

2011-2012 STUDENT REGISTRATION

For your convenience, IKM-Manning Community School registration will be done by mail. PLEASE FILL OUT THE ENCLOSED REGISTRATION FORM and return it to school with payment by August 12th. A list of 2011-12 registration fees is included in this mailing.

If you prefer to pay school fees in person, you may do so on MONDAY, AUGUST 1ST or TUESDAY, AUGUST 2ND during the hours of 8:00 AM -12:00 PM and 1:00 PM – 4:00 PM.

IOWA ELIGIBILITY APPLICATION:

If you are completing an application for free or reduced price meals and instructional materials fee waiver, pay no fees at this time. Complete the Iowa Eligibility Application and mail it to the school as soon as possible. Be sure to fill out the application completely.

- The application must be completed annually.
- Read and **sign (if applicable)** hawk-i/Medicaid Information Form [on back side of application].
- Read and **sign** Waiver Statement [on back side of application].

After applications are approved, those qualifying for free or reduced price meals will be notified. At that time, fill out the enclosed registration form and return it to school with payment.

DIRECT CERTIFICATION [FOR SCHOOL MEALS]:

Direct Certification is a procedure to automatically qualify children from Food Assistance and FIP households for free meals. School enrollment records will be electronically compared to records from the Department of Human Services. If your child(ren) are identified during this process, they will be directly certified as eligible to receive free meal benefits and you will be notified of their eligibility by the school.

ORIENTATION FOR HIGH SCHOOL STUDENTS:

Orientation for Juniors and Seniors will be held on **Tuesday, August 9th** at 3:00 p.m. Freshman and Sophomore Orientation will be held on **Wednesday, August 10th** at 3:00 p.m. Orientation will be held in the auditorium. Student handbooks, class schedules, insurance forms, health record update, and other important information will be provided at orientation. ALL STUDENTS are expected to attend. If a student cannot attend on their scheduled day, they may attend the other day. Shuttles will be provided each day, leaving the Irwin Elementary building at 2:20 pm and the middle school building in Manilla at 2:40 pm. Orientation will last approximately an hour and parents do not need to attend.

SCHOOL NOTIFICATION SYSTEM:

IKM-Manning Community School will be utilizing **Iowa School Alerts** as our school notification system for the 2011-2012 school year. To sign up for this resource, please go to <https://schoolalerts.iowa.gov> and sign up, or go to the IKM-Manning homepage at <http://www.ikm-manning.k12.ia.us/> and click on the direct link (lower right corner) to the sign-up page. Look for IKM-Manning.

PARENT'S PERMISSION FOR STUDENTS TO ACCESS SCHOOL'S ELECTRONIC NETWORKS:

Please notify the appropriate school office, in writing, if you do not want your son or daughter to access the school's electronic networks, resources, or devices.

PARENT'S PERMISSION FOR PUBLICATION OF STUDENT WORK/PICTURES:

Please notify the appropriate school office, in writing, if you do not want your son or daughter's school projects or photograph published.

SCHOOL PICTURES:

School pictures will be taken in the fall on **THURSDAY, AUGUST 25TH**. LifeTouch, who uses a prepaid plan, will take school pictures. Order forms will be sent home with students prior to picture day.

OPEN ENROLLMENT INFORMATION:

Parents/guardians considering the use of the open enrollment option to enroll their child(ren) in another public school district in the state of Iowa should be aware of the following dates:

September 1, 2011	Last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the 2011-2012 school year.
March 1, 2012	Last date for regular open enrollment requests for the 2012-2013 school year.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment might result in the loss of athletic eligibility. For further details, contact the Superintendent of Schools at 712-654-2852.

ACTIVITY TICKETS:

An activity ticket can be purchased for \$30, which allows students admission into varsity athletic events and high school music concerts. If a student attends school functions frequently, it is cheaper to purchase an activity ticket rather than paying regular admission. The activity ticket is NOT valid for the school play, the musical, conference or state activities. All students participating in extracurricular activities are required to purchase an activity ticket. Activity Tickets purchased during registration will be handed out to students at their attendance center on the first day of school.

TRANSPORTATION:

Whereas, the Board of Education, under the law of Iowa, is charged with the responsibility of public school students from the time they leave home in the morning until they reach home after the dismissal of school, normal time permitted for travel, the following rules are necessary:

SCHOOL BUSES: The bus driver is the supervisor in charge at all times. Regular school conduct is required of all students. Any violations and cases of misbehavior will be reported to the principal's office and dealt with in the same manner as any other school misbehavior. Repeated misbehavior will result in prohibiting the student from riding the school bus.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy, and administrative regulations.

RURAL BUS ROUTES:

Rural bus routes and approximate pick up times are included with this registration packet. If you do not find your name listed, please contact the school. Note the sheet explaining ALTERNATE BUS ROUTES. Your student(s) may need to ride a different bus in these instances.

SHUTTLE BUS TO MANILLA:

The shuttle bus for students in Grades 5-8 to Manilla will leave Manning NO LATER THAN 8:00 AM.

CHILD ABUSE REPORTING:

If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent or a school principal.

Superintendent's Phone Number	654-2852
High School Principal's Phone Number	655-3781
Middle School Principal's Phone Number	654-2852
Elementary Principal's Phone Number	655-3761 (Manning) or 782-3126 (Irwin)

HOMELESS CHILDREN & YOUTH:

It is the policy of the IKM-Manning Community School District to identify homeless children and youth of school age within the district, encourage their enrollment, and eliminate existing barriers to their receiving an education. The complete Homeless Children and Youth Policy can be found in IKM-Manning School Board Policy Code No. 501.16. The designated coordinator for identification of homeless children and youth and the tracking and monitoring programs and activities for these children is the school liaison officer.

BULLYING & HARASSMENT:

It is the policy of the IKM-Manning Community School District to maintain a learning and working environment that is free from harassment and bullying. Violation of this policy or procedure will be cause for disciplinary action up to, and including, suspension and expulsion. The complete Anti-Bullying/Harrassment Policy can be found in IKM-Manning School Board Policy Code No. 104. Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, counselor, or principal.

STATEMENT OF GUIDING PRINCIPLES/NONDISCRIMINATION:

The Board of Education recognizes its obligation and duty to provide an educational program equally available to all young people of the school district. The Board of Education believes that all children should have the opportunity to be educated to the full extent of their abilities, aptitudes, capabilities, and interest through a program that recognizes and provides for the individual differences of all children of the school district. Innovation and change, based upon thorough research, study, deliberation, and evaluation shall be encouraged.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity or disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

NOTICE OF NON-DISCRIMINATION POLICY

It is the policy of the IKM-Manning Community School District not to illegally 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. The complete Notice of Non-Discrimination Policy can be found in IKM-Manning School Board Policy Code No. 102.E1. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Dr. Thomas Ward, Superintendent, 755 Main Street, Manilla, IA 51454.

NOTIFICATION CONCERNING ASBESTOS:

Notice to parents, teachers, and employee organizations: Pursuant to the requirements of the Asbestos Hazard Emergency Response Act, a copy of the asbestos management plan for each school building is available for review in each respective facility. A complete set of management plans is available for review in the district administrative offices.