

# How to Register Online

**Beginning Monday, July 30th** parents of returning students will be able to register their students online using the JMC Parent Portal and RevTrak. Here are some easy guidelines to get you started:

**First** - Go to [jmc.clargold.org/parent](http://jmc.clargold.org/parent) and be sure you are set to log into the 2018-2019 school year. You will need your JMC username and password to log in. If you do not know your password, please contact a school office where at least one of your children attends. It is the same one you use to check on your students grades.

**Next** - Read and follow the instructions that you see on the JMC Parent Portal after you have logged in. There will be 3 steps to follow. **1) Update student information for each student.** **2) Electronically sign digital forms.** **3) Go to [clargold.revtrak.net](http://clargold.revtrak.net) to make any payments for students fees, lunch, yearbooks, past due fees, or other school items.**



## School Registration

### Early Online Registration

### Beings Monday, July 30<sup>th</sup>

### and runs through Sunday, August 5<sup>th</sup>



We have combined our efforts with JMC and RevTrak to make it possible for returning students to be registered for school and to pay student fees completely online. If you have students who are already in the JMC system who are in good standings with fees (lunch, drivers education, preschool, technology etc.) You will be able to register sign permission forms and make any payments online.

**Registration Days are Monday, August 6<sup>th</sup> from 12 pm – 6 pm & Tuesday, August 7<sup>th</sup> from 9 am – 1 pm at the CGD High School**

(Enter in the front). This will be for new students, students not yet in our JMC system, or students who did not register online during early registration. To be prepared, please make sure you know your password for logging in to the JMC parent portal. If you are not sure, contact the building secretary to set up that password.

Elementary students are requested to arrive at school no earlier than 8:00 AM  
**Elementary & Middle School students will have pre-scheduled parent/student back-to-school conferences on**

## THURSDAY, AUGUST 23<sup>rd</sup>

There is no transportation or meals for EL & MS on AUGUST 23<sup>rd</sup> due to conferences  
**HIGH SCHOOL students will have a normal day until 2:00 pm with meals & transportation**  
The high school encourages parents to meet the high school staff between 2:00 pm and 6:30 pm Thursday, August 23  
**Clarion-Goldfield-Dows Schools will dismiss at 2:00 pm on Thursday August 23<sup>rd</sup> and Friday, August 24<sup>th</sup>**

REMINDER: Parents are reminded that they will need to sign an acceptable use policy form for all students. This form covers the terms of use for both computer equipment and internet access. It is a requirement for all students. Elementary and Middle School parents can sign the form either at registration or on the first day of school at the back-to-school conference. High School parents can sign the form at registration or send the form in during the first week of school.

## SCHOOL HOURS

High School.....8:30 a.m. - 3:17 p.m.  
Middle School.....8:30 a.m. - 3:20 p.m.  
Elementary School.....8:30 a.m. - 3:17 p.m.

Breakfast will be served at the high school at 7:15 a.m. and at the middle school & elementary at 7:55 a.m. each day EXCEPT when a LATE START occurs.



### BUS SERVICE

Bus routes will be posted at registration. If you have recently moved to the district, please call the office of the Superintendent of Schools at 532-3423 or the bus garage at 532-3758.

## PRE-SCHOOL, PREP-K, KINDERGARTEN

**KINDERGARTEN & PREP-KINDERGARTEN:** All students must be five years of age on or before September 15, 2018 to enroll in kindergarten. Kindergarten classes meet daily, all day. Prep-Kindergarten meets daily from 8:30 a.m. - 12:30 p.m.

**THREE YEAR OLD PRE-SCHOOL:** All students must be three years of age on or before September 15, 2018 to enroll in three year old pre-school. Three year old pre-school classes meet Monday and Thursday OR Tuesday and Friday for two and one-half hours (12:45 pm - 3:17 pm).

**FOUR YEAR OLD PRE-SCHOOL:** All students must be four years of age on or before September 15, 2018 to enroll in four year old pre-school. Four year old pre-school classes meet daily for three hours Monday, Tuesday, Thursday and Friday (8:30 am - 11:30 am) or (12:15 pm - 3:17 pm).


**\*\*Reminder if needed bring Physical and Immunizations to the Nurse at Registration.**

**Effective July 1, 2018** through June 30, 2019 Clarion-Goldfield-Dows Elementary and Clarion-Goldfield-Dows Middle school will be participating in the Community Eligibility Program for the 2018-2019 school year. Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended section 11 (a)(1) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1759a(a)(1) (the law) to provide an alternative to household applications for free and reduced-price meals in local educational agencies (LEAs) and schools with increased levels of low-income students. This alternative is referred to as the Community Eligibility Provision. All students enrolled in the Clarion-Goldfield-Dows Elementary and Middle schools may participate in the breakfast and lunch program at no charge to them. Families will not have to fill out meal applications unless you have a student at the High School. Families are asked to complete a household income survey. **There will be a charge if your student takes any extras!**

Breakfast and lunch meals follow the United States Department of Agriculture(USDA) guidelines for healthy school meals. Please encourage students to participate in the school meal programs. If you have any questions, please contact the District office; 120 Central Ave, E, Clarion, IA; 515-532-3423.

