

2011-2012 SCHOOL REGISTRATION for West Fork students will be handled through the mail this year. Registration information and forms are posted on the school website. Where possible, email notices have been sent to parents/guardians regarding registration. Information has been mailed to those requesting mailings.

The following items need to be returned to the school:

- Registration fees form and payment (payment may be made through PaySchools and family lunch accounts will be used)
- Student Information form
- Student Permissions form
- Free/reduced lunch application (where applicable)
- Insurance waiver

Also included on the school website (www.westforkschool.org) or included in the mailing are:

- Supply lists
- Yearbook order form (both middle school and high school)
- Athletic physical form
- High school athletic information/permission form
- Medication/Asthma form

Registration forms and fees may be mailed to or dropped off at the office of either campus, Rockwell or Sheffield.

Only one check is needed per family.

West Fork Schools
PO Box 60
Rockwell, IA 50469

West Fork Schools
PO Box 617
Sheffield, IA 50475

PAYSCHOOLS

PaySchools will be available for all students at both Rockwell and Sheffield campus this year. PaySchools™ is an online payment processing system. Registration fees, lunch, snack and milk fees as well as yearbook fees and preschool tuition may be paid to the school through PaySchools.

PaySchools can be accessed through a link on the home page of the school website. Select items to be purchased and then pay for them using credit cards or electronic checks. Payments are automatically processed and the money is transferred to the school's local bank account(s). For questions or assistance using PaySchools, contact Lacey Weier, business manager, at 641-822-3234, ext. 1202.

PaySchools was created by the Iowa Association of School Boards, a not-for-profit organization serving the needs of Iowa schools, and local school district personnel.

WEST FORK SCHOOL WEBSITE The school website can be accessed at www.westforkschool.org

You are encouraged to use the website as a source of information regarding West Fork School. The website provides a staff directory with email addresses, JMC parent access (see below), school calendar (updated monthly), athletic calendar, lunch menus, high school daily announcements, the school newsletter, order forms when available, and other information.

JMC PARENT ACCESS Parents may access student information at any time. Information available includes attendance, contact information, lunch account information, and grades/schedules. The last name of the parent/guardian is the username and the password is whatever you select (contact the office to have your chosen password entered for you). To access the information go to the school website, www.westforkschool.org. Select "Parents" from the red menu bar across the top. There is a separate database for each elementary, the middle school and the high school. After selecting which school your student is in you will see a screen where your username and password are entered. Student contact information can be changed or updated at any time throughout the year.

START DATE Classes will start for high school students on Wednesday, August 17. Elementary students on both campuses as well as middle school students will have back to school conferences Wednesday, August 17, and will begin classes on Thursday, August 18. School will dismiss at 2:00 on both Wednesday, August 17, and Thursday, August 18.

BACK TO SCHOOL CONFERENCES for all K-8 students will be August 17, 12:00-8:00 p.m. K-4 students will have scheduled conference times with their teacher. K-4 student conferences for the Rockwell campus can be scheduled by contacting Paula Meints at 822-3233. Contact Lorna Meyer at 892-4160 to schedule a conference for K-3 students at the Sheffield campus. Teachers in grades 5-8 will be available during the conference times to meet with parents/guardians.

FRESHMAN ORIENTATION will be Monday, August 15 at 6:00 in the north gym of the high school in Sheffield.
This is a mandatory meeting for incoming freshmen and parents/guardians.

SCHOOL HOURS: Students are NOT to be in the school building before 7:45 a.m. (Sheffield) and 7:50 a.m. (Rockwell).

Breakfast is served beginning at 7:45 a.m. (Sheffield) and 7:50 a.m. (Rockwell) and students should not come for breakfast before that time. Please respect this rule and do not allow your students to come to school before 7:45 (Sheffield) and 7:50 (Rockwell).

PARTICIPATION IN ATHLETICS: Team sports in cross country, football, volleyball, wrestling, basketball and track are available in season for 7th-8th grade and high school students. Students **must** have on file at the school both a current physical form and an insurance release before they are allowed to participate.

