

Analysis of Cash Balance Including investment CD

5/31/2022

	05/31/22	05/31/21	% change	Notes *
General Fund (10)	2,140,093.85	1,872,198.63	14.3%	
Management Fund (22)	662,307.57	597,710.13	10.8%	Didn't levy management in FY 20
PPEL & LOSST Funds (36 & 33)	1,163,726.17	1,474,664.26	-21.1%	Made the RAC pymt
Activity Fund (21)	81,542.94	66,220.11	23.1%	
Hot Lunch Fund (61)	88,263.16	144,152.48	-38.8%	Staff; Equip
TOTAL	<u>4,135,933.69</u>	<u>4,154,945.61</u>	<u>-0.5%</u>	Appears reasonable

* = Cash balances will fluctuate with the timing of revenue and expense receipts and payments. Items considered unusual are explained in greater detail under the notes above.

10-OPERATING FUND CHECKING

OPERATING FUND (10)

DATE	IN	OUT	BALANCE
			\$1,783,906.59
May 31, 2021	\$477,719.71	\$389,427.67	\$1,872,198.63
June 30, 2021	\$276,893.58	\$577,290.93	\$1,571,801.28
July 30, 2021	\$58,019.24	\$370,470.95	\$1,259,349.57
August 31, 2021	\$549,484.65	\$317,205.53	\$1,491,628.69
September 30, 2021	\$785,151.48	\$384,835.84	\$1,891,944.33
October 31, 2021	\$887,894.20	\$351,603.24	\$2,428,235.29
November 30, 2021	\$266,217.15	\$574,427.10	\$2,120,025.34
December 31, 2021	\$350,089.22	\$577,495.65	\$1,892,618.91
January 31, 2022	\$459,886.62	\$354,051.85	\$1,998,453.68
February 28, 2022	\$357,410.19	\$394,718.01	\$1,961,145.86
March 31, 2022	\$199,927.98	\$591,731.40	\$1,569,342.44
April 30, 2022	\$850,503.78	\$421,836.35	\$1,998,009.87
May 31, 2022	\$658,887.34	\$516,803.36	\$2,140,093.85

MANAGEMENT FUND (22)

DATE	IN	OUT	BALANCE
			\$593,174.44
May 31, 2021	\$4,535.69	\$0.00	\$597,710.13
June 30, 2021	\$1,354.97	\$0.00	\$599,065.10
July 30, 2021	\$939.09	\$0.00	\$600,004.19
August 31, 2021	\$52.62	\$97,638.00	\$502,418.81
September 30, 2021	\$42,643.08	\$0.00	\$545,061.89
October 31, 2021	\$53,240.54	\$0.00	\$598,302.43
November 30, 2021	\$8,893.29	\$1,940.07	\$605,255.65
December 31, 2021	\$3,062.33	\$646.69	\$607,671.29
January 31, 2022	\$2,338.43	\$646.69	\$609,363.03
Feburary 28, 2022	\$621.92	\$646.69	\$609,338.26
March 31, 2022	\$2,099.79	\$2,283.09	\$609,154.96
April 30, 2022	\$44,389.18	\$646.69	\$652,897.45
May 31, 2022	\$10,056.81	\$646.69	\$662,307.57

LOCAL OPTION SALES (33)

DATE	IN	OUT	BALANCE
			\$784,796.97
May 31, 2021	\$37,369.33	\$10,000.00	\$812,166.30
June 30, 2021	\$29,251.29	\$50,334.62	\$791,082.97
July 30, 2021	\$27,362.39	\$17,652.36	\$800,793.00
August 31, 2021	\$30,411.41	\$0.00	\$831,204.41
September 30, 2021	\$30,416.31	\$351,918.59	\$509,702.13
October 31, 2021	\$30,390.10	\$9,409.80	\$530,682.43
November 30, 2021	\$77,288.46	\$0.00	\$607,970.89
December 31, 2021	\$30,359.38	\$6,000.00	\$632,330.27
January 31, 2022	\$30,362.06	\$6,027.15	\$656,665.18
February 28, 2022	\$65.21	\$1,182.15	\$655,548.24
March 31, 2022	\$58,393.47	\$11,272.69	\$702,669.02
April 30, 2022	\$29,499.61	\$17,770.97	\$714,397.66
May 31, 2022	\$32,023.07	\$34,413.10	\$712,007.63

PPEL (36)

DATE	IN	OUT	BALANCE
			\$663,386.62
May 31, 2021	\$13,275.40	\$14,164.06	\$662,497.96
June 30, 2021	\$27,110.47	\$74,294.81	\$615,313.62
July 30, 2021	\$2,663.06	\$52,594.60	\$565,382.08
August 31, 2021	\$6,493.36	\$130,092.08	\$441,783.36
September 30, 2021	\$155,677.20	\$166,256.47	\$431,204.09
October 31, 2021	\$127,026.12	\$31,106.29	\$527,123.92
November 30, 2021	\$53,854.44	\$62,919.90	\$518,058.46
December 31, 2021	\$73,534.21	\$5,091.37	\$586,501.30
January 31, 2022	\$1,695.53	\$2,390.00	\$585,806.83
February 28, 2022	\$22,471.18	\$10,986.85	\$597,291.16
March 31, 2022	\$4,526.07	\$19,704.96	\$582,112.27
April 30, 2022	\$164,347.72	\$306,691.92	\$439,768.07
May 31, 2022	\$22,078.25	\$10,127.78	\$451,718.54

NUTRITION FUND (61)

DATE	IN	OUT	BALANCE
			\$140,095.56
May 31, 2021	\$29,443.44	\$25,386.52	\$144,152.48
June 30, 2021	\$24,876.47	\$38,436.68	\$130,592.27
July 31, 2021	\$22,020.80	\$25,532.64	\$127,080.43
August 31, 2021	\$17,160.16	\$33,368.76	\$110,871.83
September 30, 2021	\$24,626.52	\$40,266.82	\$95,231.53
October 31, 2021	\$2,886.18	\$29,916.07	\$68,201.64
November 30, 2021	\$4,803.31	\$44,249.52	\$28,755.43
December 31, 2021	\$97,522.25	\$47,248.84	\$79,028.84
January 31, 2022	\$23,866.12	\$19,113.04	\$83,781.92
February 28, 2022	\$33,533.72	\$29,801.55	\$87,514.09
March 31, 2022	\$36,436.10	\$40,001.23	\$83,948.96
April 30, 2022	\$40,300.04	\$36,736.12	\$87,512.88
May 31, 2022	\$38,980.88	\$38,230.60	\$88,263.16

ACTIVITY FUND (21)

DATE	IN	OUT	BALANCE
			\$65,412.54
May 31, 2021	\$2,194.00	\$5,786.43	\$61,820.11
June 30, 2021	\$9,956.50	\$11,848.88	\$59,927.73
July 30, 2021	\$3,358.74	\$2,532.00	\$60,754.47
August 31, 2021	\$6,025.30	\$3,609.27	\$63,170.50
September 31, 2021	\$10,491.48	\$9,760.99	\$63,900.99
October 31, 2021	\$8,522.26	\$7,792.80	\$64,630.45
November 30, 2021	\$36,499.71	\$7,824.48	\$93,305.68
December 31, 2021	\$7,044.40	\$28,381.35	\$71,968.73
January 31, 2022	\$5,729.13	\$2,883.48	\$74,814.38
Feburary 29, 2022	\$4,561.20	\$2,709.68	\$76,665.90
March 31, 2022	\$2,872.92	\$8,712.86	\$70,825.96
April 30, 2022	\$10,265.79	\$4,917.28	\$76,174.47
May 31, 2022	\$7,117.42	\$6,248.95	\$77,042.94

Batch Description: Invoices-- JUNE 2022 BATCH 1

Processing Month: 06/2022

Credit Card Vendor ID:

End of Fiscal Year Expense Invoices:

Vendor ID: 102807 MENARDS

PO Number:

Invoice Number: 20220603

Amount: 6,491.44

Description:

Invoice Date: 06/03/2022 Due Date: 06/03/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Checking Account ID:

Check Number:

Check Date:

Chart of Account Number

Detail Description

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

In Full

33 0000 2620 000 0000 733

CEILING REMODEL SUPPLIES

6,491.44

N

Final

Batch 1099 Total: 0.00

Batch Total: 6,491.44

Report 1099 Total: 0.00

Report Total: 6,491.44

Batch Description: Invoices--JUNE 2022 BATCH 2

Processing Month: 06/2022

Credit Card Vendor ID:

End of Fiscal Year Expense Invoices:

Vendor ID: 707291	ADAMS GRAPHIX	PO Number:	Invoice Number: 2234	Amount: 1,790.00
Description:		Invoice Date: 06/07/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>
21 0000 1400 925 6835 612	SIGNS		1,790.00	N
				In Full
				Final
Vendor ID: 707133	AHLERS & COONEY, P.C.	PO Number:	Invoice Number: 824507	Amount: 2,235.31
Description:		Invoice Date: 05/26/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>
10 0000 2310 000 0000 342	LEGAL SERVICES		2,235.31	N
				In Full
				Final
Vendor ID: 707133	AHLERS & COONEY, P.C.	PO Number:	Invoice Number: 826415	Amount: 368.00
Description:		Invoice Date: 06/21/2022	Due Date: 06/23/2022 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>
10 0000 2310 000 0000 342	LEGAL SERVICES		368.00	N
				In Full
				Final
Vendor ID: 100055	ALLIANT ENERGY	PO Number:	Invoice Number: 20220614	Amount: 4,799.01
Description:		Invoice Date: 05/17/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>
10 0000 2620 000 0000 622	HS BLDG		4,799.01	N
				In Full
				Final
Vendor ID: 100055	ALLIANT ENERGY	PO Number:	Invoice Number: 20220614-0001	Amount: 1,819.58
Description:		Invoice Date: 05/17/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>
10 0000 2620 000 0000 622	SHOP BLDG		1,819.58	N
				In Full
				Final
Vendor ID: 100055	ALLIANT ENERGY	PO Number:	Invoice Number: 20220614-0002	Amount: 66.79
Description:		Invoice Date: 05/17/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>
10 0000 2620 000 8270 622	BUS BARN		66.79	N
				In Full
				Final
Vendor ID: 100055	ALLIANT ENERGY	PO Number:	Invoice Number: 20220614-0003	Amount: 37.68
Description:		Invoice Date: 05/17/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>
10 0000 2620 000 0000 622	SPORTS COMPLEX		37.68	N
				In Full
				Final
Vendor ID: 100055	ALLIANT ENERGY	PO Number:	Invoice Number: 20220614-0004	Amount: 78.44
Description:		Invoice Date: 06/14/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00

Invoice Listing - Detail
Unposted; Batch Description Invoices--JUNE 2022 BATCH 2

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 8270 622	BAS BARN		78.44		N	Final
Vendor ID: 100055	ALLIANT ENERGY	PO Number:	Invoice Number: 20220623	Amount:	5,065.98	
Description:		Invoice Date: 06/17/2022	Due Date: 06/23/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 622	HS BLDG		5,065.98		N	Final
Vendor ID: 100055	ALLIANT ENERGY	PO Number:	Invoice Number: 20220623-0001	Amount:	65.14	
Description:		Invoice Date: 06/17/2022	Due Date: 06/23/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 622	SPORTS COMPLEX		65.14		N	
Vendor ID: 100055	ALLIANT ENERGY	PO Number:	Invoice Number: 20220623-0002	Amount:	1,913.68	
Description:		Invoice Date: 06/17/2022	Due Date: 06/23/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 622	SHOP BLDG		1,913.68		N	Final
Vendor ID: 100055	ALLIANT ENERGY	PO Number:	Invoice Number: 20220623-0003	Amount:	44.16	
Description:		Invoice Date: 06/17/2022	Due Date: 06/23/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 8270 622	BUS BARN		44.16		N	Final
Vendor ID: 707719	AMERICAN CHORSAL DIRECTORS ASSOCIATION	PO Number:	Invoice Number: 20220623	Amount:	125.00	
Description:		Invoice Date: 06/23/2022	Due Date: 06/23/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 910 6220 612	MEMBERSHIP FEE		125.00		N	Final
Vendor ID: 100445	ANDY'S MINI MART	PO Number:	Invoice Number: 20220614	Amount:	5,239.79	
Description:		Invoice Date: 06/01/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2700 000 0000 626	1275.70 GAL GAS		4,545.68		N	Final
10 0000 2700 000 0000 627	158.70 GAL DEISEL		694.11		N	Final
Vendor ID: 100445	ANDY'S MINI MART	PO Number:	Invoice Number: 2743	Amount:	9.45	
Description:		Invoice Date: 05/16/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		

Invoice Listing - Detail
Unposted; Batch Description Invoices—JUNE 2022 BATCH 2

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
61 0000 3110 000 0000 631	ELBOW MAC		9.45		N	Final	
Vendor ID: 101157 APPLE COMPUTER, INC.							
Description:		PO Number:	20750T	Invoice Number:	AJ00231907	Amount:	1,398.00
Sequence: 1	Check Type:	Invoice Date:	05/14/2022	Due Date:	06/14/2022	Status: A	1099 Amount: 0.00
		Check Number:		Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
36 0000 2310 000 0000 734	IPAD CASES		1,398.00		N	Final	
Vendor ID: 707554 ARNDT, THEO							
Description:		PO Number:		Invoice Number:	20220623	Amount:	130.00
Sequence: 1	Check Type:	Invoice Date:	06/22/2022	Due Date:	06/23/2022	Status: A	1099 Amount: 130.00
		Check Number:		Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
21 0000 1400 920 6730 345	COLLEGE COACH		130.00	130.00	N	Final	
Vendor ID: 707709 BARKING DOG INTERPRETIVE DESIGN INC.							
Description:		PO Number:		Invoice Number:	16843	Amount:	3,444.48
Sequence: 1	Check Type:	Invoice Date:	06/13/2022	Due Date:	06/14/2022	Status: A	1099 Amount: 0.00
		Check Number:		Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
33 0000 2620 000 0000 733	STORY WALK		3,444.48		N	Final	
Vendor ID: 1005536 BECKER, TREY							
Description:		PO Number:		Invoice Number:	20220623	Amount:	130.00
Sequence: 1	Check Type:	Invoice Date:	06/22/2022	Due Date:	06/23/2022	Status: A	1099 Amount: 130.00
		Check Number:		Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
21 0000 1400 920 6730 345	COLLEGE COACH		130.00	130.00	N	Final	
Vendor ID: 706918 BERGMAN, ROBERT							
Description:		PO Number:		Invoice Number:	20220623	Amount:	120.00
Sequence: 1	Check Type:	Invoice Date:	06/21/2022	Due Date:	06/23/2022	Status: A	1099 Amount: 120.00
		Check Number:		Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
21 0000 1400 920 6835 345	OFFICIAL		120.00	120.00	N	Final	
Vendor ID: 706918 BERGMAN, ROBERT							
Description:		PO Number:		Invoice Number:	20220623-0001	Amount:	90.00
Sequence: 1	Check Type:	Invoice Date:	06/21/2022	Due Date:	06/23/2022	Status: A	1099 Amount: 90.00
		Check Number:		Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
21 0000 1400 920 6835 345	OFFICIAL		90.00	90.00	N	Final	
Vendor ID: 707333 BEYOND CONSEQUENCE INS							
Description:		PO Number:		Invoice Number:	C180P-22023	Amount:	1,346.00
Sequence: 1	Check Type:	Invoice Date:	05/17/2022	Due Date:	06/14/2022	Status: A	1099 Amount: 0.00
		Check Number:		Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 0109 1100 100 3376 810	TRAMA CONFERENCE		1,346.00		N	Final	

Vendor ID: 707190	BURKE, SAMANTHA	PO Number:	Invoice Number: 20220614	Amount:	139.28
Description:		Invoice Date: 05/27/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0418 1000 460 3117 612	PK SUPPLIES		139.28	N	In Full
					Final
Vendor ID: 104861	BYRNES, LINDA	PO Number:	Invoice Number: 20220614	Amount:	11.53
Description:		Invoice Date: 06/02/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 11.53	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 3110 000 0000 631	MILK		11.53	11.53 N	In Full
					Final
Vendor ID: 707617	C. H. MCGUINNESS CO. INC.	PO Number:	Invoice Number: 213476	Amount:	2,292.51
Description:		Invoice Date: 06/08/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
33 0000 4600 000 0000 450	BOILER REPAIR		2,292.51	N	In Full
					Final
Vendor ID: 707660	CARD INC.	PO Number:	Invoice Number: 20220614	Amount:	50.00
Description:		Invoice Date: 06/14/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 920 6660 612	ENTRY FEE		50.00	N	In Full
					Final
Vendor ID: 103885	CDW GOVERMENT INC	PO Number:	Invoice Number: Z027566	Amount:	3,150.00
Description:		Invoice Date: 06/14/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 9099 2237 100 4642 615	ACAD GOOGKE CHROME EDU		3,150.00	N	In Full
					Final
Vendor ID: 103885	CDW GOVERMENT INC	PO Number: 2077T	Invoice Number: Z345247	Amount:	20,785.00
Description:		Invoice Date: 06/08/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 9099 2237 100 4642 615	IPADS		20,785.00	N	In Full
					Final
Vendor ID: 103885	CDW GOVERMENT INC	PO Number:	Invoice Number: Z454703	Amount:	13,857.20
Description:		Invoice Date: 06/10/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 9099 2237 100 4642 615	CHROMEBOOKS		13,857.20	N	In Full
					Final
Vendor ID: 706810	CEC COMMUNICATIONS ENGINEERING COMPANY	PO Number:	Invoice Number: 379346.	Amount:	208.21
Description:		Invoice Date: 04/13/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 9099 2237 100 0000 618	MOD SHORT RANGE		208.21		N	Final
Vendor ID: 706810	CEC COMMUNICATIONS ENGINEERING COMPANY	PO Number:	Invoice Number: 380845.	Amount:	539.18	
Description:		Invoice Date: 05/04/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 9099 2237 100 0000 431	INTERBET ACCESS CHANGES		539.18		N	Final
Vendor ID: 706810	CEC COMMUNICATIONS ENGINEERING COMPANY	PO Number:	Invoice Number: 381569	Amount:	472.50	
Description:		Invoice Date: 05/19/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 9099 2237 100 0000 431	NETWORK REPAIR		472.50		N	Final
Vendor ID: 100764	CENTRAL LOCK & KEY	PO Number:	Invoice Number: E8778	Amount:	3,187.00	
Description:		Invoice Date: 04/28/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
33 0000 2620 000 0000 739	VIDEO INTERCOMS		3,187.00		N	Final
Vendor ID: 100884	CENTRAL SPRINGS	PO Number:	Invoice Number: 20220614	Amount:	2,577.78	
Description:		Invoice Date: 06/01/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0109 2222 100 0000 320	LIBRARIAN		2,577.78		N	Final
Vendor ID: 100196	CITY OF RICEVILLE	PO Number:	Invoice Number: 45449	Amount:	684.40	
Description:		Invoice Date: 06/15/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 411	WATER		152.20		N	Final
10 0000 2620 000 0000 421	GARBAGE		375.00		N	Final
10 0000 2620 000 0000 411	SEWER		157.20		N	Final
Vendor ID: 100196	CITY OF RICEVILLE	PO Number:	Invoice Number: 45450	Amount:	30.28	
Description:		Invoice Date: 06/15/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 411	SEWER		17.64		N	Final
10 0000 2620 000 0000 411	WATER		12.64		N	Final
Vendor ID: 100196	CITY OF RICEVILLE	PO Number:	Invoice Number: 45451	Amount:	33.80	

Invoice Listing - Detail
Unposted; Batch Description Invoices—JUNE 2022 BATCH 2

Description:		Invoice Date: 06/15/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 411	WATER		14.40		N	Final
10 0000 2620 000 0000 411	SEWER		19.40		N	Final
Vendor ID: 100196		CITY OF RICEVILLE		PO Number:	Invoice Number: 45452	Amount: 42.72
Description:		Invoice Date: 06/15/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 411	SEWER		23.86		N	Final
10 0000 2620 000 0000 411	WATER		18.86		N	Final
Vendor ID: 707437		CLAYTON RIDGE CSD		PO Number:	Invoice Number: 20220614	Amount: 7,388.89
Description:		Invoice Date: 06/02/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 1100 100 0000 567	OPENE ENROLLMENT		7,048.00		N	Final
10 0000 1100 100 3116 567	TLC OPEN ENROLLMENT		340.89		N	Final
Vendor ID: 105068		CONWAY, AMANDA		PO Number:	Invoice Number: 20220614	Amount: 43.96
Description:		Invoice Date: 06/14/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 950 7994 612	PIZZAS-GRADUATION		43.96		N	Final
Vendor ID: CONWBRY		CONWAY, BRYCE		PO Number:	Invoice Number: 20220621	Amount: 50.01
Description:		Invoice Date: 06/14/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 50.01	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2700 000 0000 627	9.094 gal deisel		50.01	50.01	N	Final
Vendor ID: 100140		DALCO		PO Number:	Invoice Number: 3937604	Amount: 92.76
Description:		Invoice Date: 05/18/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	AEROSOL		92.76		N	Final
Vendor ID: 100140		DALCO		PO Number:	Invoice Number: 3937615	Amount: 54.95
Description:		Invoice Date: 05/18/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	WAXING SUPPLIES		54.95		N	Final
Vendor ID: 100140		DALCO		PO Number:	Invoice Number: 3947262	Amount: 13.66

Description:	Invoice Date:	06/13/2022	Due Date:	06/21/2022	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
10 0000 2620 000 0000 680	MOP PAD		13.66		N		Final	
Vendor ID: 100140	DALCO	PO Number:	Invoice Number: 3951124	Amount:	252.12			
Description:	Invoice Date:	06/22/2022	Due Date:	06/23/2022	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
10 0000 2620 000 0000 680	FLOOR RESTORER		65.82		N		Final	
61 0000 3110 000 0000 618	GLOVES		186.30		N		Final	
Vendor ID: 104829	DEARMOUN, MONTE	PO Number:	Invoice Number: 20220614	Amount:	140.00			
Description:	Invoice Date:	06/11/2022	Due Date:	06/14/2022	Status:	A	1099 Amount:	140.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
21 0000 1400 920 6835 345	OFFICIAL		140.00		140.00 N		Final	
Vendor ID: 100745	DECORAH COMMUNITY SCHOOL DIST	PO Number:	Invoice Number: 20220614	Amount:	6,700.15			
Description:	Invoice Date:	06/06/2022	Due Date:	06/14/2022	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
10 9070 1200 217 3303 323	SP ED BILLING		6,700.15		N		Final	
Vendor ID: 100745	DECORAH COMMUNITY SCHOOL DIST	PO Number:	Invoice Number: 20220614-0001	Amount:	3,694.45			
Description:	Invoice Date:	05/27/2022	Due Date:	06/14/2022	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
10 9070 1200 217 3303 323	SP ED BILLING		3,694.45		N		Final	
Vendor ID: 103629	DEPARTMENT OF EDUCATION	PO Number:	Invoice Number: TRANS002455	Amount:	700.00			
Description:	Invoice Date:	06/07/2022	Due Date:	06/14/2022	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
10 0000 2700 000 0000 349	VEHICLE INSPECTION		700.00		N		Final	
Vendor ID: 100006	DFA DAIRY BRANDS CORPORTE LLC	PO Number:	Invoice Number: 3741334	Amount:	568.14			
Description:	Invoice Date:	05/18/2022	Due Date:	06/14/2022	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
61 0000 3110 000 0000 631	MILK		568.14		N		Final	
Vendor ID: 100006	DFA DAIRY BRANDS CORPORTE LLC	PO Number:	Invoice Number: 3742584	Amount:	108.54			
Description:	Invoice Date:	05/25/2022	Due Date:	06/14/2022	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
61 0000 3110 000 0000 631	MILK		108.54		N	Final
Vendor ID: 104805	DHS	PO Number:	Invoice Number: 10136322		Amount:	8,599.14
Description:		Invoice Date: 05/31/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 4634 219 4634	NON FEDERAL MEDICIAD		8,599.14		N	Final
Vendor ID: 707010	DIETZ, RAY	PO Number:	Invoice Number: 20220614		Amount:	140.00
Description:		Invoice Date: 06/11/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 140.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6835 345	OFFICIAL		140.00	140.00	N	Final
Vendor ID: 707368	DOLLAR GENERAL-REGIONS 410526	PO Number:	Invoice Number: 0000017257		Amount:	132.16
Description:		Invoice Date: 05/24/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	TAX REFUND		(1.44)		N	Final
10 0000 2620 000 0000 680	BLEACH		12.15		N	Final
10 0418 1100 100 0000 612	SUN SCREEN		47.00		N	Final
10 0000 1100 100 4043 612	SUMMER SCHOOL SUPPLIES		74.45		N	Final
Vendor ID: 103631	EBERT, SHARY	PO Number:	Invoice Number: 20220614		Amount:	613.22
Description:		Invoice Date: 06/13/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0418 1100 100 3376 810	LANGUAGE ACQUISITION CLASS		613.22		N	Final
Vendor ID: 104803	ED'S FLORAL & GIFTS	PO Number:	Invoice Number: 8227		Amount:	97.50
Description:		Invoice Date: 05/31/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 950 7994 612	GRADUATION FLOWERS		97.50		N	Final
Vendor ID: 707461	EMERGENT ARCHITECTURE	PO Number:	Invoice Number: 619		Amount:	700.00
Description:		Invoice Date: 04/30/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
36 0000 4600 000 0000 450	ARCHITECT FEES		700.00		N	Final
Vendor ID: 707696	ENTERPRISE MEDIA GROUP	PO Number:	Invoice Number: 7986		Amount:	16.80
Description:		Invoice Date: 05/12/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2310 000 0000 613	LEGAL PUBLICATIONS		16.80		N	Final
Vendor ID: 707365 ERICKSON, DARYL						
Description:		PO Number:	Invoice Number: 20220614		Amount:	120.00
Sequence: 1 Check Type:		Invoice Date: 05/31/2022 Due Date: 06/14/2022 Status: A	1099 Amount: 120.00			
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6835 345	OFFICIALS		120.00	120.00	N	Final
Vendor ID: 707645 FENSKE, BOB						
Description:		PO Number:	Invoice Number: 20220614		Amount:	25.00
Sequence: 1 Check Type:		Invoice Date: 06/13/2022 Due Date: 06/14/2022 Status: A	1099 Amount: 25.00			
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6730 345	OFFICIAL		25.00	25.00	N	Final
Vendor ID: 707645 FENSKE, BOB						
Description:		PO Number:	Invoice Number: 20220614-0001		Amount:	130.00
Sequence: 1 Check Type:		Invoice Date: 05/31/2022 Due Date: 06/14/2022 Status: A	1099 Amount: 130.00			
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6730 345	OFFICIAL		130.00	130.00	N	Final
Vendor ID: 707645 FENSKE, BOB						
Description:		PO Number:	Invoice Number: 20220623		Amount:	130.00
Sequence: 1 Check Type:		Invoice Date: 06/15/2022 Due Date: 06/23/2022 Status: A	1099 Amount: 130.00			
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6730 345	COLLEGE COACH		130.00	130.00	N	Final
Vendor ID: 707644 FENSKE, JOSH						
Description:		PO Number:	Invoice Number: 20220614		Amount:	210.00
Sequence: 1 Check Type:		Invoice Date: 06/26/2022 Due Date: 06/14/2022 Status: A	1099 Amount: 210.00			
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6730 345	OFFICIAL		210.00	210.00	N	Final
Vendor ID: 707644 FENSKE, JOSH						
Description:		PO Number:	Invoice Number: 20220623		Amount:	130.00
Sequence: 1 Check Type:		Invoice Date: 06/15/2022 Due Date: 06/23/2022 Status: A	1099 Amount: 130.00			
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6730 345	COLLEGE COACH		130.00	130.00	N	Final
Vendor ID: 707270 GILLETTE GROUP						
Description:		PO Number:	Invoice Number: 9275893		Amount:	229.04
Sequence: 1 Check Type:		Invoice Date: 05/19/2022 Due Date: 06/14/2022 Status: A	1099 Amount: 0.00			
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 1100 100 8031 618	ELEM POP		229.04		N	Final

Vendor ID: 707712	GOODBRAND, CHRISTINA	PO Number:	Invoice Number: 20220621	Amount:	50.55
Description:		Invoice Date: 06/20/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 1611 000 0000	LUNCH ACCOUNT REFUND		50.55		N
					In Full
					Final
Vendor ID: 104656	GRIMM, MARCIA	PO Number:	Invoice Number: 20220621	Amount:	86.46
Description:		Invoice Date: 06/20/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0109 2410 000 0000 810	PD MEALS		86.46		N
					In Full
					Final
Vendor ID: 707718	GROBER, KYLE	PO Number:	Invoice Number: 20220621	Amount:	91.65
Description:		Invoice Date: 06/21/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 1611 000 0000	LUNCH ACCOUNT REFUND		91.65		N
					In Full
					Final
Vendor ID: 104667	GRONWOLDT, SANDY	PO Number:	Invoice Number: 20220621	Amount:	10.75
Description:		Invoice Date: 06/20/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 10.75	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 1611 000 0000	LUNCH ACCOUNT REFUND		10.75	10.75	N
					In Full
					Final
Vendor ID: 707713	HOBSON, MATT	PO Number:	Invoice Number: 20220621	Amount:	5.55
Description:		Invoice Date: 06/20/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 1611 000 0000	LUNCH ACCOUNT REFUND		5.55		N
					In Full
					Final
Vendor ID: 707165	HOLMEN, CONNIE	PO Number:	Invoice Number: 20220621	Amount:	12.05
Description:		Invoice Date: 06/20/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 1611 000 0000	LUNCH ACCOUNT REFUND		12.05		N
					In Full
					Final
Vendor ID: 707183	HOUSER, KELLY	PO Number:	Invoice Number: 20220614	Amount:	20.22
Description:		Invoice Date: 06/14/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 950 7967 612	REIMB ST COUNCIL BREAKFAST		20.22		N
					In Full
					Final
Vendor ID: 100284	HOWARD WINNESHIEK COM SCHOOL	PO Number:	Invoice Number: 20220614	Amount:	18,472.23
Description:		Invoice Date: 06/14/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 1100 100 0000 567	OPEN ENROLLMENT		17,620.00		N	Final
10 0000 1100 100 3116 567	TLC OPEN ENROLLEMNT		852.23		N	Final
Vendor ID: 100291 IHSSA		PO Number:	Invoice Number: 1722		Amount:	121.00
Description:		Invoice Date: 06/07/2022		Due Date: 06/14/2022	Status: A	1099 Amount: 0.00
Sequence: 1		Check Type:		Checking Account ID:		Check Number:
Check Date:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 910 6120 612	INDIVIDUAL SPEECH CONTEST		121.00		N	Final
Vendor ID: 100556 IOWA FFA ASSOCIATION		PO Number:	Invoice Number: 25009		Amount:	461.00
Description:		Invoice Date: 04/20/2022		Due Date: 06/14/2022	Status: A	1099 Amount: 0.00
Sequence: 1		Check Type:		Checking Account ID:		Check Number:
Check Date:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 950 7960 612	STATE FFA CONVENTION		461.00		N	Final
Vendor ID: 105111 JENSEN, STEVE		PO Number:	Invoice Number: 20220614		Amount:	130.00
Description:		Invoice Date: 05/23/2022		Due Date: 06/14/2022	Status: A	1099 Amount: 130.00
Sequence: 1		Check Type:		Checking Account ID:		Check Number:
Check Date:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6730 345	OFFICIAL		130.00	130.00	N	Final
Vendor ID: 105111 JENSEN, STEVE		PO Number:	Invoice Number: 20220614-0001		Amount:	25.00
Description:		Invoice Date: 06/13/2022		Due Date: 06/14/2022	Status: A	1099 Amount: 25.00
Sequence: 1		Check Type:		Checking Account ID:		Check Number:
Check Date:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6730 345	OFFICIAL		25.00	25.00	N	Final
Vendor ID: 105111 JENSEN, STEVE		PO Number:	Invoice Number: 20220621		Amount:	140.00
Description:		Invoice Date: 06/11/2022		Due Date: 06/21/2022	Status: A	1099 Amount: 140.00
Sequence: 1		Check Type:		Checking Account ID:		Check Number:
Check Date:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6835 345	OFFICIAL		140.00	140.00	N	Final
Vendor ID: 100221 KEYSTONE AEA 1		PO Number:	Invoice Number: 48715-001		Amount:	557.50
Description:		Invoice Date: 05/31/2022		Due Date: 06/14/2022	Status: A	1099 Amount: 0.00
Sequence: 1		Check Type:		Checking Account ID:		Check Number:
Check Date:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 950 7950 612	ELEM YEARBOOKS		557.50		N	Final
Vendor ID: 100221 KEYSTONE AEA 1		PO Number:	Invoice Number: FY22-0434		Amount:	30,200.50
Description:		Invoice Date: 05/31/2022		Due Date: 06/14/2022	Status: A	1099 Amount: 0.00
Sequence: 1		Check Type:		Checking Account ID:		Check Number:
Check Date:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
36 0000 4300 000 0000 451	2ND PYMT TECH CONTRACT		30,200.50		N	Final

Vendor ID: 100221	KEYSTONE AEA 1	PO Number:	Invoice Number: FY22-0494	Amount:	60.00
Description:		Invoice Date: 05/31/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 1100 100 0000 810	ZOOM ACCOUNTS		60.00		N
					In Full
					Final
Vendor ID: 707714	KLAES, SHARI	PO Number:	Invoice Number: 20220621	Amount:	4.20
Description:		Invoice Date: 06/20/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 1611 000 0000	LUNCH ACCOUNT REFUND		4.20		N
					In Full
					Final
Vendor ID: 100541	KRUKOW, ARNOLD	PO Number:	Invoice Number: 20220614	Amount:	120.00
Description:		Invoice Date: 06/09/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 120.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 920 6835 345	OFFICIAL		120.00	120.00	N
					In Full
					Final
Vendor ID: 100541	KRUKOW, ARNOLD	PO Number:	Invoice Number: 20220623	Amount:	90.00
Description:		Invoice Date: 06/21/2022	Due Date: 06/23/2022 Status: A	1099 Amount: 90.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 920 6835 345	OFFICIAL		90.00	90.00	N
					In Full
					Final
Vendor ID: 104240	KUHN, ROBIN	PO Number:	Invoice Number: 20220621	Amount:	13.15
Description:		Invoice Date: 06/20/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 1611 000 0000	LUNCH ACCOUNT REFUND		13.15		N
					In Full
					Final
Vendor ID: 707482	KURITA AMERICA INC.	PO Number:	Invoice Number: INV683762	Amount:	635.83
Description:		Invoice Date: 06/05/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
33 0000 2620 000 0000 739	BOILER CHEMICAL		635.83		N
					In Full
					Final
Vendor ID: 104119	LEROY LUMBER	PO Number:	Invoice Number: INV0087312	Amount:	3,881.30
Description:		Invoice Date: 04/06/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
33 0000 4600 000 0000 450	BUILDING SUPPLIES		3,881.30		N
					In Full
					Final
Vendor ID: 104119	LEROY LUMBER	PO Number:	Invoice Number: INV0087355	Amount:	442.91
Description:		Invoice Date: 04/08/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	

Invoice Listing - Detail
Unposted; Batch Description Invoices—JUNE 2022 BATCH 2

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
33 0000 4600 000 0000 450	NYLON RIVITS		442.91		N	Final
Vendor ID: 104119	LEROY LUMBER	PO Number:	Invoice Number: INV0087356		Amount:	852.01
Description:		Invoice Date: 04/08/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
33 0000 4600 000 0000 450	LINER PANEL		852.01		N	Final
Vendor ID: 104119	LEROY LUMBER	PO Number:	Invoice Number: INV0088354		Amount:	261.90
Description:		Invoice Date: 05/27/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
33 0000 4600 000 0000 450	REBAR, SILICONE, TRIM		261.90		N	Final
Vendor ID: 707715	LOSEE, STACEY	PO Number:	Invoice Number: 20220621		Amount:	20.90
Description:		Invoice Date: 06/21/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
61 0000 1611 000 0000	LUNCH ACCOUNT REFUND		20.90		N	Final
Vendor ID: 707404	MAIN STREET MARKET PLACE	PO Number:	Invoice Number: 20220614		Amount:	121.31
Description:		Invoice Date: 05/13/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0109 1300 355 0000 612	FACS FOOD SUPPLIES		121.31		N	Final
Vendor ID: 707134	MARCO INC.	PO Number:	Invoice Number: 76477032		Amount:	1,197.62
Description:		Invoice Date: 06/15/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
36 0000 2620 000 0000 442	COPIER LEASE		1,197.62		N	Final
Vendor ID: 100524	MARLEY, JAY	PO Number:	Invoice Number: 20220614		Amount:	130.00
Description:		Invoice Date: 05/31/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 130.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6730 345	OFFICIAL		130.00	130.00	N	Final
Vendor ID: 100007	MARTIN BROS DIST	PO Number:	Invoice Number: 9343375.		Amount:	(111.60)
Description:		Invoice Date: 02/14/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
61 0000 3110 000 0000 618	REFUND		(111.60)		N	Final

Invoice Listing - Detail
Unposted; Batch Description Invoices--JUNE 2022 BATCH 2

Vendor ID: 100007	MARTIN BROS DIST	PO Number:	Invoice Number: 9426021.	Amount:	(106.65)
Description:		Invoice Date: 04/05/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 3110 000 0000 631	REFUND		(106.65)	N	In Full Final
Vendor ID: 100007	MARTIN BROS DIST	PO Number:	Invoice Number: 9437182.	Amount:	(8.23)
Description:		Invoice Date: 06/21/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 3110 000 0000 618	REFUND		(8.23)	N	In Full Final
Vendor ID: 100007	MARTIN BROS DIST	PO Number:	Invoice Number: 9490177	Amount:	(27.34)
Description:		Invoice Date: 06/02/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 3110 000 0000 631	REFUND		(27.34)	N	In Full Final
Vendor ID: 100007	MARTIN BROS DIST	PO Number:	Invoice Number: 9490177.	Amount:	2,810.86
Description:		Invoice Date: 05/16/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 3110 000 0000 631	FOOD		2,810.86	N	In Full Final
Vendor ID: 100007	MARTIN BROS DIST	PO Number:	Invoice Number: 9490178	Amount:	103.66
Description:		Invoice Date: 05/16/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	TRASH LINERS		103.66	N	In Full Final
Vendor ID: 100007	MARTIN BROS DIST	PO Number:	Invoice Number: 9492568	Amount:	60.64
Description:		Invoice Date: 05/17/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 3110 000 0000 631	FOOD		60.64	N	In Full Final
Vendor ID: 100007	MARTIN BROS DIST	PO Number:	Invoice Number: 9499948	Amount:	897.62
Description:		Invoice Date: 05/23/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 3110 000 0000 618	FS SUPPLIES		193.32	N	In Full Final
61 0000 3110 000 0000 631	FOOD		704.30	N	In Full Final
Vendor ID: 100007	MARTIN BROS DIST	PO Number:	Invoice Number: 9510340	Amount:	575.99
Description:		Invoice Date: 05/30/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	