### 2018-19 CLARION-GOLDFIELD-DOWS SCHOOL CALENDAR

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Accumulative	Holidays	Workdays & PD	Instructional Hours
August	6	7	8	9	10	0.00			
	13	14	15	16	17	0.00			
	20	21	22	23	24	2.00		2	14.27
	27	28	29	30	31	5.00		7.00	45.27
September	3	4	5	6	7	0.00			7.00
	10	11	12	13	14	4.00		1	69.80
	17	18	19	20	21	5.00			166.00
	24	25	26	27	28	4.00		1	200.00
October	1	2	3	4	5	5.00			30.00
	8	9	10	11	12	5.00			35.00
	15	16	17	18	19	5.00			40.00
	22	23	24	25	26	5.00			45.00
	29	30	31			3.00			48.00
November		1	2	3	4	1.00			49.00
	5	6	7	8	9	5.00			54.00
	12	13	14	15	16	5.00			59.00
	19	20	21	22	23	3.00			62.00
	26	27	28	29	30	5.00			67.00
December	3	4	5	6	7	5.00			72.00
	10	11	12	13	14	5.00			77.00
	17	18	19	20	21	5.00			82.00
	24	25	26	27	28	0.00			82.00
	31					0.00			82.00
January	1	2	3	4	5	2.00			84.00
	7	8	9	10	11	4.00		1	88.00
	14	15	16	17	18	5.00			93.00
	21	22	23	24	25	5.00			98.00
	28	29	30	31		4.00			102.00
February									103.00
	4	5	6	7	8	5.00			108.00
	11	12	13	14	15	5.00			113.00
	18	19	20	21	22	5.00			118.00
	25	26	27	28		4.00			122.00
March									123.00
	4	5	6	7	8	5.00			128.00
	11	12	13	14	15	5.00			133.00
	18	19	20	21	22	5.00			138.00
	25	26	27	28	29	4.00			143.00
April	1	2	3	4	5	5.00			148.00
	8	9	10	11	12	5.00			153.00
	15	16	17	18	19	4.00			157.00
	22	23	24	25	26	4.00			161.00
	29	30				2.00			163.00
May									166.00
	6	7	8	9	10	3.00			171.00
	13	14	15	16	17	5.00			176.00
	20	21	22	23	24	4.00		1	180.00
	27	28	29	30	31	0.00		1	180.00
June	3	4	5	6	7				180.00
	10	11	12	13	14				180.00
									180.00
									180.00
									180.00



Aug 6-7 Registration (Monday=12:00PM-6:00PM; Tuesday=9:00AM-1:00P)

Aug 16 & 17 New Teacher Orientation

Aug 20-22 Teacher Workdays/PD, 1 State PD; No School

Aug 23 Elem/MS Conferences 8:30-6:00  
HS Classes 8:30-2:00 & Open House 2:00-6:00

Aug 23 Classes Begin

Sept 3 Labor Day, No School

Sept 17 Professional; No School (Non-Contract, State PD Compensated)

Oct 26 End 1st Quarter, (45 days)

Nov 6-8 Parent & Teacher Conferences & Prep (Dismiss @ 2:00)

Nov 22 & 23 Thanksgiving Vacation; No School

Dec 21 Christmas Vacation (Early dismissal @ 2:00)

Jan 3 Classes Resume

Jan 9 End 2nd Quarter, (45 days)

Jan 11 PD/Workday; No School

Mar 19 End 3rd Quarter, (45 days)

Mar 26 Parent & Teacher Conferences & Prep (Dismiss @ 2:00)

Mar 27 & 28 Parent & Teacher Conferences (Dismiss @ 2:00)

Apr 19-22 Start Easter Break; No School

Apr 23 Classes Resume

May 1 Employee & Board, Retiree Appreciation (Early Dismissal)

May 15 Seniors' Last Day

May 19 Commencement

May 27 Memorial Day

May 23 End 4th Quarter (45 days) (Dismiss 2:00)

May 24 Workday; No School

Snow Makeup Days: May 24, 25, 29, 30, 31, June 1, 4, etc.

**Accumulative Days Per Quarter**

1st Quarter	45
2nd Quarter	90
3rd Quarter	135
4th Quarter	180

- Early Dismissal: Curriculum, PD & P/T Conferences: 2:00 PM
- ◇ Professional Development Day: No Classes (CGD PD Blue)
- ◇ Professional Development Day: No Classes (State PD Red)
- ◇ Workday: No Classes
- ▲ Early Dismissal: Prior to Vacations: 2:00 PM
- Holidays
- Noncontract; No Classes

Day	Fall Conferences	Spring Conferences
Day 0 Staff Conferences	2:00 - 4:00	2:00 - 4:00
Day 1 Teacher Prep Time Parent Conferences	2:00 - 3:00 3:00 - 6:00	2:00 - 3:00 3:00 - 6:00
Day 2 Teacher Prep Time Parent Conferences	2:00 - 3:00 3:00 - 8:00	2:00 - 3:00 3:00 - 8:00

Board Approved March 12, 2018

Anyone experiencing financial difficulties should consider applying for free or reduced meals and registration fees. Just a reminder, bills incurred prior to free and reduced application approval are not retroactive or forgivable. It is best to apply BEFORE charges are made. For more specific information, contact Morgan Katz in the Clarion-Goldfield-Dows District office at 515-532-3423, extension 5093.