SCHOOL VISITS: Parents are encouraged and welcome to visit school at any time. Teachers are available throughout the day 8:00-4:00. However, you are encouraged to telephone for appointments, when possible. **We ask that you check in at the office when visiting or picking up a student for any reason.**

SCHOOL PICTURES PreK-8 students at the Rockwell campus will have school pictures Monday, Sept. 26. Students at the Sheffield campus will have school pictures Tuesday, Sept. 27. Order forms will be distributed to students prior to picture day.

BUS ROUTES Families will be contacted regarding bus routes. For questions regarding bussing in Rockwell call the bus barn at 822-3235, in Sheffield call 892-4160.

CLASS SCHEDULES Middle and high school class schedules will be available on the JMC access of the school website

HEALTH INFORMATION

HEALTH REQUIREMENTS REMINDER Dental and blood lead screenings as well immunizations are required.

Dental: All children enrolling for the first time in an Iowa elementary or high school are required to have a dental screening and verification submitted to the school.

Elementary Guidelines

- Applies to kindergarten, and out-of-state transfer students
- Screening must occur no earlier than age 3 but prior to age 6
- Screenings can only be performed by dentists, dental hygienist, physicians, nurses, or physician assistants

High School Guidelines

- Applies to 9th grade and out-of-state transfer students
- Screening must occur within previous year of enrollment
- Screenings can only be performed by: dentists or dental hygienist

Blood Lead Test: All Iowa children must have proof of a blood test before starting kindergarten. Records for this test need to be turned into the school or submitted to the Iowa Department of Public Health (IDPH). Medicaid and hawk-I will both pay for the blood test. Many insurance plans also pay for the test. If you do not have a way to pay for the test, the Iowa Department of Public Health may have some funds to pay for it.

MEDICATION/ASTHMA PERMISSION FORM Students requiring medication or inhaler use during the school day need to complete a permission form and return it to the school. The form is available on the website or from the office.

If there are allergy or other medical concerns the school should be aware of, please contact the office.

ABSENCES should be reported to the school office before 8:45. The school telephones are equipped with an answering machine so that messages may be left at any time during nonschool hours. Should you forget to call the office, you will be contacted to confirm an absence. Phone numbers for the different buildings are:

Rockwell Campus: K-8 822-3234 Sheffield Campus: K-3 892-4159 9-12 892-4461

EARLY DISMISSAL: Please take a few minutes with your student to discuss plans for early dismissal during school time. Please be aware of scheduled early dismissals on the school calendar. There are also times when emergency early dismissals occur, primarily during inclement weather. We cannot always anticipate these situations. Your student needs to know in advance if you are not home, what your plan is. School closings and early dismissals are announced on KGLO, KRIB, KLMJ and KLSS. An email alert system is also available by signing up on the school website

SCHOOL MEAL Family lunch accounts will be used this year. WEST FORK SCHOOL POLICY states that when a family lunch account reaches the charge limit of \$20.00 students will NOT be allowed to eat school meals. Students will be offered milk and a butter sandwich. They will not be allowed to eat school breakfast or lunch until the account is paid. If you have questions, contact Paula Meints in Rockwell (822-3233, ext. 1200) or Pam Carlson in Sheffield (892-4461, 1101).

FOOTWEAR appropriate for physical education classes is required. We ask that you be aware of P.E. days for your students and make sure they are prepared for that class. Gym shoes are required when students are in the gym, primarily during cold weather months and inclement weather. Appropriate footwear is a concern for outdoor physical education as well. Sandals, flip flops and platform shoes are not safe and therefore not appropriate for P.E.

DRUG SEARCH High school students need to be aware that the possibility exists for the use of trained drug detection dogs at any time during the school year. Student lockers and all school property may be subject to search.

STUDENT DIRECTORY INFORMATION

The West Fork Schools will release the following directory information for each student unless a parent makes a specific request to the superintendent that the information designated should not be released. The student's name, parent/guardian name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

This notice is made to comply with the Family Education and Privacy Act, which was made in 1974.

AFTER SCHOOL PROGRAM An After School Program is offered in Sheffield for any West Fork student from school dismissal time until 6:00. Information and registration form available on the school website.