Invoice Listing - Detail
Unposted; Batch Description Invoices--JUNE 2022 BATCH 2

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
61 0000 3110 000 0000 618	FS DUPLIES		10.92		N	Final
61 0000 3110 000 0000 631	FOOD		565.07		N	Final
Vendor ID: 100007	MARTIN BROS DIST	PO Number:	Invoice Number: 9518802	Amount:	1,066.53	
Description:		Invoice Date: 06/06/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
61 0000 3110 000 0000 618	FS SUPPLIES		59.36		N	Final
61 0000 3110 000 0000 631	FOOD		1,007.17		N	Final
Vendor ID: 100007	MARTIN BROS DIST	PO Number:	Invoice Number: 9528128	Amount:	1,484.01	
Description:		Invoice Date: 06/13/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
61 0000 3110 000 0000 618	FS SUPPLIES		16.03		N	Final
61 0000 3110 000 0000 631	FOOD		1,467.98		N	Final
Vendor ID: 100007	MARTIN BROS DIST	PO Number:	Invoice Number: 9536727	Amount:	1,004.13	
Description:		Invoice Date: 06/20/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
61 0000 3110 000 0000 618	FS SUPPLIES		45.40		N	Final
61 0000 3110 000 0000 631	FOOD		958.73		N	Final
Vendor ID: 707515	MECA SPORSWEAR	PO Number:	Invoice Number: SIP218804	Amount:	55.60	
Description:		Invoice Date: 08/02/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 0000 612	LETES FOR LETTERINMG		55.60		N	Final
Vendor ID: 707515	MECA SPORSWEAR	PO Number:	Invoice Number: SIP219318	Amount:	254.00	
Description:		Invoice Date: 05/10/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 926 6730 612	SHIRTS		254.00		N	Final
Vendor ID: 707515	MECA SPORSWEAR	PO Number:	Invoice Number: SIP219886	Amount:	36.00	
Description:		Invoice Date: 05/24/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 926 6730 612	TSHIRTS		36.00		N	Final
Vendor ID: 104834	MEINDERS, DAVID	PO Number:	Invoice Number: 20220614	Amount:	140.00	

Invoice Listing - Detail
Unposted; Batch Description Invoices—JUNE 2022 BATCH 2

Description:	Invoice Date: 06/11/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 140.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6835 345	OFFICIAL		140.00	140.00	N	Final
Vendor ID: 104834	MEINDERS, DAVID	PO Number:	Invoice Number: 20220623	Amount:	120.00	
Description:	Invoice Date: 06/21/2022	Due Date: 06/23/2022	Status: A	1099 Amount: 120.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6835 345	OFFICIAL		120.00	120.00	N	Final
Vendor ID: 707711	MELLOON, HANNAH	PO Number:	Invoice Number: 20220614	Amount:	30.89	
Description:	Invoice Date: 05/23/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
61 0000 3110 000 0000 631	REIMB CARROTS		30.89		N	Final
Vendor ID: 104012	MIDWEST ALARM SERVICES	PO Number:	Invoice Number: 384227	Amount:	267.26	
Description:	Invoice Date: 06/06/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2640 000 0000 433	SMOKE DETECTOR		267.26		N	Final
Vendor ID: 104012	MIDWEST ALARM SERVICES	PO Number:	Invoice Number: 384755	Amount:	6,615.20	
Description:	Invoice Date: 06/14/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
33 0000 2620 000 0000 739	FIRE PANEL REPAIR		6,615.20		N	Final
Vendor ID: 707425	MILLER, JOHN	PO Number:	Invoice Number: 20220614	Amount:	210.00	
Description:	Invoice Date: 06/26/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 210.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6730 345	OFFICIAL		210.00	210.00	N	Final
Vendor ID: 707425	MILLER, JOHN	PO Number:	Invoice Number: 20220614-0001	Amount:	130.00	
Description:	Invoice Date: 05/23/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 130.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6730 345	OFFICIAL		130.00	130.00	N	Final
Vendor ID: 707580	MITCHELL CO. CATTLEMEN	PO Number:	Invoice Number: 105061	Amount:	1,280.50	
Description:	Invoice Date: 05/26/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>

Invoice Listing - Detail
Unposted; Batch Description Invoices—JUNE 2022 BATCH 2

61 0000 3110 000 0000 631	BURGERS	1,280.50	N	Final
Vendor ID: 707303	MK SERVICE & REPAIR	PO Number:	Invoice Number: 4150	Amount: 391.80
Description:		Invoice Date: 05/13/2022	Due Date: 06/14/2022	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 0000 2700 000 0000 618	RUST REMOVER		391.80	N Final
Vendor ID: 102291	NAPA	PO Number:	Invoice Number: 281699	Amount: 17.99
Description:		Invoice Date: 05/10/2022	Due Date: 06/14/2022	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 0000 2700 000 0000 673	VALVE		17.99	N Final
Vendor ID: 102291	NAPA	PO Number:	Invoice Number: 281796	Amount: 61.99
Description:		Invoice Date: 05/12/2022	Due Date: 06/14/2022	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 0000 2700 000 0000 673	SWITC H		61.99	N Final
Vendor ID: 102291	NAPA	PO Number:	Invoice Number: 282116	Amount: 125.63
Description:		Invoice Date: 05/23/2022	Due Date: 06/14/2022	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 0000 2700 000 0000 618	GAER LUBE, SHOP TOWELS		125.63	N Final
Vendor ID: 102291	NAPA	PO Number:	Invoice Number: 282259	Amount: 33.55
Description:		Invoice Date: 05/26/2022	Due Date: 06/14/2022	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 0000 2700 000 0000 673	GASKETS		33.55	N Final
Vendor ID: 102291	NAPA	PO Number:	Invoice Number: 282266	Amount: 11.76
Description:		Invoice Date: 05/26/2022	Due Date: 06/14/2022	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 0000 2700 000 0000 618	DEGREASER		11.76	N Final
Vendor ID: 100470	NATIONAL FFA ORGANIZATION	PO Number:	Invoice Number: MDS271084	Amount: 20.50
Description:		Invoice Date: 05/25/2022	Due Date: 06/14/2022	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
21 0000 1400 950 7960 612	SHIRTS		20.50	N Final
Vendor ID: 707592	NELSON MEDIA COMPANY	PO Number:	Invoice Number: 271	Amount: 2,000.00

Description:	Invoice Date:	05/27/2022	Due Date:	06/14/2022	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
36 0000 4300 000 0000 451	VIDEO MARKETING		2,000.00		N		Final	
Vendor ID: 100625	NEW HAMPTON COMMUNITY SCHOOL	PO Number:	Invoice Number:	20220614	Amount:			3,694.45
Description:	Invoice Date:	06/14/2022	Due Date:	06/14/2022	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
10 0000 1100 100 0000 567	OPEN ENROLLMENT		3,524.00		N		Final	
10 0000 1100 100 3116 567	TLC OPEN ENROLLMENT		170.45		N		Final	
Vendor ID: 707546	NEWTON, JEFF	PO Number:	Invoice Number:	20220614	Amount:			120.00
Description:	Invoice Date:	06/08/2022	Due Date:	06/14/2022	Status:	A	1099 Amount:	120.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
21 0000 1400 920 6835 345	OFFICIAL		120.00		120.00 N		Final	
Vendor ID: 707546	NEWTON, JEFF	PO Number:	Invoice Number:	20220621	Amount:			140.00
Description:	Invoice Date:	06/11/2022	Due Date:	06/21/2022	Status:	A	1099 Amount:	140.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
21 0000 1400 920 6835 345	OFFICIAL		140.00		140.00 N		Final	
Vendor ID: 707546	NEWTON, JEFF	PO Number:	Invoice Number:	20220623	Amount:			80.00
Description:	Invoice Date:	06/22/2022	Due Date:	06/23/2022	Status:	A	1099 Amount:	80.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
21 0000 1400 920 6835 345	OFFICIAL		80.00		80.00 N		Final	
Vendor ID: 100781	NORTH BUTLER COMMUNITY SCHOOL	PO Number:	Invoice Number:	20220614	Amount:			130.00
Description:	Invoice Date:	08/15/2022	Due Date:	06/14/2022	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
21 0000 1400 920 6740 815	ENTRY FEE		130.00		N		Final	
Vendor ID: 100495	NORTHEAST IOWA COMMUNITY COLLEGE	PO Number:	Invoice Number:	60999	Amount:			7,693.00
Description:	Invoice Date:	05/31/2022	Due Date:	06/23/2022	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
36 0000 4300 000 0000 451	COLLEGE COACH		7,693.00		N		Final	
Vendor ID: 707377	O'DONNELL CRESCO/RICEVILLE INSURANCE	PO Number:	Invoice Number:	20220614	Amount:			1,239.00
Description:	Invoice Date:	05/23/2022	Due Date:	06/14/2022	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				

Invoice Listing - Detail
Unposted; Batch Description Invoices—JUNE 2022 BATCH 2

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
22 0000 2620 000 0000 529	PROPERTY INS		1,239.00		N	Final
Vendor ID: 707643 O'HERN, TROY						
Description:		PO Number:	Invoice Number: 20220614		Amount: 210.00	
Sequence: 1	Check Type:	Invoice Date: 06/14/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 210.00	
		Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6815 345	OFFICIAL		210.00	210.00	N	Final
Vendor ID: 707643 O'HERN, TROY						
Description:		PO Number:	Invoice Number: 20220614-0001		Amount: 120.00	
Sequence: 1	Check Type:	Invoice Date: 05/26/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 120.00	
		Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6835 345	OFFICIAL		120.00	120.00	N	Final
Vendor ID: 102451 OLSON, FRANK						
Description:		PO Number:	Invoice Number: 20220614		Amount: 120.00	
Sequence: 1	Check Type:	Invoice Date: 06/09/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 120.00	
		Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6835 345	OFFICIAL		120.00	120.00	N	Final
Vendor ID: 102451 OLSON, FRANK						
Description:		PO Number:	Invoice Number: 20220614-0001		Amount: 120.00	
Sequence: 1	Check Type:	Invoice Date: 05/23/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 120.00	
		Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6835 345	OFFICIAL		120.00	120.00	N	Final
Vendor ID: 102451 OLSON, FRANK						
Description:		PO Number:	Invoice Number: 20220621		Amount: 80.00	
Sequence: 1	Check Type:	Invoice Date: 06/16/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 80.00	
		Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6835 345	OFFICIAL		80.00	80.00	N	Final
Vendor ID: 102451 OLSON, FRANK						
Description:		PO Number:	Invoice Number: 20220621-0001		Amount: 80.00	
Sequence: 1	Check Type:	Invoice Date: 06/15/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 80.00	
		Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6835 345	OFFICIAL		80.00	80.00	N	Final
Vendor ID: 100051 OMNITEL COMMUNICATIONS						
Description:		PO Number:	Invoice Number: 20220614		Amount: 1,571.45	
Sequence: 1	Check Type:	Invoice Date: 09/01/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
		Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2320 000 0000 532	TELEPHONE		231.50		N	Final
10 0000 2320 000 0000 538	INTERNET		1,339.95		N	Final

Vendor ID: 100496	OSAGE COMMUNITY SCHOOL	PO Number:	Invoice Number: 20220614	Amount:	6,235.66
Description:		Invoice Date: 06/06/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0109 1100 420 1119 561	OASIS ATTENDANCE		6,235.66		N
					In Full
					Final
Vendor ID: 100496	OSAGE COMMUNITY SCHOOL	PO Number:	Invoice Number: 20220614-0001	Amount:	40,809.34
Description:		Invoice Date: 06/14/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 1100 100 0000 567	OPEN ENROLLMENT		38,764.00		N
10 0000 1100 100 3116 567	TLC OPEN ENROLLEMNT		2,045.34		N
					In Full
					Final
					Final
Vendor ID: 104370	PEARCE, BRIAN	PO Number:	Invoice Number: 20220614	Amount:	120.00
Description:		Invoice Date: 05/31/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 120.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 920 6835 345	OFFICIALS		120.00	120.00	N
					In Full
					Final
Vendor ID: 707266	PETE, HEIDI	PO Number:	Invoice Number: 20220614	Amount:	1,071.84
Description:		Invoice Date: 06/14/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 9070 1200 217 3303 580	SP ED TRANSPORTATION		1,071.84		N
					In Full
					Final
Vendor ID: 102319	PICKAR-OULMAN PLBG HTG & ELEC	PO Number:	Invoice Number: 1235	Amount:	2,046.41
Description:		Invoice Date: 06/10/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
33 0000 4600 000 0000 450	SNACK CONSTRUCTION		2,046.41		N
					In Full
					Final
Vendor ID: 102319	PICKAR-OULMAN PLBG HTG & ELEC	PO Number:	Invoice Number: 1268	Amount:	6,034.30
Description:		Invoice Date: 06/10/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
33 0000 4600 000 0000 450	WATER HEATERS AND LINES FOR DAYCARE		6,034.30		N
					In Full
					Final
Vendor ID: 100919	PIONEER MANUFACTURING CO.	PO Number:	Invoice Number: INV833662	Amount:	1,768.40
Description:		Invoice Date: 04/11/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 920 0000 612	FIELD PAINT		1,768.40		N
					In Full
					Final
Vendor ID: 706882	POLLARD PEST CONTROL CO. & LAWN CARE	PO Number:	Invoice Number: 20220614	Amount:	80.00

Description:	Invoice Date: 05/27/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 425	PEST CONTROL		80.00		N	Final
Vendor ID: 100102	PTACEK, MARY	PO Number:	Invoice Number: 20220621	Amount:	16.00	
Description:	Invoice Date: 06/21/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
61 0000 1622 000 0000	LUNCH ACCOUNT REFUND		16.00		N	Final
Vendor ID: 105522	PUMP, MARTY	PO Number:	Invoice Number: 20220614	Amount:	120.00	
Description:	Invoice Date: 05/26/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 120.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6835 345	OFFICIAL		120.00	120.00	N	Final
Vendor ID: 707325	RICEVILLE AMBULANCE SERVICE	PO Number:	Invoice Number: 20220614	Amount:	92.62	
Description:	Invoice Date: 05/24/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2134 000 0000 613	AED PADS		92.62		N	Final
Vendor ID: 101535	RICEVILLE ATHLETIC BOOSTER CLUB	PO Number:	Invoice Number: 20220614	Amount:	669.02	
Description:	Invoice Date: 06/14/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 925 6835 612	BALLS, TEES, GRIPS-		336.02		N	Final
21 0000 1400 926 6730 612	GAME BALLS AND GLOVE		333.00		N	Final
Vendor ID: 100041	RICEVILLE LUMBER CO	PO Number:	Invoice Number: 2205-016564	Amount:	322.16	
Description:	Invoice Date: 05/18/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 1100 100 8031 618	STORY WALK SUPPLIES		322.16		N	Final
Vendor ID: 100041	RICEVILLE LUMBER CO	PO Number:	Invoice Number: 2206-016849	Amount:	143.08	
Description:	Invoice Date: 06/04/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	STORY WALK GRANT MATERIAL		143.08	0.00	N	Final
Vendor ID: 707717	ROETHLER, BRIAN	PO Number:	Invoice Number: 20220621	Amount:	28.00	
Description:	Invoice Date: 06/21/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		

Invoice Listing - Detail
Unposted; Batch Description Invoices--JUNE 2022 BATCH 2

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
61 0000 1611 000 0000	LUNCH ACCOUNT REFUND		28.00		N	Final
Vendor ID: 103020 RUNDE GRAPHICS						
Description:		PO Number:	Invoice Number: 3847		Amount: 3,338.40	
Sequence: 1	Check Type:	Invoice Date: 06/12/2022	Due Date: 06/23/2022	Status: A	1099 Amount: 0.00	
	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
33 0000 2620 000 0000 733	DISTRICT SIGNSD		3,338.40		N	Final
Vendor ID: 707008 RUSTAD, DUANE						
Description:		PO Number:	Invoice Number: 20220621		Amount: 140.00	
Sequence: 1	Check Type:	Invoice Date: 06/11/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 140.00	
	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6835 345	OFFICIAL		140.00	140.00	N	Final
Vendor ID: 707655 SAGE PUBLISHING						
Description:		PO Number:	Invoice Number: 699084KI		Amount: 26.21	
Sequence: 1	Check Type:	Invoice Date: 05/21/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0109 1100 100 3376 810	IMPACT IE		26.21		N	Final
Vendor ID: 707012 SAINTS DRIVING SCHOOL						
Description:		PO Number:	Invoice Number: 20220621		Amount: 5,940.00	
Sequence: 1	Check Type:	Invoice Date: 06/21/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 5,940.00	
	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0109 1100 121 0000 121	DRIVERS ED		5,940.00	5,940.00	N	Final
Vendor ID: 707706 SCHEELS-ROCHESTER						
Description:		PO Number:	Invoice Number: 48975		Amount: 287.75	
Sequence: 1	Check Type:	Invoice Date: 06/03/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 926 6730 612	BASEBALLS		287.75		N	Final
Vendor ID: 100229 SCHOOL BUS SALES CO						
Description:		PO Number:	Invoice Number: 01P21645.		Amount: 472.44	
Sequence: 1	Check Type:	Invoice Date: 06/21/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 0.00	
	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2700 000 0000 673	HEATER BLOWER		472.44		N	Final
Vendor ID: 100229 SCHOOL BUS SALES CO						
Description:		PO Number:	Invoice Number: 01P21737.		Amount: 10.66	
Sequence: 1	Check Type:	Invoice Date: 03/04/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 0.00	
	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2700 000 0000 673	DASH PLUG		10.66		N	Final

Vendor ID: 100229	SCHOOL BUS SALES CO	PO Number:	Invoice Number: 01P21997.	Amount:	598.68
Description:		Invoice Date: 03/03/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2700 000 0000 673	LIGHTS		598.68		N
					In Full
					Final
Vendor ID: 100229	SCHOOL BUS SALES CO	PO Number:	Invoice Number: 01P22015.	Amount:	63.02
Description:		Invoice Date: 03/08/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2700 000 0000 673	LIGHTS		63.02		N
					In Full
					Final
Vendor ID: 100229	SCHOOL BUS SALES CO	PO Number:	Invoice Number: 01P25078	Amount:	47.72
Description:		Invoice Date: 05/17/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2700 000 0000 673	SERP BELT		47.72		N
					In Full
					Final
Vendor ID: 707710	SCHUMANN, LINDA	PO Number:	Invoice Number: 20220614	Amount:	40.00
Description:		Invoice Date: 05/27/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 925 6835 612	UNIFORM REPAIRS		40.00		N
					In Full
					Final
Vendor ID: 101355	SOUTH WINNESHIEK COMM. SCHOOL	PO Number:	Invoice Number: 20220614	Amount:	80.00
Description:		Invoice Date: 06/06/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 920 6740 815	ENTRY FEE		80.00		N
					In Full
					Final
Vendor ID: 100282	ST ANSGAR COMMUNITY SCHOOL	PO Number:	Invoice Number: 20220614	Amount:	44,503.79
Description:		Invoice Date: 06/14/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 1100 100 3116 567	TLC OPEN ENROLLMENT		2,215.79		N
10 0000 1100 100 0000 567	OPEN ENROLLMENT		42,288.00		N
					In Full
					Final
Vendor ID: 707716	STEERE, TRICIA	PO Number:	Invoice Number: 20220621	Amount:	10.15
Description:		Invoice Date: 06/21/2022	Due Date: 06/21/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 1611 000 0000	LUNCH ACCOUNT REFUND		10.15		N
					In Full
					Final
Vendor ID: 105037	STOCHL, RICH	PO Number:	Invoice Number: 20220614	Amount:	120.00
Description:		Invoice Date: 05/23/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 120.00	

Invoice Listing - Detail
Unposted; Batch Description Invoices--JUNE 2022 BATCH 2

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6835 345	OFFICIAL		120.00	120.00	N	Final
Vendor ID: 105037	STOCHL, RICH	PO Number:	Invoice Number: 20220621	Amount:	80.00	
Description:		Invoice Date: 06/15/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 80.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6835 345	OFFICIAL		80.00	80.00	N	Final
Vendor ID: 707452	SULLIVAN, SANDY	PO Number:	Invoice Number: 20220621	Amount:	11.59	
Description:		Invoice Date: 06/21/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
61 0000 1611 000 0000	LUNCH ACCOUNT REFUND		11.59		N	Final
Vendor ID: 103825	SULLIVAN, TOM	PO Number:	Invoice Number: 20220614	Amount:	120.00	
Description:		Invoice Date: 06/08/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 120.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6835 345	OFFICIAL		120.00	120.00	N	Final
Vendor ID: 103825	SULLIVAN, TOM	PO Number:	Invoice Number: 20220614-0001	Amount:	210.00	
Description:		Invoice Date: 06/11/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 210.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6835 345	OFFICIAL		210.00	210.00	N	Final
Vendor ID: 103825	SULLIVAN, TOM	PO Number:	Invoice Number: 20220621	Amount:	80.00	
Description:		Invoice Date: 06/16/2022	Due Date: 06/21/2022	Status: A	1099 Amount: 80.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6835 345	OFFICIAL		80.00	80.00	N	Final
Vendor ID: 707407	TABBERT, BRYAN	PO Number:	Invoice Number: 20220614	Amount:	375.84	
Description:		Invoice Date: 06/14/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0109 1100 100 0000 810	MILAGE		375.84		N	Final
Vendor ID: 706777	TIMBERLINE BILLING SERVICE LLC	PO Number:	Invoice Number: 24149	Amount:	1,113.63	
Description:		Invoice Date: 05/31/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2510 217 3303 351	MEDICAID BILLING		1,113.63		N	Final

Vendor ID: 707471	TIME MANAGEMENT SYSTEMS	PO Number:	Invoice Number: 269501	Amount:	420.60
Description:		Invoice Date: 06/01/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
36 0000 2239 000 0000 652	TIMECLOCK		420.60		N
					In Full
					Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A197984	Amount:	20.97
Description:		Invoice Date: 05/04/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	PAINT PRIMER		20.97		N
					In Full
					Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A198066	Amount:	18.26
Description:		Invoice Date: 05/05/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	CEMENTAPTERS, CONDUIT, AD		18.26		N
					In Full
					Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A198071	Amount:	6.79
Description:		Invoice Date: 05/05/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	GORILLA GLUE		6.79		N
					In Full
					Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A198124	Amount:	754.80
Description:		Invoice Date: 06/14/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0418 1200 470 1118 612	TAG PROJECT SUPPLIES		754.80		N
					In Full
					Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A198349	Amount:	43.73
Description:		Invoice Date: 05/10/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	PAINT		43.73		N
					In Full
					Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A198375	Amount:	14.94
Description:		Invoice Date: 05/10/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	C CLAMP		14.94		N
					In Full
					Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: B184357	Amount:	5.49
Description:		Invoice Date: 05/05/2022	Due Date: 06/14/2022 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	

Invoice Listing - Detail
Unposted; Batch Description Invoices--JUNE 2022 BATCH 2

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	EPOXY SYSTEM		5.49		N	Final
Vendor ID: 100004 TRUE VALUE						
Description:		PO Number:	Invoice Number: B184692		Amount:	23.94
Sequence: 1	Check Type:	Invoice Date: 06/14/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0109 1100 100 0000 612	NIGHTCRAWLERS		23.94		N	Final
Vendor ID: 100004 TRUE VALUE						
Description:		PO Number:	Invoice Number: B184800		Amount:	6.49
Sequence: 1	Check Type:	Invoice Date: 05/20/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	SPRAY PAINT		6.49		N	Final
Vendor ID: 100004 TRUE VALUE						
Description:		PO Number:	Invoice Number: B184817		Amount:	1.99
Sequence: 1	Check Type:	Invoice Date: 05/20/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	KEY DUPLICVATE		1.99		N	Final
Vendor ID: 100004 TRUE VALUE						
Description:		PO Number:	Invoice Number: B184880		Amount:	8.29
Sequence: 1	Check Type:	Invoice Date: 05/23/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	SINK HEAD		8.29		N	Final
Vendor ID: 100004 TRUE VALUE						
Description:		PO Number:	Invoice Number: B184912		Amount:	16.98
Sequence: 1	Check Type:	Invoice Date: 05/24/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	GOOF OFF , WIPES		16.98		N	Final
Vendor ID: 100004 TRUE VALUE						
Description:		PO Number:	Invoice Number: B185095		Amount:	27.99
Sequence: 1	Check Type:	Invoice Date: 05/31/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	RACHET STRAPS		27.99		N	Final
Vendor ID: 100004 TRUE VALUE						
Description:		PO Number:	Invoice Number: B185102		Amount:	17.29
Sequence: 1	Check Type:	Invoice Date: 05/31/2022	Due Date: 06/14/2022	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	CUST SUPPLIES		17.29		N	Final

Vendor ID: 102183 WEBER AUTO PARTS

Description:

Sequence: 1

Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

10 0000 2700 000 0000 673

CABLES, BELTS, PAINT

PO Number:

Invoice Date: 05/16/2022

Due Date: 06/14/2022

Invoice Number: 463169

Status: A 1099 Amount: 0.00

Amount:

636.53

Check Number:

Check Date:

Cost Center ID

Detail Amount

1099 Detail Amount

Asset/Asset Tag

In Full

636.53

N

Final

Vendor ID: 102183 WEBER AUTO PARTS

Description:

Sequence: 1

Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

10 0000 2700 000 0000 673

BELTS, SWITCHES, CABLES, BRAKE PADS
WIRI

PO Number:

Invoice Date: 06/08/2022

Due Date: 06/14/2022

Invoice Number: 464686

Status: A 1099 Amount: 0.00

Amount:

838.00

Check Number:

Check Date:

Cost Center ID

Detail Amount

1099 Detail Amount

Asset/Asset Tag

In Full

838.00

N

Final

Vendor ID: 102190 WEST MUSIC COMPANY

Description:

Sequence: 1

Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

21 0000 1400 910 6220 612

FIRTH

PO Number:

Invoice Date: 05/27/2022

Due Date: 06/14/2022

Invoice Number: SI2150360

Status: A 1099 Amount: 0.00

Amount:

21.98

Check Number:

Check Date:

Cost Center ID

Detail Amount

1099 Detail Amount

Asset/Asset Tag

In Full

21.98

N

Final

Batch 1099 Total: 10,802.29

Batch Total: 322,735.92

Report 1099 Total: 10,802.29

Report Total: 322,735.92

3



May 23, 2022

To: Barb Schwamman, Superintendent, Riceville Community School District
From: Jerry Gallagher, Partner, Donovan Group
Re: Communications Inventory

I appreciate the opportunity to conduct a communications inventory for the Riceville Community School District. Our team has now completed a broad review of the district's communication practices and would like to present you with this memo. In it, we offer an overview of the district's current communication practices in its efforts to reach and engage stakeholders.

This inventory can serve as the first step in a comprehensive communications audit report and planning process for the district.

Below are the district's current communication practices, based on our review and examination from an outsider's perspective. As such, there may be methods of communication the district uses that we did not discover through our process. We therefore present this memo in draft form and will seek your input and feedback regarding current communication practices.

CURRENT PRACTICES

The following is a list of the different ways the Riceville Community School District currently communicates, either regularly or on occasion.

Email

It is our assumption that Riceville CSD is like most school districts in that its administrators, teachers, and staff use email messaging as a primary communications tool for engaging families, staff, and students. We were not able to determine the frequency of email communication from the district, or if the district or its schools use a standard template or format for its email messages.

District Website

The [district website](#) serves as a key communication channel for Riceville CSD. The website has a "News" section, which it appears to update about once a month, on average. While this section is front and center on the site, it could be better leveraged to create and publish more news, updates, and celebrations more frequently.

Along with the News section, the district's homepage features a section with upcoming events and the district's Facebook, Twitter, and YouTube feeds.

RICEVILLE COMMUNITY SCHOOL



Fees/prices for 2021-2022

Textbook Fees:	<u>Registration</u>	<u>Reduced Registration</u>
Grades K-5	\$65 to \$70	\$39 to \$42
Grades 6-12	\$80 to \$85	\$48 to \$51

Driver Education:	\$330.00
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Instrument Rental Fees:	\$60.00 Woodwind, Bass, Percussion Plus 50% of cost of repairs
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Lunch Prices:	Student	20 lunches	\$57.00
		1 lunch	\$2.85
	Adult	20 lunches	75.00 to 85.00
		1 lunch	\$4.00 to \$4.25

Breakfast Prices:	Student	20 breakfasts	\$38.00
		1 breakfast	\$1.90
	Adult	20 breakfasts	\$41.00
		1 breakfast	\$2.25

Milk Prices:	Students/Adults	20 milk cartons	\$8.00
		1 milk carton	\$0.40

ASSESSMENT/COUNSELING/THERAPY AGREEMENT

This **Assessment/Counseling/Therapy Agreement** ("Agreement") is made and entered into this First day of August 2022 by and between **Turning Leaf Counseling, Inc (Cody Williams, LMHC, NCC-Executive Clinician)**, whose address is 103 East State Street Suite 301, Mason City, Iowa 50401 (hereinafter referred to as "Mr. Williams (TLC)"), and **Riceville Community Schools**, whose Administrative Offices are located at 912 Woodland Ave. Riceville, IA 50466 (hereinafter referred to as "School").

Recitals

Whereas, Mr. Williams (TLC) is a duly licensed mental health counselor with his principal place of business in Mason City, Iowa;

Whereas, School would like to contract with Mr. Williams (TLC) whom provides assessment, counseling, and therapy services; and

Whereas, the parties desire to enter into this Assessment/Counseling/Therapy Agreement upon the terms and conditions set out in this Agreement.

It is, therefore, agreed to as follows:

1. **Services Provided**. Mr. Williams (TLC) agrees to provide assessments, counseling, and therapy services to students of **Riceville Community Schools**, located at 912 Woodland Ave. Riceville, IA 50466. The services provided by this Agreement are limited to students in the Riceville Community School District.
2. **Mr. Williams Responsibilities**. During the term of this Agreement, Mr. Williams (TLC) agrees to the following:
 - A. Provide appropriate licensed therapist and/or interns.
 - B. Secure all required releases prior to assessments, counseling, or therapy sessions.
 - C. Select students according to criteria established for services.
 - D. Provide assessment, counseling, or therapy services to all students meeting the pre-established criteria without regard to the student's insurance status or ability to pay.
 - E. Register all students for assessment, counseling, or therapy sessions.
 - F. Maintain all confidential records.
 - G. Bill appropriate insurance companies for services performed.
 - H. Provide services on-site in the Riceville Community School District.
 - I. Provide services in the Riceville Community School District up to one day every other week during the school year when school is in session.
 - J. Provide all materials, supplies, reading materials, pamphlets, etc., necessary for assessments, counseling, or therapy sessions.

3. **School's Responsibilities.** During the term of this Agreement, School agrees to the following:

- A. Offer the opportunity for the therapist to discuss the program and relay relevant issues to School personnel.
- B. Provide the same room at, Riceville School up to one day every week during the school year, when school is in session, for the therapist to conduct assessments, counseling, or therapy sessions. The space provided will be appropriate to meet the therapist needs and approved by the therapist.
- C. Provide a room that will be secure and allow confidentiality to the therapist and students participating in assessment, counseling, or therapy sessions.
- D. Provide access to students and allow students to attend assessments, counseling, or therapy sessions during regular scheduled classes, as needed.
- E. Maintain responsibility for students' actions outside of all therapy sessions.

4. **Term/Termination of Agreement.** This Agreement shall become effective on the 1st day of August 2022 and shall continue through the 2022-2023 school year. This Agreement may be extended for a like term upon the mutual consent and written agreement of the parties. Either party may terminate this Agreement at any time with a thirty (30) day written notice of intention to terminate.

5. **Records.** Mr. Williams (TLC) will maintain such appropriate records and reports regarding services as contemplated by this Agreement. School, or employees of School, shall not have access to the confidential records maintained by the therapist.

6. **Indemnification.** Each party agrees to defend, indemnify, and hold the other harmless from any and all liability, damages, expenses (including court costs and attorney fees) and claims for loss or injury of any nature whatsoever, in connection with any claims of any kind that arise from a party's own action or omissions of actions or omissions by that party's agents, representatives, or employees.

7. **Independent Contractor Status.** The relationship between the parties is that of Independent Contractor. Nothing shall be construed to create a relationship of employer/employee, partner, or joint venture between the parties.

8. **Governing Law.** All questions concerning the validity, intention, or meaning of this Agreement or relating to the rights and obligations of the parties with respect to performance under this Agreement shall be construed and resolved under the laws of the state of Iowa.

9. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter herein. Any prior agreements and understandings between the parties with respect to the subject matter, whether oral or written, are hereby superseded and replaced.

10. **Amendments.** This Agreement may not be changed or terminated orally. No modification, amendment, or attempted waiver of any of its provisions shall be valid unless both parties provide prior written approval.

11. **Assignment.** This Agreement may not be assigned by either party without the prior written approval of both parties.

In witness whereof, the parties have executed this Agreement as of the day and year first above written.

"School"
Riceville Community School District

"Turning Leaf Counseling, Inc (Mr. Williams)"
Mr. Cody Williams, LMHC, NCC

By: _____
Riceville School Administrator

By:  _____
Mr. Cody Williams, LMHC, NCC

Date: _____

Date: 05/17/2022

Estimate

Thank You!

PREMIER FE

powered by METEOR EDUCATION

PO Box 223
Waverly Iowa 50677
Phone: (319) 559-1466
www.fepremier.com

Customer Quick Quote (Quote #82163-00)

Art Room Furniture

DRAFT PRICES ARE NOT FINAL AND MAY CHANGE ***

Prepared For:
Riceville Community School District
912 Woodland Ave
Riceville, IA 50466

Site:
Riceville High School
912 Woodland Ave
Riceville, IA 50466

Quote ID

82163-00
06/15/2022
JILL T.

Terms

Net 30 Days
Prices Good Through 07/15/2022

Quote Contact

Eric Eckerman / cell: (319) 559-8827 / erice@fepremier.com

Site Contact

Barb Schwamman / (641) 985-2288 /
barb.schwamman@riceville.k12.ia.us

Diversified Spaces		CP Quote 102108		Discount: Net%	Install: 0%	Freight: NET
Item No.	Qty	Model Number	List Price	Your Price	Ext. Price	
1	2	3303K Description: CLEAN-UP SINK * Sink Stations Series * 28"D x 55-1/2"W x 36-1/2"H * Polyolefin top * Sink measures 18-1/2"D x 24-1/2"W x 14"H * Base is constructed of hardwood and oak veneers * Chemical resistant, earth-friendly UV finish * 2 adj shelves inside the outer cabinets	\$6,767.00	\$2,938.38	\$5,876.76	
						
2	2	350-4822K Description: TOTE TRAY STORAGE CASE * Tall Storage Series * 22"D x 48"W x 84"H * Chemical resistant, Earth friendly UV finish * Constructed of solid oak with oak & hardwood veneers * Holds 48 tote trays- dimension 19"D x 14 1/2"W x 3 1/2"H * Three point locking handles on doors	\$6,366.00	\$2,764.47	\$5,528.94	
						
3	6	353-4822K Description: TALL CABINET WITH DOORS * Tall Storage Series * 22"D x 48"W x 84"H * Chemical Resistant, Earth Friendly UV Finish * Double Door Cabinet with Shelves, Locking * Constructed of Solid Oak with Oak and Hardwood Veneers * One Fixed and Four Adjustable Shelves	\$2,872.00	\$1,214.09	\$7,284.54	
						
4	2	354-4830M Description: ROCK/PAPER STORAGE CABINET * Flat Storage Series * 30"D x 48"W x 84"H * Maple hardwood finish * Earth-friendly chemical-resistant UV finish * 7 large drawers * Stores rocks, paper or insects * Drawers measure 26"D x 44"W x 4"H * 2 adj. shelves, and 1 fixed shelf * 3 point locking handle	\$5,355.00	\$2,263.56	\$4,527.12	
						
5	4	4401K Description: MOBILE STORAGE CABINET * Mobile Storage Series * 24"D x 36"W x 36"H * Chemical resistant, Earth friendly UV finish * 1-1/4" thick HPL top * Adjustable shelf, 500 lbs. capacity * With locking doors and casters	\$1,487.00	\$628.64	\$2,514.56	
						

Diversified Spaces \$25,731.92

National Public Seating

CP Quote 2008

Discount: Net%

Install: 0%

Freight: NET

PREMIER FE

powered by METEOR EDUCATION

PO Box 223
Waverly Iowa 50677
Phone: (319) 559-1466
www.fepremier.com

Prepared For:
Riceville Community School District
912 Woodland Ave
Riceville, IA 50466

Customer Quick Quote (Quote #82163-00)

Art Room Furniture

DRAFT PRICES ARE NOT FINAL AND MAY CHANGE ***

Site:
Riceville High School
912 Woodland Ave
Riceville, IA 50466

Quote ID

82163-00
06/15/2022
JILL T.

Terms

Net 30 Days
Prices Good Through 07/15/2022

Quote Contact

Eric Eckerman / cell: (319) 559-8827 / erice@fepremier.com

Site Contact

Barb Schwamman / (641) 985-2288 /
barb.schwamman@riceville.k12.ia.us

Item No.	Qty	Model Number	List Price	Your Price	Ext. Price
1	15	6218H Description: STOOL W/ HARDBOARD SEAT, HEIGHT ADJ. * 6200 Series * 14"Dia. x 19"-26-1/2"Adj. Ht. * Grey Frame Finish * 18-Gauge Steel Tubing * Price For One Chair But Must Order in Quantity of 5	\$115.00	\$59.86	\$897.90
2	15	6218HB Description: STOOL W/ ROUND SEAT AND BACKREST ADJ * 6200 Series * 14"Dia. x 32"-41-1/2" Adj. Ht. * Hardboard seat * Steel frame * Price for one chair but must order in quantity of 5	\$160.00	\$81.07	\$1,216.05

National Public Seating \$2,113.95

WB Manufacturing CP Quote 012809 Discount: 0% Install: 0% Freight: NET

Item No.	Qty	Model Number	List Price	Your Price	Ext. Price
1	8	LOB9092-ABP Description: LOBO ACTIVITY TABLE * Lobo Series * 36"D x 60"W x 24"-38"Adj. Ht. * Hardwood top with clear lacquer finish * Textured black frame finish * Non-marring glides Casters: 3" HD Locking Casters With Brake (qty 1 each) (srp \$191.18)	\$2,860.18	\$1,144.07	\$9,152.56

WB Manufacturing \$9,152.56

TOTALS	
Product:	\$36,998.43
Install:	\$0.00
Freight:	\$6,477.51
[---] Sales Tax at 7.000%:	\$0.00
Total:	\$43,475.94

DRAFT PRICES ARE NOT FINAL AND MAY CHANGE ***

All pricing and lead times are based on the information (color options, finishes, etc.) supplied to Meteor at the time a purchase order is received. Changes could result in a possible delay of order and/or additional costs.

Sales tax rates are based on the end user's site address and are subject to change. The sales tax rate and amount provided on this quote are estimates only. Upon delivery, you will be invoiced at the current rate of sales tax which may differ from this estimate.

By submitting a purchase order to Meteor, Customer accepts our offer and agrees to be bound by the attached terms and conditions. Prices are good for 30 days from date of quote. Prices good through 07/15/2022.

I have verified that all products, quantities, specifications and colors on this quote are correct.

