT 2024



**TIME**

6:00 PM - 7:00 PM



**LOCATION**

Hanson Auditorium



[JackieHawkins-Keck@w-delaware.k12.ia.us](mailto:JackieHawkins-Keck@w-delaware.k12.ia.us)



[JonathanGreen@w-delaware.k12.ia.us](mailto:JonathanGreen@w-delaware.k12.ia.us)



Want to **try** something new? Want to **rediscover** an interest?

Want to make **new friends**?

Want to build your **confidence & self-esteem**?

Want to be **part of a family** at school?

**WANT TO HAVE FUN??**

**JOIN CHOIR!!!**

Be a part of our successful Music Department where everybody participates in performances/concerts. Choir will also help with improving your memory, organization skills, testing results, & time management.

We offer so many opportunities for you to experience success & shine!

★Fall Musical ★Swing into Spring ★Dinner & Dessert Show

★All State Chorus process ★WDForte Show Choir

★National Anthem at State Athletic Tournaments

★State Solo & Small Ensemble Contest

Think you can't sing? We will teach you!!!

If you have questions email Mrs. Hawkins-Keck

[jackiehawkins-keck@w-delaware.k12.ia.us](mailto:jackiehawkins-keck@w-delaware.k12.ia.us)

Or talk to any current or past choir members!

## Special Education Student Records

## Human Growth & Development

– Ref. Iowa Code: 279.50 & Board Policy 602.11  
The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use by contacting the building principal. Parents who wish to have their child excused from human growth and development instruction may do so by filing a written request with the principal.

The Family Rights & Privacy Act of 1974 allows parents of special education students the following rights:

1. to review their student's special education records;
2. to obtain copies of records at a nominal fee;
3. to write a response to materials in the record;
4. to challenge the context of the records on grounds of inappropriateness, or inaccuracy.

Parents also have a right to have such records explained to them by a professional staff member upon request.

Records will be considered confidential information and available only to parents, eligible students, and personnel working in the school system. No information on a student will be released except by the approval or discretion of the custodian of the records. Release of any information will be based on written parent permission, court order, or applicable federal and state laws or rules.

You can view West Delaware's policy # 505.01 on our website. If you have any questions, contact Dr. Kristen Rickey, Superintendent by calling 927-3515.





## AUDITIONS:

**SPECIAL CIRCUMSTANCES ~ AUGUST 6 @ 4PM**

*(You have contacted Tina or Juli by August 1 about needing to audition on this day.)*

**REGULARLY SCHEDULED ~ AUGUST 13 @ 12-4PM**

**CALL BACKS ~ AUGUST 15 @ 1-3PM**

Use the links or scan the qr codes to register for your audition and access the audition materials. Paper copies are available in the HS office starting July 22.

### ***Audition Sign Up Form***



**SIGN UP HERE**

**AUDITION PACKET**  
**HERE**

### ***Audition Materials Packet***



If you have questions, contact  
Tina at [tinachaostheory@gmail.com](mailto:tinachaostheory@gmail.com)  
or  
Juli at [julisleper@gmail.com](mailto:julisleper@gmail.com)

### **First Rehearsals:**

August 19 @ 6:30-9:30pm

August 20 @ 6:30-9:30pm



West Delaware High School's  
Production of

# Disney BEAUTY AND THE BEAST

THE BROADWAY MUSICAL

## DO YOU PLAY AN INSTRUMENT? JOIN US BY PLAYING IN OUR PIT BAND!

### INSTRUMENTS NEEDED:

PIANO / KEYBOARD  
PERCUSSION  
VIOLIN  
CELLO  
BASS  
FLUTE  
PICCOLO  
ENGLISH HORN  
OBOE  
BASS CLARINET  
CLARINET  
HORN  
FLUGELHORN  
PICCOLO TRUMPET  
TRUMPET

**EVERYONE who is part of the Musical,  
SIGN UP HERE**



**Pit Band SIGN UP HERE**



If you have questions, contact  
Tina at [tinaschaostheory@gmail.com](mailto:tinaschaostheory@gmail.com)  
or  
Juli at [julisleper@gmail.com](mailto:julisleper@gmail.com)

### First Rehearsals:

August 19 @ 6:30-9:30pm

August 20 @ 6:30-9:30pm

# Words on Wellness

## Healthy Fair Food



The 2024 [Iowa State Fair](https://iowastatefair.org), [iowastatefair.org](https://iowastatefair.org), theme is “Fair Fever.” It brings to mind fond memories and local traditions. From August 8th to the 18th, fairgoers can expect new and old fair foods, enjoy the exciting rides, participate in friendly competitions, and look forward to fun entertainment.

