

INDEPENDENT CONTRACTOR'S AGREEMENT

This Independent Contractor's Agreement (Agreement) is entered into this 16th day of July, 2026 by and between the Central Springs Community School District, the Riceville Community School District, the St. Ansgar Community School District, and Martha Chancellor, an independent contractor (Contractor), in consideration of the mutual promises made herein, as follows:

TERM OF AGREEMENT. This agreement will become effective on the 1st day of July, 2026, and will continue in effect until the 30th day of June, 2027.

SERVICES TO BE PERFORMED BY CONTRACTOR. The Contractor will render all required services as a teacher librarian to provide library and media services for the School.

SPECIFIC SERVICES. Contractor agrees to work with students, teachers, support staff, and administrators to perform all duties of teacher librarian as required by law, including but not limited to:

- Direct the library program
- Provide services and instruction to support curricular goals
- Be a member of the attendance center instructional team
- Collaborate with classroom teachers to meet curricular goals
- Provide information literacy learning experiences
- Enhance learning and teaching through technology
- Review the library program to ensure it is designed to meet local goals and state standards

METHOD OF PERFORMING SERVICES. The contractor will determine the method, details, and means of performing the above-described services.

EMPLOYMENT OF ASSISTANTS. Contractor shall not employ any assistants to perform the services required of Contractor by this Agreement.

COMPENSATION. In consideration for the services to be performed by the Contractor, the School agrees to pay the contractor \$12,141 over 12 months.

INDEPENDENT CONTRACTOR RELATIONSHIP

REPRESENTING THE SCHOOL. Contractor agrees to perform the services hereunder solely as an Independent Contractor. The parties to this Agreement recognize that this Agreement does not create any actual or apparent agency, partnership, franchise, or relationship of employer and employee between the parties. Contractor is not authorized to enter into or commit the School to any agreements, and Contractor shall not represent itself as the agent or legal representative of the School.

PARTICIPATION IN BENEFITS. Contractor shall not be entitled to participate in any of the School's benefits, including without limitation any health or retirement plans. The Contractor shall not be entitled to any remuneration, benefits, or expenses other than as specifically provided for in this Agreement.

WORKERS' COMPENSATION. The School shall not be liable for taxes, Worker's Compensation, unemployment insurance, employers' liability, employer's FICA, social security, withholding tax, or other taxes or withholding for or on behalf of Contractor or any other person consulted or employed by Contractor in performing the services under this Agreement. All such costs shall be Contractor's responsibility.

DUTIES OF CONTRACTOR

LICENSE REQUIREMENT. Contractor is to remain a licensed librarian by the Iowa Board of Educational Examiners as a requirement for this Agreement to be valid. If the Contractor loses said license, this contract is immediately terminated.

SERVICE REQUIREMENT. Contractor agrees to devote all time necessary to the performance of the above-described services subject to the limitations set forth herein. Contractor may represent, perform services for, and be employed by such additional clients, persons, or companies as Contractor, in Contractor's sole discretion, sees fit.

HOURS DURING WHICH SERVICES MAY BE PERFORMED. Contractor agrees to perform the above-described services on the School's premises during the School's regular hours, unless some Summer hours are necessary to complete the goals.

TOOLS AND INSTRUMENTALITIES. The School will supply all tools and instrumentalities required to perform the services under this agreement.

ASSIGNMENT BY CONTRACT. Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Contractor without the prior written consent of the School.

PLACE OF WORK. The School agrees to furnish space on the School's premises for use by Contractor while performing the above-described services.

ASSIGNMENT BY COMPANY. Neither this Agreement nor any duties or obligations under this Agreement may be assigned by the School without the prior written consent of the Contractor.

WARRANTIES AND CONFIDENTIALITY

WARRANTS. Contractor represents and warrants that:

- A. The services shall be performed in accordance with, and shall not violate, applicable laws, rules or regulations, and educational standards and Contractor shall obtain all licenses or permissions required to comply with such laws, rules or regulations.
- B. Contractor has full power and authority to enter into and perform her obligations under this Agreement; this Agreement is a legal, valid, and binding obligation of Contractor, enforceable against her in accordance with its terms (except as may be limited by bankruptcy, insolvency, moratorium, or similar laws affecting creditors' rights generally and equitable remedies). Entering into this Agreement will not violate any material contract to which the contractor is a party.
- C. Contractor shall comply with all of the School's standards and procedures when working on-site at the School, including without limitation, standards relating to security.
- D. Contractor hereby indemnifies and holds harmless the School, its Board, administrators, teachers, officers and employees, from any damages, claims, liabilities, and costs, including reasonable attorney's fees, or losses of any kind or nature whatsoever (Loss) which may in any way arise from the services performed by Contractor hereunder, the work of employees of the contractor while performing the services of the Contractor hereunder, or any breach or alleged breach by Contractor of this Agreement, including the warranties set forth herein. The School shall retain control over the defense of, and any resolution or settlement relating to, such Loss. The contractor will cooperate with the School and provide reasonable assistance in defending any such claim.