Signature

Date

**KEYSTONE AREA EDUCATION AGENCY**

www.keystoneaea.org
1400 Second Street NW
Elkader, Iowa 52043

P: (563) 245-1480
P: (800) 632-5918
F: (563) 245-1484

FY23 Technology Services Contract

between

Keystone Area Education Agency

and

Riceville Community School District

Keystone Area Education Agency, hereinafter referred to as the AEA, and Riceville Community School District, hereinafter referred to as the District, hereby enter into a contract for the services of an AEA Technology Support Specialist, hereinafter referred to as the Specialist, between July 1, 2022 to June 30, 2023.

The Specialist will:

- collaborate with District staff to determine technology needs, goals, and priorities
- collaborate with District staff in the implementation of the District's technology program
- provide on-site maintenance of the District's technology program
- collaborate with District staff for website development and maintenance
- facilitate professional development associated with technology integration in the District's classrooms
- assist in the development of the District's technology budget
- provide remote monitoring of the District's overall network performance
- access other members of the AEA Technology Team as necessary to ensure the success of the District's technology program

The District will:

- avail District staff as necessary for the continuous improvement of the District's technology program
- assist in the evaluation of the Specialist
- cover the Specialist under their liability insurance policy

In consideration of the assignment of the Specialist, the District agrees to pay a total of \$62,877.25 for 1.0 FTE. The AEA will invoice the District for 50% due on December 31, 2022, and 50% due on June 30, 2023. Additional invoices for miscellaneous expenses pre-approved by the District will be sent during the school year.

This contract may be terminated by either party for the subsequent year through written notice provided to the other party on or before March 31, 2023.

A handwritten signature in cursive script, reading "Patrick Heiderscheit".

Patrick Heiderscheit, Keystone AEA Administrator

4/7/22

Date

Karl Fox, Riceville CSD Board President

Date

**KEYSTONE AREA EDUCATION AGENCY**

www.keystoneaea.org
1400 Second Street NW
Elkader, Iowa 52043

P: (563) 245-1480
P: (800) 632-5918
F: (563) 245-1484

KEYSTONE AREA EDUCATION AGENCY & RICEVILLE COMMUNITY SCHOOL DISTRICT

2022-23 JOINT SHARING AGREEMENT

This Joint Sharing Agreement, hereinafter referred to as Agreement, is between Keystone Area Education Agency, hereinafter referred to as the AEA, and the Riceville Community School District, hereinafter referred to as the District.

1. **PURPOSE:** This Agreement is to employ a School Social Worker to be shared between the AEA and the District.
2. **AUTHORITY:** This Agreement is entered into under the authority of the Iowa Code 28E and section 280.15. This joint undertaking shall be administered by the AEA's Administrator, the District's Superintendent, and each entity's Board Secretary at the direction of each entity's Board of Directors.
3. **TERM:** This Agreement is for the period commencing July 1, 2022, and terminating June 30, 2023. This Agreement can be dissolved by either party in writing by March 31, 2023, for the subsequent fiscal year.
4. **SERVICE TIME/COMPENSATION/EXPENSE REIMBURSEMENT:**
 - a. The AEA shall be the Employer of Record for the School Social Worker.
 - b. The District shall reimburse the AEA \$43,909.17 for 76 days of service from the School Social Worker during the term of this Agreement.
 - c. The AEA shall invoice the District with 50% due by December 31, 2022 and 50% due by June 30, 2023. The second invoice shall include any miscellaneous expenses incurred throughout the term.
5. **DUTIES OF THE SCHOOL SOCIAL WORKER:** The School Social Worker shall serve both the AEA and the District. While serving the District, the work shall focus on the development and coordination of supports for social, emotional, and behavioral health. The AEA's position description for School-Based SEBH Facilitator shall provide a baseline for duties.
6. **CONTRACTING AND PAYROLL RESPONSIBILITIES:** The AEA, as the Employer of Record, shall manage payroll, accounting, and contractual functions relevant to the position.
7. **LIABILITY COVERAGE:** The District and the AEA shall each cover the School Social Worker under their respective liability insurance policies.
8. **EVALUATION:** The AEA shall be responsible for the evaluation of the School Social Worker. The District will offer input to the evaluator.
9. **COORDINATION:** The AEA and the District recognize that a certain amount of flexibility needs to be availed in regard to service hours/days and that certain duties will be performed by the School Social Worker while physically located in the other entity.

KEYSTONE AREA EDUCATION AGENCY

Patrick Heiderscheit, Administrator

RICEVILLE COMMUNITY SCHOOL DISTRICT

Karl Fox, Board President

4/7/22

Date

Date



STAFF HANDBOOK

General Operations

Welcome

Little Cats Daycare (LCD) welcomes you and is proud to have you as a staff member of our team!

As an employee of LCD, you will be expected to exemplify excellence and quality of service and care for children. We have prepared this handbook to provide you with information about our policies and procedures. It is your responsibility to familiarize yourself with the contents and follow the guidelines therein. If you do not understand something or would like something clarified, please feel free to contact the director to help.

Our Mission

The Little Cats Daycare provides a nurturing environment that encourages the development of the whole child. Staff incorporates activities that include social/emotional, physical, cognitive, and language skills into their daily schedule.

Goals and Objectives

- To develop responsibility for one's own actions in self-help, health, safety, and interpersonal areas and to exercise appropriate independence
- To facilitate intellectual development by widening the child's experience in order to increase knowledge, basic concepts, and skills
- To provide support and guidance for the child and family

Advisory Council Members

Kelsey Byrnes, 319-830-2185

dancearoundthekitchen@gmail.com

Samantha Dohlman, 712-291-0638

samantha.dohlman@gmail.com

Katie Martin, 641-420-5725

kjensen06@hotmail.com

Shannon Pickar, 563-387-7987

Shannon.pickar10@gmail.com

Kate Lee, 641-220-6256

kateegreen3@gmail.com

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at LCD will be based on merit, qualification and ability. LCD does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, physical disability or any other characteristic protected by law.

INTRODUCTION

Professional Development

All trainings/certifications required by LCD will be paid by the daycare and your time will be compensated as well. It is your responsibility to schedule the trainings and to turn in receipts, time, etc. for compensation. Please turn in all certificates to the director to be added to your file.

Below are the training requirements for center directors, on-site supervisors and all staff counted as part of the staff ratio:

Training

Within first 3 months of employment:

- ☐ Mandatory Child Abuse Reporter Training (updated every 3 years)
- ☐ Universal Precautions (updated annually)
- ☐ Infant, child, and adult CPR (updated every 2 years)
- ☐ Infant, child, and adult First Aid (updated every 2 years)
- ☐ Essentials Child Care Preservice Series (or approved equivalent)
- ☐ Physical (updated every 3 years)
- ☐ National FBI Fingerprints (updated every 4 years)
- ☐ Iowa Record Checks (criminal, child abuse, and sex offender registries) (updated every 2 years)

Within the 1st year of employment:

- ☐ 10 contact hours of training from one or more of the following topical areas:
 - Child development
 - Guidance and discipline
 - Developmentally appropriate practices
 - Nutrition
 - Health and safety
 - Communication skills
 - Professionalism
 - Business practices

- Cross-cultural competence

Annually thereafter:

- ☐ Maintain current certification for the following:
 - Mandatory Child Abuse Reporter Training (expires every 3 years)
 - Infant/Child/Adult CPR (verify expiration date on card/certificate)
 - Infant/Child/Adult First Aid (verify expiration date on card/certificate)
 - Universal Precautions (annually)
 - Six contact hours of training from one or more of the topical areas listed above
 - Center directors and on-site supervisors must have eight contact hours of training

The director will notify staff when and where different classes are offered.

Staff is required to turn in copies of certificates from trainings received for staff files.

Annual Training

Little Cats Daycare believes the staff must be educated annually to best serve the children attending daycare. Staff will review the following policies annually. Each staff will receive a copy of each policy reviewed:

1. Universal precautions
2. Parent and Employee Handbooks
3. Emergency Procedures for flood, fire, tornado, intruder in the building, intoxicated parent in the building, lost or abducted children, blizzards, power failures, bomb threats, earthquakes, and chemical spills
4. Health Policies
5. Nutrition Policies
6. Enrollment Requirements
7. Discharge Policy
8. Field Trip Policies
9. Discipline Policies
10. Parental Access Policy

Upon completion of the annual training, staff will sign a training sheet for the training. All training sheets will be signed by the director and placed in the staff's file.

Employee Files

Employees' files are maintained by the director. The employee may have access to the file. The director is the only person who may insert materials. The director is the only person who may withdraw materials. Each employee cooperates with the director in providing the required materials: Little Cats Daycare will adhere to all Department of Human Services (DHS) requirements regarding training of staff. All people counted as part of the staff ratio shall meet the following requirements:

1. Be at least 16 years of age. If less than 18 years of age, the staff shall be under the direct supervision of an adult.
2. Be involved with children in programming activities.
3. At least one staff person on duty in the center and outdoor play area when children are present and present on field trips shall be over the age 18 and hold a current certification in first aid and CPR.
4. Have a background check completed before working at the daycare. This check will be done in Iowa and any other states listed on the application.

Any staff newly hired by Little Cats Daycare are required to be trained in the following classes within 6 months of their employment.

1. Mandatory Reporter training of 2 hours
2. 1 hour of training regarding universal precautions and infectious disease control.
3. Iowa State University New Employee Orientation Module
4. Complete Orientation checklist for Little Cats' Daycare
5. Certification in American Red Cross or American Heart Association infant, child, and adult CPR.
6. Certification in infant, child, and adult first aid that use a nationally recognized curriculum or

are received from a nationally recognized training organization such as the Red Cross or American heart association.

7. 10 contact hours or training from one or more of the following topical areas: child development, guidance and disciplining, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism, business practices, and cross cultural competence. Training from classes listed in 1 and 2 do not count toward the contact hours. At least 4 of the 10 hours must be in a sponsored group setting. Six of the hours may be in self-study using training packages approved by DHS.

Staff employed who have worked for Little Cats Daycare over a year will have the following training requirements:

1. 1 hour of universal precautions annually
2. Maintain current certification for mandatory reporting of child abuse (3 years)
3. Maintain current certification for infant, child, and adult CPR
4. Maintain current certification for infant, child, and adult first aid
5. 6 contact hours of training from the topical areas. At least 2 of the 6 must be in a sponsored group setting.

Daily Routine

This may seem overwhelming as you begin your childcare career; however, all of these things will make you more prepared to better care for the children.

Arrival

- a. Wash your hands. This is required by law. Please pay close attention to the hand-washing instructions posted by each sink.
- b. Sign in at the front desk. There will be someone who shows you the first time.
- c. Inspect rooms and secure doors
- d. Make new bleach water solutions for cleaning purposes.

- e. Greet your children and co-workers.
- f. Remember through the day to catch the children being good. Give them compliments and talk with them about what they are doing.
- g. Never leave the room without the other teacher knowing where you are. You cannot leave the children unattended at any time.

Meal Time

- a. We have breakfast at 8:00, lunch at 11:00, and afternoon snack around 2:30.
- b. Wash the children's hands before meal and snack times.
- c. Clean the snack table with disinfectant per manufacturer's instruction or bleach solution.
- d. Set the table with the napkin and cup then the food. Please check to make sure none of the children have allergies to the food being served.
- e. Children must be seated when eating. We ask that you sit down with the children while they are eating.
- f. Meals can be purchased or staff can bring in their own meals to eat with the children if desired.
- g. Encourage children to use manners.
- h. Encourage children to throw away their items when they are done eating.

Diapering

1. Children will be checked every two hours to determine if their diaper needs to be changed.
2. You must wear gloves when changing diapers
3. Diapers must be thrown away in the designated trash can.
4. Any clothing that is soiled will be bagged, tied, and placed in the child's locker/cubby.
5. You will clean the surface of the changing table with the bleach solution that was made that morning.
6. When finished you must wash the child's hands and your own hands. Please use the universal precautions procedure to wash hands

Clean Up

1. Encourage and assist children to pick up toys when they are done with them.

2. Talk with your co-workers about cleaning chores. It is nice to take turns doing various tasks.
3. Empty trash at the end of the day or as needed
4. All toys must be sanitized at the end of the day
5. Please dust when time allows
6. Send cot sheets, blankets, stuffed animals, etc. home at the end of each week
7. Tables should be washed after each activity at the table

Nap Time

- During naptime the children are required to stay on their cots and rest quietly if not sleeping for at least 30 minutes. Some children take longer to "wind down" than others. Stay with the children until they fall asleep unless the child does not seem tired at all. After a minimum rest time, the child who has not fallen asleep will be given something quiet to do such as books, lacing cards, puzzles, paper and crayons, etc.
- Toileting needs are attended to before and immediately following naptime. Shoes may be removed if the child wishes. Special blankets, pillows, stuffed animals, etc are allowed.
- Infants will be placed on their backs during naptime. They may not nap in the swing, bouncy seat, or car seats. Children over the age of 6 months may not have a mobile over their cribs.
- All bedding will be washed weekly. Check each room for their laundry schedule.

Communication

We ask that you have as much communication with parents as possible. Please greet them when they come to the daycare. Talk to them about their child's day. If there are issues such as an incident report or biting incident be sure to share with the parent at that time.

We ask that you have an activity schedule up on a weekly or monthly basis so the parents can see what you will be doing. Please do your best to have positive communication with your parents.

Probationary Period

All new employees to their positions will have a 90-day probationary period. In this time, if that staff does not meet the expectations of the position they may be dismissed at the end of the period. If the staff exhibits the ability to do the position, the director will grant them a permanent position at that time. As a requirement for employment an employee must have a physical. Staff will pay for the physical to be done. Staff who leave during the probationary period will have the following expenses deducted from their last check: Cost of fingerprinting, background check fees, & CPR and First Aid. If staff stay past the probationary period these expenses will be paid by the daycare. After the probation period and all trainings are complete, employee will be eligible for a wage increase.

Wages

Wages will be based on experience, educational background, skills, and will be discussed at a job offer. After your 90 day probationary period you will have a review with the director.

Ratios

Two weeks to Two Years: 1:4

Two Years: 1:6

Three Years: 1:8

Four Years: 1:12

Five Years to Ten Years: 1:15

Ten Years and Over: 1:20

*In a mixed age classroom, the ratio will fall into the category of the youngest child present.

Pay Periods

Employees will be paid biweekly. The director will be responsible for handing out checks. Before you get your first paycheck, you must fill out the W4 forms. We pay employees for the two previous weeks worked. The week you are currently working will be on the next check. If you have any questions regarding the pay period, please ask.

Mandatory Meetings

There will be a monthly staff mandatory meeting. Your presence at this meeting is required unless preapproved by the director.

Benefits

Staff members employed prior to June 15th, 2022 will receive 75% of their childcare fees paid (while staff is on the clock) and will pay for the remaining amount in effect as of August 1st, 2022. Staff hired after June 15th, 2022 will be responsible for paying 50% of their childcare costs.

Coverage can be decreased due to poor attendance at the discretion of the director.

Time Off Requests

Any time off (vacation or leave without pay) should be submitted to the director by Wednesday at 3:00 pm for the following week. Please do a time off request form then submit it to the director. The director will give you a copy of the form with the time approved or disapproved by that Friday.

The center cannot operate effectively or efficiently unless its employees can be depended upon to show up for work on a timely and consistent basis.

Absences due to illness, children's illness, or family emergencies must be called into the director as soon as possible. Any time off not previously approved by the director will result in a point.

Point System

All absences will be monitored. All employees will be allowed a maximum of 10 absences per year. Excessive absences or patterns of absence that begin to occur will be addressed by the Director and could be grounds for termination. It is important to understand that when we are short staffed, it is not only stressful on the other staff members, but affects the children as well. We have developed a policy

that allows employees to take time off for legitimate reasons when necessary. This policy is also designed to address employees whose absences become excessive. The point system will go into effect on August 1st. This point system will be based on a rolling calendar year.

Point Break Down

Tardy	½ point	<ul style="list-style-type: none"> Arriving more than 5 minutes after the start of your shift, up to a maximum of 30 minutes.
Extended Break	½ point	<ul style="list-style-type: none"> Arriving more than 5 minutes after the return of your shift after break, up to a maximum of 30 minutes.
Absences	1 point	<ul style="list-style-type: none"> Arriving 30 minutes or more after the start of your shift Leaving earlier than your scheduled shift unless requested by the Director or ratios are down Missing a full day of work for any reason that was not previously approved by the Director Consecutive absences for the same illness will count as 1 point per occurrence Calling in less than 1 hour before your scheduled shift
Cell phone usage	½ point	<ul style="list-style-type: none"> Violation of the cell phone policy
Failure to clock in/out	½ point	<ul style="list-style-type: none"> Failure to clock in/out

Corrective Action Grid for Number of Points

Number of Points	Corrective Action
1-5	Verbal Warning
6-9	Written Warning
10	Termination

Holidays

The center will be closed on the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving "Black Friday" (subject to child count)
- Christmas Eve Day- all day** (subject to child count)
- Christmas Day

Holidays that fall on weekends shall have a weekday in observance, designated by the Board and Director.

Holidays are unpaid unless a PTO day is used.

*Please note that New Year's Eve is not considered a holiday, we will close early.

Operation Reductions

The daycare reserves the right to reduce staff at any given time in accordance with a decline in enrollment or children scheduled to attend.

However, this will not be counted as vacation time. Reductions will occur when the census is low.

Vacation Leave

- **Full-Time Employees (32 or more hours per week)**
 - After 90 day probation period
 - 40 hours of paid vacation
 - Must be used in ½ day increments
 - Every year after your employee review with director, you will receive 8 additional hours of paid vacation.
- **Part Time Employees (32 or less hours per week)**
 - After 90 days probation period
 - 20 hours of paid vacation
 - Must be used in ½ hour increments
 - Every year after your employee review with director, you will receive 4 additional hours of paid vacation.

Dates for Vacation

- Vacation days may be used in half day increments and given to the director the Wednesday before by 3:00 pm for the following week.
- An unplanned day off (call-in) will be used as a PTO day until PTO days have been used. After that, it will be unpaid.
- Unused vacation is non-cumulative from year to year and will not be paid out.
- Vacations will be scheduled in advance in accordance with the employer's wishes; however, operation requirements and vacation requests from other employees must also be taken into consideration. Generally, vacation requests are first come first serve.
- Please complete a time off request form and submit it to the director. The director will give you a copy of the form with the time approved or disapproved.

Leave of Absence

Employees, upon request, may be granted a short leave of absence without pay, at the discretion of the director and/ the board of directors.

1. Maternity Leave
2. Death
 - A. In the case of a death in the immediate family of the employee, the employee shall be granted 3 days off without pay. The director for each individual request may approve additional days. A member of the immediate family shall be defined as to include, father, mother, husband, wife, sister, brother, children, grandchildren, grandmother, grandfather, grandchildren, or other people living within the household.
3. Jury Duty
 - A. It is the civic obligation of all employees to serve on a jury as they are called. While serving on the jury, an employee will receive his or her regular pay in addition to any other fees received. Employees shall also be reimbursed similarly while appearing as legally required witness, but not as a plaintiff.

Extended Leaves of Absence

If an employee takes a leave for any of the above reasons that exceed 12 weeks, they may not be reinstated at their position if it has been filled. The daycare follows the Federal Family and Medical Leave Act: Covered employers must grant an eligible employee up to a total of 12 work weeks of unpaid leave during any 12-month period for one or more of the following reasons:

- For the birth and care of the newborn child of the employee;
- For placement with the employee of a son or daughter for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition; or

- o To take medical leave when the employee is unable to work because of a serious health condition.

Sick Leave

Notification must be given as early as possible, preferably the night before, or a minimum of 1 to 1 ½ hours before scheduled work arrival. The employee is expected to contact the director. The director reserves the right to review any absences that are in excess of 10 days per year. The employees may be dismissed at the discretion of the director or board of directors if the absences are in excess.

*See point breakdown for disciplinary actions.

Resignations

Notice of resignation shall be in writing and given to the director two weeks in advance of the final day of employment. The employee leaving should ensure that all work has been brought up to date so the successor can readily take over.

The director must give at least 30 days written notice to the board of directors before leaving employment.

Job Abandonment

A staff member will be considered to have abandoned their job when he/she fails to call in and notify LCD of the reason for their absence from work for two consecutive work days. When a staff member has abandoned his/her job that staff member shall be immediately terminated. Such termination will be considered termination for misconduct and shall not be subject to any form of grievance procedure or review.

Final paycheck will be held until staff member meets with the director.

Confidentiality

Children's files are established and maintained solely for the use of Little Cats Daycare, and authorized persons from the Iowa Department of Human Services licensing inspectors. All information about the children, families, or staff members including names, addresses, phone numbers, development, etc. is strictly confidential and is not to be discussed outside of the center. Inappropriate disclosure from any staff member will be subject to disciplinary action up to and including termination.

Code of Conduct

Due to the sensitive nature of information that employees will know as a staff member, it is imperative that staff keep sensitive information confidential. Any information about children or their families must be shared on a "Need to Know" basis only. All staff members are to work cooperatively with the children, their families, and fellow co-workers. Staff must respect the privacy of the children, families, and co-workers. Protection of the interests of each child, family, and co-worker is vital in maintaining a standard of professionalism and privacy.

All staff will strive to be supportive of the center efforts by avoiding negative and malicious discussions about center issues. Together we need to stay positive and focus on the needs of the children at the center.

Telephone/Cell Phone Usage

Employees should try to avoid getting personal phone calls during the assigned work period. While we realize that some calls are necessary, the employee will not be called away from the children. **Cell phone usage must not occur while working with children.** This takes time away from the children. If a staff must make a call, they need to do it at a time that is not affecting quality of childcare (Break time is the preferred time). When an employee needs to call a parent, our business line should be used, rather than a cell phone. Every time you make or receive a

daycare-related telephone call, you are representing not only yourself as a professional, but also LCD. If a call is necessary, the employee may speak with the director about the need to make a call. **If a staff is found to misuse their cell phone during working time, they will receive ½ point to their point balance (See point system above).**

Computer Usage

The daycare does have computers available at the daycare. The primary purpose of the computers are for the children to use for educational purposes. Staff may use the computers for the purpose of preparing their curriculum. There are many sights that are appropriate for the staff to look through for ideas for their classrooms. The computer usage by the staff must not occur while working with the children. This takes time away from the children. Staff may use the computers at rest time, before children come into the room, or after the children have gone into the activity center at the end of the day. The staff may not utilize the computer for their own personal computer usage such as Hotmail, Yahoo mail, or Facebook.

Parent Pick Up

There will be times persons other than the usual parent will pick up children. Any person picking up a child who you do not know must be identified with an id. The person's name must be on the child's pick-up list located in the office file cabinet or parents must have given the center notice of the person picking up. Staff may not let children leave with a person not listed or notified of pick up.

Record Keeping

Record keeping is an essential portion of your job. All records must be legible and accurate. If there is a question regarding how to keep records the director must be asked. The records are used for billing and state programming. If records are not accurate, disciplinary action could be taken.

Timesheets

The attendance of all employees is recorded daily by your personal employee code. You will be given

a code at the start of your employment and you will be required to keep the code safe. You are responsible for remembering your code and not sharing it with others. You are also responsible for entering your code in the computer/tablet in the office or classroom when you arrive to clock in, at break times, and again when you leave at night. You will be shown how this works when you receive your code.

Clocking In/ Out

Each staff will sign in and out in the director's office. Staff must not clock in more than 5 minutes before their shift. All extra hours worked must be approved by the director. Failure to clock in or out will result in ½ point added to their point bank.

Toys

Any broken toys will be discarded. Washable toys will be provided. Toys shall have no sharp edges or removable parts. All hard surfaces used by children shall be washed daily using bleach water solution.

Dress Code

Please remember that you will be participating with children wherever they go and whatever they do. Your time at work will be spent on the floor, in the sand box, in the painting area, at the lunch table, etc. Dress for the season and be ready to go outside. Employees should be mindful of the influence they have on children. Clothing with inappropriate, negative or demeaning connotations or slogans will not be allowed. Blouses should not be low enough to show cleavage. Shorts will be no shorter than 5 inches above the knee when standing. Tattoos will only be shown at the discretion of the director. Piercing and jewelry will be worn at the discretion of the director.

LCD will provide you with a t-shirt after your 90 day probation period that you are strongly encouraged to wear while working at the daycare. You may also have the option to purchase more at your expense.

Ordering Supplies

A written request for supplies shall be left in the office with the director by the 15th of the prior month it is needed.

Reimbursement for purchased supplies are not honored unless cleared in advance with the director.

Disciplinary Procedures

When employees are not performing satisfactorily or are found in violation of any center policy, disciplinary steps may be taken. Disciplinary actions may include any of the following:

1. The employee receives counseling from the director following a minor offense in an effort to eliminate possible misunderstandings and to explain what constitutes proper conduct. Referred to as verbal warning.
2. The employee receives a written notice of discipline following intentional or repeated minor offenses. Referred to as a written warning.
3. The employee receives a suspension without pay following a serious misconduct or further repeated minor offenses.
4. The employee is discharged as a result of a serious offense or the final step in the accumulation of minor offenses.

The Director and employee must sign written reprimands. The employer reserves the right to deviate from this disciplinary procedure at any time when it considers it appropriate. Some offenses are so serious that they can result in termination without previous warnings. The following examples are listed for guidance of all. This list is not intended to be a comprehensive list of all prohibited activities. The following actions may result in immediate termination:

- Inappropriate behavior toward parents (All staff are expected to be professional and courteous at all times. If a parent is rude, please ask your director to handle the situation.)
- Neglect or physical abuse of a child
- Withholding of food, nap, or other comfort from a child

- Failure to report to work three consecutive workdays without proper notification
- Falsification of center records (Employment application, time clock, or records)
- Working under the influence of alcohol or illegal drugs
- Smoking in the building
- Conviction of a felony for any offense committed while employed by the center
- Fighting, threatening violence or boisterous or disruptive activity while at work
- Leaving a child unattended inside or outside
- Allowing a child to leave the center with an unauthorized person
- Sleeping on the job
- Habitual absenteeism or tardiness without notice or unauthorized absences from workstation during the workday
- Sexual or other unlawful or unwelcome harassment
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination that shows gross disrespect such as threatening, profanity, or yelling at the director
- Unauthorized use of telephones, computer system, or other employer owned equipment
- Unsatisfactory performance or conduct
- Sharing confidential information about the center or any of its employees or patrons
- Promoting and sharing negative information regarding the center

Professional Demeanor

Demeanor involves your manners and your non-verbal tone and gestures. At LCD, all staff must be conscious of their emotional undertone. This is detrimental to family/staff relationships.

Four Characteristics to Maintaining Professional Demeanor:

- Pleasant Smile
- Gentle Approach
- Friendly and warm greeting/conversation
- Maintaining professionalism

This means staff must use appropriate language at all times, even when speaking to other staff as little ears hear everything.

Staff must remember that we are here to meet the needs of all the children in our center.

Please practice professionalism when using social media. We ask that the concerns be brought to the Director first, then the Little Cats' Daycare Advisory Council directly, not through Facebook, social media platforms, or in the community, etc. Lack of professionalism towards the daycare on social media will be addressed by the Director and could result in disciplinary action.

Classroom Management

As a lead in your room, it is your responsibility to communicate with parents, children, other staff, and the director on a daily basis.

You need to post your daily duties/lesson plans/routines where they can be seen by everyone who may enter your room. This will also help with consistency for the children if a sub is in your room.

As a lead, it is your responsibility to make your room inviting for children. You need to keep your room, counters, and tables clear of clutter. You need to make sure your room is cleaned before you leave each day. If you have any ideas, thoughts, procedures that would make your room function better, please let the director know of these changes and then implement the changes as long as they follow DHS rules.

The LCD Board understands that you may need a short break throughout the day where the director may need to cover your room. Please understand however, that our goal for the director is for he/she to be at their desk working on payroll, schedules, documentation, food program, etc. The director's main role is NOT to be in the childcare rooms helping leads or filling in for longer periods of time.

Sexual and Other Unlawful Harassment

Sexual harassment will not be tolerated in any way, shape or form.

LCD is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the director. Employees can raise concerns and make reports without fear of reprisal.

Corporal punishment is the infliction of physical pain on a child as a means of controlling behavior. This includes, but is not limited to, spanking, hitting, shaking, slapping, thumping, or pinching a child. (This will not be tolerated at LCD).

Health and Illness Policy

In order to provide a healthy, safe environment for your child at the daycare, we have established health policies. When the daycare feels your child is sick or contagious, the child will not be permitted to attend the daycare at the time of illness. In the event your child becomes ill while at the daycare, we will call you to pick up the sick child. We expect you to pick up your child within an hour of being called. If we can not reach you when your child is ill, we will call the emergency contact person indicated in your enrollment packet. The director will look at each case individually to determine if a child will be sent home.

To ensure the overall health and safety of all the children, we ask that you not bring your child to daycare if one or more of the following exists:

- 1) The illness prevents the child from participating comfortably in the daycare activities including outdoor play.
- 2) The illness results in a greater need for care than caregivers can provide without risking the health, safety, and supervision of the other children in daycare
- 3) The child has one of the following, unless medical evaluation by a health care professional indicates that you can include the child in the daycare activities
 - a. Fever, accompanied by behavior changes or other signs or symptoms of illness until medical professional fields the child able to be included at the center. Fever of 101 degrees or more. The child must be fever free for 24 hours before returning to daycare
 - b. Symptoms and signs of possible severe illness like:
 1. Lethargy that is more than expected tiredness
 2. Uncontrollable coughing
 3. Unexplained irritability, fussiness, and persistent crying
 4. Difficulty breathing
 5. Wheezing
 6. Other unusual signs for the child
- 4) Blood in stools not explainable by dietary change, hard stools or medication that may cause the bleeding
- 5) Vomiting illness. No vomiting for 24 hours before returning to daycare. May also return if health care provider determines the vomiting is not contagious and the child is not in danger of dehydration.
- 6) Persistent abdominal pain which continues for more than two hours or intermittent pain associated with fever.
- 7) Mouth sores with drooling, unless a health care provider determines that the child is noninfectious
- 8) Rash with fever unless a health care provider determines it is not contagious.
- 9) Diarrhea which is loose, watery, and frequent stools. Child must be diarrhea free for 24 hours before returning to the center.
- 10) Fifth Disease keep children home if fever is present.
- 11) Conjunctivitis or pink eye. Child must be treated for 24 hours before returning.
- 12) Scabies. The child must have been treated for 24 hours before returning.
- 13) Tuberculosis. Health care provider or health official states that the child is on appropriate therapy and can attend daycare.
- 14) Impetigo. Child must have been on medication for 24 hours before returning
- 15) Strep throat. Child must have been on medication for 24 hours before returning
- 16) Mumps. Child can go back to daycare five days after the start of symptoms or until symptoms are gone, whichever is longer.
- 17) Hepatitis A virus. Until one week after the start of symptoms.
- 18) Measles. Child may return until four days after the onset of rash.
- 19) Rubella. Child may return six days after onset of rash
- 20) Herpes simplex. Children who have control on the secretions from the mouth may return to daycare.
- 21) Bacterial Meningitis. Children may return to child care 24 hours after starting antibiotics.
- 22) Head Lice. Child may return 24 hours after treatment.
- 23) Hand, foot, and mouth disease. Children will not be admitted until blisters are scabbed over.
- 24) Chicken pox. Child may return 5 days from onset of pox or until pox become dry.

If a child attending Little Cats Daycare has been exposed to, or is being treated for a communicable disease, a notice shall be posted on the front doors of the daycare. This notice shall include symptoms of the disease and the period of communicability.

Medication Procedures

All medications require a permission slip signed and dated by the parent before

Medications can be administered to children.

All medications will be administered by a person who has had medication dispensing training.

Training will take place annually by the director of the facility. The following is the medication policy.

If your child is on a prescription medication the following procedures need to be followed.

Prescribed Medications

1. All medications shall be stored in their original containers; with accompanying physician or pharmacist's directions and label intact and stored so they are inaccessible to children and the public.
2. The label must include the child's name, the name of the medication, the date the prescription, the medication's expiration date, administration instructions, and storage instructions.
3. Whenever possible, the first dose of the medication should be given at home to see if the child has a reaction to the medication.
4. In case of medications that are administered on an ongoing, long-term basis, authorization shall be obtained for a period not to exceed the duration of the prescription.
5. Staff administering medications will be trained on administration before giving medications. All medication administration shall be recorded.

Over the Counter Medications:

1. The medications will be in the original child-resistant container
2. The child's first and last name will be legibly printed on the container.
3. Specific, legible instructions for administration and storage will be provided.

Please do not place any medications in children's bags. The parent must hand the medication to the staff. The staff will place all medications in a lock

box located in the office area away from children.

Any medication left in the center after its expiration date will be disposed of by flushing or putting down the drain or returned to the parent. Any medication remaining after the authorization to dispense has ended or the child no longer requires the medication should be returned to the parent.

Breastfeeding Policy

1. **Breastfeeding mother shall be provided a place to breastfeed or express their milk.** Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. The area will have an electrical outlet, chair, and nearby access to running water.
2. **A refrigerator will be made available for storage of expressed breast milk.** Breastfeeding mothers and employees may store their expressed breast milk in the baby room refrigerator. Mothers should provide their own containers or bag clearly labeled with name and date.
3. **Sensitivity will be shown to breastfeeding mothers and their babies.** The daycare is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their babies in the morning or leaving time. Formula and solid food will not be provided unless the mother has requested. Babies will be held closely when feeding and bottles will never be propped.
4. **Staff shall be trained in handling human milk.** All daycare staff will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers. The center will follow guidelines from the American Pediatrics and the Centers for Disease Control in ensuring the breast milk is properly treated to avoid waste.

5. **Breastfeeding promotion information will be displayed.** The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display.
6. **Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.** Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks.

Additional Nutrition Information

- We are a Peanut Free/Nut Free facility. No food containing nuts and peanuts will be allowed in the facility.
- When staff is present at mealtime they will assist children with the meal. We encourage staff to eat family style with the children letting them serve themselves. This is a great time to interact with children and teach them appropriate manners. Staff are to act as good role models for the children, including tasting at least one bite of everything served.
- Children shall be directed to wash their face and hands before and after each meal. If the children are too young to do this themselves, staff will do it for them.
- Kitchen area and meal areas shall be clean after each meal.
- **All children under six months of age are to be held during feeding.** No bottles are to be propped for children of any age. Whole milk will be used by children under 24 months unless ordered by a physician. Prepared bottles shall be kept under refrigeration when not in use. No sleeping child will be left with a bottle. Partially filled bottles will not be re-refrigerated and used again.

Special Snacks

Little Cats Daycare feels there are times when children should have the opportunity to celebrate special occasions; therefore, there will be times such as a child's birthday, holidays, or special theme when the children will be served treats that may not always meet the nutrition guidelines. All other times, the daycare will adhere to the requirements set by the CACFP.

Nap Time

- During naptime the children are required to stay on their cots and rest quietly if not sleeping for at least 30 minutes. Some children take longer to "wind down" than others. Stay with the children until they fall asleep unless the child does not seem tired at all. After a minimum rest time, the child who has not fallen asleep will be given something quiet to do such as books, lacing cards, puzzles, paper and crayons, etc. Toileting needs are attended to before and immediately following naptime. Shoes may be removed if the child wishes. Special blankets, pillows, stuffed animals, etc are allowed.
- Infants will be placed on their backs during naptime. They may not nap in the swing, bouncy seat, or car seats. Children over the age of 6 months may not have a mobile over their cribs.

All bedding will be washed twice a week. Check each room for their laundry schedule.

Daily Contact with Children Policy

Little Cats Daycare feels it is essential to welcome children and parents to our facility daily. It is important to have a time to speak with parents. We also feel this time is a good time to observe the child's general appearance for the day. If a child looks upset or ill, we can speak with the parent about the child so we can better meet their needs during the day.

Incident Report Policy

Little Cats Daycare realizes there are times when children have falls, scrapes, etc. Due to these incidents occurring, we have accident/incident reports. The staff caring will write a report for the child at the time of the incident. The report will be written for minor injuries, minor changes in health status, or behavior concerns. The report will be given to the parent the day of the incident. A copy of the incident report will be given to the parent and one will be retained for the child's file in the office. Any incident that results in serious injury to the child or significant change in health status shall be reported immediately to the parent or emergency contacts.

The incident report will contain the following: name of the child, date of the incident, type of injury, location of incident, treatment required, and description of incident. Staff will not identify other children's names on the incident report. An example would be not writing who pushed the child when the incident occurred. This information is confidential.

Reporting Abuse and Neglect

ALL employees must report all actual or suspected child abuse of any child attending LCD as soon as possible to the director. Iowa state law requires caregivers to report suspected child abuse within 24 hours. Failure to report suspected abuse or neglect is a crime.

REMINDER: It is not your job to prove or disprove suspected abuse. It is simply your job to report ANY situations of possible abuse.

Staff may report suspected child abuse by calling the 24-hour, toll-free, Child Abuse Hotline number: 1-800-362-2178.

Smoking/Vaping Policy

Smoking and the use of tobacco products shall be prohibited in the center, in and around the outdoor play areas, and on the school grounds.

First Aid Kit Policy

Little Cats Daycare feels it is important to have first aid kits available to staff in the case of emergencies. All daycare rooms will have a first aid kit available in their room. The kits will be filled according to the Healthy Child Care Iowa first aid kit checklist. These kits will be checked every 3 months to ensure the kits have all materials available.

When staff leaves their rooms to go to other portions of the building, playground, or any activity away from the classroom, the first aid kit will accompany the class. Any time a staff utilizes the first aid kit for an injury, an incident report shall be written.

Safety and Emergency Procedures

In the case of calling 911, please remember to tell the operator that you are a daycare staff at Little Cats Daycare. Then give them the address and phone number of our building location. Make sure to tell dispatch that you located on the back side of the building by the playground. If on a field trip give them your location so help can arrive swiftly. Emergency phone numbers are located in the office and in the daycare rooms. The phone numbers for on a field trip are in the first aid kits.

Little Cats Daycare
912 Woodland Ave Suite A
Riceville, Iowa 50466
Phone: 641-985-2288 ext 6

Fire Procedures

Evacuation procedures are posted in each classroom by the doors. In the event of a fire follow the evacuation route that is nearest to your location. Doors should be shut behind the evacuating individuals. Staff should alternate use of routes when performing monthly fire drills. Any fire drill activity should be written on the fire drill forms hanging on the west wall of the office. When staff leaves for a fire or drill they must take the sign in sheet. The director or assistant director will take the clipboard from the office with children's emergency information. All classes will meet at the parking lot

on the west side of the building. Staff will account for all children when they reach the designated location. Infants will use the evacuation cribs to get to their location. There are instructions posted in the fire alarm box on how to turn the alarm off and reset if needed for any drills. **In the event of a real fire, the fire department must be called. The alarm in not hooked up directly to the fire station!**

Tornado

Posted in each classroom are the routes for evacuation in the event of a tornado. The children of the daycare will go to the boys bathroom. Monthly drills will be performed and recorded on the clipboard on the west wall of the office. The sign in sheet for each classroom will be taken to the safe location. The director or assistant director will take the emergency number clipboard from the office with them. Once in the designated location, children should be instructed to sit on the floor. The director will bring the weather radio with the group to the designated location. Staff will bring a first aid kit with them to the designated location. Children and staff will stay in the shelter until an all clear is sounded.

Inclement Weather

In the event of inclement weather that would cause the daycare to close, the following procedures have been established. The director will contact the following television and radio stations as early as possible to announce the closing of the daycare. These stations are currently the stations the school contacts when they are closing.