Let’s talk about [healthy food options](https://iowastatefair.org/food), [iowastatefair.org/food](https://iowastatefair.org/food), at the fair. While having the classic fair treat is part of the fun experience, there are also healthy choices to consider.

1. **Grilled Corn on the Cob:** This is a delicious option that combines the sweetness of fresh corn with smoky flavors from the grill.
2. **Fruit Kabobs:** Fresh fruit on a stick—like watermelon, pineapple, and berries—provides a refreshing and vitamin-packed snack.
3. **Salad Wraps:** Seek out vendors offering wraps filled with leafy greens, grilled chicken, and colorful veggies.
4. **Smoothies:** These are drinks made with real fruit and no added sugars.
5. **Yogurt Parfaits:** Layers of yogurt, granola, and fresh fruit create a balanced and satisfying treat.
6. **Grilled Chicken, Turkey Sandwiches, and Pork Chop on a Stick:** These treats are sure to satisfy your taste buds as you explore the fair.

Remember, balance is key! Enjoy the fair’s treats while also choosing healthier options for your body.

## *Fruit Kabobs with Yogurt Dip*

Serving Size: 5 toothpick kabobs/2  
tablespoons dip | Serves: 6



### Ingredients:

- 2 small fruits of your choice (apples, pears, oranges, bananas, kiwi, grapes)
- 1 can (8 ounces) chunk pineapple
- 1 container (6 to 8 ounces) fruit yogurt
- 1 to 2 tablespoons low fat whipped topping
- 30 toothpicks

### Directions:

1. Wash fruit under running water. Peel bananas, clementine oranges, kiwi.
2. Drain pineapple juice into a bowl.
3. Cut fruit in wedges or chunks. Dip fruit that turns dark (such as apples and bananas) in the pineapple juice.
4. Place fruit on toothpicks or skewers. Arrange on a platter.
5. Stir together the yogurt and whipped topping. Pour into a bowl for dipping. Refrigerate any leftovers.

### Nutrition information per serving:

70 calories, 0g total fat, 0g saturated fat, 0g trans fat, 0mg cholesterol, 15mg sodium, 16g total carbohydrate, 1g fiber, 11g sugar, 1g protein  
This recipe is courtesy of ISU Extension and Outreach’s Spend Smart. Eat Smart. website. For more information, recipes, and videos, visit [Spend Smart. Eat Smart.](https://spendsmart.extension.iastate.edu), [spendsmart.extension.iastate.edu](https://spendsmart.extension.iastate.edu).



## Physical Activity and Vacation

It can be tempting to skip exercise on vacation! However, staying active is key for maintaining overall well-being. Here are some practical tips:

1. **Set Realistic Expectations.** Vacations are meant for relaxation, but don't ignore your exercise routine altogether. Be realistic about how often you can work out during your trip. Remember, any exercise is better than none.
2. **Plan Ahead.** Before you travel, check out your options. Some hotels have fitness facilities.
3. **Stay Active.** If you cannot find a gym, find other ways to keep moving. Walk instead of driving. Take the stairs. Perform body weight exercises like push-ups. These small efforts add up. Read [Walk Your Way to Fitness](https://store.extension.iastate.edu/Product/5530), store.extension.iastate.edu/Product/5530, for more information.
4. **Embrace Adventure.** Get creative with your activity. Instead of sticking to your usual routine, plan an adventure. Try biking or hiking. Explore new trails. Go kayaking. Different activities engage muscles you might not use regularly.
5. **Do Not Stress.** Don't worry about missing your usual workouts. Enjoy your vacation time and relax. Be sure to return home ready to get back into your fitness routine. So go ahead, explore, and keep moving while making memories!