## Clarion-Goldfield-Dows Registration Fees and Lunch Prices

	Regular	Reduced	Free
Book Rent (Pre K-K)	\$50.00	\$18.00	0.00
Book Rent (1-5)	\$60.00	\$22.00	0.00
Book Rent (6-8)	\$70.00	\$25.00	0.00
Book Rent (9-12)	\$75.00	\$27.00	0.00
All fees listed above qualify for the \$150 family maximum			
Preschool (3Yr.) month	\$50.00	\$50.00	50.00
Preschool (4 Yr.) month	\$00.00	\$00.00	0.00
Snack Milk (No F&R Status)Semester	\$30.00	\$30.00	\$30.00
Prep K-8 Lunch/Day	\$00.00	\$00.00	0.00
9-12 Lunch/Day	\$2.55	\$4.00	0.00
PrepK-8 Breakfast/Day	\$00.00	\$00.00	0.00
9-12 Breakfast/Day	\$1.75	\$3.00	0.00
Single Milk	\$.35	\$.35	\$.35
Adult Meal per Day	\$3.65		
Adult Activity ticket.	\$75.00	\$75.00	\$75.00

Please discuss with your child regarding buying extra foods and/or milk. It is important that you discuss your limitations in regards to purchasing extras. If your child receives free or reduced meals, extra foods will be charged at the full price. You may deposit extra funds in their account to cover the cost of an extra food your child purchases. Free and Reduced Meal Applications are available at the superintendent's office and also on the school website under "Information" and "Lunch Program".

### BOARD OF DIRECTORS Series 800

Policy Title: Collection of Unpaid Bills Code No. 816  
The district has a fiduciary responsibility to seek payment of outstanding bills. Collection efforts however, shall not place students in the position of being denied basic services for which parents/guardians owe. It is the philosophy of the Board not to penalize students for outstanding bills, but shall modify services provided to students when parents/guardians show no evidence of attempting to retire outstanding bills. Below is an example of district efforts to collect unpaid bills for the nutrition program.

Bills Owed the Nutrition Program  
(When appropriate, these strategies may be used to encourage payment of other outstanding bills)

- Communicating with secondary school students when lunch accounts are approaching zero.
- Send home notes to parents when lunch balances are in the negative. Parents will also be provided information concerning eligibility for free or reduced priced meals.
- Mail letters to parents who fail to pay negative balances to encourage payment.
- Mail letters to parents who habitually fail to pay negative balances to offer repayment schedules to avoid collection.
- Mail letters to parents who do not contact the district office to pay outstanding bills or develop a repayment schedule that then the district's attorney would be authorized to seek collection in small claims court if not contacted immediately.
- File collection in small claims court.
- The district will employ the professional services of a commercial collections agency. Other unpaid bills include registration, projects, fundraiser purchases, fines, etc. Collection strategy variations may differ to more specifically address the bill owed. For example, if a student has a history of not returning proceeds from school fundraisers, the student will not be allowed to participate in a fundraiser involving the collection of money.

Legal Reference: Chapter 631 Iowa Code (Small Claims)  
Cross Reference: 701 School Lunch Program, 701.1 Purpose of Program, 701.2 Scope of Program, 701.3 Financial Support, 810 Audits  
Adopted: 10/9/07 Revised: 07/09/18 Reviewed: 7/11/11

### STUDENT PERSONNEL Series 500

Policy Title: Student Fee Waiver & Reduction Procedures Code No: 505.7R1  
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 either 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 textbook fees and drivers education 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, Supplemental Security Income guidelines, 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 textbook fees and drivers education fees charged by the school district if the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. A partial waiver shall be based on the same percentage as the reduced price meals.  
3. Temporary Waivers-a student may be eligible for a temporary waiver of textbook fees and drivers education 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 textbook fees and drivers education fee waiver, shall make an application 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  
Appeals and denials of a waiver may be appealed to the District Office Personnel. If disagreement still exists, appeals may be referred to the Superintendent.

E. Fines or Charges  
Fines or charges assessed for damage or loss to 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 district newsletter which is available on the school website. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Superintendent's Secretary at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.  
Approved 7-8-96 Revised 6/9/14 Reviewed 03/12/18

**Clarion-Goldfield-Dows Supply Lists & Current Sports Schedules on website: [clargold.org](http://clargold.org)**