KIMT TV 3	KWWL TV 7
KAAL TV 6	KTTC TV 10

Sick Child/Medical and Dental Emergencies

When a child is sick or injured at the daycare an emergency call will be made to the parent. All children's emergency information is kept in the office in a file cabinet. We will ask the parent to

come as soon as possible to take the child from the daycare. In the case of a medical emergency, 911 will be called. A call to the parent will then be made. All medical emergency information is kept in the office in the file cabinet.

Missing and Abducted Children

Through the day the staff will take a head count of how many children they have in their classroom to ensure all children are accounted for. Staff should always be aware of persons entering and leaving their classrooms. An adult will never be allowed to take a child if they are not on the pick up list, which is located in the file cabinet in the office, or the parent has notified the daycare of the person picking up the child. All adults other than parents picking up children will be show ID. If there is question about a person picking up the child, the director or assistant will be notified immediately. The child will not leave with that person until it is determined it is safe for them to leave.

If a child is missing, a search of the daycare will take place. If the child is not found after a search takes place, the child's parents will be contacted. A call to 911 will occur at this time. All missing children incidents will be documented on an incident report and given to the director.

Intoxicated Parent

If a parent comes to the daycare intoxicated, the director or assistant will be notified immediately. The other parent or emergency person will be contacted to come get the child. Information will be kept in the office file cabinet. If no one can be reached, the director will call the police. If the parent attempts to take the child call the police immediately. In the event of the parent successfully taking the child from the daycare, the description of the car will be given to the police. While the intoxicated parent is in the center a worker will be with them at all times. If the parent becomes violent, the police will be contacted immediately. In the event of the parent passing out or falling asleep while at the daycare they will be placed in the recovery position.

Bomb Threat

In the event of a bomb threat, call 911 immediately. Follow the fire drill route to exit the building to escort children out of the way. Follow the directions of emergency personnel. When leaving the staff will have their sign in sheets and the emergency clipboard will be taken from the office. Parents will be contacted via calls to tell them to come pick up their children. The center will be closed according to inclement weather directions.

Chemical Spills

In the event of a chemical spill near the facility, call 911. The director will follow all directions from the emergency personnel. Children will be evacuated to a safe place in Riceville. Staff will take the sign in sheets and emergency phone numbers will be taken. Parents will be contacted regarding where to pick up their children. Radio stations and television stations will be contacted to place information of the daycare closing and children's pick up area. (See radio and television stations listed in the inclement weather section)

Intruder in the Building

An adult is considered dangerous if they are bearing arms, makes threats, intoxicated or exhibiting inappropriate behaviors. A person who is prohibited by court order to contact a child is also considered dangerous. If an adult who is considered dangerous by either the staff or director is present in the building, call 911 immediately. If necessary remove the children from the building by exiting the emergency exits. Staff will take their sign in sheets and emergency phone numbers. The children will be taken to Riceville Community School Bus Barn where parents will be contacted. If the staff feels leaving the building will cause greater harm to children. The staff will gather the children in a corner of their classroom, shut the doors, and lock them.

Employee's Lounge

The employee's lounge is for the use and convenience of the staff. Each member will provide

his or her own part in keeping the lounge in good order.

Staff Meetings

Staff meetings will occur once a month under the discretion of the director. Attendance is required unless approved by the director. At these meetings staff get acquainted with one another, discuss the developmental needs of the children, implementation of policies, and other concerns as they arrive.

Housekeeping

- Inspect toys and equipment as used to make sure they are in clean, safe, usable condition.
- Give any items in need of repair to the director. Any broken toys can be thrown away.
- Pick up playroom clutter throughout the day. Perform specific assigned house cleaning duties:
 - Clean up after snacks and lunch
 - Sweep, mop, and vacuum rooms
 - Clean bathrooms
 - Disinfect toys
 - Laundry
 - Dusting

Playground Rules

1. Staff members are to be stationed wherever children are playing. Watching for potential hazards and encouraging and interacting with the children.
2. Avoid unnecessary conversation between staff. Attention should be directed to the children.
3. Staff should direct children to follow the play area rules.

Discipline Procedures

The goal of discipline for children is to support their growing ability to handle situations independently, to make wise and safe choices, and to promote feelings of competence. The number of rules in the world can be overwhelming for children and sometimes it is difficult for them to always

“do it right” All staff will serve as role models for appropriate behavior. The environment and activities offered will be planned to provide appropriate limits for children to help them develop self-control while maintaining self-esteem. The children will have the opportunity to make choices, express themselves, work with a variety of materials, and interact with peers and adults. If a child is given this type of environment, it is believed there will be less behavior problems. In some instances, problems arise. Staff will handle situations with respect to all persons involved. Staff will use the following steps to assess the situation.

- *Acknowledge the children’s feeling and gather information.
- *Restate the problem according to what the children report.
- *Ask the children for solutions to the problem
- *Restate the solutions given and have the children decide which solution is the best.
- *Encourage the children to act on their choice of solution.
- *Offer follow up support if needed.

If the steps stated above do not succeed, other techniques may be used. The main method of discipline/ guidance at Little Cats Daycare is redirection of the child to a more appropriate activity or having time away from the group to calm down. We all have our off days and sometimes being removed from the area helps correct behavior. When a child continues disruptive behavior, we will work together to correct the problem. At NO TIME is spanking or other physical means of punishment of a child allowed.

Aggressive physical behavior toward staff or children is unacceptable. Caregivers will intervene

immediately when a child becomes physically aggressive to protect all of the persons involved. A more acceptable behavior will be encouraged.

We encourage you to talk with the staff at any time about concerns you may have regarding discipline and behavior of your child or others that may be affecting your child.

Universal Precautions Policy

What are they?

Universal precautions is the term for infection control measures all health care workers and child care providers should follow to protect themselves from infectious disease.

The Occupational Safety and Health Administration (OSHA) requires workers who may come into contact with blood and other body fluids to practice the following:

Hand washing:

The best possible means to prevent disease and control infection is good hand washing. This should be done as follows:

1. After diapering and toileting children
2. After nose-blowing of anyone
3. After handling body fluids of any kind
4. Before and after changing or applying dressings
5. After personal hygiene such as toileting, applying make-up, doing your hair, etc.
6. Before setting the table or working with food
7. After cleaning up spills of body fluids or any potentially dangerous materials
8. Playing outdoors
9. After removing disposable gloves
 - a. Wear gloves when coming into contact with blood or body fluids
 - b. When people have cuts, scratches, and rashes (breaks in skin)

Method:

1. Wash hands under running water
2. Wet hands with water and apply soap
3. Wash all areas of the hands between fingers, around the nails, and back of hands

4. Rinse hands well under running water holding hand so water flows from wrist to fingertips (Sing the birthday song twice)
5. Dry with a disposable towel
6. Use the towel to turn off the faucet and open the door
7. Antibacterial hand sanitizer may only be used in the absence of running water. Hands must be washed as soon as you are where water is available.

Environmental Disinfectants

Disinfectants should be done regularly and as needed. This means cleaning toys, surfaces, and diapering areas with a disinfecting solution or bleach solution of 1 tablespoon of bleach per quart of water made fresh daily. (Sunlight will break down the bleach in such a low concentration that it must be done daily.) Blood spills should be disinfected with a solution of ¼ c. bleach to 2-½ c. water. Gloves should be worn any time a staff needs to clean up blood or bodily fluids. Paper towels should be used for clean ups. Always change diapers or soiled clothing on a non-porous surface, which can be disinfected. Always clean after using.

Any clothing soaked in or caked with blood requires double bagging in a plastic bag that is tied. Clothing with body fluids on them will also be bagged in a plastic bag and tied. These items will be sent home with the parents.

Laundry

Staff who are placing laundry in the washer will wear gloves when doing so to lessen the chance of coming in contact with contaminated clothing.

Sharps

The greatest chance of contamination is from punctures from contaminated articles. Use the following procedures:

1. Use a broom and dustpan to pick up the objects.
2. Dispose of sharp items in puncture resistant containers (Found in Office area)
3. Report this incident to the director or assistant director.

Bloody Materials:

Any bloody materials will be double bagged and tied. The director or assistant director will be contacted. These persons will contact the hospital for disposal.

Disclosure of Health Status

Any person in the daycare that has open lesions or broken skin should keep these areas covered with dressing. If the area is oozing or bleeding appropriate procedures should be taken to take care of this area with new dressing.

Personal Protective Equipment

All personal protective equipment will be provided to employees. This equipment has been chosen based upon anticipated exposure to blood and other infectious materials. This equipment has been chosen based upon anticipated exposure to potentially infectious materials.

Exposure Reporting:

If an employee is exposed to a potentially contaminated material, they are to contact the director or assistant director immediately. The person contacted will contact Mitchell County Regional Health Facilities to let them know the staff will be coming to their facilities for treatment.

- **Reviewing the Plan**

- All employees covered by the blood borne pathogen standard will receive an explanation plan in their initial training session. It will be reviewed annually in a refresher training. All employees have the right to review the plan at any time during their work by contacting the director for a copy.

- **Post-Exposure and follow-up**

- Little Cats Daycare will ensure the health care professional evaluating an employee after an exposure incident will have the following materials:

1. A description of the employee's job duties relevant to the time of exposure.
2. Route of exposure
3. Circumstances of exposure
4. Results of the source individual's blood test

Circumstances surrounding Exposure Incident

The staff involved with the incident will provide the following information to the director after the incident:

1. Work practices followed
2. Description of device being used
3. Procedure being performed when incident occurred
4. Employee's training
5. Location of incident
6. Protective equipment used at time of incident

Medical Record Keeping Regarding Exposure Incidents

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.20 (Access to employee exposure and medical records)

The director is responsible for maintenance of the required medical records. This information will be kept in a locked file cabinet in the daycare office for duration of employment plus 30 years. Employee medical records are provided upon request of the employee or to anyone having written consent of the employee.

OSHA Record keeping

An exposure incident is evaluated to determine if the case meets OSHA's record keeping requirements. This determination and recording activities are done by Shelley Parks, director.

Although child sexual abuse is a difficult subject to talk about or even to acknowledge, it is one that we can help prevent by:

- Giving children clear, accurate information about sexual abuse
- Teaching children how to protect themselves
- Encourage children to tell us about any incidents
- Reporting any suspected cases to the proper authorities. This is an area for which in-service training is done regularly.

It is our policy to answer children's questions concerning sexuality sincerely and honestly. Use accurate terminology in regards to parts of the body or bodily function, such as penis, vagina, urination, etc. Lengthy explanations to questions concerning sexuality are not necessary. Children usually are interested in short, straight answers to their questions. Attempts should be made to answer all questions.

Cultural Awareness

An important element in the development of anyone's self-concept is knowing about and feeling good about one's cultural roots. It is the policy of our daycare to reinforce the awareness and pride in the cultural heritage of the individual children enrolled.

Equal Opportunity Employer

Private employment, state and local governments, educational institutions

Race, color, religion, sex, and national origin

Title VII of the civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex or national origin (except for a bonafide religious reason)

Applicants to and employees of most private employers, state and local governments, and public or private educational institutions are protected. Employment agencies, labor unions, and apprenticeship programs are also covered.

Sexuality Policy

Age

The age discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment. The law covers most private employers, state and local governments, and educational institutions, employment agencies and labor organizations.

Sex (Wages)

In addition to sex discrimination prohibited by Title VII of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. The law covers most private employers, state and local governments and educational institutions. Labor organizations can not cause employers to violate the law. Many employers not covered by Title VII because of size are covered by the Equal Pay Act.

If you believe that you have been discriminated against under any of the above laws, you immediately should contact:

The U.S. Equal Employment Opportunity Commission

2401 E. Street N.W.

Washington D.C. 20507

Or an EEOC field office by calling toll free 800-USA-EEOP. For the hearing impaired, EEOC's TDD number is 202-634-7057

What does the law cover?

Chapter 601 A of the Code of Iowa, as amended, (the Iowa Civil Rights Act), prohibits discrimination in employment because of a person's Race, Age(18 or older), Creed, Color Sex, National Origin, Religion(Unless there is a bonafide religious reason), and disability.

What Does Equal Employment Opportunity mean?

It guarantees the right of all personas to apply and to be considered for job opportunities on the basis of a person's ability to do the job.

What should you do if you believe you have been discriminated against?

You should immediately contact:

Iowa Civil Rights Commission

211 East Maple St. 2nd Floor

Des Moines, Iowa 50309

515-281-4121/ 1-800-477-4416

You may contact the commission by telephone or mail for assistance in filing a complaint. The commission's office hours are 8:00 am to 4:30 pm, Monday through Friday. Your complaint must be filed within 180 days of the date of the discriminatory act.

In accordance with Federal Law and US Department of Agricultural Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, disability, or marital status. Not all prohibited bases apply to all programs.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326 W, Whitten Building, Independence Avenue SW, Washington D.C. 20250-9410 or call (202)720-5964 (Voice and TDD) USDA is Equal Opportunity provider and employer.

Job Safety and Health Protection

The occupational safety and health act of 1970 provides job safety and health protection for workers by promoting safe and healthful working conditions throughout the nation. Requirements of the Act include the following:

Employers: All employers must furnish to employee's employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees. Employers must comply with occupational safety and health standards issued under the act.

Employees: Employees must comply with all occupational safety and health standards, rules,

regulations, and orders issued under the Act that apply to their own actions and conduct on the job.

The Occupational Safety and Health Administration(OSHA) of the U.S. Department of Labor has the primary responsibility for administering the act. OSHA issues occupational safety and health standards. Compliance Safety and Health Officers conduct job site inspections to help ensure compliance with the act.

Complaint

Employees or their representatives have the right to file a complaint with the nearest OSHA office requesting an inspection if they believe unsafe or unhealthy conditions exist in their work place. OSHA will withhold, on request, names of employees complaining.

The act provides that employees may not be discharged or discriminated against in any way for

filing safety and health complaints or otherwise exercising their rights under the act.

Employees who believe they have been discriminated against may file a complaint with their nearest OSHA office within 30 days of the alleged discrimination.

Employee Polygraph Protection Act

The Employee Polygraph Protection Act prohibits employers from using lie detector tests either for pre-employment screening or during the course of employment.

Prohibitions

Employers are prohibited from requiring or requesting any employee or job applicant to take a lie detector test or for exercising other rights under the act.

Staff Signature

As an employee of Little Cats Daycare, I agree to abide by the rules and regulations set forth in the employee handbook. I understand if for any reason I do not comply with the rules and regulations the status of my employment could be terminated with or without notice.

Signature

Date

A new staff handbook will be distributed every January (or any time it is updated) and each employee is required to read and sign so the employee file is kept up to date.

2022-2023
Riceville
Community Preschool
Program Policies and Procedures



Riceville Community School
912 Woodland Avenue
Riceville, Iowa 50466
(641) 985-2288

Preschool Policies and Procedures

Table of Contents

- I. Welcome to Riceville Preschool**
- II. Mission, Philosophy, and Goals for Children and Families**
- III. Enrollment**
 - Equal Educational Opportunity
 - Eligibility
 - Hours
 - General Information
 - Inclusion
- IV. A Child's Day**
 - Who works in the preschool
 - Daily Activities
 - Curriculum and Assessment
 - Child Guidance and Discipline
 - Water activities
 - Snacks/Foods
 - Outside Play and Learning
 - Clothing
 - Toilet Learning
 - Objects From Home
 - Classroom Pets
 - Birthdays
- V. Communication with Families**
 - Open Door Policy
 - Arrival and Departure of Children
 - Transportation and Field Trips
 - Ethics and Confidentiality
 - Children's Records
 - Preschool Advisory Committee
 - Grievance Policy
- VI. Family Involvement**
 - Home Visits

- Family Teacher Conferences
- Family Night
- Other Opportunities
- Transitions

VII. Health and Safety

- Health and Immunization Certificates
- Health and Safety Records
- General Guidelines
- Illness Policy
- Exclusion of Sick Children
- Reporting Communicable Diseases
- Medication Policies and Procedures
- Cleaning and Sanitation
- Hand Washing Practices
- First Aid Kit
- Fire Safety
- Medical Emergencies and Notification of Accidents or Incidents
- Inclement Weather
- Protection from Hazards and Environmental Health
- Smoke-free Facility
- Child Protection Policies
- Substance Abuse
- Volunteers

VIII. Staff

- General Information
- Health Assessment
- First Aid/CPR certification
- Orientation
- Staffing patterns and schedule
- Staff development activities
- Evaluation and Professional Growth Plan

Riceville Community Preschool Program Policies and Procedures

I. WELCOME TO THE RICEVILLE COMMUNITY PRESCHOOL [QPPS 10.1](#)

The Riceville Community School was awarded the Statewide Voluntary Preschool Program Grant during the 2017-2018 school year. The program's goal is to provide a high quality preschool program meeting each child's needs, including children with disabilities and those from a diverse background. The preschool provides a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to new skill development. It is a setting where children feel safe, respected, and cared for. This is an opportunity for all four-year-old children to take part in planned, active learning experiences to build their readiness skills. The preschool program has adopted and meets the Iowa Quality Preschool Program Standards, administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations for the children and instructional practices.

II. MISSION, PHILOSOPHY AND GOALS [QPPS 10.1](#)

Mission:

The Riceville Community School District is committed to providing a balanced education focusing on academic excellence, high expectations of performance, respect of self and others, and integration of technology in collaboration with parents, students, and our global society.

PreK-6th Grade School Philosophy of Education:

We believe:

- ♦ Student learning is the most important element of our society.
- ♦ Students learn best in a safe and caring environment.
- ♦ Innovative learning activities and various teaching strategies enhance learning.

- ♦ Respect for diversity develops tolerance within the school and our society.
- ♦ Effective learning produces life-long skills.
- ♦ Leaders never lose sight of best practice.
- ♦ Teaching the importance of citizenship benefits the school and the community.
- ♦ Productive discipline incorporates control, consistency, and care.
- ♦ Memorable and enjoyable activities foster learning.
- ♦ School, home and community cooperation facilitates and reinforces learning.

Goals for Children:

- ♦ Children will show competency in social/emotional, physical, cognitive, and language development skills.
- ♦ Children will be enthusiastic and curious learners.
- ♦ Children will be safe and healthy.

Goals for Families:

- ♦ Families will feel welcome in the classroom and school.
- ♦ Families will work with the school in a meaningful partnership to help their children be better prepared to learn to read and write.
- ♦ Families will advocate for their children.

III. ENROLLMENT

Equal Educational Opportunity – Riceville Board Board Policy 102

Eligibility
Children must be four years of age prior to September 15th of the current school year. Pre-registration will begin in the spring of the year. Registration materials are available from the building secretary. Final registration will occur in the August.

General Information QPPS 5.1, 10.4

When a child begins the preschool program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics.

The maximum class size is 19 children in each session based on square footage of the current location.

A teaching staff-child ratio of at least 1:10 will be maintained at all times to encourage adult-child interactions and promote activity among children. The elementary principal will maintain a current list of available substitutes for both the teacher and teacher

assistant. Should one of the teaching staff need to temporarily leave the room, the teacher will call the elementary office and the principal will arrange for coverage of the classroom to maintain the staff-child ratio.

Hours

Hours vary by the sessions of attendance. You may choose what best meets the needs of your family.

Students attend on Monday, Tuesday, Thursday and Friday, Full day sessions run from 8:00 a.m. - 3:10 p.m. and half-day sessions run from 8:00 a.m. – 11:00 a.m.

On the days when preschool is not in session, teachers will have time for parent meetings, home visits, planning time for the teaching staff, and collaboration with community agencies. The preschool follows the Riceville School District Calendar.

Inclusion [QPPS 9.10](#)

The preschool program provides all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children and their families. The preschool facilities meet the Americans with Disabilities Act accessibility requirements.

IV. A CHILD'S DAY

Who Works In The Preschool [QPPS 10.2](#)

Program Administrator: The elementary principal is designated as the program administrator supervising the preschool program. The principal meets all qualifications described in the Iowa Quality Preschool Program Standards.

Teacher: A full time or part time teacher, licensed by the Iowa Board of Educational Examiners and holding an early childhood endorsement, is assigned to one of the preschool classrooms. [QPPS 6.3](#)

Associate: A full time or part time associate in the classroom carries out activities under the supervision of the teacher. The associate will have specialized training in early childhood education. [QPPS 6.4](#)

School Nurse: The preschool will have the assistance of the school nurse and/or public health services. The school nurse is a certified RN, and is recertified every three years. The nurse maintains student health records and attends to the health needs of the

students while they are at school and is available for parent consultation when necessary. [QPPS 10.10](#)

Support Staff: Keystone AEA 1 support staff provide resources and assistance to the teacher and classroom upon request to help all children be successful in the preschool setting. Such staff may include: early childhood consultant, speech and language pathologist, social worker, occupational therapist, physical therapist or others.

Daily Activities

A consistent daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Play is planned for every day. Listening is balanced with talking, group activities with solitary time, indoors with outdoors, quiet play with noisy play. Your child will have the opportunity for the following types of activities every day:

Large and Small Group Activities	Self-directed Play	Snack
<i>Learning Center Activities:</i> Art, Science, Writing Table, Games and Put together toys, Book Center, Blocks and Wheel Toys, Pretend Play	Story Time	iPads/Technology
	Outdoor Activities	Individual Activities

Lesson plans for each week are available in the classroom showing how these activities are incorporated into the daily schedule. Weekly notes will be sent home to families in children's backpacks and electronically, if parents desire.

Curriculum [QPPS 2.1 - 2.3](#)

Curriculum is a framework for learning opportunities and experiences. It is a process by which learners obtain knowledge and understanding, while developing life skills. It is continually revised and evaluated to make learning fun and exciting.

It is 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 sex, race, ethnic origin, religion, and physical 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 multicultural nonsexist society. [QPPS 1.7](#)

The preschool program uses *Creative Curriculum*, a research and evidence-based comprehensive curriculum designed for four-year-olds. It addresses all areas of early learning: language and literacy, math, science, physical skills, and social skills. It

provides children an opportunity to learn in a variety of ways - through play, problem solving, movement, art, music, drawing and writing, listening, and storytelling.

Suggestions for modifications and adaptations are an integral part of the curriculum.

QPPS 2.1, 2.2

Child Assessment QPPS 4.1, 4.2

Guiding principles:

It is the school district's belief that assessment of young children should be purposeful, developmentally appropriate, and take place in the natural setting by familiar adults.

The results will be used for planning experiences for the children and to guide instruction. Assessment will never be used to label children or to include or exclude them from a program. A family's culture and a child's experiences outside the school setting are recognized as being an important piece of the child's growth and development. All results will be kept confidential, placed in each child's file and stored in a secure filing cabinet.

Children are assessed in the following ways:

- *Teaching Strategies GOLD Objectives for Development and Learning Assessment* is modified to align with the Iowa Early Learning Standards. It records student progress in all developmental areas at the beginning, middle and end of the year.
- *Teaching Strategies GOLD Assessment* is administered three times a year and IGIDs is administered two times a year.
- Observational data provides an ongoing anecdotal record of each child's progress during daily activities.
- Child portfolios are organized by the teaching staff and include the assessments, observational data, and child work samples collected on an on-going basis.
- Families are asked to contribute information about their child's progress. Young children often show different skills in different settings. Working together, the teaching staff and families can gather a complete picture of a child's growth and development.

The information from the above is used in the following ways:

- To provide information about children's needs, interests, and abilities in order to plan developmentally appropriate experiences for them;
- To provide information to parents about their children's developmental milestones;
- To indicate possible areas that require additional assessment. **QPPS 7.3, 7.5**

Assessment information will be shared formally with families during Parent Teacher Conferences in the fall and spring, using the Family Conference Form. The preschool teacher will communicate weekly regarding children's activities and developmental

milestones. Informal conferences are always welcome and can be requested at any time.

If, through observation or information on the *GOLD Assessment*, the teacher feels that there is a possible issue related to a developmental delay or other special need, she/he will communicate this to the family during a conference, sharing documentation of the concern. Suggestions for next steps may include the following, with the knowledge and consent of the parents:

- The teacher requests assistance from the AEA as an early intervention process. This team engages in problem identification, plan interventions, provide support, and make outside resources available to those individuals requesting assistance. The Team is available and functional for all students and teachers in the building.
- A request made to Keystone Area Education Agency for support and additional ideas or more formalized testing.

The preschool teacher would assist in arranging for developmental screening and referral for diagnostic assessment when indicated. [QPPS 7.4](#)

If a child is determined to need special accommodations, those accommodations are included in the materials, environment, and lesson plans for that child. Examples include sign language and visuals for children with hearing impairments or language delays and behavior plans for children whose behavior does not respond to the typical strategies used by teaching staff in the classroom.

Program Assessment

The Riceville Community Preschool implements the Iowa Quality Preschool Program Standards. Administrators, families, staff, and other routinely participating adults will be involved annually in a program evaluation that measures progress toward the program's goals and objectives. The annual evaluation process includes gathering evidence on all areas of program functioning, including policies and procedures, program quality, children's progress and learning, family involvement and satisfaction, and community awareness and satisfaction. A report of the annual evaluation findings is shared with families, staff, and appropriate advisory and governance boards. The program uses this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

Supervision Policy [QPPS 9.2](#)

Before children arrive at school, the preschool teacher and/or the associate will complete the following daily safety checklist indoor and outdoor:

All safety plugs and electric outlets covered, heat/AC, water temperature, and toilets, etc. in working order.

All cleaning supplies/poisons are out of children's reach and stored properly.

Classroom and materials checked for cleanliness/broken parts, etc. including playground.

Supplies checked - first aid kit, latex gloves, soap, paper towels, etc.

Daily monitoring of the environment - spills, sand, etc. Other serious problems reported to the building custodian.

Upon arrival, each child is observed by the teacher for signs of illness or injury that could affect the child's ability to participate in the daily activities.

No child will be left unsupervised while attending preschool. Staff will supervise primarily by sight. Supervision for short intervals by sound is permissible as long as the teachers or the associates check every two to three minutes on children who are out-of-sight (e.g. those who can use the toilet independently, who are in the library area, etc.)

Child Guidance and Discipline QPPS 1.11

Teaching staff will equitably use positive guidance, redirection, and planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent clear rules, and involving children in problem solving to foster the child's own ability to become self disciplined. Where the child understands words, discipline will be explained to the child before and at the time of any disciplinary action. Teaching staff will encourage children to respect other people, to be fair, respect, property and learn to be responsible for their actions. Teaching staff will use discipline that is consistent, clear, and understandable to the child. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn turn taking.

Challenging Behavior QPPS 1.2, 1.8, 1.9, 1.10

The teaching staff in the preschool is highly trained, responsive, respectful, and purposeful. The teachers anticipate and take steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. When children have challenging behaviors teachers promote prosocial behavior by:

- interacting in a respectful manner with all children.
- modeling turn taking and sharing as well as caring behaviors
- helping children negotiate their interactions with one another and with shared materials.
- engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group.
- encouraging children to listen to one another and helping them to provide comfort when others are sad or distressed

Teaching staff will guide children to develop self-control and orderly conduct in relationship to peers and adults. Children will be taught social, communication, and emotional regulation skills. If a child displays persistent, serious, and challenging behavior, the teaching staff, parents, and AEA support staff will work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

Aggressive physical behavior toward staff or children is unacceptable. Teaching staff will intervene immediately when a child become physically aggressive to protect all of the children and encourage more acceptable behavior.

Permissible Methods of Discipline:

For acts of aggression and fighting (biting, scratching, hitting) staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors rather than punishing them for having problems they have not yet learned to solve. In addition, staff may: (1) separate the children involved; (2) immediately comfort the individual who was injured; (3) care for any injury suffered by the victim involved in the incident; (4) notify parents or legal guardians of children involved in the incident; (5) review the adequacy of the teaching staff supervision, appropriateness of program activities, and administrative corrective action if there is a recurrence.

Prohibited Practices

The program does not, and will not, employ any of the following disciplinary procedures:

1. harsh or abusive tone of voice with the children nor make threats or derogatory remarks.
2. physical punishment, including spanking, hitting, shaking, or grabbing.
3. any punishment that would humiliate, frighten, or subject a child to neglect.
4. withhold nor threaten to withhold food as a form of discipline.

Water Activities QPPS 5.9, 9.15

We have a water table in the classroom for children to stand and play with their hands in the water. During water play children are involved in active experiences with science and math concepts. Children with sores on their hands are not allowed to participate with others in the water table to ensure that no infectious diseases are spread. Children are not allowed to drink the water during water play activities. When the activity period is complete, the water table is drained and refilled with fresh water before a new group of children comes to participate. Outdoor water play is limited to tubs and buckets or containers as well as the water table. We do not participate in swimming pool activities. Staff supervise all children by sight and sound in all areas with access to water in tubs, buckets, and water tables.

Snacks/Foods and Nutrition QPPS 5.12- 5.21

Attitudes about food develop early in life. The food children eat affects their well-being, their physical growth, their ability to learn, and their overall behavior. We have an opportunity to help children learn about foods, to enjoy a variety of foods from their own culture and others, and to help them begin to appreciate that their bodies need to be strong, flexible, and healthy. Eating moderately, eating a variety of foods, and eating in a relaxed atmosphere are healthy habits for young children to form.

Breakfast is available for all preschool children. Lunch and snack are provided daily. A written menu is posted in the classrooms and available to families. All menus are kept on file for review by a program consultant. The preschool serves a wide variety of nutritional snacks, and encourages children to expand their tastes by at least trying a portion of the food offered.

All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines. Clean, sanitary drinking water is made available to children throughout the day. Staff discards any foods with expired dates. Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Foods requiring refrigeration will be kept cold until served.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program an individualized care plan prepared in consultation with family members and specialists involved in the child's care. Children with food allergies shall be protected from contact with the problem food. With family consent, the program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day. Program staff will keep a daily record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provide parents with that information.

High-risk foods, often involved in choking incidents, will not be served. For children younger than four years, these include hotdogs, whole or sliced into rounds, whole grapes, nuts, popcorn, raw peas and hard pretzels, spoonfuls of peanut butter or chunks of raw carrots or meat larger than can be swallowed whole.

The school district does not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment, nor will teaching staff ever threaten to withhold food as a form of discipline.

Outside Play and Learning [QPPS 5.5, 5.6 9.5-9.7](#)

We have daily opportunities for outdoor play as the weather permits and provided the weather air quality and environmental safety conditions do not pose a threat. This allows children the opportunity to develop their large muscle skills, get exercise, and be active. Sometimes we spend longer getting bundled up than we spend outside. We use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat Index is safe for outdoor play.

In cases when we cannot go outside (due to weather conditions), children are given the opportunity to use indoor equipment for similar activities inside and are supervised at the same level as outdoor equipment. For example, tumbling mats may be offered for upper body activities or rolling across the mat.

In order to make sure that your child can play comfortably outside it is important to dress your child according to the weather. When it is cold outside children need a warm coat, mittens or gloves and a hat (labeled with your child's name). For the warmer days, dressing your child lightly is just as important. For those in-between days dressing your child in layers is a practical idea.

There are areas on the playground for children to be in the shade and still be active. We encourage you to bring a hat or other clothing for your child to wear as another protection from the sun. With your written permission, sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher will be applied to your child's exposed skin. We will also use an insect repellent containing DEET, with your written permission, no more than once a day to protect your child from insect bites when the public health authorities recommend its use.

Program staff will complete the National Program for Playground Safety's Suggested General Maintenance Checklist on a regular basis.

Clothing

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes to school. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur. Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

Toilet Learning QPPS 5.7

Toilet learning is an important time in a child's development. For children who are unable to use the toilet consistently, the following procedures are in place:

1. Diapering will only be done in the designated diaper area, i.e., the bathroom adjacent to the classroom with a fold down changing table. Food handling will not be permitted in this diapering area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards: Standard 5, Criteria 7:
 - Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag, without rinsing or avoidable handling, and sent home that day for laundering.
 - Staff check children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
 - Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.

- At all times, caregivers have a hand on the child if being changed on an elevated surface.
 - Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
 - Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device. Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
 - Diapering and Gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.
3. Potty chairs will not be used due to the risk of spreading infectious diarrhea.
 4. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

Objects From Home

Because the preschool program provides ample toys and learning materials for your child, we ask that you limit toys brought from home. If your child brings an "attachment" item from home, we ask that it is small enough to fit inside his/her backpack or cubby. Please do not allow children to bring gum, candy, money or toy guns to school. The program cannot be responsible for lost or broken toys brought from home.

Weapon Policy

No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any real weapon or a look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other buildings or premises used for school functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item that resembles or appears to be a weapon. *A zero tolerance policy on dangerous weapons (real or toy) is in effect; i.e., gun, squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades and other similar items knives, etc. Violation may result in a student suspension/expulsion.*

Classroom Animals and Pets [QPPS 5.26](#)

Fish will be allowed in early childhood classrooms. Other animals in the early childhood classrooms will require a health check from a veterinarian.

If you, as a parent or legal guardian, want to bring your family pet to share with your child's classroom you are welcome. However, all animals must remain outside the school buildings during the visit. The preschool teacher ensures that the animal does not create an unsafe or unsanitary condition. The animal would appear to be in good

health and have documentation from a veterinarian or an animal shelter to show that the animal is fully immunized (if the animal should be so protected) and suitable for contact with children. The teacher would ensure staff and children practice good hygiene and hand washing when coming into contact with the animal and after coming into contact with the animal. Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals.

Any children allergic to the pet will not be exposed to the animal. Reptiles are not allowed because of the risk for salmonella. The classroom teacher is responsible for checking requirements have been met.

Birthdays QPPS 5.13

Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. Accordingly, students who wish to bring treats for the class on their birthday may do so. Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. The teacher will provide families a list of foods meeting the USDA's Child and Adult Care Food Program guidelines. Those who have summer birthdays are welcome to choose a school day to celebrate with their class. Invitations to parties outside of school that do not include the entire class will not be distributed at school.

V. COMMUNICATION WITH FAMILIES QPPS 1.1, 7.5

The program will promote communication between families and staff by using written notes as well as informal conversations or email. Families are encouraged to send written notes with important information so all the staff who work with the child can share the parent's communication. Teaching staff will write notes for families on a weekly basis. Staff will use these notes to inform families about the child's experiences, accomplishments, behavior, and other issues that affect the child's development and well-being. Parents are encouraged to maintain regular, on-going, two-way communication with the teaching staff in a manner that best meets their needs - email, in person, notes, or phone calls.

Open Door Policy

Parents and legal guardians are always welcome to visit the preschool classroom. As a safety feature, all parents and visitors will check in at the school's office. Visitors are asked to please use discretion with regard to bringing babies and toddlers to school as young children may disrupt class sessions. Photo identification will be required for any unknown visitor to the classroom.

Arrival and Departure of Children QPPS 10.11

All motor vehicle transportation provided by parents, legal guardians or others designated by parents or legal guardians will include the use of age-appropriate, and size-appropriate seat restraints.

When bringing your child to school, we ask that you park your car in the parking lot and turn off the engine before escorting your child to the entrance. Parents may drop off students at the front entrance where an adult supervisor will ensure that they arrive safely to the classroom. (First day of preschool only parents may escort their child to the classroom.) Parents/guardians picking up their child at the end of the day are to wait in the parking lot area until after the buses have left and may meet their student(s) on the sidewalk after they have been dismissed from their classrooms.

~~Students walking home~~ Students walking home at the end of the school day will be dismissed when the school buses have left

Other than parents or legal guardians, only persons with prior written authorization will be allowed to pick up a child from the school. Anyone who is unfamiliar to teaching staff, including authorized individuals, will be asked to present photo identification before a child is released to them.

In the interest of students' safety, parents/guardians/authorized individuals are requested to report directly to the office or the classroom depending on the attendance center, when picking up their child. Likewise, when a student returns to the building following an absence during the school day, the adult should stop in the office and sign the child in.

When all children have arrived, teaching staff will walk the children to the classroom where the preschool teacher will record attendance for the day. Throughout the day each time children transition from one location to another, i.e. classroom to outdoor, the teacher will be responsible for counting the number of children whenever leaving one area and when arriving at another to confirm the safe whereabouts of every child at all times.

Transportation

The Riceville Community School District will provide school bus transportation for preschoolers in the AM and PM. Parents or legal guardians may request transportation at enrollment, indicating the pick up and drop off address, the name of the responsible person at that address, and emergency contact information for all parties involved. Parents or legal guardians are asked to keep their information current by reporting changes to the preschool teacher or elementary school secretary. All information will be updated at least quarterly by teaching staff. For children who have special needs for transportation, the facility will use a plan based on a functional assessment of the child's needs related to transportation that is filled out by the child's physician. This plan will address special equipment, staffing and care in the vehicle during transport. Any accommodations indicated in the child's Individualized Educational Program will be implemented as described.

Field Trips

An important learning opportunity can take place in the form of a field trip that is relevant and reinforces what has been taught in the classroom. The Riceville Community school buses are used for these field trips. Parents will be informed of each field trip through a newsletter and signs posted in the classroom well in advance. A parent or legal guardian must sign an informed consent form for trips for each child before each trip. Adult family members are asked to volunteer to go on these trips to provide increased supervision and adult/child ratios. A notice posting the dates, time of departure, time of return, and the destination location will be posted prominently at least 48 hours before the field trip. Each child will be assigned to an adult for every part of the trip. Before every trip, the teaching staff will instruct children and all adults using the bus about the 10-foot danger zone around the vehicle where the driver cannot see.

During the field trip, all children will wear identifying information that, for children, gives the program name. A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group will be taken on all trips. Children will be counted every 15 minutes while on a field trip. Children may only use a public restroom if they are accompanied by a staff member. Children will never be left alone in a vehicle or unsupervised by an adult.

Attendance

Students who are enrolled for classes in the Riceville Community Schools are expected to be in school for the full or half day session and are expected to be punctual in their arrival and departure. Students are not expected to be absent any more than is necessary for health reasons or appointments. Irregular attendance interferes with the progress of your child and others as teachers find themselves taking class time to repeat information and make adjustments for those students who have been absent. Please call the attendance office or center with the reason for an absence no later than 8:30 A.M. if your child for the morning session and by 12:30 for an afternoon session. For safety's sake, if a student is absent without notification, the school secretary/teaching staff will attempt to contact the family to verify the child's absence from school.

Ethics and Confidentiality

Staff will follow an important code of ethics to guide their involvement with children and families. It is essential to protect the confidentiality of all information concerning children and their families. Maintaining a professional attitude includes being responsive to the needs of children and their families while balancing the need for confidentiality. Children are people who deserve respect. One way we demonstrate this respect is to refrain from talking about the children in their presence unless the child is part of the conversation and to refrain from labeling a child negatively or positively. No information about any particular child shall be shared with another child's parent. We continually strive to model such qualities as patience, tolerance, cooperation,

acceptance, understanding of others, and enthusiasm for children as well as for other adults.

Children's Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the Board Secretary in the administration office.

Parents or guardians will be asked to sign a release of information form should they or the school request information be shared with another agency, stating to whom the information is to be released, the reason or purpose for the release of information, when it expires, and ways the parents can withdraw permission if they choose to do so.

Preschool Advisory Committee [QPPS 7.2](#)

The Riceville Community Preschool has a preschool advisory committee composed of parents, school staff, and other community members interested in the preschool program. This group meets quarterly to provide feedback on services that meet children and family needs. They also serve as a sounding board for new ideas and services. Please let the preschool teacher know if you are interested in being part of the Preschool Advisory Committee.