## 211—Resources for Iowans

[211 Iowa](https://211iowa.org), 211iowa.org, is free. It provides a complete information and referral system that connects Iowa residents to various health and human service programs—for example, community services, disaster services, and governmental programs. If you need assistance, 211 is your one-stop source for information. You can also use it to explore what resources are available. You can access it in multiple ways:

1. Phone: Dial 2-1-1 to speak with live, local operators who can assist you 24/7.
2. Text: Send your zip code to 898211 to chat live with a 211 operator around the clock.
3. Mobile App: Download the 211 Iowa app for iOS or Android to instantly access the comprehensive 211 database.

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PM 2099 August 2024

Here for you.  
Now.  
Always.

Iowa State University  
Extension and Outreach

### AnswerLine

Call 1-800-262-3804  
[extension.iastate.edu/answerline](https://extension.iastate.edu/answerline)

### Spend Smart. Eat Smart.®

[spendsmart.extension.iastate.edu](https://spendsmart.extension.iastate.edu)

### Human Sciences

[extension.iastate.edu/humansciences](https://extension.iastate.edu/humansciences)

*If you or someone you know is skipping meals, going hungry, or choosing between food and medicine, call 1-855-944-3663 to apply for assistance today.*

*Call Iowa 2-1-1 or Iowa Lifelong Links, 1-866-468-7887, for additional resources.*



Share your thoughts with us!  
[go.iastate.edu/BBYBJQ](https://go.iastate.edu/BBYBJQ)





50

Hawk Highlights

[www.w-delaware.k12.ia.us](http://www.w-delaware.k12.ia.us)

## COMMUNITY EVENTS & ANNOUNCEMENTS

These announcements are provided as a courtesy to our community. The events are not sponsored by nor affiliated with West Delaware Community Schools.

# WALK 4 TOMORROW

## SUICIDE AWARENESS WALK

Registration: 8:00 a.m.

Speaker: 9:00 a.m.

Walk 9:00 - 11:00 a.m.

Food & Beverage Available for Walkers

Free Will Donations Accepted

## SATURDAY, SEPTEMBER 14TH

Tirrill Park  
105 Stearns Drive  
Manchester, Iowa 52057



SUICIDE PREVENTION  
COALITION OF  
DELAWARE COUNTY

Register for free or  
donate at:  
<https://givebutter.com/2024walk4tomorrow>



## 2024-2025 School Calendar

**Start** **Finish**  
August 23 May 29

**CALENDAR LEGEND**

Start/End	
Work Day*	
Quarter	
Prof. Dev.*	
Holidays	
Vacation Days	
Weather Make Up	

\*Professional Development and/or work days may become student days

**HOLIDAYS:**

Labor Day	(9/2)
Thanksgiving Day	(11/28)
Christmas Day	(12/25)
New Year's Day	(1/1)
Good Friday	(4/18)
Memorial Day	(5/26)

**Parent/Teacher Conferences:**

- High School 3:30-6:30  
Oct 9, Dec 11, Feb 19, Apr 23
- Lambert/Middle School  
2:30-6:30 Oct 16 & 17 and Mar 12 & 13

*Teacher last day TBD may need to add PD/work days to total 195 contract days.*

Board Approved February 12, 2024

August 2024					Student Days
M	T	W	Th	F	
12	13	14	15	16	
19	20	21	22	23	1
26	27	28	29	30	6
September 2024					
2	3	4	5	6	10
9	10	11	12	13	15
16	17	18	19	20	20
23	24	25	26	27	25
30					26
October 2024					
	1	2	3	4	29
7	8	9	10	11	34
14	15	16	17	18	39
21	22	23	24	25	44
28	29	30	31		48
November 2024					
				1	49
4	5	6	7	8	54
11	12	13	14	15	59
18	19	20	21	22	64
25	26	27	28	29	66
December 2024					
2	3	4	5	6	71
9	10	11	12	13	76
16	17	18	19	20	81
23	24	25	26	27	
30	31				
January 2025					
		1	2	3	81
6	7	8	9	10	86
13	14	15	16	17	90
20	21	22	23	24	95
27	28	29	30	31	100
February 2025					
3	4	5	6	7	105
10	11	12	13	14	110
17	18	19	20	21	115
24	25	26	27	28	120
March 2025					
3	4	5	6	7	125
10	11	12	13	14	129
17	18	19	20	21	134
24	25	26	27	28	139
31					140
April 2025					
	1	2	3	4	144
7	8	9	10	11	149
14	15	16	17	18	152
21	22	23	24	25	156
28	29	30			159
May 2025					
			1	2	161
5	6	7	8	9	166
12	13	14	15	16	171
19	20	21	22	23	176
26	27	28	29	30	179
June 2025					
2	3	4	5	6	

**180 Days/1080 Hours Calendar**

Aug 15&16 New Teacher Work Days

Aug 19-22 Teacher Work Days

Aug 23 **First Day of School**

Aug 28 **Early Out**-Teacher Collab.