Grievance Policy [QPPS 7.6](#)

Open and honest communication between families and the preschool program is an essential component of a high quality early childhood program. We want you to be confident that your child is being well cared for and is having a quality experience. If there is ever a time you have a concern regarding your child, we want to encourage you to address your concern to your child's teacher. If additional help is needed, either party may ask for the assistance from the Elementary Principal

If you have a concern regarding some aspect of the program or policy, please contact the Elementary Principal who is the program administrator for the preschool. If you remain dissatisfied, you may contact the Superintendent of the Riceville Community School District.

As part of our program assessment, in the spring of each year, we also provide you with a family questionnaire to evaluate our program. This information helps us assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses.

VI. FAMILY INVOLVEMENT QPPS 7.1, 7.2

The Riceville Community Preschool encourages families to be very involved in their child's education by observing their children during the day when possible and meeting with staff. Family members are welcome to visit at any time during class sessions.

Teachers and administrators use a variety of formal and informal ways to become acquainted with and learn from families about their family structure and their preferred means of child-rearing practices and communication; and information about their socioeconomic, linguistic, racial, religious, and cultural backgrounds as they wish to share. Families are surveyed in enrollment paperwork and through other questionnaires during the year regarding their family, beliefs, and preferences. Home visits are conducted at the beginning of the school year. Program staff communicate with families on a weekly basis regarding children's activities and developmental milestones, shared care-giving issues, and other information that affects the well-being of their children. Family teacher conferences are held in both the fall and spring semesters, as well as when either party requests. At least one Family Night is held during the year.

The Riceville Community Preschool values the time spent talking and interacting with families and developing strong, reciprocal relationships. As the teacher learns from the families' expertise regarding their child's interests, approaches to learning, and developmental needs, goals for your child's growth and development can be incorporated into ongoing classroom planning. Families are encouraged to share any concerns, preferences or questions with the preschool teacher or administration at any time.

Although in-person daily contact cannot be replaced, preschool staff will also rely on notes home, emails, phone calls, newsletters, and bulletin boards as alternatives means to establish and maintain open, two-way communication.

The Riceville Community Preschool invites you to become involved in one or all of the following ways, and welcomes other ideas as well.

1. Support your child's daily transition to school by sharing information about your child's interests and abilities. Keeping the teacher informed of changes and events that might affect your child allows the teacher to be more responsive to your child's needs.
2. Attend family meetings.
3. Return all forms, questionnaires and so on promptly.
4. Attend family/teacher conferences in the fall and spring semesters.
5. Take time to read the family bulletin board.
6. **Check your child's backpack each day.**
7. Participate in field trip activities.
8. Share some of your talents in your child's class through activities such as: reading or storytelling, cooking, art, music, sewing, crafts, hobbies, your profession, or artifacts from trips you have taken.

9. Share any of your families' cultural traditions, celebrations, or customs.
10. Help prepare snack and enjoy it with your child.
11. **Read all the materials sent home with your child.**
12. Come to play.
13. Help with special events. Helping takes many different forms such as preparation of materials at home, making telephone calls, preparing or posting flyers, recruiting other volunteers, collecting donations or prizes, run errands, photography, setup before the event, or clean afterwards.
14. Serve on the Preschool Advisory Committee.

English Language Learners and Children with Limited English Proficiency

The school district will, to the extent possible, provide full opportunities for meaningful participation of the families with children with limited English proficiency, families with children with disabilities, including providing information and school reports in an understandable and uniform format and, including alternative formats on request, and, to the extent possible, in a language families understand.

The school district believes that families should be supported in making decisions about services that their children may need. The teaching staff will provide information to families about available community resources and assist as requested in helping the family make connections.

Home Visits

Home visits are made prior to the start of school. This is an opportunity for the preschool teacher to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child's needs. This is a great time for you to share what makes your family unique, how you prefer to communicate with the teacher, and share your knowledge about your child's interests, approaches to learning, and developmental needs. You can help the teacher understand what your goals are for your child and whether you have any concerns you'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with either the classroom teacher or administrator.

Family Teacher Conferences

The preschool programs will have formal family teacher conferences twice a year in the fall and spring. The teacher will send home a sheet before the conference asking you to consider what new skills you see your child developing at home or in the community, to think about what you'd like more information about the classroom, and whether you have new or different goals for your child. During the conference the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

Family Night

Family Night is an opportunity for you and your family to come to school to participate in fun as well as educational activities. With help from family volunteers, the night will be planned to meet the needs of the children and families in the classroom.

Transitions QPPS 7.9, 7.10

Home-school connections are crucial to the transition to kindergarten or any other program. The child's family provides the consistency and continuity necessary for a young child to be successful. Making a change from one program to another can sometimes be difficult for a young child whether the transition is within the same building or in another location. Teaching staff will partner with the family to make the transition as smooth as possible by connecting family members with the next program's staff. Preschool staff will provide information about enrollment policies and procedures, program options, and arrange for a classroom visit whenever possible.

VII. HEALTH AND SAFETY

The Riceville Community Preschool is committed to promoting wellness and to safeguard the health and safety of children and adults who participate in our program. In order to provide a safe and secure environment for every child and adult, we follow guidelines required by the Quality Preschool Program Standards, regulatory agencies and pediatric authorities in the field.

Health and Immunization Certificates QPPS 5.1

When a child begins the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics.

When a child is overdue for any routine health services, parents, legal guardians, or both provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunization for which parents are using religious exemption.

Health and Safety Records QPPS 10.10

Health and safety information collected from families will be maintained on file for each child in the school nurse's office or the attendance centers office. Files are kept current by updating as needed, but at least quarterly. The content of the file is confidential, but is immediately available to administrators or teaching staff who have consent from a parent or legal guardian for access to records; the child's parent or legal guardian; and regulatory authorities, upon request.

Child Health and Safety Records will include: QPPS 5.1

1. Current information about any health insurance coverage required for treatment in an emergency;

2. Documentation of health services provided for the child, including but not limited to, immunizations, health screenings, and health assessments.

7. Supporting evidence for cases in which a child is under-immunized because of a medical condition, documented by a licensed health professional, or the family's beliefs. Staff will implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

General Health and Safety Guidelines

- All staff must be alert to the health of each child, known allergies, or special medical conditions.
- Under the supervision of the preschool teacher, all staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff are to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff are familiar with evacuation routes and procedures.
- All teaching staff complete "Occupational Exposure to Bloodborne Pathogens" annually.
- At least one staff member who has a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times. [QPPS 5.4](#)

Illness Policy and Exclusion of Sick Children [QPPS 5.3](#)

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- fever greater than 100 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge

The center's established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset or when lesions are crusted
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after the last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.

When a child develops signs of an illness during their day at preschool, parents, legal guardians, or other person authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child. If the child is suspected of having a contagious disease, then until she or he can be picked up, the child is located where new individuals will not be exposed.

Reporting Communicable Diseases QPPS 5.4

Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities and has, at least annually, made contact with those authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur.

Medication Policies and Procedures QPPS 5.10

Policy: The school will administer medication to children with written approval of the parent and an order from a health provider for a specific child. Because administration of medication in the school is a safety hazard, medication administration will be limited to situations where an agreement to give medicine outside preschool hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

Procedure: The school nurse coordinates and/or administers medication during school hours only if the parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that is child-resistant. Any other person who would administer medication has specific training and a written performance evaluation, updated annually by a health professional on the practice of the five right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. Medication errors will be controlled by checking and recording the five right practices each time medication is given. Should a medication error occur, the

child's parents will be contacted immediately. The incident will be documented in the child's record at the school.

For prescription medications, parents or legal guardians will provide the school with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage, and disposal instructions.

For over-the-counter medications, parents or legal guardians will provide the medication in a child-resistant container. The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer; and the name of the health care provider who recommended the medication for the child.

Instructions for the dose, time, method to be used, and duration of administration will be provided to the teaching staff in writing (by a signed note or a prescription label) or dictated over the telephone by a physician or other person legally authorized to prescribe medication. This requirement applies both to prescription and over-the-counter medications.

Medications will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant container that is locked and prevents spillage.

Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to prescribe medication. Instructions which state that the medication may be used whenever needed will be renewed by the physician at least annually.

A medication log will be maintained by the school staff to record the instructions for giving the medication, consent obtained from the parent or legal guardian, amount, the time of administration, and the person who administered each dose of medication. Spills, reactions, and refusal to take medication will be noted on this log.

Cleaning and Sanitization QPPS 9.11

The facility will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and the area will be cleaned immediately.

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and disinfected after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys and surfaces will be disinfected using a non-toxic solution or other sanitizer solution made on a daily basis. To disinfect, the surfaces will be sprayed until glossy. The bleach solution will be left on for at least two minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry. Machine washable cloth toys that have

been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. Toys that cannot be cleaned and sanitized will not be used. **QPPS 5.24**

Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents.

Routine cleaning will be supervised by the preschool teacher and will follow the Cleaning and Sanitation Frequency Table in Section III, page 47 of the QPPS manual. A checklist will be completed as indicated in the table.

Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure of the children. All cleaning products will be used as directed by the manufacturer's label. Nontoxic substances will be used whenever possible.

Hand Washing Practices **QPPS 5.8**

Frequent hand washing is key to prevent the spread of infectious diseases. Teachers teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink. The program follows these practices regarding hand washing:

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children when hand washing reduces the risk of transmission of infectious diseases to themselves and to others.
- Staff assist children with hand washing as needed to successfully complete the task.

Children and adults wash their hands:

- upon arrival for the day;
- after diapering or using the toilet (use of wet wipes is acceptable for infants);
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);
- before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- after playing in water that is shared by two or more people;
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and

Adults also wash their hands

- before and after feeding a child;
- before and after administering medication;
- after assisting a child with toileting; and
- after handling garbage or cleaning.

Proper hand-washing procedures are followed by adults and children and include

~~Proper hand-washing procedures are followed by adults and children and include~~
Proper hand-washing procedures are followed by adults and children and include
and sanitize the sinks before using them to prepare food.

First Aid Kit QPPS 9.13

A first aid kit is located in the preschool classroom next to the door. It is inaccessible to children, but readily available for adult use. It is fully equipped according to guidance from Healthy Child Care Iowa. Following each use of the first aid kit, the contents will be inspected and missing or used items replaced immediately. The first aid kit will be inspected monthly. The first aid kit is taken to the outdoor play areas as well as on field trips and outings away from the site.

Fire Safety QPPS 9.14

A fire extinguisher is installed in the preschool classroom with a tag indicating its annual service date. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted monthly and recorded on a log.

Medical Emergencies and Notification of Accidents or Incidents QPPS 10.13

The Riceville Community School District and its collaborative partners have in place a "Crisis Procedures Booklet" that describes the following situations and procedures to follow:

- Emergency phone numbers
- Fire procedures
- Utility Failures (electric power failure, water line break, gas line break)
- Severe weather
- Bomb threats
- Physical Threats/Armed Intruder
- Evacuations
- Crisis Intervention Plan, Crisis Intervention Steps, and Media Procedures
- Accidental Injury or Illness procedures for life threatening and non-life threatening situations
- School crisis team members and a checklist to use

- List of CPR/First Aid experienced persons in each building

This booklet will be posted by the telephone and included in the first aid kit. The booklet will be reviewed by each staff member at the beginning of each school year and when changes are made to it.

In the event that your child receives a minor, non-life threatening injury during their time at preschool, the teacher will assess the situation and apply first aid as needed. Minor cuts and scrapes will be treated with soap and water and bumps will be treated by applying ice to the injured area. Any incident or injuries will be documented on an "Injury and Illness" form and a copy will be given to the parent within 24 hours of the incident.

All staff will have immediate access to a device that allows them to summon help in an emergency. The telephone numbers of the Fire Department, Police Department, Hospital, and Poison Control will be posted by each phone with an outside line. Emergency contact information for each child and staff member will be kept readily available. The list of emergency telephone numbers, and copies of emergency contact information and authorization for emergency transport will be taken along anytime children leave the facility in the care of facility staff. Emergency phone numbers will be updated at least quarterly.

Inclement Weather

In the event that the Riceville Community School District must be closed due to bad weather, we will notify school patrons by radio, television, social media, and JMC text and/or email. KWWL, KIMT, KAAL, KTTC will be notified of school closings. School closing announcements will also be called into radio stations: 103.9, 106.9, 95.9, 98.7 and 103.7. Families will also be notified of school closings through social media as well as a JMC text/email message.

Protection From Hazards and Environmental Health [QPPS 9.16, 9.17](#)

Program staff will protect children and adults from hazards, including electrical shock, burns, or scalding, slipping, tripping, or falling. Floor coverings are secured to keep staff and children from tripping.

The preschool classroom building has been tested for lead, radon, radiation, asbestos, fiberglass, and other hazards that could impact children's health with documentation on file. Well water is tested by the City of Riceville. Custodial staffs maintain the building's heating, cooling, and ventilation systems in compliance with national standards for facility use by children.

The program maintains facilities so they are free from harmful animals, insect pests, and poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children.

Smoke Free Facility QPPS 9.19

In compliance with the Iowa Smokefree Air Act of 2008, the Riceville Community School District buildings and grounds are smoke free. A “No Smoking” sign meeting the law’s requirements is posted at the entrance to the preschool classroom building to inform people that they are entering a non-smoking place. No smoking is allowed on the school grounds or within sight of any children.

Child Protection Policies QPPS 10.8, 10.16, 10.19

The health and well being of every child in our care is of the utmost importance and the protection of children is our responsibility. An applicant or volunteer for temporary or permanent employment with the preschool program involves direct interaction with or the opportunity to interact and associate with children must execute and submit an affidavit of clearance from any and all crimes against a child or families. In addition no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children.

The program has written school board policy for reporting child abuse and neglect as well as procedures in place that comply with applicable federal, state, and local laws. The policy includes requirements for staff to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the appropriate local agencies. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious. All teaching staff complete “Mandatory Reporter: Child and Dependent Adult Abuse” at least every five years and within six months of employment.

The school district does not tolerate employees physically, or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, legal guardians, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the elementary principal at 641-985-2288. The alternate investigator is the school nurse, Michelle Berentsen, who can be reached at 641-985-2288.

Substance Abuse

Persons under the influence of drugs or alcohol will not be permitted on the premises of the Riceville Community School District. At no time will children be released to a person under the influence of alcohol or drugs.

Volunteers QPPS 10.15, 10.17

Parents, friends, grandparents, and other adults are encouraged to take an active part in the educational process of the children. Please contact the teacher, the elementary principal, or our office secretary if you would like to be a school volunteer. We have a volunteer job description that defines the role and responsibilities of a volunteer. For safety's sake, if a volunteer will be working with children, he/she will be expected to execute and submit an affidavit of clearance from any and all crimes against a child or families. In addition no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children. If a volunteer works more than 40 hours per month with children, he/she will also need to provide a current health assessment, not more than one year old.

VIII. Staff [QPPS 10.15 - 10.20](#)

General Information

The Riceville Community School District has written personnel policies that define the roles and responsibilities, qualifications, and specialized training required of staff and volunteer positions. The policies outline nondiscriminatory hiring procedures and policies for staff evaluation. Policies detail job descriptions for each position, including reporting relationships; salary scales with increments based on professional qualification, length of employment, and performance evaluation; benefits; and resignation, termination, and grievance procedures. Personnel policies provide for incentives based on participation in professional development opportunities. The policies are provided to each employee upon hiring.

Hiring procedures include completion of the following checks: criminal-record check, free from history of substantiated child abuse or neglect check, education credentials, verification of age, completion of high school or GED, personal references and a current health assessment.

Health Assessment

The Riceville Preschool Program maintains current health information from documented health assessments for all paid preschool staff and for all volunteers who work more than 40 hours per month and have contact with children. A current health assessment, not more than one-year-old, is required by the program before an employee starts work or before a volunteer has contact with children. The health assessment is updated every two years. Documented health assessments include:

- Capacities and limitations that may affect job performance
- Documentation by a licensed health professional of TB skin testing using the Mantoux method and showing the employee to be free from active TB disease. For those who have a positive TB skin test and who develop a persistent cough or unexpected fever, immediate assessment by a licensed physician is required. For those who have increased risk of TB according to the Centers for Disease Control (CDC), documentation is required annually by a licensed health professional showing that the employee is free from active TB disease.

Confidential personnel files, including applications with record of experience, transcripts of education, health-assessment records, documentation of ongoing professional development, and results of performance evaluation, are kept in a locked filing cabinet in the Superintendent's office.

Orientation QPPS 6.2

Employees must know their role and duties. New preschool teaching staff will be required to participate in an initial orientation program that introduces them to fundamental aspects of the program operation including:

- Program philosophy, mission, and goals;
- Expectations for ethical conduct;
- Individual needs of children they will be teaching or caring for;
- Accepted guidance and classroom management techniques;
- Daily activities and routines of the program;
- Program curriculum;
- Child abuse and reporting procedures;
- Program policies and procedures;
- Iowa Quality Preschool Program Standards and Criteria;
- Regulatory requirements.

Follow-up training expands on the initial orientations.

The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. The Superintendent and or his/her designee will explain payroll procedures, employee benefit programs and accompanying forms to the employee. Regular employees ineligible for the school district's group health plan will be given information regarding where they can obtain health care or health care insurance.

Staffing Patterns and Schedule

The Riceville Preschool Program is in compliance with staff regulations and certification requirements. Our program follows requirements for staffing for Iowa's Quality Preschool Program Standards of maintaining an adult/child ratio of at least 1:10 at all times. The program administrator will maintain lists of current substitutes for both the preschool teacher and the preschool teaching assistant in case of absence. If one of the teaching staff needs to temporarily leave the classroom, the person will call the elementary office to arrange for coverage in order to maintain the adult/child ratio.

Staff is provided space and time away from children during the day. Should staff work directly with children for more than four hours, staff is provided breaks of at least 15 minutes in each four-hour period. In addition, staff may request temporary relief when they are unable to perform their duties.

Staff Development Activities QPPS 6.6, 10.15

Personnel policies provide for incentives based on participation in professional development opportunities. All teaching staff continuously strengthens their leadership skills and relationships with others and work to improve the conditions of children and families within their programs, the local community, and beyond. Teaching staff are encouraged to participate in informal and formal ways in local, state, or regional public-awareness activities. They may join an early childhood group or organization, attend meetings, or share information with others both at and outside the program.

Teaching staff will be informed of professional development activities provided by Child Care Resource and Referral, the local Empowerment areas, and the area education agency. Staff are expected to attend all staff trainings and meetings throughout the year. Trainings will focus on early childhood topics relevant to the program and community.

Evaluation and Professional Growth Plan **QPPS 6.5, 6.6**

All staff are evaluated at least annually by an appropriate supervisor or, in the case of the program administrator, by the superintendent. Staff also evaluate and improve their own performance based on ongoing reflections and feedback from supervisors, peers, and families. From this, they develop an annual individualized professional development plan with their supervisor and use it to inform their continuous professional development.

Riceville Community School Staff Handbook 2022-23



The Riceville Community School District is committed to providing a balanced education focusing on academic excellence, high expectations of performance, respect of self and others, and integration of technology in collaboration with parents, students, and our global society.

It is the policy of the Riceville Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Marcia Grimm, School Counselor, 912 Woodland Avenue, Riceville, IA 50466, (641) 985-2288, marcia.grimm@riceville.k12.ia.us. For further guidance, visit the Iowa Department of Education website.

Riceville CSD 2022-2023 Staff

Administration/Other Personnel

Schwamann	Barb	Superintendent (shared)
Berentsen	Michelle	Nurse
Dunn	Jen	Business Manger
Sobolik	Christy	Behavior Interventionist
Waltz	Nick	Technology Director

Teachers

Anderson	Caprice	English
Bauer	Andrea	Business Education
Bohr	Jayden	Counselor
Bohr	June	English
Burke	Samantha	Preschool
Chancellor	Martha	Librarian
Colwell	Krystal	4th grade/TLC
Conway	Amanda	Human Relations/TLC
Cother	Kris	Math
Cray	Carla	Success Teacher/Driver
Crooks	Bria	MS literacy
Demuth	Robert	MS Science/Social Studies
Dohlman	Julie	Kindergarten
Dwine	Amanda	K-12 Music
Ebert	Clark	3rd Grade
Ebert	Shary	Title 1/ELL
Evans	Kendra	Preschool
Fair	Andrea	Title 1
Fair	Darcy	Science
Fair	Stef	Industrial Technology
Feldt	Al	SPED
Hollenbeck	Sara	ELPComputer Science
House	Luke	Social Sciences
Johnson	Jo	Health/PE
Kalstabakken	Jennifer	MS math
Kofoot	Tracy	SPED Work Exp. (Shared)
Kraft	Kayla	SPED
Kyrin	Justin	5th Grade
Marr	Sherry	SPED
Mueller	Tammi	1st grade
Nosbisch	Morgan	Vocational agriculture
O'Brien	Stacy	Kindergarten
Seehusen	Shannon	5th Grade
Smith	Nicole	Art
Tabbert	Bryan	Science (shared)
?		
Wilson	Jessica	4th grade

Suckow	Heather	Principal
Grimm	Marcia	Associate Principal/Spanish/EL
Conway	Bryce	Athletic Director/PE
Gansen	Angie	Curriculum Director (shared)
Mullenbach	Tracey	Building and Grouns (shared)
Meyer	Bobby	Transportation Director (share

Bartels	Judy	Associate
Bowen	Beth	Associate
Boyle	Rhonda	Associate
Hanson	Stacy	Associate
Harper	Kayla	Associate
Holmen	Connie	Associate
Lohuis	Jenny	Associate
Meireck	Melizza	Associate
Reddel	Sam	Associate
O'Donnell	Amy	Associate
Pickar	Rachel	Associate
Sullivan	Sandy	Associate
Wagner	Sabree	Associate
Witt	Kim	Associate

Secretary

Brynes	Linda	District Secretary
Houser	Lynette	Secretary
Kramer	Ashley	Secretary

Custodial/Food Service

Evans	Nacy	Head custodian
Oulman	Duane	Custodian
Retterath	Dan	Night custodian
Eastman	Nancy	Food Director
Evenson	Lisa	Cook
Hall	Brittany	Cook
Houser	Cindy	Cook
Melloon	Hannah	Cook
Wolthoff	Nancy	Cook

Transportation

Bartels	Rick	Driver
Brunner	Mike	Driver
Byrnes	Kevin	Driver

Worall	Izzy	2nd Grade		Conger	Thomasine	Driver
				Jensson	Phil	Driver
				Wilberding	Val	Driver
				Zweibohmer	Allison	Driver

The Staff Handbook is intended to promote smooth daily operations at the Riceville Community School District. Every staff member should become familiar with the contents of this handbook in order to maintain a more collegial school environment. Any questions beyond the scope of the guide can be answered through inquiry at the Principal's Office.

Academic & Athletic Eligibility

The academic eligibility regulations of the Iowa High School Athletic Association, the Iowa Girls' High School Athletic Union, the Iowa High School Speech Association, and the Iowa High School Music Association govern participation in activities in grades 9-12. The state guidelines require students to pass all classes. IHSA, IGHSU, IHSA, & IHSA provisions apply. A copy of the Academic and Eligibility Guidelines are attached in the Appendix of this handbook. (See Appendix 1)

Arrival & Dismissal

PK-5 students may arrive at school at 7:30 am. Staff will be assigned on the playground at that time. Students will use the Wildcat Trail to get to the playground and leave their school bags on the sides of the playground. At 7:40 am, a whistle will be blown to allow students, who are wishing to eat breakfast, to enter the building. If students come after 7:40 am, they can go in the front doors, put their bag in the multipurpose room and go straight to breakfast. All remaining students will remain outside until the whistle is blown at 8:00 am to have them come in and start the day. The school day starts at 8:10 am.

Teachers will greet students each morning at the classroom door. PK-5 students are not allowed to leave prior to the departure of the busses without checking out in the office. At the end of the school day, elementary bus students will be dismissed at 3:10 pm. (3:05 PK-2nd bus riders will be escorted by paras to their respective busses. 3:10 grades 3-5 will be dismissed to walk to their buses.) Elementary students who are not riding the bus will stay in their classroom with their classroom teacher. When all the buses have left, an announcement will signal that the rest of the students can be dismissed from their classroom and meet their parents outside.

Teachers in grades 6-12 will greet students each morning at their respective classroom doors. 6th-12 grade students are dismissed at 3:13 pm and can exit the side doors to get to the parking lot, if they are not riding a bus or going to practice. Due to safety reasons, students should not walk by the bus area.

Assemblies/Pep Rallies

Assemblies and pep rallies are held periodically throughout the school year. An effort will be made to notify staff members of upcoming assemblies/pep rallies at least two days in advance to provide for appropriate planning. All faculty members are expected to sit with their students throughout the given program.

Attendance

Attendance should be reported to the office via JMC. PK-5th grade teachers need to report attendance within the first 10 minutes of the school day. 6th-12th grade teachers need to turn in attendance within the first 10 minutes of **each** class period. If a parent contacts a teacher stating when and/or why their child is absent, please relay this information to the office. Secretaries will call classrooms if they do not turn in their attendance within the appropriate time frame.

Building Use

Staff members who wish to schedule activities during non-school hours should reserve the desired room(s) by filling out the appropriate forms through the superintendent's office to avoid scheduling conflicts. These activities will be added to the district calendar by Lynette Houser, secretary or the athletic director.

Cell Phone

Cell phones shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-service, or other events where there exists a responsible expectation of quiet attentiveness unless there is a reason of personal health or safety involved. Cell phones should not be used to transmit confidential information either verbally or written. Employees are prohibited from using a cell phone while driving, unless in the case of an emergency, unless the vehicle has come to a complete stop. (Board policy 401.12R.1)

Child Abuse

As per Iowa Code 232.696, every certified school employee is a mandatory reporter of apparent child abuse. Suspected abuse should be reported to DHS within 24 hours directly by the staff member. The Principal should also be made aware of any incidents. Each certified employee in the Riceville Community School District is required to report suspected child abuse to the appropriate state agency. All certified employee must have training in child abuse identification and reporting. Training renewal is required every three years. Failure to report suspected abuse could result in criminal liability.

Class Time

Teachers should utilize the entire class time for educational purposes and be present in the classroom whenever students are assigned to them. Hallway supervision is expected during passing times to maintain order.

Classroom Care / Maintenance

Teachers are responsible for the general appearance of their classrooms. Anything teachers and students can do to lighten the daily load of the custodial staff will contribute to a cleaner building. Structural or physical problems should be reported to the Maintenance Email (maintenance@riceville.k12.ia.us).

Contract Time

Teacher contract hours are from 7:30 am to 3:30 pm or 7:45 am to 3:45 pm. If a staff meeting is held at 7:30 a.m., all teachers are expected to work from 7:30 am to 3:30 pm on that day. Notify the principal if you are unable to work the required contracted time, but did not submit the appropriate leave form (TMS). For special circumstances without taking official time off and with permission from the principal, teachers may arrive as late as 8:15 a.m. or leave as early as 3:00 p.m. However, appropriate coverage will need to be arranged. Teachers will notify the superintendent's office of their contract hours (7:30-3:30 or 7:45-3:45) at the beginning of the school year.

On Fridays, with regular dismissal times, the staff member's day shall end at the close of the student's day upon the departure of the buses, except for those staff members who have extra duty responsibilities on that day. On Fridays with early dismissal times for in-service activities, the staff member's day shall end at the normal Friday workday ending time or at the end of the in-service activities, if they end prior to the end of the normal Friday ending time.

On days preceding holidays or vacations, the staff member's day shall end at the close of the student's day upon the departure of the buses.

- ☐ Non Certified staff need to use the electronic Time Management System (TMS) to punch in and out.

Detentions

Teachers may have students come in before school or keep students after school provided advance notice is given to the student and parent. A phone call to the parent is optimal when a detention is assigned, but the student(s) can be required to relay the message if phone contact cannot be made. If a student does not drive, parent notification is required. Teachers need to document any detentions in JMC.

Disaster Plans & Security Precautions

All staff should follow the [Riceville CSD Crisis Plan](#). A copy of class rosters should be kept in your Emergency Bucket.

Teachers should review emergency procedures for their assigned rooms with all of their students on the first day of school. All teachers should have the evacuation procedures (fire and tornado) and a school map clearly posted near the door in the classroom.

- Signs are present on all doors stating that all visitors must report to the office immediately after entering the building.
- Visitors include everyone who is not an employee or student in the Riceville School District. Visitors would include parents, salespersons, recent graduates, students from another school district, community members, etc.
- After reporting to one of the offices, visitors will sign a register and receive a pass before moving about the building.
- AEA personnel will sign the register and wear their AEA badge.
- Only staff members may provide admittance to visitors.
- The most effective deterrent to any violent act is communication between staff and students. Emphasis will be placed in this area so information concerning a potential violent act will be gathered before the act occurs and the situation can be dealt with before it becomes a crisis.
- Each PK-12 classroom has a telephone. This line of communication will be extremely beneficial in times of crisis.

Fire, Tornado and Intruder Drills

Practice fire and tornado drills will be held at least twice per semester. Annually, staff will be in-serviced on intruder/active shooter protocol. When feasible, practice drills will be held. Staff should follow the required procedures as quickly as possible. All staff, present during any drill, share the responsibility of maintaining order among students.

Discipline

Discipline, based on mutual respect, is critical to maintaining an appropriate learning environment. Teachers should make every effort to foster a rapport with students that will minimize discipline problems. Discipline issues will be logged on the JMC. Students who fail to meet the conduct expectations of the school are subject to consequences commensurate with the seriousness of their violation.

Riceville Community School District has implemented the PBIS Framework to help establish consistent guidelines and expectations for students and staff. According to PBIS.org, "PBIS is an implementation framework for maximizing the selection and use of evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social, emotional, and behavioral supports of all students." This framework works to support student needs based on a multi-tiered continuum. The tiers are as follows:

- Tier 1: Universal practices are experienced by all students and educators across all settings to establish a predictable, consistent, positive and safe climate.
- Tier 2: Targeted practices are designed for groups of students who need more structure, feedback, instruction and support than Tier 1 alone.
- Tier 3: Indicated practices are more intense and individualized to meet the challenges of students who need more than Tiers 1 and 2 alone.

(Information quoted from www.pbis.org)

For information regarding the Riceville Behavior Matrix, PAWS for Life Expectations and the Continuum of Strategies to Respond to Appropriate and Problem Behaviors refer to the Student-Parent Handbook.

Student Discipline Consequences:

- a. All violations, referred to the Principal, may include up to ten (10) out-of-school suspension days, possible recommendation for expulsion and a Good Conduct Policy Violation
- b. Students bringing a firearm to school may be expelled for not less than twelve months. The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon or any explosive, incendiary or poison gas.

The principal is responsible for assigning any and all consequences that are more severe than simple before or after-school detentions. Many consequences are dictated by various school board policies. Due process rights are guaranteed to all

students. A request for a hearing may be filed with the next level in the school district's chain of command – teacher, principal, superintendent, and school board.

As not every possible act of misconduct can be anticipated and listed in this handbook, students who do not conduct themselves in accordance with the Student Conduct Code may be declared ineligible from activity participation with the determination, nature and length determined by the Principal or Superintendent.

Dress Code and Professional Attire

All staff members are expected to dress for the role for which they are employed. Teaching staff may wear dress pants; jeans; capris, dress shorts, dresses or a skirt (just above knee-length or longer) and a dress shirt, blouse, or collared shirt. No athletic-leisure-wear, ~~jeans with Wildcat attire (t-shirts)~~ jeans with Wildcat attire (t-shirts) are appropriate on Fridays.

Duty Free Lunch

All staff will have a duty free lunch period. This lunch period will be scheduled during student lunch times.

Family Night

Wednesday night has been reserved by the school board for family activities. No school activities will be held on Wednesday evenings unless approved by the administration. All students must be out of the building by 6:00 pm on Wednesdays.

Field Trips

Teachers must obtain permission from the Principal prior to taking any students off school grounds. Requests for permission should be made at least one week in advance so the Principal can check the details of the proposed trip. The [field trip checklist](#) must be completed prior to the field trip. Teachers need to check with the building secretaries to ensure parental permission was obtained during online registration. Teachers also need to make parents aware of the field trip. If students will **not** be eating lunch at school on the day of the field trip, staff members need to notify the food service director two week in advance. Teachers need to make requests for school provided sack lunches at least two weeks in advance. The School Board must grant permission for all field trips outside of the State of Iowa.

Additional information for MS/HS Field Trip/Early Leave Policy

1. A list, compiled by the teachers/coaches, of all students attending any field trip/activity, must be emailed to the Office and all MS/HS Staff prior to leaving for the trip at least one day in advance.
2. All parents must be notified of school field trips. If the field trip is outside of the normal school day, parents will need to sign a permission form. Students that do not have a signed permission form will not be allowed to go on the field trip. This does **not** include athletic events.

Fundraisers

All fundraisers must be approved in advance by the school board even if the fundraiser has been a traditional event in the district. A detailed summary of the fund drive should be submitted to the school board. Fundraisers should be shared with the principal so they may be promoted on Facebook, the school sign and other media outlets. It is the responsibility of the coach/sponsor of any school-sponsored fundraiser to collect money prior to ordering any items and then to distribute these items accordingly.

Leave Requests

Staff members need to submit any leave requests, prior to the leave, online using the TMS system. Leave requests will then be approved by the administration. In case of illness, staff members should notify Linda Byrnes the night before by 9:00 pm or between 6:00 am and 7:00 am the next morning via phone call. Staff members may send Linda a text message at any time. When sending a text message, please make sure you receive a response back from Linda to ensure she received your message. For illness, please submit the leave form on TMS as soon as possible. If you are ill or have an emergency during school hours, please let both offices know.

Leaving the School During Contract Time

Teachers will be given prep time per the master contract. Associates will be given lunch/break time. During prep, lunch or break time, staff may leave the building, but are asked to sign out/in in the Office before leaving the school grounds. If a staff member leaves during contract time, they must be back in time for their next scheduled class or duty.

Lesson Plans

Teachers need to have lesson plans available in their classrooms accessible to the Administration when requested. The lesson plans must have the Iowa Core Standard written for each lesson/subject that the teacher is teaching. Teachers must have all the necessary items in the room and to our policy lists, seating charts, log-in passwords for student accounts, etc.

All media needs to be previewed and deemed appropriate before having students interact with it. In cases where there is excessive language or mature content prior parent or guardian permission must be obtained. Example a rated R movie or PG13 must have prior permission from parent or guardian.

Mailboxes & Email

All staff have a mailbox in the staff lounge. Mailboxes should be checked daily. Staff should all check their emails on a daily basis as well.

Messages

If a phone call is received for a staff member, the secretary will take a message and the message will be delivered to the classroom or an email will be sent to the staff member. If urgent, the secretary may forward the call to the classroom for the staff member to answer. Staff members will be called from class only in case of an emergency.

Parent-Teacher Conferences

Parent-Teacher conferences are held at the beginning of the school year, in the fall and in the spring. All teachers are expected to attend all parent-teacher conferences. Teachers are encouraged to schedule additional conferences with parents as needed.

Parties

PK-5 classroom holiday parties may be scheduled. Costuming is allowed with teacher permission. Other parties may be scheduled at the discretion of the teacher, keeping our district's educational program as a top priority. The [District's Wellness Policy](#) i.e. prepared food, student allergies, etc. should be taken into consideration with any food or drink is provided during the party.

Professional Ethics

Iowa Board of Educational Examiners Code of Professional Conduct and Ethics <http://www.iowa.gov/boee/doc/ethHndot.pdf>

All staff are bound by a code of ethics directly linked to their licensure, it is the expectation that all faculty and staff represent the best interests of the Riceville Community School District and conduct themselves in manners above reproach. Please be professional and respectful when addressing all staff, students, parents, and community members.

Purchase Order (P.O.)

All purchasing must be done in accordance with the procedures established by the superintendent's office. Teachers should complete the requisition and submit it to the principal. The principal will then forward the signed requisition to the superintendent for final approval. When using the credit card make sure you use our tax exempt status or you will need to pay the tax on all items ordered. If the requisition is not approved, it will be returned to the Teacher. Coaches will receive initial approval from the activities director, but the purchase order will then be submitted to the principal and superintendent for final approval.

Any purchase made prior to securing authorization through a requisition signed by the principal and approved by the superintendent will not be recognized for payment. The individual staff member will be responsible for any such bill.

Recess Duty

Recess duty rotations for PK-5th grade are arranged by the principal. Support from associates and other special area teachers will be arranged as needed.

Reduction and Realignment of Teaching Staff

Section 1: Reduction of Staff

When in the determination of the Board, it is necessary to reduce teaching staff; the following procedure will be used. The Board shall attempt to make the necessary reductions through attrition. In the event the necessary reduction in teaching staff cannot be accomplished by attrition and given the necessity to maintain the highest quality program possible, the Board shall base its decision, as to resulting contract renewals, on the experience and breadth of training (endorsement areas) of available employees to do available work. Although experience may be considered, the employee that better meets the needs of the district will be maintained.

Section 2: Notification

The board will provide written notice to a potentially affected employee and the association in accordance with the Code of Iowa. All affected parties will be notified.

Section 3: Seniority

Seniority in the Riceville Community School District shall mean the length of actual educational teaching experience in the District. Any periods of layoffs or extended unpaid leaves shall not be considered experience for seniority.

Section 4: Annual Review

The district business manager shall monitor the seniority points and years of teaching experience for the employee records of all certified staff members. No later than November 1 of each school year, the District Business Manager shall produce and distribute a compilation of the respective employee's total number of seniority points.

Schedules

[Elementary Schedule](#)

[Middle School/High School Class/Course Schedule](#)

https://docs.google.com/spreadsheets/d/1ACBo9nR6nsVKVc3GzaDbvdS_pWI_rIZlQvIwwsGbrY/edit?usp=sharing

School Nurse

Staff should complete a nurse's slip for students they are sending to the nurse's office. Any student leaving the building during the school day needs to sign-out at the office.

School Transportation

Any student school groups requiring transportation to activities are required to travel by school vehicles unless otherwise allowed by the administration. A transportation form should be completed and turned into the principal at least one week prior to the scheduled event/field trip.

Semester Exams

Teachers in Grades 6-12 may give semester exams/projects. . There will not be special times set aside for the exams, rather, the teacher is expected to have the exams completed by the end of the scheduled semester. The semester exam/project may account for no more than 1/5 of the student's final semester grade.

Social Media

Riceville CSD respects employees' rights to post and maintain personal websites, blogs, and social media pages and to use and enjoy social media on their own personal devices during non-student contact hours. Because staff members are viewed as representatives of Riceville CSD, they are required to act in an ethical manner with regard to website and internet postings that reference the district, its personnel, its operation or its property.

Staff members are cautioned that speech on-or off-duty, that reflects the staff member's professional duties and responsibilities, is not protected speech under the First Amendment and may form the basis for disciplinary action if deemed detrimental to the Riceville Community School District. However, when a staff member speaks on a matter of public concern as a private citizen and the statement does not interfere with the employee's job responsibilities, the speech may be protected under the First Amendment.

When personal use of social media, even if it is off-duty or using the employee's own equipment, spills over into the workplace, it may become the basis for employee coaching or discipline. Examples of situations where this might occur include the following:

- Non-compliance with any existing District policies

- Cyber-bullying, stalking or harassment
- Release of confidential or private data
- Unlawful activities
- Misuse of District-operated social media
- Inappropriate use of the District's name, logo or the employee's position or title
- Posting information that is harmful to the reputation of another person, group, organization, or the District
- Posting information that could compromise the safety or privacy of other students and staff
- Posting, transmitting, or disseminating any information to which they have access as a result of their employment without written permission
- Publishing information using another person's name without that person's permission

Each situation will be evaluated on a case-by-case basis as laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss this with the administration.

Staff Attendance at School Activities

Students and parents appreciate seeing staff members at after-school activities. Staff are encouraged to attend these activities as their schedules permit. Each staff member shall be assigned up to two extra-duty assignments for staff member participation in extracurricular activities, which extend beyond the contracted work day. Extra-duty assignments, beyond these two assigned activities, shall be compensated. In addition, each staff member shall receive an athletic pass for home games at the beginning of the school year which will entitle the staff member and one guest admittance to all Iowa Star Conference extracurricular activities.

Staff Meetings

Staff meetings will be held monthly and/or as needed throughout the school year. The date and times of these meetings will be announced at the beginning of the school year if possible. Plans and appointments should be made around monthly staff meetings and all professional development days. Staff may be required to come before or remain after the end of the regular workday.

Student Bulletin

Announcements must be turned into the secretary before 8:00 am on that day. The daily bulletin will be emailed to all staff.

Student Injuries

Any injuries incurred by students during the course of the school day or at a school sponsored after-school activity should be reported to the principal's office as soon as possible. The school nurse or secretary will provide the appropriate form to be completed by the supervising staff member.

Teacher Evaluations [Iowa Teaching Standards & Criteria](#)

Teacher Evaluations: Each school year, employees shall be presented with the evaluation procedures and instruments. No evaluation shall take place until such orientation has been completed.

Tier 1:

Teachers in their first or second year of the profession, or career teachers who are in their first year of teaching for the District, shall be considered Tier 1 teachers. The cycle for Tier 1 shall consist of formal and informal observations, initiated by the evaluator. The evaluator shall conduct a minimum of three formal observations and a minimum of three walkthroughs. At least one of the formal observations shall also include a pre-observation conference and post-observation conference between the evaluator and the teacher. Teachers in Tier 1 will be involved in a minimum of one summative conference in year one. The summative conference shall be conducted by April 15th and documented as required by the State of Iowa. In year two, year one for career teachers new to the district, teachers in Tier 1 will be involved in a comprehensive review on or before April 15th.

Tier 2: (Career Teachers)

When a teacher, in Tier 2, is assigned to more than one building, the teacher may have several evaluations. However, only one formal evaluation may take place.

Tier 2 is for licensed teachers who have earned regular teaching licenses and are not in Tier 3. A teacher in their third year of probation, pursuant to the Iowa Code, may be evaluated using the same methods as in Tier 1. For all other teachers, a three-year evaluation cycle will be established by the evaluator except when movement to Tier 3 occurs.

During year one of the cycle, each staff member shall create an Individual Career Development Plan linked to the District's Career Development Plan. Plans must be submitted to the evaluator by October 1 of year one.

During year one and year two of the cycle, the evaluator and teacher shall meet by April 15. During this meeting, the teacher and evaluator shall discuss the progress of the teacher on the Individual Career Development Plan.

Each year of the three-year cycle, the evaluator shall conduct a minimum of three walkthroughs. The evaluator may also formally observe the teacher at any time the evaluator determines; however, the evaluator shall formally observe the teacher a minimum of at least one time in year three of the cycle. At least one formal observation shall include a pre-observation conference a minimum of one (1) day prior to the observation and a post-observation conference to take place within ten (10) school days between the evaluator and the teacher following the observation. In the event that an adverse action has taken place, then the employee may have a representative present during the post observation conference.

A copy of all completed observation forms shall be given to the employee. The employee's signature only indicates the employee's awareness of the evaluation and shall not be interpreted to mean agreement with the evaluation.

In year three, the completion of the Individual Career Development Plan will occur. A written review will be completed by the evaluator after both the teacher and evaluator have met regarding the teacher's progress and outcomes on the Individual Career Development Plan. In addition, a three-year summative review will be conducted by the evaluator. By April 1 of the third year of the cycle, the evaluator shall make one of the following recommendations to the Superintendent:

1. The teacher has demonstrated growth in the goal areas and no change is recommended to the teacher's continuing contract.
2. The teacher has not demonstrated growth in the goal areas and, as determined by the evaluator, is in need of intensive assistance. Intensive assistance shall be provided for a period not to exceed six (6) calendar months. A summative review will be scheduled near the completion of the Intensive assistance.

Tier 3 (Intensive Assistance)

A teacher will be placed on intensive assistance when the evaluator determines, at any time, that as a result of the teacher's performance, the teacher is not meeting District expectations under the Iowa Teaching Standards and Criteria for the standards.

Intensive assistance may begin at any time but is not to exceed six (6) months in duration. When a teacher is placed on intensive assistance, the following will occur:

1. A letter will be sent by the evaluator to the teacher notifying him/her that the teacher is being placed on intensive assistance.
2. A copy of the notification will be sent to the Superintendent's Office and will be placed in the teacher's personnel file. A conference will be held between the teacher and evaluator to develop an assistance plan that will include the following:
 - a. A specific statement of concerns related to one or more of the Iowa Teaching Standards and Criteria.
 - b. The plan shall include conferences to be held, strategies to be applied in achieving the goals, intended timelines for the strategic actions and specific criteria for evaluating the successful completion of the plan.
 - c. The teacher may have a representative present at any meeting involving the performance review or other evaluation.

The review of the teacher's performance during intensive assistance shall be made by the evaluator. At the conclusion of the designated time frame, one of the three recommendations shall be made:

1. The problem is resolved and the teacher is removed from intensive assistance.
2. Progress is noted, the timeline is extended, but may not exceed an additional six (6) months (i.e. total timeline of the plan not to exceed twelve (12) months according to Iowa law) and work continues in the assistance plan.
3. The problem is not resolved and/or inadequate progress is noted. Action will then be taken by the District to terminate the teacher's contract.

An employee of the Association has the right to utilize the contract's grievance procedure to challenge an evaluation and/or the procedures.

Appendix 1: Academic and Athletic Eligibility

Riceville Senior High Academic Eligibility for Activities

The academic eligibility regulations of the Iowa High School Athletic Association, the Iowa Girls' High School Athletic Union, the Iowa High School Speech Association, and the Iowa High School Music Association govern participation in activities in grades 9-12.

The state guidelines require students to pass all classes. IHSA, IGHSU, IHSMA, & IHSSA provisions apply.

To be eligible to participate in extracurricular activities, students must be enrolled in at least 4 credit awarding classes each semester.

Student Academic Contact Day (SACD)

A Student Academic Contact Day (SACD) is defined as a day where students are receiving direct instruction from a certified classroom teacher.

Eligibility – (Academic)

A student must be present in school the entire day of an activity to be allowed to participate. This includes practices for the aforementioned programs as well. The exception(s) to this would be:

- A prearranged mutual agreement between the parent or guardian of the participant and the Principal.
- Tardies/absences due to extenuating circumstances. The Principal will review circumstances and will decide whether the student may participate that day or not.

Ineligibility

The following checkpoints and provisions will be utilized at Riceville Community School to determine academic eligibility for students in Seventh (7th) through Twelfth (12th) Grade.

Teachers in grades 7-12 will submit three-week progress reports to the office:

- All grades need to be turned in to the office via JMC on the checkpoint dates listed below **by 3:30 P.M.**
- JMC Administrator Access will be used to check grades at the end of the watch list.
- Reports to parents will reflect possible ineligibilities and/or official ineligibilities as well as semester grades.

Ineligibility Dates 2022-2023

**All dates listed below are subject to change due to school cancellations and delays.				
Grade 7-12 Checkpoints		JH Ineligibility	Watch List Check	HS Ineligibility
S1, 15 day check	Wed.; Sept 14, 2022	Thurs. Sept 15th	Wed. Sept. 21st	Sept. 21st - Oct. 11th
S1, 35 day check	Thurs.; Oct. 13, 2022	Friday Oct 14th	Thurs. Oct. 20th	Oct. 20th - Nov. 11th
S1, 55 day check	Mon.; Nov. 14, 2022	Tuesday Nov 14th	Friday, Nov. 18th	Nov. 18th- Dec 14th
S1, 75 day check	Fri.; Dec. 16, 2022	Monday, Dec 19th	Wed. Dec. 21st	*
S1 grades	Mon., Jan. 3, 2023	Student misses the next (one) competition event.	*	*

* (End of final grading period-IHSAA, IGHS AU, IHSSA, IHSMA provisions apply)				
S2, 15 day	Tues., Jan. 24, 2023	Thurs., Jan. 26, 2023	Wed., Feb. 1, 2023	Feb. 1-22
S2, 35 day	Thurs., Feb. 23, 2023	Mon., Feb. 27, 2023	Thurs., Mar. 2, 2023	Mar. 2- Mar. 23
S2, 55 day	Mon., Mar. 27, 2023	Tues., Mar. 28, 2023	Tues., Apr. 4, 2023	Apr. 4-28
S2, 75 day	Mon., May 1, 2023	Tues., May 2, 2023	Fri., May 5, 2023	May 5- May 25
S2 grades	Fri., May 26, 2023	Student misses the next (one) competition event.	*	*
* (End of final grading period-IHSAA, IGHS AU, IHSSA, IHSMA provisions apply)				

Eligibility dates are subject to change. The ineligibility period for 9th-12th Grade students will last fifteen (15) Student Academic Contact Days (SACD). Extra-curricular activities that are scheduled on weekends, or are played on days when the school day is canceled due to weather or other unforeseen circumstances, do not count as a SACD. Letters will be emailed to parents or guardians within three (3) SACD of the 3-week grade check. Letters will be emailed to parents or guardians with updated grades within three (3) SACD of the Watch List Check.

Ineligibility Checkpoint Provisions

Grades 9-12:

If at any checkpoint a student is failing any class for which credit is awarded, the student will be placed on a "Watch List" and have five (5) Student Academic Contact Days (SACD) to improve their grade. The student will remain eligible to participate for those five (5) Student Academic Contact Days. If at the end of the five (5) Student Academic Contact Days Watch List, the student still has an "F" or "I" then the student will become ineligible to dress for and compete in activities. If at the end of the five-day Watch List, the student's grade is passing for that class, then the student will be eligible to dress for and compete in activities.

Ineligibility Length

If the student's grades are not improved to a passing level by the end of the scheduled Watch List Check, the period of ineligibility will begin on the next Student Academic Contact Day (SACD). The student will report to homework completion or intervention time during Wildcat Time while they are receiving deficient grades. Students will be ineligible for fifteen (15) Student Academic Contact Days (SACD) or until the next scheduled Grade Check, whichever comes first on the calendar.

During the academic school year, students who are ineligible and receive an "F" or "I" at the next scheduled Grade Check will continue their ineligibility uninterrupted from the prior ineligibility period until the next scheduled grade check. If the deficient grades are improved by the next scheduled grade check (No I's or F's), the five (5) Student Academic Contact Days (SACD) will NOT be used for that particular student, and the student will become eligible immediately as long as they have no failing grades at the Watch List grade check.

Grades 7-8:

3-Week Grade Check: If at any 3-Week Grade Check, a student is receiving a "D-", "F", or "I", the student will be ineligible for a minimum of three (3) Student Academic Contact Days (SACD) and will remain ineligible until the deficient grades are improved to at least a "D".

End of Semester: If at the conclusion of the semester, a student is receiving a "D-", "F," or "I", the student will miss the next (one) competition event. The student will continue to report to practice.

Athletic Eligibility Rules

Summary of Scholarship Rule, 281—IAC 36.15(2) The following requirements were effective 7-1-08:

- A student must receive credit in at least 4 subjects at all times.
- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all at the end of a final grading period, the student is ineligible for the first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- If a student is not passing at any checkpoint (if school checks at any time other than the end of a grading period), a period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- The ability to use summer school or other means to make up failing grades for eligibility purposes is not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.

See the website below for detailed information.

http://www.iahsaa.org/resource_center/Academic_Assistance/Guidance_Scholarship_Rule_36_15_2_updated_040111.pdf

IHSMA Provisions (2008)

Constitution of the Iowa High School Music Association

<http://www.ihsma.org>

IHSSA Provisions

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event sanctioned by the Iowa High School Speech Association or IHSSA sponsored event with any period of 30 calendar days. The period of ineligibility will begin the first school day following the day grades are issued by the school district.

A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on basis of scholarship if the student is making adequate progress, as determined by school officials, toward the goals and objectives of the student's individualized educational program.

Superintendents/Principals of the respective schools will verify the eligibility of their contestants to the Iowa High School Speech Association at least two and one-half weeks before the IHSSA contest

Appendix 2:

6-12 Class Sponsors and Home Base Advisor

6th Grade: Jennifer Devires

7th Grade: Kelly Houser and Bria Crooks

8th Grade: Harv Demuth & Nicole Smith

9th Grade: Steffen Fair & Caprice Anderson

10th Grade: June Bohr, Amanda Dwine & Kris Cother

11th Grade: Darcy Fair & Luke House

12th Grade: Amanda Conway & Andrea Bauer

Riceville Community School District

Student-Parent Handbook

2022-2023



The Riceville Community School District is committed to providing a balanced education focusing on academic excellence, high expectations of performance, respect of self and others, and integration of technology in collaboration with parents, students, and our global society.

It is the policy of the Riceville Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District's Equity Coordinator, Kirsten Linkenmeyer, School Counselor, 912 Woodland Avenue, Riceville, IA 50466, (641) 985-2288, kirsten.linkenmeyer@riceville.k12.ia.us. For further guidance, visit the Iowa Department of Education website.

Table of Contents

Philosophy	Page 3
General Information	Page 4
Academic Achievement Letter Requirements	Page 5
Academic and Athletic Eligibility	Page 5
Accreditation	Page 5
Activities/Practices for Inclement Weather	Page 5
Administration of Medications	Page 5
Alternative School Options	Page 5
Arriving at School Late or Leaving School Early	Page 5
Attendance	Page 6-8
Attendance Reports	Page 8
Breakfast	Page 8
Building Threats	Page 8
Bullying and Harassment	Page 8
Caring of School Property	Page 8
Cell Phones and Other Electronic Devices	Page 8
Certified Staff	Page 9
Chapter 103: Corporal Punishment, Restraint & Physical Confinement and Detention	Page 9
Concurrent Credit Options	Page 9
Conduct and Transportation for Events Outside of School	Page 9
Course Registration	Page 9
Counseling	Page 8
Daily Announcements	Page 8
Directory Information	Page 8
District Policies	Page 10-11
Early Graduation	Page 11
Emergency Closings, Delays, or Early Dismissal of School	Page 11
End of the Day	Page 12
Extracurricular Activities - Good Conduct Policy	Page 12
Family Educational Rights and Privacy Act of 1974	Page 12
Four-Year Plan- 8th Graders	Page 13
Grading Scale	Page 13
Graduation Requirements	Page 13-14
Health Education	Page 14
Health Screenings	Page 14
Homeless	Page 14-15
Honor Roll	Page 15
Human Growth and Development	Page 15
Late/Incomplete Work: Grades 6-12	Page 15
Library Guidelines	Page 15
Lockers and Valuables	Page 15
Lost and Found	Page 16
National Honor Society	Page 16
Open Enrollment	Page 16
Outdoor Recess Clothing Expectations	Page 16
Parent-Teacher Conferences	Page 16
Physical Education Requirements	Page 17
PICC Options	Page 17
Plagiarism & Consequences	Page 17
Regulations for Use of the School Gym	Page 17
Repeating/Retaking Courses	Page 18
Report to Parents	Page 18
Requesting Student Work and Assignments	Page 18
Rules for Conduct at Activities	Page 18-19
Scheduled Activities	Page 19
School Calendar	Page 19
School and Hallway Conduct	Page 19
School Schedules	Page 19
School Social Events	Page 19
Social Networking Sites and Handheld Technology Devices Policy	Page 19-20
Special Education, Section 504/ADA Policy	Page 20-21
Special Request for Bus Transportation	Page 21
Start of the School Day	Page 21
Student Abuse by School Employee	Page 21
Student Conduct	Page 21-23
Student Conduct - Positive Behavior Intervention Supports (PBIS)	Page 23
Student Conduct - Riceville Behavior Matrix	Page 24-25
Student Conduct - Continuum of Strategies to Respond to Appropriate and Problem Behaviors	Page 26
Student Council	Page 27
School Dismissal from School - Illness	Page 27
Student Dress Code and Attire	Page 27
Student Exercise of Free Expression	Page 27-28
Student Rules for Computer Use	Page 28
Student Use of Personal Transportation/Parking	Page 28
Student Searches	Page 28
Student Visitors	Page 28-9
Study Hall	Page 29
Title I Reading and Mathematics Program	Page 29
Transcript	Page 30
Visitors/Guests	Page 30
Waiver of Student Fees	Page 30
Appendix	
1. Academic and Athletic Eligibility	
2. Bullying and Harassment	
3. 2020-2021 Certified Staff	
4. Extra Curricular Activities - Good Conduct Policy	
5. 2020-2021 School Calendar	
6. 2020-2021 School Period Schedules	

Philosophy of the Riceville Community School

The successful school must have the cooperative efforts of the faculty, administration, board of education, parents, students, and community to achieve its goals. Effective and purposeful communication among these groups is essential. The Riceville Community School accepts all students and develops an education plan to assist students to reach their academic, physical, emotional, and social potential. These goals are designed to prepare the graduate for vocational success, for further education, for responsible participation in civic affairs and for the wise use of leisure time. The school shall provide the direction and atmosphere to make these goals possible.

General Information

Phone

Main Directory.....	641-985-2288
Announcements.....	641-985-7700

Social & Web

District Website.....	http://www.riceville.k12.ia.us
Twitter.....	https://twitter.com/RCSDWildcats
Facebook.....	https://www.facebook.com/riceville.wildcats
YouTube.....	https://www.youtube.com/c/RicevilleWildcats

School Colors.....	Red and Black
School Nickname.....	The Wildcats

School Song – “Victors”

Hail to the Riceville Wildcats. Hail to the conquering heroes
Hail, hail the mighty Wildcats, leaders and best.
Rah! Rah! Rah!
Hail to the Riceville Wildcats. Hail to the conquering heroes
Hail, hail the mighty Wildcats of our Riceville High!
W-I-L-D-C-A-T-S
Go Wildcats!

The Iowa Star Conference

Riceville Community School competes in co-curricular and extracurricular activities as a member of the Iowa Star Conference. Other conference schools include:

- Baxter Community School District
- Collins-Maxwell Community School District <http://www.collins-maxwell.k12.ia.us/>
- Don Bosco High School (Bosco Catholic School System) <http://www.boscosystem.net/>
- Janesville Consolidated School District <http://www.janesville.k12.ia.us/>
- Meskwaki High School (Meskwaki Settlement School) <http://www.msswarriors.org/>
- North Tama County Community Schools <http://www.n-tama.k12.ia.us/>
- GMG Community School District <http://www.garwin.k12.ia.us/>
- Clarksville Community School District <http://www.clarksville.k12.ia.us/>
- Colo-Nesco Community School District <http://www.colo-nesco.k12.ia.us/>
- Dunkerton Community School District <http://www.dunkerton.k12.ia.us/>
- Tripoli Community School District <http://www.tripoli.k12.ia.us/>
- Valley Lutheran <http://vlscrusaders.org/>
- Waterloo Christian <http://www.waterloochristianschool.net/>

More information about the Iowa Star Conference can be found at the conference website

<http://www.iowastarconference.org/>

Academic Achievement Letter Requirements

- High school students must maintain a 3.500 on a 4.0 grading scale for two consecutive semesters.
 - For every consecutive semester after lettering, the student will receive an additional gold bar.
- When figuring eligibility, the semesters will not be averaged together. Each semester must have a 3.500 GPA.

Academic and Athletic Eligibility

See Appendix 1

Accreditation

Riceville School is accredited by the Iowa Department of Education. Accreditation certifies that high school credit earned is acceptable for admission to colleges and universities throughout the United States.

Activities/Practices for Inclement Weather

When school is cancelled or dismissed early due to bad weather, there will be no activities or practices, except at the discretion of the Athletic Director and Administration.

Administration of Medications

Students may need to take prescription or non-prescription, over the counter medications, during the school hours. Medications will be held in a locked cabinet and distributed by the school nurse or other medication certified staff. Prescription medication must be in its original container and have a label from the pharmacy that includes; name of student, name of medication, prescribing doctor, dosage and dosage times and duration. This includes inhalers, ointments, and drops.

When the prescription medication is almost finished and requires a refill, the parent/guardian will be notified and asked to obtain a refill from their pharmacy. Empty medication bottles will be discarded after the labels are removed or blackened out.

Over the Counter Medications

Riceville Community School will have school approved over-the-counter medications available to students, distributed by either the school nurse or medication certified staff. Health information must be provided as well from the parent/guardian permission for these over the counter medications before ANY medications will be administered. Students may receive up to five (5) doses of acetaminophen and ibuprofen per school year after which the school nurse will assess the student and contact the parent/guardian to determine if a medical referral is needed and before any more doses will be given. Parents/guardians of students requiring or requesting more than the five (5) doses allowed may be asked to provide written permission from a licensed healthcare provider for future administration of these medications as well as be asked to provide the medication being requested.

For additional information, please refer to the Riceville Community School District Medication Administration Policy.

Alternative School Options

Riceville CSD works cooperatively with the following programs to provide educational opportunities to all students. Enrollment must indicate a documented need for placement and will involve parents, students, teachers, the administration, and AEA staff. Alternative school options include:

Cresco Alternative School

Crossroads Academy - Decorah CSD This option is only available for students on an IEP.

OASIS - Osage Alternative School

Arriving at School Late or Leaving School Early

Any student who arrives or departs at a time other than the student's regularly scheduled time must report to the Office to sign in or sign out. Notification in the form of a written note, an email, or telephone call from the parent/guardian should be presented to the Office personnel.

Attendance

Philosophy

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance, established early, is one which helps an individual be successful throughout his or her lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking student attendance records. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day, and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Notifying the School

Parents are asked to notify the school of any planned or unplanned absences by 9:00 am the day of the absence. If the school does not receive prior notification at the High School or Elementary Office by 9:00 am on the day that the student is absent, Office personnel will contact the parents/guardians by phone to check on the validity of the student's absence. In the event of a doctor's appointment, families have 48 hours to provide a doctor's note/excusal slip.

Student Absences/Tardiness

Office guidelines for when to mark a student absent or tardy are:

- Arriving after the first bell rings will be counted as "tardy" to school.
- For period attendance, "tardy" is defined as arriving after the bell rings and within 10 minutes.
- Missing four periods of the school day will be marked "absent" for a half day.
- Missing eight periods of the school day will be marked "absent" for the entire day.

E= Excused Absence- Absences with an OFFICIAL SLIP produced such as a medically documented illness, medically documented appointment, funeral of a family member, court appearances, school-sponsored activities, or other absences approved by the Principal. Parent must provide written or verbal information to the school of student's absence.

U= Unexcused Absence

- a. A student who is absent/skips a portion of the school day without a parent/guardian providing information (not excused).

A parent/guardian may verify their student absence from school for a total of six (6) days. Beyond six (6) days, the student must have an excused absence with appropriate documentation or steps toward mediation for excessive absenteeism will take place.

Excessive Absenteeism Process

When a student is excessively absent, the following levels will be followed as shown, or as modified to accommodate individual situations as determined by and/or at the discretion of the Principal. Three (3) unexcused and/or six (6) verified absences will start this process and a referral to the County Attorney can be made at any time.

Level 1

When the absences experienced by a student are determined to be excessive (3 unexcused and/or 6 excused absences), or of such frequency, that school staff is concerned that the success of the student is truly in jeopardy, a notice of "Excessive Absence" shall be sent to the parent/guardian.

Level 2

If the actions taken in Level 1 do not resolve the student's excessive absences and the student has three (3) unexcused and/or nine (9) excused absences, an additional additional notice of "Excessive Absence" shall be sent to the parent/guardian. Students in grades 6-12 will write a corrective plan of action, including goals, time frames and strategies.

Level 3

If the actions taken in Level 2 do not resolve the student's excessive absences and the student has six (6) unexcused and/or twelve (12) excused, the parent/guardian will be notified and a meeting will be scheduled with the parent/guardian and school personnel (Principal, counselor, and/or teachers) to discuss absenteeism. The meeting will include the student's academic progress, attendance history and procedures, agreed to by the participants, to improve attendance.

Level 4

If the actions taken in Level 3 do not resolve the student's excessive absences and the student has nine (9) unexcused and/or fifteen (15) excused, the school may make a referral to the County Attorney for mediation.

Excessive Tardies Process

1. A student is tardy when the student initially appears in the assigned area any time after the designated starting time. Bus students who are late, because the bus was late, will need to report to the Office to get a pass and/or Office Personnel will inform the teachers of the late bus arrival.
2. K-5th Grade Tardiness will follow these levels:

Level 1 - Parent/guardian and the student are notified after three (3) tardies.

Level 2 - Parent/guardian and the student are notified after six (6) tardies.

Level 3 - Parent/guardian and the student are notified after none (9) tardies. Parents/guardians will be required to conference with school personnel to discuss tardiness and ways the school can help. A family intervention plan would be important at this level including strategies for improvement attendance, possible community resources and monitoring for progress.

Level 4 - Parent/guardian and student are notified after twelve (12) tardies. Additional resources may be needed, such as a referral to the County Attorney.

6th-12th Grade Tardiness will follow these levels:

Level 1 - Parent/guardian and the student are notified after three (3) tardies. Three tardies in which the student is late to school is the equivalent of one class period.

Level 2 - Parent/guardian and the student are notified after six (6) tardies that the student will receive an unexcused absence that counts toward the excessive absence policy.

Level 3 - Parent/guardian and the student are notified after nine (9) tardies that the student will receive an additional unexcused absence that counts toward the excessive absence policy. Parent/guardian and the student will be required to conference with school personnel to discuss tardiness and ways the school can help. A family intervention plan would be important at this level including strategies for improvement attendance, possible community resources and monitoring for progress.

Level 4 - Parent/guardian and student are notified after twelve (12) tardies the student will receive an additional unexcused absence that counts toward the excessive absence policy. Additional resources may be needed, such as a referral to the County Attorney.

For more information on absenteeism/truancy, please refer to the Board Policy.

Attendance Reports

Attendance reports will be issued on report cards at the end of each semester. To qualify for "perfect attendance" recognition, a student may not be absent or tardy during the school year. "Excellent attendance" is limited to one absence or one tardy for the school year.

Breakfast

Students may go to the lunchroom to eat breakfast beginning at 7:40 am. Breakfast hours on a regular school day are 7:40-8:00 am. Students in grades K-5 may proceed to breakfast at or after 7:40 am. Students' school bags and supplies can be placed in the Multi-Purpose Room. Students riding the bus, who are going to eat breakfast, are to go directly to breakfast before proceeding to their class to start the day.

Students in grades 6-12 may put their belongings in their lockers when they arrive at school and then have the option of going to breakfast. When they are finished with breakfast, students should then return to the designated lobby area to prepare to begin the school day.

Building Threats

1. All threats will be treated as though they may be true.
2. The phone call will be traced as all calls can be traced in our phone system.
3. Law enforcement will be notified.
4. The Principal and Superintendent will make decisions as to the procedure to follow at the time using the Riceville CSD Emergency Operations Plan as a guide.
5. If needed, students will be relocated to a designated area. School staff will see that no one leaves their designated area until authorized to do so.
6. After proper investigation and consultation with authorities, the Superintendent, Principal or Designee, along with law enforcement authorities, will determine if the building is safe for students and staff occupancy.

Bullying & Harassment

See Appendix 2

Care of School Property

The appearance of our school is directly related to the pride of its students and staff. Every effort has been made to provide students with the best facilities and equipment available to make your year as pleasant and beneficial as possible. Students are held liable for any loss or damage to property or equipment such as desks, windows, and lockers, and will be expected to repair or replace any damage or loss immediately.

Cell Phones and Other Electronic Devices

Any personal device brought onto school grounds is subject to confiscation and can be held by the Administration when deemed necessary. A telephone is in the Office for student use. The following rules are to be followed:

1. Parents calling students at school should contact the offices at (985-2288) to leave messages. Students and teachers will not be called from classes to answer the telephone except in an emergency. When necessary, a message will be delivered to students.
2. Teachers may determine the appropriate use of technology i.e. cell phones, iPods, etc., by students for academic purposes.
3. Cell phones may be used during passing times and lunch. Students are not permitted to leave class to make a call. Improper use of technology will result in:
 - a. First offense: technology confiscated, kept in the Office and returned to student(s) after the end of the school day.

- b. Second offense: technology confiscated and students serve 30 minutes of detention in the Office and technology returned after detention time is served.
 - c. Third and any subsequent offenses: technology confiscated and the student serves 60 minutes of detention in the Office and technology returned after detention time is served.
 - d. If the student exercises a habitual violation of the cell phone policy, the Administration will not allow the cell phone to be used at school.
4. Students are not permitted to capture video, audio or pictures of other students or staff without the permission of the audience.
5. Students are discouraged from distributing videos, photos and audio recordings.

Certified Staff

See Appendix 3

Chapter 103: Corporal Punishment, Restraint and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employee’s abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the student’s parent/guardian.

If you have any questions about this state law, please contact the Principal. The complete text of the law and additional information is available on the Iowa Department of Education’s web site <https://www.educateiowa.gov/>.

Concurrent Credit Options

9th Grade students, identified and served in the District’s Talented and Gifted Program, and 10th through 12th Grade students that meet Senior Year Plus criteria, may receive high school and college credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities. These classes are taught through an agreement between Riceville CSD and another educational institution. Typically, an entry-level test is needed to gauge readiness. NICC’s tests are Accuplacer and Aleks.

Conduct and Transportation for Events Outside of School

Events in which students participate during or outside of school hours as representatives of the school, but at places outside the school, must be sponsored and supervised by school personnel. Rules of behavior shall be the same as at any in-school activity or event.

All students involved in school-sponsored activities, necessitating transportation to a location outside of Riceville, will be provided transportation in a school vehicle to and from the event. Students utilizing school transportation to such an event will return to Riceville in the school vehicle provided for that purpose. Students wishing to ride home with their parents/guardians must have the student’s parent/guardian make a personal contact at the event site with the coach or sponsor and sign a verification form. If a student will be riding home with someone other than the student’s parent/guardian, that person must be over the age of 21 and the student’s parent/guardian must make contact with the coach or sponsor prior to the student leaving the event.

Course Registration

Course registration for students in grades 9-12 is a very important administrative process because it determines the number of authorized sections of each course and dictates the necessary number of teachers and classrooms. Students have three (3) days, at the beginning of each semester, to alter their schedules. After the three (3) days, schedules may not be changed. If a student drops a PICC or concurrent course through a local community college, their high school and college transcripts will show a W for withdrawal or an F, depending on if they met the college’s drop deadline. If a concern exists regarding a student’s academic performance, contact the Principal’s Office immediately at (641) 985-2288.

Counseling

Counseling services will be available for all students. Students in grades K-5 will be taught a social-emotional learning curriculum. Students in grades 6-12 will be advised in social-emotional learning, course planning, career interests, and college planning.

Directory Information

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student, parent/guardian not wanting this information released to the public, must make an objection in writing to the Principal or other person in charge of the school in which the student is attending. Parents/guardians are asked to renew this objection at the beginning of each school year. The information includes the following:

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, AND 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 SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT.

District Policies

The following Riceville Board of Education Policies summaries have been condensed to only the essential information that impacts students in the Riceville CSD. A complete copy of each policy is available in the Superintendent's Office.

Anti-Bullying/Harassment Policy

Student and employee anti-bullying and harassment policies are included in the Appendix of this student-parent handbook.

Asbestos Policy

The Riceville Community School District is in compliance with the regulations of the Asbestos Hazard Emergency Response Act, which was enacted by the United States Congress in 1986. A complete copy of the asbestos management plan for each of the district's buildings is available at the Superintendent's Office, 912 Woodland Avenue, Riceville, IA.

Board of Education – Elections

The annual election for the Riceville Community School District Board of Education takes place on the second Tuesday after the first Monday in September of odd-numbered years. Citizens of the district with an interest in running for a position on the school board must file nomination papers with the School Board Secretary. The Riceville Community School District Board of Education consists of the following members: President: Karl Fox, Vice President: Kyle Guertin Other Members: Shanna Hale, Lyle Eastman, Audrey McCarthy.

Educational Equity

It is the policy of the Riceville Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Marcia Grimm Associate PK-12 principal, 912 Woodland Avenue, Riceville, IA 50466, (641) 985-2288, marcia.grimm@riceville.k12.ia.us For further guidance, visit the Iowa Department of Education website.

Emergency Disaster Plan

The Riceville CSD is prepared for emergencies that require exiting the building or relocating to safer areas within the building. Each classroom has designated areas for safety that are communicated by the teacher in case of emergency. Two practice drills for both exiting the building and relocating within the building are held each semester.

Free and Reduced Price Lunches

A student who is unable to afford the full cost of a school lunch may be eligible to receive food services at either a reduced fee or at no cost. Income guidelines for free and reduced price lunches also determine eligibility for full or partial waiver of other student fees. Information on the program is available in the Superintendent's Office.

Student Directory Information

All student directory information may be released to the public unless a request to withhold the information is on file from an individual student's parent/guardian. The request to withhold the information must be renewed annually. Ideally, such a request should be filed during the August registration period.

Student Records

The legal parent/guardian of a student has the right to review and inspect that student's cumulative record file. If there is a disagreement regarding the contents of the file, the parent/guardian can request a hearing for clarification and/or removal of the item in question. Student records may be disclosed in limited circumstances without parental or eligible student's written permission. All student transcripts are maintained at the school. Individualized Education Plans are kept for five years after graduation.

Early Graduation:

Students who wish to graduate early will be required to meet the Riceville Community School District's minimum graduation requirements. Seniors who have accumulated all credits to graduate early are still expected to carry a full schedule of classes prior to graduating. Students requesting permission to graduate early must also obtain approval from the Riceville Community School District Board of Education by the end of the previous school year. If a student requests early graduation after this time, the student must appear before the School Board for approval. The early graduation form, found on the school website, must be filled out and submitted to the School Counselor.

Once the School Counselor has reviewed the form and discussed the expectations of the early graduation process with the student, the form will be presented to the Principal for review. The form will then be presented at the next scheduled Riceville Board of Education School Board Meeting, normally scheduled for the 3rd Monday of each month, where the final review of the application will be conducted. If approved, a student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises.

Emergency Closings, Delays, or Early Dismissal of School

All emergency closings, late start days or early dismissal days are communicated through the District's JMC System. These notifications will be sent via email and text message. Please check with multiple sources to verify the information is accurate. In addition, emergency closings, delays or early dismissals are also posted on the following media outlets:

Social Media

Twitter: Riceville CSD official Twitter page @RCSDWildcats <https://twitter.com/RCSDWildcats>

Facebook: Riceville CSD official Facebook page <https://www.facebook.com/riceville.wildcats>

News Stations

KIMT TV Channel 3: <http://www.kimt.com/closings/>

KAAL TV Channel 6: <http://www.kaaltv.com>

KWWL TV Channel 7: <http://www.kwwl.com>

KTTC TV Channel 10: <http://www.kttc.com>

End of the Day

At school dismissal time, K-5 students who are not riding the bus are to remain in a teacher's classroom until the buses have left the school campus. Parents/guardians picking up their child at the end of the day are to wait in the parking lot area until after the buses have left and may meet their student(s) on the sidewalk after they have been dismissed from their classrooms.

Students walking home at the end of the school day will be dismissed when the school buses have left the school campus.

Students in grades 6-12 will remain in their last period class until the bell signaling the end of the school day. At that time, students riding the bus should proceed to their lockers to gather their belongings and proceed to the bus. Buses will depart the campus approximately five (5) minutes after the dismissal bell rings that signaled the end of the school day.

If someone other than a parent/guardian is picking up a student, the school needs to be notified ahead of time by a parent/guardian.

NOTE: Students are to exit the building by 3:30 pm unless supervised by a staff member. Students will remain with the supervisor and the supervisor shall maintain consistent supervision of the area students are meeting.

Extracurricular Activities - Good Conduct Policy

See Appendix 4

Family Educational Rights and Privacy Act of 1974

Age of Consent

When a student reaches age 18 or is attending an institution of post-secondary education, the permission or consent required of and rights given to parents shall be required of and granted only to students. Reference is made to the rights afforded the parents of students. It should be understood that the term "parent" means either natural parent, legal guardian, or parent with legal custody.

Sources of Requests for Information

The following exception shall be made to the principle of parental consent with respect to a student's age and his legal rights: A parent of a student or former student shall have access to his child's records as long as the child is a dependent. It shall be presumed until sufficient showing to the contrary, that a student attending school in this district is a dependent of his or her parents.

Right to Challenge and Hearing Procedure

Parents shall have an opportunity for a hearing to challenge the contents of their child's school records, to insure that the contents are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.

Right to Respond

The parent shall have the right to respond in writing to any information in the record and have the response become a part of the record.

Four-Year Plan - 8th Graders

Beginning in Eighth Grade, students work with the Riceville Counselor and in the Careers Class to develop a long-range plan for high school coursework. The direction of the plan is simply a basic map of the necessary educational components to prepare for post-secondary interests. The plan will be used as a guide in registration for students during their high school career. Although the long-range plan is important to the overall academic program, it can be adjusted to meet a student's changing interests. Amendments to a four-year plan must be made prior to course registration each year. The counselor will communicate the timelines for making any necessary adjustments.

Grading Scale

Students in Preschool will receive a family conference form based on the GOLD objectives. Grades K-5 will receive 1, 2, 3 or 4 marks to show student achievement. X and NA will be used for standards not assessed or taught.

Students in Grades 6-12 in the Riceville CSD use the A, B, C, D, F, W, I letter system.

Percent	Grade	Percent	Grade	Percent	Grade
94 – 100.....	A	80 – 82.....	B-	67 – 69.....	D+
90 – 93.....	A-	77 – 79	C+	63 – 66.....	D
87 – 89.....	B+	73 – 76.....	C	60 – 62.....	D-
83 – 86.....	B	70 – 72.....	C-	0 – 59.....	F

Semester tests or projects are optional components of each academic class for grades 6-12.

All fines owed must be paid before graduation, or recovery of bills may be pursued through small claims court.

Graduation Requirements

Students must successfully complete the courses required by the Riceville Board of Education and Iowa Department of Education in order to graduate. It is the responsibility of the Superintendent to ensure that students complete grades one through twelve and that high school students complete 54 credits prior to graduation. The following credits will be required for graduation:

Class of 2021- 61 credits required to graduate

Class of 2022 and beyond- 54 credits required to graduate

English - 8 credits

English 1
English 2
English 3
Speech
Other Elective

Social Studies - 6 credits

U.S. History-2
World History-2
American Government-1
Behaviorial Science-1

PE - 4 credits

Math - 6 credits

Algebra 1-Geometry-Algebra 2
Geometry- Algebra 2-Precalculus/Statistics

Health - 1 credit

Health 1

Science - 6 credits

Biology
Physical Science
Chemistry (1 semester required)
Other science elective

Business/Computers - 2 credits

Computer Science
Financial Literacy

Work Based Learning - 1 credit (starting with class of 2022)

Work Based Learning

Character Education - 1 credit

Character Development and Leadership

Electives - Vary depending on the graduation year.