Sept. 2 **No School** - Labor Day

Sept 4,11,18,25 **Early Out**-Teacher Collab.

Oct 2 **No School**-Teacher Prof Dev

Oct 9 **Early Out**-HS P/T Conferences

Oct 16-17 **Early Out** - P/T Conferences JK-8  
HS Staff Prof Dev

Oct 23,30 **Early Out**-Teacher Collaboration

Oct 25 **End 1<sup>st</sup> Qtr (44 days/279 hrs)**

Nov 6,13,20 **Early Out**-Teacher Collaboration

Nov. 27-29 **No School** - Thanksgiving Holiday

Dec 4,11,18 **Early Out**-Teacher Collaboration

Dec 11 HS P/T Conferences 3:30-6:30

Dec. 23-31 **No School** - Winter Break

Jan 1-2 **No School** - Winter Break

Jan 3 **No School** - Teacher Prof Dev

Jan 6 Classes Resume

Jan 8,22,29 **Early Out**-Teacher Collaboration

Jan 14 **End Qtr/Sem (44 days/272.67 hrs)**

Jan 15 **No School** Teacher Work Day

Jan 16 Begin 2<sup>nd</sup> Semester

Feb 5,12,19,26 - **Early Out**-Teacher Collaboration

Feb 19 HS P/T Conferences 3:30-6:30

Mar 5,19,26-**Early Out**-Teacher Collaboration

Mar 12-13 **Early Out** - P/T Conferences JK-8  
HS Staff Prof Dev

Mar 14 Weather Make Up Day #1 if needed

Mar 21 **End of 3<sup>rd</sup> Qtr (46 days/290.33 hrs)**

Apr 2,9,16,23,30-**Early Out**-Teacher Collaboration

Apr 17 Weather Make Up Day #2 if needed

Apr 18 **No School** - Holiday

Apr 21 **No School** - Vacation Day

Apr 23 HS P/T Conferences 3:30-6:30

May 7,14,21,28-**Early Out**-Teacher  
Collaboration

May 23 Seniors Last Day (tentative)

May 26 Memorial Day

May 29 **Last Day of School - Early Out**  
**End Qtr/Sem (45 days/274.17 hrs)**

May 30 Teacher Work Days

May 31 Graduation

**1,116.17 Total Hours**  
**36.17 extra hours over 1,080**



52

Hawk Highlights

[www.w-delaware.k12.ia.us](http://www.w-delaware.k12.ia.us)

# August 2024 Activities

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

				1	2	3
4	5 High School Schedule Changes 7:30-1:30	6 High School Schedule Changes 7:30-1:30  WDABC Purchased Pre-Ordered School Supply Pick Up 4-6 at the High School	7 Back-to-School Fair - must have pre-registered and pick up at your scheduled time in the High School parking lot	8	9 Last day for the summer food program	10
11	12 School Board Meeting 6:00 HS Library Media Center	13	14	15 New Teacher Work Day	16 New Teacher Work Day	17
18	19 Teacher Work Day	20 Teacher Work Day	21 Teacher Work Day	22 Teacher Work Day  4:30 – 5:00 Middle School New Stu- dent Orientation  5:00 - 6:00 Open House Lambert & Middle School  Silver Bowl 6:00 Brown Field  7:00 - 8:00 Fresh- men & New High School Student Orientation Hanson Aud	23 <b>FIRST DAY OF SCHOOL</b> Start Times High School 8:00 Middle School 8:05 Lambert 8:05  Var FB Scrimmage at Waterloo West	24
25	26	27 Cross Country at Mt Vernon 5:00	28 Early Out 1:15 High School 1:25 MS/Lambert	29 10 FB home 6:00  10 VB at CR Washington 5:00	30 9th/Var FB at West Dbq 5:00	31 Var VB at Independence 9:00

**West Delaware County Community School District  
701 New Street  
Manchester, Iowa 52057**

**Address Service Requested**