Additional Graduation Requirements

Students not physically present for CPR certification must verify course completion from an outside source. The District will not be responsible for paying for or arranging CPR certification for students who do not attend the session provided by the school during the school year.

CPR - Students not physically present for CPR certification must verify course completion from an outside source. The District will not be responsible for paying for or arranging CPR certification for students who do not attend the session provided by the school during the school year.

Job Shadow - All high school students need to complete one job shadow before they graduate; preferably their junior year. Students must complete a verification form regarding their job shadow. The form must be signed by the person they are job shadowing. Students are required to check in when they arrive and check out when they leave. Students are also required to spend a minimum of two (2) hours at their job shadow. Advance make-up slips must be turned into the office before going on a job shadow and the verification form completed and returned to the office.

Health Education

Students in grade one through twelve shall receive, as part of their health education, instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance use and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body, emotional and social health, health resources, prevention and control of disease, including characteristics of communicable disease. Beginning in Seventh Grade, characteristics of communicable disease shall include information about sexually transmitted diseases.

Health Screenings:

Dental, hearing and vision screenings will be provided to students in various grade levels as listed below:

Dental

Dental screenings are mandated for both kindergarten and freshman students. For kindergarten, a screening completed no earlier than age 3, but no later than four months after enrollment is acceptable. For 9th Grade, an acceptable screening needs to be completed no earlier than one year prior to enrollment and no later than four months after enrollment.

Hearing

The AEA personnel will provide hearing screenings annually for students in certain grades, any new students and any students with hearing difficulties. AEA personnel will mail results directly to the parent/guardian if further follow-up is needed.

Vision

A vision screening, performed by an eye doctor, is recommended for incoming kindergarten students. A visual acuity screening will be performed annually on students in grades 1, 3, 5, and 7 by the school nurse. A second screening will be performed by the nurse on students who do not pass the screening or who are borderline passing. The results of students who do not pass the screening or are borderline passing will be mailed or emailed to the parent/guardian or sent home with the student.

Homeless

The Riceville Community School District is responsible for locating and identifying homeless children and youth who are living within the District. A "homeless child or youth of school age" is defined as one between the ages of 3 and 21 who lacks a fixed, regular and adequate nighttime residence and includes the following: a child who is sharing the housing of others (includes doubled up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital or is awaiting foster care placement; a child who has a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; a child who is living in a car, park, substandard housing, bus or train station or similar setting; a migratory child/youth who qualifies as homeless because of the living circumstances described above; or youth who have run away or youth being forced to leave home.

The District shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services, transportation services and food and nutrition programs, on the same basis as those services and assistance are provided to resident pupils. If you are homeless, or know of a child who is, please contact the school counselor, Michelle Berentsen at michelle.berentsen@riceville.k12.ia.us The State Coordinator for the Education of Homeless Children can be reached by phone at (515) 402-2736 or by email at carolyn.cobb@iowa.gov.

Honor Roll (6th-12th Grade)

The Honor Roll is based on final grades received and will be posted and published at the end of each semester. A 3.000 grade point average or better is required to qualify for this distinction. The following is the point system used in computing your grade point average:

Grade	GPA		Grade	GPA		Grade	GPA		Grade	GPA
A	4.00		B+	3.00		C	2.00		D	1.00
A-	3.67		B-	2.67		C-	1.67		D-	0.67
B+	3.33		C+	2.33		D+	1.33		F	0.00

Human Growth and Development

The District provides students with instruction in human growth and development. Parents/guardians may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents/guardians should contact the School Nurse (641-985-2288) if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Late/Incomplete Work: Grades 6-12

Students are expected to complete their assigned classwork on time. Teachers have a right to expect assignments to be turned in on the established due date. Teacher discretion is used to determine the grading of late assignments. Late assignments or projects may result in loss of credit (i.e. teachers may dock 10% for each day that it is late up to five (5) days (50%) at which the assignment/project will be graded starting at 50%) and a failing grade in the class.

School work missed because of absences must be made up within two times the number of days absent not to exceed five (5) school days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

If the absence occurs at the end of a semester, an "I" may be used on the student report. After five days, this grade becomes an "F" if the incomplete work is not made up unless special permission is granted due to extenuating circumstances. The student is responsible for making arrangements with the classroom teacher for the completion of all late or incomplete academic work.

Students who are missing work will need to complete their work during Wildcat Time. The success teacher is a resource that may be utilized during Wildcat time. A teacher may expect a student to come in at additional times i.e. before or after school, to complete late work or get additional assistance. The teacher will be responsible for supervising the student during this time.

Library Guidelines

The library is a resource area shared by all students that is typically open from 8:00 am to 3:00 pm. Books, not on reserve, are available for checkout for a period of two weeks with a possibility of a two-week renewal. A fine is assessed for all overdue material.

Lockers and Valuables

Lockers will be assigned to students before school opens each fall. Lockers must be kept clean and neat and the door should be kept closed when not in use. Students will not make any locker changes without permission from the Principal's Office. Combination padlocks are available in the High School Office and can be issued to students upon request. Students are responsible for damaged locks or locks not returned.

YOU ARE CAUTIONED NOT TO LEAVE VALUABLES ON DESKS, IN LOCKERS, IN RESTROOMS OR IN LOCKER ROOMS, ETC. IF YOU HAVE SOMETHING VALUABLE, YOU MAY LEAVE IT IN THE OFFICE FOR SAFE KEEPING FOR THE DAY.

Lost and Found

Lost and found articles will be placed in the Office. If you should find anything, please turn it into the Office. If you should lose something, report the loss to the Office Personnel as soon as possible. The Riceville CSD is not responsible for any lost or stolen items.

National Honor Society

To be eligible for induction into the National Honor Society, a student must have a 3.500 cumulative GPA and meet the National Honor Society characteristics of scholarship, leadership, service and character. For more information, students are encouraged to contact the National Honor Society Advisor. A National Honor Society member, who incurs a violation of the Riceville Good Conduct Policy shall be removed from the organization. An inductee who incurs a violation of the Riceville Good Conduct Rule will not be recognized as a member during commencement exercises.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request a transfer to another school district upon the parent/guardian's request. Students interested in open enrollment out of the school district must contact the District Office (641-985-2288) for information and forms. September 1st is the last date for open enrollment requests for students entering kindergarten and those students falling under the "good cause" definition.

Outdoor Recess Clothing Expectations

Below is a general guide we ask families to follow for our outdoor recess clothing expectations.



Parent-Teacher Conferences

The school schedules Parent-Teacher Conferences. Parents will be notified through the media and the district calendar as to the date and hours of conferences. Parents of students in grades PK-12 will sign up for a conference time. Other special reports, such as grade check notices, attendance, and disciplinary actions will be issued when necessary.

Physical Education Requirements

Students in First through Twelfth Grade are required to participate in physical education courses unless that are excused by the Principal of their attendance center.

Students may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or the student has been exempted because of a conflict with the student's religious beliefs. For additional excusals for students in Tenth, Eleventh and Twelfth Grades, refer to Riceville CSD Board Policies.

PICC Options

Juniors and Seniors are eligible to register for college credit classes online or on-campus if they meet prerequisites set by the college, have approval from the school counselor/administrator, and register by Riceville Community School District's deadlines. PICC textbooks will be ordered and purchased by the District. Students who choose to withdraw from a PICC course will receive an "F" on their high school transcript if it has been six (6) days past the course start date. Their college transcript would show a "W" if they met the college's withdrawal deadline. Students in PICC courses will be eligible for a study hall during the class day in order to work on their course.

Plagiarism & Consequences

Plagiarism is presenting someone else's words or ideas as your own. Plagiarism is quoting or paraphrasing material without citing the source of that material. Sources can include websites, magazines, newspapers, textbooks, journals, TV and radio programs, movies, videos, and photographs. Students are expected to do their own schoolwork. Copying others' work, copying from other sources or similar cheating is not tolerated. Discipline may include the loss of credit for the quiz, test or assignment.

Regulations for Use of the School Gym

- The building will be used for physical education classes by all grades as scheduled by the Principal of the elementary, junior, and senior high school. All assigned staff members that use the gymnasium will be responsible for all equipment, school owned uniforms and student conduct. All students in grades 7-12 will be assigned a locker and can be issued a padlock for their locker if they would like one. Padlocks will be returned at the close of the school year. A fee of \$5.00 will be charged for all locks not returned. Accurate records on forms provided will be maintained on all students, lockers, padlocks and physical education equipment.
- Staff members will supervise locker rooms. Staff members will see that students place all personal gear in lockers.
- Good conduct is expected of all students at all times in all areas of the gymnasium.
- All staff members will maintain control of students they are working with and keep the students in the area being used. There is no need for students to be in the lobby (unless supervised), concession stand or other school areas.
- Students are not to be in the building unless supervised by an assigned faculty member. Under no circumstances will keys be given to students to enter the building for practice sessions, workouts, to get equipment, etc., unless the instructor is present.
- All events scheduled outside of the regular school scheduled games and practices must be cleared through the Principal and/or Athletic Director. All scheduled games and meets for all grades must be scheduled through the athletic director. Practice schedules will be determined through mutual agreement by the athletic director and all staff members involved in deciding a schedule as fair as possible for all squads.
- At all practice sessions, team members will confine themselves to the area of practice for their sport and not interfere with other team practices. Only team members will be allowed in the gym at practice sessions. Unauthorized personnel will not be permitted in the building.
- The building will be secured at the end of each day. If no custodian is on duty, the last staff member to leave will make certain that all windows are closed, lights are turned off and doors are locked. Students will not be left in the building to finish dressing or to wait for transportation unless a faculty member is present.
- If special practice sessions or events are scheduled, they must be scheduled in advance to allow for custodial service.
- Students will use the east rear door to enter the building for all practice sessions. Student parking will be limited to the parking lot located northeast of the building. You will not park in the driveways around the building.

Repeating/Retaking Courses

High school students who fail a required course must retake the course in order to meet the graduation requirements. If a student takes a course and fails, the District will assist the student in retaking the class or finding an alternative mode to take the course. Possible options may include an online course or independent study.

Students who fail an elective course may elect to retake the course. The following procedure must be followed:

- * The repeated course must be taken within the district.
- * The grade earned in the repeated class will be used to calculate the student's cumulative grade point average and will appear on the student's transcript.
- * The original course and grade will show on the student's transcript, but will not be used in the cumulative grade point average calculations.
- * Students must add/drop courses within the time frame allotted by the district and complete the add/drop paperwork.

Report to Parents

Grades PK-5: Grade reports will be issued for students in grades PK-5. Report cards will be issued at the end of each semester. Parents in grades PK-5 will receive a copy of their child's report card. All parents have access to JMC Student Management. This will allow parents to see their child's grades at any time. Please visit <https://riceville.onlinejmc.com/>. Contact the school for your account information. The most critical student reports are issued at the end of each semester. Report cards will be issued at the end of each semester.

Grades 6-12: All students in grades 6-12 will be issued an account for JMC student access using their school email and passwords. All parents have access to JMC Student Management. This will allow parents to see their child's grades at any time. Please visit <https://riceville.onlinejmc.com/>. Contact the school for your account information. In grades 6-12 the report card will be sent to parents via email. Grades are available for students in grades 6-12 at <https://riceville.onlinejmc.com/>. If a student earns an "F" for a semester grade in a given course, no academic credit will be awarded for that course. Failure to earn credit can have a profound impact on completion of the graduation requirements. The most critical student reports are issued at the end of each semester. Report cards will be issued at the end of each semester.

Requesting Student Work and Assignments

- Typically, assignment requests are made only when a student is absent for more than one day. Requests should be made by 9:00 a.m., and may be picked up at the end of the school day on the day of request.
- If a student has prior knowledge of an upcoming extended absence from school, that student is encouraged to ask for all make-up work prior to the absence. A phone call from the parent/guardian will be necessary for release of the assignments.
- The advance make-up slip must be signed by the student's teachers and returned to the office before the absence.

Rules for Conduct at Activities

- All cars will be parked in the parking lot located northeast of the Gymnasium.
- State classified districts set the admission for football, the Iowa Star Conference sets admission for conference events, and the state associations set admission for state sanctioned events.
- The ticket entrance to the Gym will be through the north doors. Only the doors at the north and south end of the Gym Lobby will be used by the public to leave the Gym after a game or meet. The football and track entrance is located at the NW end of the football field.
- The west bleachers on Rasmussen Football Field will be the home side for Riceville students and fans.
- The south bleachers in the Gymnasium will be the home side for Riceville students and fans.
- Students will find a seat when they enter the gym/football/track facility and remain in the bleachers except for going to the restroom etc., while the game is being played.
- Students will not be allowed to use the academic hallway during after school events. Band/Choir students may use the academic hallways for direct travel between the athletic site and the music room. Only managers and players participating will be allowed in the locker room area.
- The acoustics in the Gymnasium warrant that you not slap or kick bleachers to create noise. You can show your team support by other means. Balls and other items may be confiscated and returned at a later time.

- The lobby was provided for the paying public and will not be used by students who are not attending the games. The lobby is not a place to loiter and wait while the games are being played.
- Admission will be charged at full price until the final buzzer or match is completed. Ticket crews will be on duty at all times to check spectators in and out of the gym area.
- Facilities are provided and maintained by Riceville Community School District for your use. Take pride in the facilities and treat them with respect.

Scheduled Activities

The Riceville Community School District will not schedule classes, practices, competitive sports, intramural programs, or meetings in which students are to participate on Wednesday evenings, except with prior approval of the Administration/ Board of Education. All students must be out of the building by 6:00 pm on Wednesday evenings.

School Calendar

See Appendix 5

School and Hallway Conduct

Students are expected to demonstrate mature behavior in accordance with general conduct guidelines that they have been asked to observe since kindergarten. Running, boisterous behavior, abrasive language, and inappropriate displays of affection are all considered intolerable. Students should “keep to the right” and avoid gathering in groups that hinder the flow of traffic in the hallways.

Outside Food & Drink: Food or drink can be consumed during passing times as long as the students are responsible and keep the school clean and picked up. Students are not allowed to consume food or drink in the classroom unless at the discretion of the classroom teacher. Students may bring food & drink to school as long as it meets and follows the guidelines & requirements of the Healthy Kids Act.

<https://www.educateiowa.gov/pk-12/learner-supports/healthy-kids-act>

- No alcoholic beverages
- Must be sugar free/low sugar
- Fat Free/Low Fat
- Students are not permitted to cook or prepare any food outside of class except if warming up meals brought from home and using the microwaves in the lunchroom during the designated lunch period.

Water Bottles: Students can use water bottles and carry them with them during the day.

School Schedules

See Appendix 6

School Social Events

All school social events shall be under the control and supervision of school personnel. Approval for an event shall be secured from the Principal before any public announcement is made. Hours, behavior, and activities related to social events shall be reasonable and proper, as determined by the Administration. Only those students who can be expected to recognize the authority and responsibility of the school personnel shall be permitted to attend social functions.

- Having once left, a student may not return unless given explicit permission from the supervising staff.
- All students will park their cars in the northeast parking lot.
- All guests, who are not students of the school or are not enrolled full-time, must be registered at the Office during the week preceding the event using an approved Riceville Community School Parent Consent Form.

Social Networking Sites and Handheld Technology Devices Policy

The Riceville Community School District Board of Directors recognizes the need to provide access to technological resources. For the purposes of this policy, “Social Networking Sites” is defined to include, but not limited to, such social networking sites as Facebook, Instagram, Twitter, YouTube or any other site used as a means of communicating between users or for sharing thoughts, images, videos, or any other form of expression. For the purposes of this policy, “Handheld Technology Devices” is defined to include portable two-way telecommunications devices including, but not limited to, cellular telephones with or without cameras, laptops, netbooks, MP3 players, beepers, walkie talkies, other handheld computing devices used as a communication device, any portable electronic device capable of storing and/or transmitting and/or receiving images, such as cameras, as well as any new technology developed for similar purposes.

The Riceville Community School District Board of Directors extends to students the privilege to possess, display and use Handheld Technology Devices, or utilize Social Networking Sites by any technological means, during passing time between classes, during meal times, and before or after school, provided such Handheld Technology Devices or Social Networking Sites are not displayed, activated or used during class time, unless the classroom teacher allows the use of Handheld Technology Devices or Social Networking Sites for educational purposes or to communicate with a student's parent/guardian. Classroom teachers are not authorized to give permission for students to use Handheld Technology Devices or Social Networking Sites to communicate during class time with students outside of the teacher's class, nor are students otherwise authorized to communicate by any means with students outside of the student's class during class time. Except as permitted by the classroom teacher, all such devices must be turned off and in a locker, backpack, pocket, or similar enclosure during class time. Exceptions will be made for students with specific needs that require such devices under a "504 Plan," pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; as per their Individualized Education Program "IEP"; and during a medical or security emergency, if a supervising school official is not in communication with emergency responders, or the student is unaware that a supervising school official is in communication with emergency responders.

Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

The School District will not be responsible for financial charges relating to student Handheld Technology Devices at any time, to include during times of confiscation. Student use of personal Handheld Technology Devices for permitted educational purposes or to communicate with school staff or other students is optional.

Students may be held responsible for the transmission of all messages, images, video or other forms of communication sent from their Handheld Technology Device or Social Networking Sites. Students are encouraged to utilize passwords on Handheld Technology Devices and Social Networking Sites and are discouraged from sharing those passwords with other students. Students should lock or logoff Handheld Technology Devices and Social Networking Sites when they are not in use. Students are further discouraged from sharing Handheld Technology Devices with other students.

The School District will not be responsible for loss, damage, destruction, or theft of any electronic device brought to school.

Special Education, Section 504/ADA Policy

The services offered through special education are supplementary to the educational program of our school. The regular classroom teacher has the primary responsibility for each child's overall educational program. The special education teacher works with the child's regular classroom teacher to provide coordinated services in compliance with the child's IEP (Individualized Education Program).

The Riceville School District does not discriminate on the basis of disability with regard to admission, access to services, treatment or employment in its programs or activities.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Americans with Disabilities (ADA) applies to employers who have over fourteen (14) employees regardless of federal financial assistance or public entities, such as public school districts. Under both Acts, the definition of an "individual with a disability" is a person who:

1. Has a mental or physical impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, breathing, working, walking, learning, etc.; or
2. has a record of such impairment; or
3. is regarded as having such an impairment.

The District will evaluate, identify, and provide a free and appropriate education to all students who are individuals with disabilities under Section 504 of the ADA. Parents/guardians of these students are entitled to procedural safeguards, including individual notice and an impartial hearing.

The District will provide reasonable accommodation to each employee and qualified employment applicant covered by Section 504 or the ADA unless it would impose an undue hardship on the operation of the program. Each of the programs of the District will be readily accessible to individuals with disabilities when viewed in its entirety.

The District will furnish auxiliary aids and services to students, employees, parents/guardians, and members of the public who have disabilities to the extent necessary for communications with other persons, unless it will result in an undue burden on or a fundamental alteration in the program.

The District has a grievance procedure for disability discrimination complaints. For a description of this procedure, or any further relevant information, contact the Section 504/ADA Coordinator: Michelle Dohman, School Counselor or Special Education Coordinator: Heather Suckow, Principal.

Special Request for Bus Transportation

Students may ride buses to a friend's home, etc. under the following conditions:

- The parent/student must complete a bus request form obtained from the Office.
- The request must be accompanied by a note or phone call from the parent/guardian and signed by one of the following school officials: Secretary, Principal, Superintendent, or Transportation Director.
- There must be room on the bus.
- Students must observe the rules governing pupils on a school bus.
- Buses will stop only at regular designated bus stops.

Start of the School Day

Students may arrive at school at 7:40 am. The doors to the building will be unlocked at 7:40 am and will remain open until 8:10 am.

Elementary students who do not eat breakfast, may enter the school playground at 7:40 am for recess. Students will be dismissed to their classrooms at 8:00 am. The school day will begin at 8:10 a.m.

Middle School and High School students may arrive earlier than 7:40 am and enter the academic hallways if they are coming to work on assignments or projects as long as a staff member supervises them or if the early arrival is required for an extracurricular activity (sports, speech, band, music, etc.) All other middle school and high school students should report to the lobby area between 7:40 and 8:00 am, unless other permission has been given by a teacher or the Principal. Students will be dismissed to their classrooms at 8:00 am. The school day will begin at 8:10 a.m.

Student Abuse by School Employees

The Riceville Board of Education has appointed the Principal, Heather Suckow, (641-985-2288) and the School Nurse, Michelle Berentsen, (641-985-2288), as designated Level One Investigators.

Student Conduct

Solid discipline based on mutual respect is critical to maintaining an appropriate learning environment. Students who fail to meet the conduct expectations of the school are subject to consequences commensurate with the seriousness of their violation.

Student Discipline

Consequences

- a. All violations referred to the Administrator may include up to ten (10) out-of-school suspension days, possible recommendation for expulsion, and a Good Conduct Policy violation.
- b. Students bringing a firearm to school may be expelled for not less than twelve months. The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes

any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

The Principal is responsible for assigning any and all consequences that are more severe than simple before or after-school detentions. Many consequences are dictated by various school board policies. Due process rights are guaranteed to all students. A request for a hearing may be filed with the next level in the School District's chain of command – Teacher, Principal, Superintendent, and Board of Education.

As not every possible act of misconduct can be anticipated and listed herein, students who do not conduct themselves in accordance with the Student Conduct Code, may be declared ineligible from activity participation with the determination, nature, and length thereof being the responsibility of the school administrator.

Violation of Federal, State, or Local Law

In addition to the consequences above, any violation of the law will be promptly reported to law enforcement agencies and/or other supportive community agencies. All Riceville students at activities sanctioned by the Riceville School are subject to the Student Code of Conduct.

In-School Suspension

In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the Principal for infractions of school rules, which are serious but which do not warrant the necessity of removal from school.

The Principal will conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten (10) school days. Written notice and reasons for the in-school suspension will be sent to the student's parent/guardian.

In-School Suspension Guidelines

- In-school suspension will be a complete school day. It takes precedence over any and all activities scheduled for that day. Parents/guardians will be notified when a student serves an in-school suspension.
- Students must bring ALL materials with them to the in-school suspension room (paper, books, writing instruments, etc). STUDENTS ASSIGNED TO THE IN-SCHOOL SUSPENSION ROOM WILL NOT BE PERMITTED TO RETURN TO THEIR CLASSROOM DURING THE DAY.
- Talking, sleeping, use of cell phones, or failure to do school work is prohibited.
- Meals will be eaten in the in-school suspension room.
- The in-school suspension supervisor will provide for all restroom breaks.
- On the days a student is serving an in-school suspension, the student may not practice, attend, or participate in any school sponsored extracurricular activity.
- The student will receive full credit for work completed during the in-school suspension, if the work is done and turned in by applicable due dates.
- Students who fail to meet the behavior expectations of the school may receive additional consequences at the discretion of the administration.

Out-of-School Suspension Policy and Procedures

- Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available resources are unable to constructively remedy student misconduct.
- A student may be suspended out of school for up to ten (10) school days by a Principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the

operation of the school. The Principal may suspend students after conducting an investigation of the charges against the student.

- Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the Superintendent. A reasonable effort is made to personally notify the student's parent/guardian and such effort is documented by the person attempting to make the contact. Written notice to the parent/guardian will include the circumstances which led to the suspension.
- On the day a student is serving out of school suspension, the student is not to be on school property at any time or any place without the permission of the Principal. If a suspended student is discovered on the premises, the student will be asked to leave. If they refuse, law enforcement will be notified.

Student Conduct - Positive Behavior Intervention Supports (PBIS)

According to PBIS.org, "PBIS is an implementation framework for maximizing the selection and use of evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social, emotional, and behavioral supports of all students." This framework works to support student needs based on a multi-tiered continuum. The tiers are as follows:

- Tier 1: Universal practices are experienced by all students and educators across all settings to establish a predictable, consistent, positive and safe climate.
- Tier 2: Targeted practices are designed for groups of students who need more structure, feedback, instruction and support than Tier 1 alone.
- Tier 3: Indicated practices are more intense and individualized to meet the challenges of students who need more than Tiers 1 and 2 alone.
(Information quoted from www.pbis.org)

The following documents outline our expectations for common areas and gives insight into our behavior matrix, which includes minor and major behaviors, and our continuum of strategies to respond to behaviors. These documents may be subject to change.

Riceville Behavior Matrix

Elementary: Three (3) documented minors within five (5) days = an office referral

Teachable Moments	Behavior Improvement Form (Minor)	Office Referral Form (Major)
Common behaviors that are brief in duration & don't interfere with instruction or learning. <u>Typically</u> self-correcting, but if left unattended, likely to persist.	Behaviors that occur so frequently that constitute a disruption to learning.	Behaviors that present a threat to order & learning environment. Student is "out of instructional control" – unable to be responsive to adult direction or teaching.

Inappropriate / Abusive Language:		
Use of milder inappropriate words (shut up, crap, sucks...)	Intentional hurtful or rude words.	Using profane language purposefully
Profanity that is not directed but "slips out"	Repeated use of inappropriate words	Yelling obscenities at others
Unintended hurtful or rude words (shows remorse)	Using non-verbal profanity	Sexual words or innuendos
Fighting / Physical Aggression		
	Pushing in line	Throwing any object at someone with intent
	Pushing back toward someone who initiated contact	Threatening gesture with dangerous object
	Bumping into another intentionally	Hitting (closed fist) / punching / slapping
	"Play" fighting	Kicking, biting, hair pulling, scratching, spitting
	Shoving	Physical contact that leaves a mark or injury.
	Invading personal space purposefully	
	Throwing small object with no intended target	
Defiance / Disrespect / Noncompliance		
Making noises but stopping, after being asked	Running /skipping in the hall after a reminder	Refusing to comply with adult request, <u>Refusing</u> to follow directions
Hiding or crawling under tables or furniture to avoid class work		Unresponsive even after cool down
	Yelling at other students after a reminder	Leaving building
	Arguing with an adult	Hiding in unsafe areas of the building
	Leaving room without permission	
	Off task behavior	
Lying / Cheating / Theft		
	Taking another's property in a playful manner	Stealing
	Refusing to return a "borrowed" item	Plagiarism, cheating and copying (Both parties if involved)
	Not telling the truth when it involves someone's personal safety or property damages (K-5)	Not telling the truth when it involves someone's personal safety or property damages (6-12)
		Forging a signature

Disruption		
	Talking out of turn / interrupting constantly	Threatening or unsafe actions (Throwing chairs / tables / desks / etc., putting fist through glass...)
	Unnecessary roaming the room, hall...	Bomb threat or false fire alarm/arson
	Disruptive behavior	
	Refusing to work or working in a loud, disruptive manner	
Bullying/Harassment Behavior		
	Name calling, spreading rumors	Inappropriate touching
	Invading someone's privacy	Sexual comments: written or spoken
	Threatening gesture (showing a fist)	Exposing privates
	Intentional exclusion of others	Racial remarks - hate crimes
		Bullying - chronic - ongoing
		Threatening to hurt others through actions or words
		Organized teasing toward specific victims
		Intentionally embarrassing someone through comments or actions
Property Damage		
	Misusing others property	Destroying others property/ Vandalism
	Making a mess in the restrooms	Kicking or punching property
	Making minor marks on any school property	
Possession of a Controlled Item:		
		Possession of a gun, knife, other weapon, matches, lighters, combustible items or any item capable of causing bodily harm or property damage.
		Possession of pornographic material
		Possession of drug paraphernalia, alcohol, tobacco, drugs
Dress Code Violation:		
	Student wears clothing that does not fit within the dress code.	
	Not removing hat or hood after a reminder	
Technology (School and Personal)		
	Inappropriate language and conversations on the computer	Cyber-Bullying
	Misuse of technology	Vandalism of school technology

Riceville Behavior Matrix 6th-12th grades

3 minors = a major (further consequences plus students self-reporting parents with teacher and/or administration)

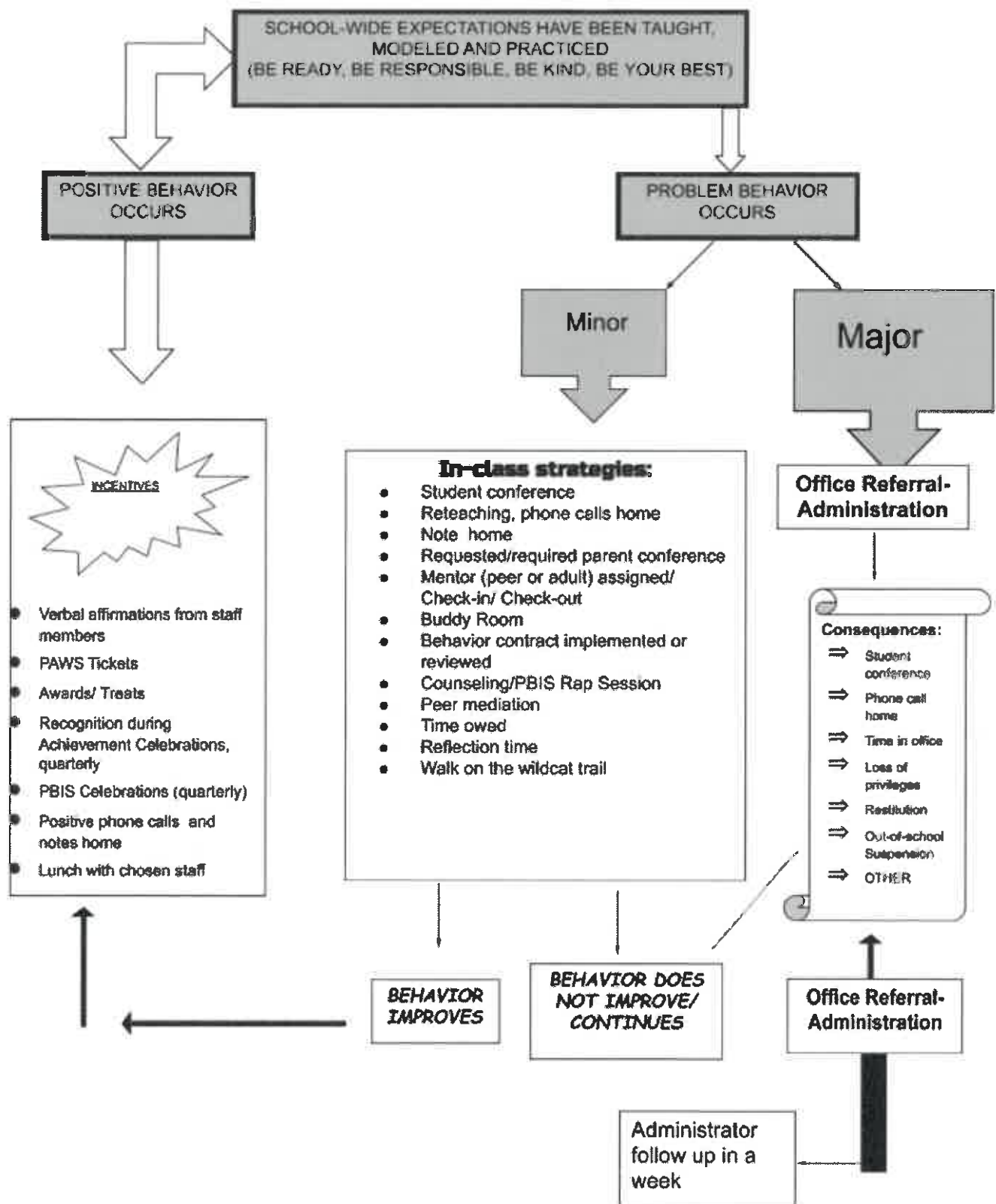
Each behavior is left up to the teacher's discretion

Teachable Moments	Behavior Improvement Form (Minor)	Office Referral Form (Major)
Common behaviors that are brief in PBIS matrix duration & don't interfere with instruction or learning. Typically self-correcting, but if left unattended, likely to persist.	Behaviors that occur so frequently that constitute a disruption to learning.	Behaviors that present a threat to order & learning environment. Student is "out of instructional control" – unable to be responsive to adult direction or teaching.

Inappropriate / Abusive Language:		
Use of milder inappropriate words (shut up, crap, sucks...)	Intentional hurtful or rude words.	Using profane language purposefully
Profanity that is not directed but "slips out"	Repeated use of inappropriate words	Yelling obscenities at others
Unintended hurtful or rude words (shows remorse)	Using non-verbal profanity	Sexual words or innuendo
Fighting / Physical Aggression		
	Throwing small object with no intended target	Throwing any object at someone with intent to harm
	All unwanted physical contact	Threatening gesture with dangerous object
	Invading personal space purposefully	Hitting (closed fist) / punching / slapping
		Kicking, biting, hair pulling, scratching, spitting
		Physical contact that leaves a mark or injury
	Invading personal space purposefully	
Defiance / Disrespect / Noncompliance		
	Yelling at other students after a reminder	Refusing to comply with adult request, Refusing to follow directions
		Unresponsive even after cool down
	Arguing with an adult	Leaving building
	Off task behavior	Hiding in unsafe/unsupervised areas of the building
	Leaving room without permission	
Lying / Cheating / Theft		
	Taking another's property in a playful manner	Stealing
	Refusing to return a "borrowed" item	Plagiarism, cheating and copying (Both parties if involved)
		Not telling the truth when it involves someone's personal safety or property damages (6-12)
		Forging a signature

Disruption		
Disruption is defined as: : Making noises, throwing things, constantly being off task and distracting others which leads to not allowing others to learn.	Talking out of turn / interrupting constantly	Threatening or unsafe actions (Throwing chairs / tables / desks / etc., putting fist through glass...)
	Unnecessary roaming the room, hall...	Bomb threat or false fire alarm/arson
	Disruptive behavior	
	Refusing to work or working in a loud, disruptive manner	
Bullying/Harassment Behavior		
	Name calling, spreading rumors	Inappropriate touching
	Invading someone's privacy	Sexual comments, written or spoken
	Threatening gesture (showing a fist)	Exposing privates
	Intentional exclusion of others	Racial remarks – hate crimes
		Bullying – chronic - ongoing
		Threatening to hurt others through actions or words
		Organized teasing toward specific victims
		Intentionally embarrassing someone through comments or actions
Property Damage		
	Misusing others property	Destroying others property/ Vandalism
		Kicking or punching property
		Making a mess in the restrooms
		Making minor marks on any school property
Possession of a Controlled Item:		
		Possession of a gun, knife, other weapons, matches, lighters, combustible items or any item capable of causing bodily harm or property damage
		Possession of pornographic material
		Possession of drug paraphernalia, alcohol, tobacco, drugs
Dress Code Violation:		
	Student wears clothing that does not fit within the dress code.	Refusal to change clothing when asked
	Not removing hat or hood during school hours.	
Technology (School and Personal)		
	Inappropriate language and conversations on the computer	Cyber-Bullying
	Misuse of technology	Vandalism of school technology

CONTINUUM OF STRATEGIES TO RESPOND TO APPROPRIATE AND PROBLEM BEHAVIORS



Student Council

The Riceville Student Council maintains as its purpose a commitment to promoting harmonious relations throughout the entire school and community by serving as the voice of the student body. The council is composed of the president,

previous president and 1-2 student representatives from each grade that are determined through an annual election. Students are considered a student council member from the day election results are announced through the end of the following school year. In May each year, the student council shall coordinate the election of the next year's members using the following guidelines:

- Nominees must complete a nomination form and return it to the Principal's Office one week prior to the election.
- Nominees must not have had any violations of the Riceville High School Good Conduct Code during the current school year to serve on the Executive Council.
- Any student council member that incurs a violation of the Riceville High School Good Conduct Code will be removed from the group and be replaced by the next most eligible candidate, as decided by the faculty interview committee.

Student Dismissal from School - Illness

A student who is feeling ill, must be seen by the school nurse or designee prior to being excused from school.

Student Dress Code & Attire

1. While the primary responsibility for appearance lies with the students and their parents/guardians, appearance disruptive to the education program will not be tolerated.
2. Caps, hats, hoods, visors, bandanas, or sunglasses should not be worn in the school building unless the Principal has cleared special circumstances.
3. All clothing must be appropriate for school attendance and not distract from the educational process. Students are prohibited from wearing shirts or other articles of clothing, in school or while representing our school, which endorses or promotes alcoholic beverages, drugs, obscene or indecent pictures, or that displays/promotes gang activity or violence. In addition, we will also continue the banning of statements on clothing, which may be considered rude or vulgar in nature.
4. Indecent clothing showing excessive skin, having visible undergarments, or clothing that is distracting to the learning process. Indecent clothing includes, but is not limited to, halter/tube tops and spaghetti straps.

General Rules and Expectations

- You must wear a shirt and pants/shorts/dress/skirt etc.
- Shirts must have a strap over the shoulders **2 fingers wide**
- Undergarments must be covered by clothing at all times

The following are all violations and the student will be asked to change or cover up

- If someone can see your underwear
- If someone can see your bra
- If someone can see cleavage
- If someone can see your belly button
- Shoes must be worn at all times for health and safety reasons.

Students not adhering to the general expectation of the dress code, may be required to change their clothing. If they do not have clothing available, school staff will provide them with clothing. Clothing expectations for athletic practices or physical education classes is at the discretion of the coach and/or classroom supervisor.

Student Exercise of Free Expression

Except as limited by this section, students of the public schools have the right to exercise freedom of speech, including the right of expression in official school publications. Students shall not express, publish, or distribute any of the following:

- Materials that are obscene
- Materials that are libelous or slanderous under Chapter 659
- Materials that encourage students to do any of the following:
 - Commit unlawful acts.
 - Violate lawful school regulations.
 - Cause the material and substantial disruption of the orderly operation of the school.

- There shall be no prior restraint of material prepared for official school publications except when the material violates this section. All posters for non-school sponsored activities must receive Principal approval.
- Each board of directors of a public school shall adopt rules in the form of a written publications code, which shall include reasonable provisions for the time, place, and manner of conducting such activities within its jurisdiction. The board shall make the code available to the students and their parents. Groups of non-school approved activities shall organize outside of the school and outside of academic hours.
- Student editors of official school publications shall assign and edit the news, editorial, and feature content of their publications subject to the limitations of this section. Journalism advisers of students producing official school publications shall supervise the production of the student staff, to maintain professional standards of English and journalism, and to comply with this section
- Any expression made by students in the exercise of free speech, including student expression in official school publications, shall not be deemed to be an expression of school policy, and the public school district and school employees officials shall not be liable in any civil or criminal action for any student expression made or published by students, unless the school employees or officials have interfered with or altered the content of the student speech or expression, and then only to the extent of the interference or alteration of the speech or expression.
- “Official school publications” means material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

This section does not prohibit a board of directors of a public school from adopting otherwise valid rules relating to oral communications by students upon the premises of each school.

Student Rules for Computer Use

Laptop Handbook please refer to

<https://www.riceville.k12.ia.us/wp-content/uploads/2018/08/RicevilleLaptopHandbook.pdf>

Student Use of Personal Transportation/Parking

Driving a motor vehicle to and parking it at the student’s attendance center is a privilege. Vehicles will be appropriately parked upon arrival at school in the designated student parking lot (NE Parking Lot).

Vehicles will be parked in marked spaces. Parking should not block the normal flow of traffic and should be done with the understanding the school campus will be utilized by parents and staff, including the Riceville Community Daycare. Student vehicles will not be parked outside of the designated parking area unless they have permission from the Administration or a classroom teacher that is directly related to the student’s classwork.

First offense: Students will be asked to move the vehicle immediately.

Second Offense and beyond: Vehicle will be towed at the owner’s expense or additional consequences may apply.

If vehicles are being left overnight during the winter, they need to be parked in the designated area at the northern part of the blacktop in the Northeast Parking Lot in order to complete snow removal. **IF A STUDENT PARKS IN A FIRE ZONE THE VEHICLE WILL BE TOWED AT THE OWNER’S EXPENSE.**

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected.

School officials are allowed to conduct periodic inspections of all or randomly selected number of school lockers without prior notice. Any periodic inspection of lockers pursuant to District Policy will only occur either in the presence of student(s) whose lockers are being inspected or in the presence of at least one other person. A locker inspection may be accomplished using such methods including, but not limited to, a visual search of lockers by school officials or the use, by school officials or others assigned at their direction, of a drug-searching animal.

A search of a student, the student's body and/or personal effects will be justified when the District has reasonable suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations, affecting school order. Although the District will not use a drug-searching animal to search a student's body, the District may use a drug-searching animal to search a student's personal effects. If a pat-down search, a search of a student's hand bags, book bags, etc. is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible, unless health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots, which may include the use of a drug-searching animal. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Student Visitors

Current Riceville CSD students, wishing to have an out-of-school guest spend the day with them, need to fill out and turn in the Student Visitor Form found on the district website. The visit cannot last for more than one (1) student academic contact day. The Principal must be notified at least one (1) school day prior to the date of your desired visit. This form must be completed and on file in the Office at least one (1) day prior to the visit. Visits may be not approved on certain days such as special events or assessment days. Visitors must abide by all rules detailed in the Riceville CSD Parent-Student Handbook. Visitors must wear appropriate dress for their visit. Visitors will not be disruptive to the normal academic day and may be asked by classroom teachers to remain in the office during their class if the teacher chooses. Visitors who want to eat lunch should bring money with them to be able to purchase a lunch. The Riceville Community School District Administration has the right to deny admittance to any visitor. Visitors must use the main door when arriving and report directly to the Office. Visitors will sign in and be given a visitor name tag to be worn during the visit. The visitor will stay with the assigned host during the entire visit unless changes are arranged in advance with the Principal.

Study Hall

There may be the need to make the utilization of study halls during the school day based on the determination of the Administration. While students may be placed in a study hall setting, specific expectations and guidelines will be shared with students by the supervising teachers.

Title I Reading and Mathematics Program

The Riceville Elementary School Title I Program's goal is that students should strive to be proficient or above proficient for their grade level in all areas. If a student is not proficient in the areas of reading or math, the goal is to provide extra support through the Title I Program. Students are selected for Title I services based on assessments, classroom performance, and other alternative testing. The Title I students are scheduled during non-core times in the classroom.

It is the policy of the Riceville Community School District that parents and family members of children, who are in the Riceville Title I Program, should have the opportunity to be involved jointly in the development of the District's plan and the District's review process for the purpose of school improvements. Recognizing that parental involvement is key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students.

The District provides coordination, technical assistance, and other support necessary to aid in the planning and implementing of parent involvement activities. The District encourages parent involvement and supports this partnership through providing information about standards and assessments; providing training and materials for parents to help their children; educating school personnel about involving parents and the value of parent contributions; and developing rules for community organizations and businesses to work with parents and schools.

Transcript

Parents and/or students must contact the Superintendent's Office to request release of an official transcript.

Visitors/Guests

Security cameras have been installed in the school building. Visitors to the school grounds must ring the doorbell to be allowed in the building. After entering, guests must sign in at the main office and sign out before leaving. Each visitor will be issued a visitor badge which should be worn for the entire visit. The Riceville Community School District has the right to deny admittance to any visitor.

Waiver of Student Fees

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 submit a waiver form at registration time. This waiver does not carry over from year to year and must be completed annually. For more information, clarification, or inquiries about qualifications, please contact the Business Office at 641-985-2288.

Appendix 1 - Academic and Athletic Eligibility

Riceville Senior High Academic Eligibility for Activities

The academic eligibility regulations of the Iowa High School Athletic Association, the Iowa Girls' High School Athletic Union, the Iowa High School Speech Association, and the Iowa High School Music Association govern participation in activities in grades 9-12.

The state guidelines require students to pass all classes. IHSAA, IGHSAU, IHSMA, & IHSSA provisions apply.

To be eligible to participate in extracurricular activities, students must be enrolled in at least 4 credit awarding classes each semester.

Student Academic Contact Day (SACD)

A Student Academic Contact Day (SACD) is defined as a day where students are receiving direct instruction from a certified classroom teacher.

Eligibility – (Academic)

A student must be present in school the entire day of an activity to be allowed to participate. This includes practices for the aforementioned programs as well. The exception(s) to this would be:

- A prearranged mutual agreement between the parent or guardian of the participant and the Principal.
- Tardies/absences due to extenuating circumstances. The Principal will review circumstances and will decide whether the student may participate that day or not.

Ineligibility

The following checkpoints and provisions will be utilized at Riceville Community School to determine academic eligibility for students in Seventh (7th) through Twelfth (12th) Grade.

Teachers in grades 7-12 will submit three-week progress reports to the office:

- All grades need to be turned in to the office via JMC on the checkpoint dates listed below **by 3:30 P.M.**
- JMC Administrator Access will be used to check grades at the end of the watch list.
- Reports to parents will reflect possible ineligibilities and/or official ineligibilities as well as semester grades.

Ineligibility Dates 2022-2023

Eligibility dates are subject to change. The ineligibility period for 9th-12th Grade students will last fifteen (15) Student Academic Contact Days (SACD). Extra-curricular activities that are scheduled on weekends, or are played on days when the school day is cancelled due to weather or other unforeseen circumstances, do not count as a SACD. Letters will be emailed to parents or guardians within three (3) SACD of the 3-week grade check. Letters will be emailed to parents or guardians with updated grades within three (3) SACD of the Watch List Check.

Ineligibility Dates 2022-2023

****All dates listed below are subject to change due to school cancellations and delays.**

Grade 7-12 Checkpoints		JH Ineligibility	Watch List Check	HS Ineligibility
S1, 15 day check	Wed.; Sept 14, 2022	Thurs. Sept 15th	Wed. Sept. 21st	Sept. 21st - Oct. 11th
S1, 35 day check	Thurs.; Oct. 13, 2022	Friday Oct 14th	Thurs. Oct. 20th	Oct. 20th - Nov. 11th
S1, 55 day check	Mon.; Nov. 14, 2022	Tuesday Nov 14th	Friday, Nov. 18th	Nov. 18th- Dec 14th

S1, 75 day check	Fri.; Dec. 16, 2022	Monday, Dec 19th	Wed. Dec.21st	*
S1 grades	Mon., Jan. 3, 2023	Student misses the next (one) competition event.	*	*
* (End of final grading period-IHSAA, IGHS AU, IHSSA, IHSMA provisions apply)				
S2, 15 day	Tues., Jan. 24, 2023	Thurs., Jan. 26, 2023	Wed., Feb. 1, 2023	Feb. 1-22
S2, 35 day	Thurs., Feb. 23, 2023	Mon., Feb. 27, 2023	Thurs., Mar. 2, 2023	Mar. 2- Mar. 23
S2, 55 day	Mon., Mar. 27, 2023	Tues., Mar. 28, 2023	Tues., Apr. 4, 2023	Apr. 4-28
S2, 75 day	Mon., May 1, 2023	Tues., May 2, 2023	Fri., May 5, 2023	May 5- May 25
S2 grades	Fri., May 26, 2023	Student misses the next (one) competition event.	*	*
*(End of final grading period-IHSAA, IGHS AU, IHSSA, IHSMA provisions apply)				

Ineligibility Checkpoint Provisions

Grades 9-12:

If at any checkpoint a student is failing any class for which credit is awarded, the student will be placed on a "Watch List" and have five (5) Student Academic Contact Days (SACD) to improve their grade. The student will remain eligible to participate for those five (5) Student Academic Contact Days. If at the end of the five (5) Student Academic Contact Days Watch List, the student still has an "F" or "I" then the student will become ineligible to dress for and compete in activities. If at the end of the five-day Watch List, the student's grade is passing for that class, then the student will be eligible to dress for and compete in activities.

Ineligibility Length

If the student's grades are not improved to a passing level by the end of the scheduled Watch List Check, the period of ineligibility will begin on the next Student Academic Contact Day (SACD). The student will report to homework completion or intervention time during Wildcat Time while they are receiving deficient grades. Students will be ineligible for fifteen (15) Student Academic Contact Days (SACD) or until the next schedule Grade Check, whichever comes first on the calendar.

During the academic school year, students who are ineligible and receive an "F" or "I" at the next scheduled Grade Check will continue their ineligibility uninterrupted from the prior ineligibility period until the next scheduled grade check. If the deficient grades are improved by the next schedule grade check (No I's or F's), the five (5) Student Academic Contact Days (SACD) will NOT be used for that particular student, and the student will become eligible immediately as long as they have no failing grades at the Watch List grade check.

Grades 7-8:

3-Week Grade Check: If at any 3-Week Grade Check, a student is receiving a “D-”, “F”, or “I”, the student will be ineligible for a minimum of three (3) Student Academic Contact Days (SACD) and will remain ineligible until the deficient grades are improved to at least a “D”.

End of Semester: If at the conclusion of the semester, a student is receiving a “D-”, “F,” or “I”, the student will miss the next (one) competition event. The student will continue to report to practice.

Athletic Eligibility Rules

Summary of Scholarship Rule, 281—IAC 36.15(2) The following requirements were effective 7-1-08:

- A student must receive credit in at least 4 subjects at all times.
- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all at the end of a final grading period, the student is ineligible for the first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- If a student is not passing at any checkpoint (if school checks at any time other than the end of a grading period), a period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- The ability to use summer school or other means to make up failing grades for eligibility purposes is not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.

See the website below for detailed information.

http://www.iahsaa.org/resource_center/Academic_Assistance/Guidance_Scholarship_Rule_36_15_2_updated_040111.pdf

IHSMA Provisions (2008)

Constitution of the Iowa High School Music Association

<http://www.ihsma.org>

IHSSA Provisions

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event sanctioned by the Iowa High School Speech Association or IHSSA sponsored event with any period of 30 calendar days. The period of ineligibility will begin the first school day following the day grades are issued by the school district.

A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on basis of scholarship if the student is making adequate progress, as determined by school officials, toward the goals and objectives of the student’s individualized educational program.

Superintendents/Principals of the respective schools will verify the eligibility of their contestants to the Iowa High School Speech Association at least two and one-half weeks before the IHSSA contest

Appendix 2 - Bullying and Harassment

Definitions of Bullying

We will look at two components to the definition of bullying. First, the [Olweus Bullying Prevention Program](#) defines a person as bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. This definition includes three important parts. It suggests that bullying:

- is aggressive behavior that involves unwanted, negative actions
- involves a pattern of behavior repeated over time
- involves an imbalance of power or strength

The second definition is according to [Iowa Code 280.28](#) that describes bullying and harassment as follows:

- Any electronic, written, verbal, or physical act or conduct
- Based on any actual or perceived trait or characteristic
- That creates an objectively hostile school environment.

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Riceville CSD School Board. The Riceville CSD School Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. The Riceville CSD School Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district. ^{[[SEP]]}

The Riceville CSD School Board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics including but not limited to: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the Riceville CSD School Board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

- If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.
- If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination.
- If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- places the student in reasonable fear of harm to the student's person or property
- has a substantially detrimental effect on the student's physical or mental health
- has the effect of substantially interfering with the student's academic performance

- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies. Harassment and bullying may include, but are not limited to, the following behaviors and circumstances: ^[11]_[SEP]

- repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim
- implied or explicit threats concerning one's grades, achievements, property, etc.
- demeaning jokes, stories, or activities directed at the student
- unreasonable interference with a student's performance

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits
- submission to or rejection of the conduct is used as the basis for academic decisions affecting that student
- the conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student. ^[12]_[SEP]

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Riceville CSD will promptly and reasonably investigate allegations of bullying or harassment. The building Principal or designees will be responsible for handling all complaints by students alleging bullying or harassment by another student. The Level I Investigator, the Principal or designee will be responsible for handling all complaints by employees or students alleging bullying or harassment from an employee.

It also is the responsibility of the Superintendent, in conjunction with the investigator and Principal, to develop procedures regarding this policy. The Superintendent also is responsible for organizing training programs for

students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies.

The Riceville CSD School Board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website
- Individuals who feel that they have been harassed should:
- communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants ^[SEP]assistance communicating with the harasser, the individual should ask a ^[SEP]teacher, counselor or Principal to help.

If the harassment does not stop, the individual should

- tell a teacher, counselor or Principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or Principal including
- Report the bullying/harassment on the school website and include:
 - what, when and where it happened
 - who was involved
 - exactly what was said or what the harasser did
 - witnesses to the harassment
 - what the student said or did, either at the time or later
 - how the student felt
 - how the harasser responded

Complaint Procedure

^[SEP]Any individual who believes that he/she has been harassed or bullied will notify the building Principal who is the designated investigator. In the Principal's absence the Alternate Level I Investigator is Michelle Berentsen. ^[SEP]The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. The investigator, with the approval of the Principal, or the Principal has the authority to initiate an investigation in the absence of a written complaint.

Investigation Procedure

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the Principal. The investigator will provide a copy of the findings of the investigation to the Principal.

Resolution of the Complaint

Following receipt of the investigator's report, the Principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline.

Prior to the determination of the appropriate remedial action, the Principal may, at the Principal's discretion, interview the complainant and the alleged harasser. The Principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The Principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

Points to Remember in the Investigation:

- Evidence uncovered in the investigation is confidential
- Complaints must be taken seriously and investigated
- No retaliation will be taken against individuals involved in the investigation process
- Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts: If the investigator is a witness to the incident, the alternate investigator shall investigate.

Consequences: Students found to be guilty of bullying or harassment will have the following consequence levels:

Level I: First offense.

- Written and verbal warning to stop the bullying and/or harassing behavior.
- Communication with parents.

Level II: Severe first offense, or second offense.

- Up to a 10-day suspension. This level could also come with a recommendation that the Superintendent and/or Riceville CSD School Board of Education hear this case and add additional consequences of their own, or those recommended by the investigator could be added. If the Riceville CSD School Board does hear a case at this level, they will be given any and all information from the investigation.

Level III: Severe first or second offense, or third or additional offense.

- Suspension until such a time that the Superintendent can arrange for an Expulsion Hearing with the Riceville CSD School Board of Education. This hearing will include recommendations from the investigator and all evidence from the investigation.

School districts are required to notify students on harassment and bullying. School districts that have concerns about "secret societies" in the school may want to add language prohibiting them in accordance with [Iowa Code 287](#).

Staff Personnel

Harassment of employees and students will not be tolerated in the school district. School district includes school district facilities, school district premises, and non-school property if the employee or student is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment includes, but is not limited to, racial, religious, national origin, age, disability and sexual harassment. Harassment by board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or board.

Sexual harassment shall include, but not be limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals or groups.

Employees and students who believe they have suffered harassment shall report such matters to their Principal, who shall be the investigator for harassment complaints. However, claims regarding harassment may also be reported to the other Principal, who shall be the alternate investigator for harassment complaints.

Resolution of the Complaint

The Superintendent will complete the next step in the investigation reasonably and promptly upon receipt of the investigator's report. Following the investigator's report, the Superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step, which may include discipline up to, and including discharge.

Prior to the determination of the appropriate remedial action, the Superintendent may, at the Superintendent's discretion, interview the complainant and the alleged harasser. The Superintendent shall file a written report closing the case. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

Appendix 3 - 2022-2023 Certified Staff

Barb	Schwamman	barb.schwamman@riceville.k12.ia.us	Heather	Suckow	heather.suckow@riceville.k12.ia.us
Bryce	Conway	bryce.conway@riceville.k12.ia.us	Marcia	Grimm	marcia.grimm@riceville.k12.ia.us
Angie	Gansen	angie.gansen@riceville.k12.ia.us	Michelle	Berentsen	michelle.berentsen@riceville.k12.ia.us
Jen	Dunn	jen.dunn@riceville.k12.ia.us	Jayden	Bohr	
Nick	Waltz	nick.waltz@riceville.k12.ia.us	Allen	Feldt	al.feldt@riceville.k12.ia.us
Andrea	Bauer	andrea.bauer@riceville.k12.ia.us	Sara	Hollenbeck	sara.hollenbeck@riceville.k12.ia.us
June	Bohr	june.bohr@riceville.k12.ia.us	Luke	House	luke.house@riceville.k12.ia.us
Samantha	Burke	samantha.burke@riceville.k12.ia.us	Kelly	Houser	kelly.houser@riceville.k12.ia.us
Martha	Chancellor	martha.chancellor@riceville.k12.ia.us	Jo	Johnson	jo.johnson@riceville.k12.ia.us
Krystal	Cowell	krystal.cowell@riceville.k12.ia.us	Jennifer	Kalstabakken	jennifer.kalstabakken@riceville.k12.ia.us
Amanda	Conway	amanda.conway@riceville.k12.ia.us	Kayla	Kraft	kayla.kraft@riceville.k12.ia.us
Kris	Cothier	kris.cothier@riceville.k12.ia.us	Justin	Kyrin	justin.kyrin@riceville.k12.ia.us
Carla	Cray	carla.cray@riceville.k12.ia.us	Sherry	Marr	sherry.marr@riceville.k12.ia.us
Bria	Crooks	bria.crooks@riceville.k12.ia.us	Tammi	Mueller	tammi.mueller@riceville.k12.ia.us
Robert	Demuth	robert.demuth@riceville.k12.ia.us	Morgan	Nosbisch	morgan.nosbisch@riceville.k12.ia.us
Julie	Dohlman	julie.dohlman@riceville.k12.ia.us	O'Brien	Stacey	stacey.obrien@riceville.k12.ia.us
Amanda	Dwine	amanda.dwine@riceville.k12.ia.us	Shannon	Seehusen	shannon.seehusen@riceville.k12.ia.us
Clark	Ebert	clark.ebert@riceville.k12.ia.us	Christy	Sobolik	christy.sobolik@riceville.k12.ia.us
Shary	Ebert	shary.ebert@riceville.k12.ia.us	Nicole	Smith	nicole.smith@riceville.k12.ia.us
Kendra	Evans	kendra.evans@riceville.k12.ia.us	Bryan	Tabbert	bryan.tabbert@riceville.k12.ia.us
Andrea	Fair	andrea.fair@riceville.k12.ia.us	Jessica	Wilson	jessica.wilson@riceville.k12.ia.us
Darcy	Fair	darcy.fair@riceville.k12.ia.us	Isabelle	Worrall	izzy.worrall@riceville.k12.ia.us
Steffen	Fair	stef.fair@riceville.k12.ia.us			

Appendix 4 - Extracurricular Activities - Good Conduct Policy

Students are encouraged to participate in the diverse activities program in place at Riceville Community School. Any athletic participation requires a signed and completed physical on file in the office.

Student Eligibility for Activities Program

The Board of Directors of the Riceville Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The Principal & athletic director shall keep records of violations of the Good Conduct Code.

Activities Eligibility - Student Conduct Code (Good Conduct Code)

Students must respect and obey the law, conducting themselves both in and out of school, during the school year, and during the summer months, in a manner consistent with the concept of good citizenship.

A student who admits to, or is observed by law enforcement, or is observed by a school employee, or is found guilty by a court will be considered to be in violation of the good conduct code and may be ineligible for the activity program participation.

The Riceville Community School District may determine that there has been a violation of its Good Conduct Code whether or not criminal charges have been filed, whether a student's trial is pending, or whether or not the student is found guilty by a court of law as long as there is reasonable evidence to support the finding of a Good Conduct Code violation. R.C.S.D. reserves the right to investigate and rule ineligible any alleged violations of the Good Conduct Code by a student if the alleged violation occurs on school property or at a school sponsored event.

Once the determination is made that a student has violated the Riceville Good Conduct Rule, the Principal, or his/her designee shall make a determination of the appropriate penalty. The student and his/her parent(s) shall be informed in writing of this decision (the nature of the violation and the determination of the penalty) by mailing the same to the student's residence (or other address if the parents have a different address on file for mailing purposes with the school) within two school days of the determination. In addition, the parent(s) will be notified orally, if possible.

Activities Code:

1. The following policy will apply for the entire length of a student's time of eligibility to participate in the Riceville activities program, both in-season and out-of-season. This starts with the beginning of the organized activities in 7/8 grades, and high school, and continues through the end of the summer activities program following graduation of the student's class.
2. Violations occurring while in junior high (grades 7 & 8) are not cumulative in the high school total. However, penalties assessed for offenses during junior high school years must be completed before the student is eligible in high school. High school eligibility will be affected the day following the last day of 8th grade classes.

Programs Covered:

1. A school sponsored activity that happens outside of the regular curricular program and receives no credit toward graduation.
2. This excludes practices and scrimmages, even if the public attends and/or participants are in uniform. Prom and Commencement are excluded from Good Conduct ineligibility.
3. Following completion of eighth grade, eighth grade students who enter high school will have their past eligibility reviewed and in most cases, their slate will be cleared of any prior offenses.

Eligibility Rules:

1. To be eligible to take part in activities, a student must meet their respective State or Iowa Association standards and local school rules.

2. Local rules may be more strict than those of the Iowa State Associations.

Transfers:

1. If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible. *If the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.*

Athletic Department Ineligibilities

Violation Policy (No Chemical Abuse Class)

- A. First offense: the length of ineligibility shall be 33% of the regularly scheduled contests that count toward the team's win/loss record in that activity including post season and tournament play.
- B. Second offense: the length of ineligibility shall be 66% of the regularly scheduled contests that count toward the team's win/loss record in that activity including post season and tournament play.
- C. Third offense: the length of ineligibility shall be one calendar year from the date of the infraction, subject to review by the athletic director, school administration and coach involved if it is found that there are extenuating circumstances.

Violation Policy (Chemical Abuse Class with Parents)

- A. First offense: where the student admits to or is found guilty of using alcohol, tobacco, or controlled substances, the student may elect to regain his/her eligibility by missing one regularly scheduled contest that counts toward the teams win/loss record and attending chemical abuse classes with his/her parents. **This class MUST be taken within four weeks of the violation.** The STUDENT must make arrangements to attend classes and provide the Principal with proof of attendance.
- B. Second offense: where the student admits to or is found guilty of using alcohol, tobacco, or controlled substances, the student may elect to regain his/her eligibility by missing 33% of the regularly scheduled contests that count toward the teams win/loss record and attending chemical abuse classes with his/her parents.
- C. Third offense: the length of ineligibility shall be one calendar year from the date of the infraction, subject to review by the athletic director, school administration and coach involved if it is found that there are extenuating circumstances.

If less than the number of activities, meets or dates are left within the current sport season to take care of the ineligibility, the Activities Director will compute the percent of ineligibility completed and carry the rest of the ineligibility over to the next activity season in which the student chooses to participate. During any period of ineligibility, the student **must continue to practice** with the team in order to be reinstated at a later date unless circumstances, such as injury, would prevent this. If the ineligibility is not completed, he or she must start over with the ineligible period with the next sport season in which he/she chooses to participate. A student violator may not join an activity after the first contest is performed in that activity.

If a student becomes involved with the law enforcement officials in breaking the law and subsequently the courts, other than traffic violations, or becomes involved with local administrators for offenses other than stated in 2 above, the period of ineligibility will be decided by the school administration, activities director, and the student director.

Attendance

In order for a student to participate in any activity, the student must be in school the entire day of the scheduled event except those events scheduled on a Saturday or Sunday. The exception to this policy would be an excused advanced make-up arranged by a parent-student-Principal conference and notification of the coach/director.

"Due Process"

The above activities policy shall also include a "Due Process" whereby a student or parent/guardian contesting a declared ineligibility based upon the stated policy shall be required to state their objections in writing and also their request for an oral hearing, addressed to the Superintendent of Schools. The Superintendent shall then schedule a meeting of the Board of Education within ten (10) days of the receipt of such objections, and give at least five (5) days written notice of said hearing, unless shorter time is mutually agreeable. The Board of Education shall consider the evidence presented and make written findings of its decision within five (5) days of the hearing, mailing a copy to the objectors.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record. **A Final Note:** The Good Conduct Rule is not intended to be totally punitive. Rather, the rule is in place to promote responsibility, citizenship, and healthy decision-making among program participants.

Music Department Code of Conduct

Effective beginning in the fall of 2001, the Riceville Music Department has established a code of conduct for its members. Because the number of performances and activities varies in degree from athletics, this policy was written out of a necessity to provide a clear and concise plan for student violations. Participants in the music programs are usually leaders and looked up to and emulated. This leadership brings added responsibility since each performance or event represents not only a student's director and members of the music ensemble, but depicts the character of the school. With this in mind, the following rules will be enforced for musicians at Riceville High School.

Any student whose habits and/or conduct, both in and out of school during the school year or during the summer months, are such to make him/her unworthy to represent the ideals, principles, and standards of the Riceville Schools shall be declared ineligible and will remain ineligible until school administration reinstates him/her to eligibility. In the event a student admits or is found guilty of using or possessing alcohol, tobacco, or controlled substances, the students shall be immediately declared ineligible for participation in public performances. We feel the above violations are not in the best interest of the student in regards to health and discipline in the music ensembles, and brings dishonor to the Riceville Music Department.

First Offense:

The student shall be removed from performances for thirty (30) days, or one third of the events offered, whichever is most expedient. This penalty can be reduced to missing one event by verified attendance at a certified substance abuse counseling program.

Second Offense:

The student shall be removed from performances for 60 days, or two thirds of the music events, and counseling is recommended.

If the student did not attend classes on the first offense, he/she is required to participate in a counseling program. If this criteria, i.e. the counseling program, is met, then the penalty of 60 days and two thirds of the events will be reduced to 30 days and one third of the events, whichever is most expedient. However, if counseling took place on the first offense, the maximum penalty stated above will still apply.

Third Offense:

The student will be excluded from all public performances for one calendar year from the date of the infraction, subject to review by the music director and school administration, if it is found that extenuating circumstances exist.

The following are public performances in the Music Department:

Instrumental Music :

Marching Band
Pep Band
All Concerts
Honor Bands
All-State

Vocal Music:

All-State
Honor Choirs
All Concerts

- * State and Local Contests
- * Any performance (solo or group) for the community which is school-sponsored
- * Baccalaureate
- * Commencement
- * All concerts
- * Parades
- * Indicates common expectations of Instrumental Music and Vocal Music

Drama/Speech Department Code of Conduct

Statement of Philosophy

Participation in an activity program is a privilege granted to students displaying the interest and talent the activity requires. Students involved serve as representatives of our district to their peers, to the public within our district, and to other school districts. Because of the responsibility inherent in representing the Riceville Community School District, a higher level of conduct is demanded of those students than is expected of the general student population. Upon disclosure, students involved in activities that undermine the integrity and credibility of the Department will be ineligible immediately for the privilege of participation in public performance.

It should be clearly understood that students who participate in speech and drama activities may not use alcohol, tobacco, or controlled substances at any time in any location to remain eligible.

Statement of Purpose

This Speech and Drama Code supplements policies and rules of the Riceville School District including, without limitation, policies and rules relating to attendance, orderly conduct, vandalism, disrespect, commission of a misdemeanor or felony (except minor traffic violations), tobacco, alcoholic beverages, and controlled substances and theft. It is to be understood that this code specifies minimal penalties which may increase in severity by the Principal or by the Speech Director.

Substance Abuse

First Offense:

The student will not be permitted to be involved in a public performance for 30 school days.

This penalty can be reduced to missing one event by verified attendance at a certified substance abuse counseling program.

Second Offense:

The student will not be permitted to be involved in a public performance for 60 school days. The days of one weekend may be counted.

If the student did not attend classes on the first offense, he/she is required to participate in a counseling program. If they do so, the 60 days is reduced to 30 days. If the counseling was used on the first offense, the 60 days will be enforced.

Third Offense:

The student will be excluded from all public performances for one calendar year from the date of the infraction, subject to review by the Department and School Administration, if there is need.

The following are public performances

Drama and Stage Productions	Contests
<ul style="list-style-type: none"> ● Three-Act Dramas ● One-Act Plays ● Senior Citizen Program: Christmas ● Festival of the Stars ● Any presentation individual or group for the community which is school-sponsored ● Musical 	<ul style="list-style-type: none"> ● Forest City Speech Invitational ● IHSSA: Individual Events ● District <ul style="list-style-type: none"> ○ State ○ All-State ● Large Group Events <ul style="list-style-type: none"> ○ District ○ State ○ All-State ● Bishop Garrigan Classic ● Northwood Invitational/Fall & Spring ● Quiz Bowl ● Any school-sponsored contest

Appendix 5 - School Calendar

Appendix 6 - School Schedules

	Regular Schedule		44 minutes
Period			
1	8:05-8:49		
2	8:52-9:36		
3	9:39-10:23		
4	10:26-11:10		
5	11:13-11:57		
Lunch	12:00-12:29		
6	12:32-1:16		
7	1:18-2:02		
8	2:04-2:52		
Wildcat time	2:55-3:15		

	2-hour delay	30 minute classes	
Period			
1	10:05 - 10:36		
2	10:39 - 11:10		
3	11:13 - 11:44		
4	11:47 - 12:00	13 minutes	
Lunch	12:00 - 12:30		
4	12:33- 12:51	18 minutes	
5	12:54 - 1:25		
6	1:28-1:59		
7	2:02- 2:33		
8	2:36-3:07		
Wildcat	3:10- 3:15		

	12:45 dismissal	27 minute classes	
Period			
1	8:05-8:32		
2	8:33-9:02		
3	9:05-9:32		
4	9:35-10:02		
5	10:05-10:32		
6	10:35-11:02		
7	11:05-11:32		
8	11:35-12:02		
Lunch	12:02-12:32		
Wildcat	12:35-12:45		

Period	2:15 Dismissal	40 minutes
1	8:05-8:45	
2	8:48-9:28	
3	9:31-10:11	
4	10:14-10:54	
5	10:57-11:37	
6	11:40-12:00	
Lunch	12:00-12:30	
6	12:33-12:53	
7	12:56-1:36	
8	1:39-2:15	

DOORS INC. SWALEDALE QUOTATION

VISIT OUR WEBSITE AT WWW.DOORSINCIOWA.COM

P.O. BOX 128
510 MAIN ST.
SWALEDALE, IA 50477
Phone 641-995-2322
Fax 641-995-2396

Email rfjone@doorsinciowa.com

ATTN: Nancy

RE: Riceville CSD

Q22079

Date: 6/19/22

DOORS INC. IS PLEASED TO QUOTE YOU ON THE FOLLOWING MATERIAL ONLY:

Wood Doors

27 ea. – Solid Core Wood Doors, SRO Oak Veneer – VT Oasis finish, Non-Rated

- Nine Paired openings, HG with Push/Pulls
- Nine Single swing

One Lot Hardware

9 = Kitchen
3 = multi
15 = hallway doors

Total Cost = \$26,694.00

Quote excludes Glass

Taxed when applicable

Plus Shipping

Quote good for 30 days

F.O.B. JOBSITE NO TAX INCLUDED

CONDITIONS: UNLESS OTHERWISE SPECIFICALLY COVERED ABOVE, THE FOLLOWING APPLY TO THIS AGREEMENT.

- | | |
|---|---|
| 1: Excludes glass, or glazing. | 7: We do not include Iowa Sales Tax. |
| 2: We include cylinders for aluminum doors. | 8: Excludes lead line doors unless listed above. |
| 3: Steel doors and frames have standard prime finish. | 9: Excludes bituminous coating on frames unless listed above. |
| 4: Doors and frames to be reinforced for surface hardware,
But not drilled and tapped. | 10: Excludes sound rated doors unless listed above. |
| 5: Excludes aluminum door hardware unless listed above. | 11: Excludes sliding doors and hardware unless listed above |

6: All orders subject to credit approval by DOORS INC.

TERMS: NET 30DAYS. NO RETAINAGE ALLOWED

Accepted by _____

Company _____

Date _____

Respectfully Submitted,

DOORS INC. SWALEDALE

Rich Hone



"Quality You Can Taste!"

ESCALATOR CLAUSE

FLUID MILK PRODUCTS:

The prices in this bid are based on the Class I price (at 3.5% butterfat) plus premiums. The Class I price is established under the terms of the Central Federal Milk Market Order #32. The price established for the month of April 2022 is \$28.87 per 100 lbs. The components of this price include: Class I Skim Price - \$13.98/cwt.; Class I Butterfat Price - \$3.1098/lb; Location Adjustment - \$1.80/cwt.; Premiums - \$2.69/cwt.

The formula for price adjustments of fluid milk delivered in half-pint and all other size containers is as follows:

- a. Compute the difference per hundredweight for Class I milk between the price for the month in question and the price for the base month indicated above (or the most recent month in which prices were adjusted) based on the factors relating to the actual cost of each product. Actual cost for each product is determined as follows:
 $(\text{Skim factor}) * (\text{Skim price}) + (\text{Butterfat factor}) * (\text{Butterfat price}) + \text{Location adjustment} + \text{Premiums}$. Skim factors/Butterfat factors are as follows: Whole milk - .9665/3.35; 2% milk - .9800/2.00; 1% milk - .9900/1.00; Skim milk - .9995/.05.
- b. Multiply this difference per hundredweight by .086 (8.6 / 100 – 8.6 lbs. to each gallon of milk) to calculate the difference in price per gallon.
- c. One-sixteenth of this difference is the amount of change in price for each one-half pint container of milk. All other size containers will be proportional.
- d. If the price for Class I milk is higher during the month in question than in the base month, the sum will be added to the previous price charged by the vendor. If the price for Class I milk is lower during the month in question than in the base month, the sum will be deducted from the previous price charged by the vendor.

ALL PRODUCTS:

Prices bid on all products are subject to change based on price changes from our suppliers including but not limited to fuel, packaging and ingredients. Supporting documentation is available upon request.

ANDERSON ERICKSON DAIRY

2420 E. University | Des Moines, Iowa | 50317-6501 | Tel: 515-265-2521 | Fax: 515-263-6301 | www.aedairy.com



Dairy

Ridiculously High
Standards

June 6, 2022

Jen Dunn
Business Manager
Riceville Community School District
912 Woodland Ave.
Riceville, IA. 50466

Dear Ms. Dunn:

We wish to submit the following quotations on dairy products to be used by the Riceville Community School District during the 2022-23 school year.

½ pint 1% milk	-	.3140
½ pint skim milk	-	.3000
½ pint skim chocolate milk	-	.3190
½ pint skim strawberry milk	-	.3190
4 oz. 100% orange juice	-	.2100
6 oz. yogurt	-	.6000
5# cottage cheese	-	10.00

Prices quoted are subject to the attached escalator clause.

We furnish and maintain all necessary milk coolers. Please note that when a school system owns their own coolers, .0050/1/2 pint can be deducted.

Sincerely,

Bob Seidl
Accounting Manager
ANDERSON ERICKSON DAIRY



Riceville Community School District

RCSD

912 WOODLAND AVENUE • RICEVILLE, IOWA 50466-7507
Superintendent Office Fax 641.985.4171 • High School Fax 641.985.4001

www.riceville.k12.ia.us

Superintendent

Barb Schwamman 641.985.2288
barb.schwamman@riceville.k12.ia.us

PK-12 Principal

Vanessa Huber 641.985.2288
vanessa.huber@riceville.k12.ia.us

Business Manager

Jen Dunn 641.985.2288
jdunn@riceville.k12.ia.us

Early Graduation Application

Students requesting permission to graduate early must obtain approval from the Riceville Community School District Board of Education by the end of the previous school year. If you request early graduation after this time, you must appear before the school board for approval. You will be permitted to walk in graduation ceremonies and participate in senior prom pending all graduation and financial obligations are satisfactorily met.

Student Name: Veronica Mayer
Student e-mail: Veronica.kaycee@gmail.com
Address: 308 West 6th St.
City Riceville State: IA Zip: 50466

Parent/Guardian Name: Lynette Mayer
Current e-mail: netty.mayer24@hotmail.com
Address: 308 West 6th St.
City Riceville State: IA Zip: 50466

Please Identify your reason(s) for wanting to graduate early. What will you be doing after you graduate?

I will be going into the workforce. I would also like to have more time to work before graduation to save up for future expenses.

How many credits have you earned? 47.5 How many credits are pending/are you currently enrolled in? _____

Grade Point Average: _____

What courses are you currently enrolled in?

Chemistry
English 3
CDL

World History
Tech Math
Current Issues

P.E.
ENTREPRENEURSHIP

What is your anticipated schedule for your final year of school? (Semester 1)

Student Signature: Veronica Mayer Date: 5/25/22

Parent/Guardian Signature: Lynette Mayer Date: 5/26/22

School Counselor Signature: Kathleen Decker Date: 5/27/22

Principal's Signature: _____ Date: _____

School Board President Signature: _____ Date: _____

Riceville Community School District does not discriminate on the basis of age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in its educational programs or employment practices. If you have any questions or grievances related to this policy, please contact the superintendent, 912 Woodland Avenue, Riceville, Iowa 50466-7507, phone 641-985-2288.



Early Graduation Application
Riceville Community School District
912 Woodland Ave, Riceville, Iowa 50466-7507

RCSD

Students requesting permission to graduate early must obtain approval from the Riceville Community School District Board of Education by the end of the previous school year. If you request early graduation after this time, you must appear before the school board for approval. You will be permitted to walk in graduation ceremonies and participate in senior prom pending all graduation and financial obligations are satisfactorily met.

Student Name: Makenzi Walker
Student eMail: MakenziWalker@riceville.k12.ia.us
Address: 501 2nd St.
City McIntire State: Iowa Zip: 50465

Parent/Guardian Name: Tami Lasee
Current eMail: loscetia@hotmail.com
Address: 501 2nd St.
City McIntire State: Iowa Zip: 50465

Please identify your reason(s) for wanting to graduate early. What will you be doing after you graduate?
I only would need 8 more credits left. I'll be taking a year off before I start college.

How many credits have you earned? _____ How many credits are pending/are you currently enrolled in? _____ Grade Point Average: _____

What courses are you currently enrolled?

Sculpture
World History 2
Geometry
English 3

HS Study Hall/Physical Education
Environmental Science
Senior Project/Animal Industry
Painting

What is your anticipated schedule for your final year of school? (Semester 1)

Ceramics Behavioral Science
Ceramics American Government
Physical Education
Anatomy & Physiology
University of Iowa
Pre-Employment Start

Considerations: You will be permitted to walk in graduation ceremonies and participate in senior prom pending all graduation and financial obligations are satisfactorily met.

Makenzi Walker June 6, 2022
(Student's signature) (date of application)

Tami Lasee
(Parent/Guardian signature) (Counselor signature)

(Principal's signature) (date of approval)

(School Board President) (date of approval)

Riceville Community School District does not discriminate on the basis of age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in its educational programs or employment practices. If you have any questions or grievances related to this policy, please contact the superintendent, 912 Woodland Avenue, Riceville, Iowa 50466-7507, phone 562-985-2268.