CONFIDENTIALITY. In connection with the performance of Services hereunder, Contractor may be exposed to confidential School information, whether or not so identified (including without limitation this Agreement). All such confidential information shall not be shared by the Contractor with any individual who is not an employee or administrator of the School.

TERMINATION OF AGREEMENT

TERMINATION UPON NOTICE. Notwithstanding any other provisions of this Agreement, either party hereto may terminate the Agreement at any time by giving 30 days written notice to the other party. This Agreement may not be terminated without notice by either Contractor or the School, except if Contractor loses their librarian's license.

GENERAL PROVISIONS

NOTICE. Any notices to be given hereunder by either party to the other may be effected either by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing following this paragraph of this Agreement, but each party may change that address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated as of three (3) days after the date of mailing.

NOTICE TO SCHOOL: Jackie Dalluge, Secretary for the Board of
Directors of the Central Springs CSD
105 S East Street, P.O. Box 190
Manly, IA 50456

Jennifer Dunn, Secretary for the Board of
Directors of the Riceville CSD
912 Woodland Ave,
Riceville, IA 50466

Emily Woods, Secretary for the Board of
Directors of the St. Ansgar CSD
206 East 8th Street,
St. Ansgar, IA 50472

NOTICE TO CONTRACTOR: Martha Chancellor
11940 490th Street
St. Ansgar, Iowa 50472

ENTIRE AGREEMENT. This Agreement supersedes any and all agreements, either oral or in writing, between the parties hereto with respect to the rendering of services by Contractor for the School, and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of the Agreement will be effective only if it is in writing signed by the party to be charged.

SEVERABILITY. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

CENTRAL SPRINGS COMMUNITY SCHOOL DISTRICT

By: 
BOARD PRESIDENT

7/20/26
DATE

RICEVILLE COMMUNITY SCHOOL DISTRICT

By: _____
BOARD PRESIDENT

DATE

ST. ANSGAR COMMUNITY SCHOOL DISTRICT

By: _____
BOARD PRESIDENT

DATE

MARTHA CHANCELLOR, (CONTRACTOR)

DATE

NORTHEAST IOWA HEALTH OCCUPATIONS ACADEMY
CONTRACT BETWEEN MEMBER SCHOOLS
2026-2027

It is hereby established that the following six school districts: Howard Winneshiek Community School, North Fayette Valley, Postville Community School, Riceville Community School, South Winneshiek Community School, and Turkey Valley Community School enter into an Academy agreement to provide a Career and Technical Health Occupations Program for the 2026-2027 school year.

As a member school of the Northeast Iowa Health Occupations Academy each school agrees to the following membership requirements:

1. Each school will share in the cost of the instructor for this program on a per student percentage basis. If a member school wishes to exceed four seats; they may purchase extra seats from another member school not using all of their seats. Purchasing of extra seats will be done through the draft system as indicated in section 14 of this document;
2. Each school agrees to a minimum number of 5 students per course in order to run a class.
3. Each member school accepts responsibility for the cost of video conference equipment and/or computers and headsets, administration fees of 34% credit/student/course, room monitor, and clinical supervisor (if necessary) for their district;
4. Periodically the Health Occupations teacher may travel to member schools to deliver classes and develop a more personal relationship with the students at member schools. On these occasions, the member school being visited will be billed round-trip mileage by NICC;
5. Member schools are responsible for providing the textbooks, supplies, and equipment required for the Health Occupations courses;
6. Health Occupations Academy classes will begin the first semester on August 24, 2026. It is the responsibility of each member school to notify students that they are expected to be in class on August 24, 2026;
7. Health Occupations Academy classes will break for first semester holidays according to the established schedule at NICC: September 7; October 19; November 25-27, 2026;
8. The final class date for the first semester is December 16, 2026. This date is subject to change based on weather or school conflicts. Because of inconsistency in school calendars, individual districts are expected to negotiate the transition period between the end of the first semester and the beginning of the second semester;
9. Health Occupations Academy classes will begin for the second semester on Monday, January 11, 2027;

10. Health Occupations Academy classes will break for second semester holidays according to the established schedule at NICC: March 8-12, March 25 (NICC mandatory in-service day), March 26-29, 2027;
11. The final class date for the second semester is May 11, 2027;
12. The cancellation of Health Occupations Academy classes due to weather or extenuating circumstances will be based upon decisions made by NICC. Instructors may record lectures or alternative content and post in Brightspace on weather delays or cancellations for students without internet connection;
13. Academy member schools accept the grading system and practices of the Health Occupations instructor;
14. Available seats will be offered to member schools according to the following system:
 - a. Each school submits their initial four seats plus a prioritized waitlist of additional students by May 1st for the following fall term and December 1st for the following spring term.
 - b. The remaining surplus of four seats plus any unclaimed seats are put into a pool. The NICC administrator will then randomly assign the draft order for the lottery of the remaining seats. If surplus seats remain, the draft order reverses and selection continues to reverse until all seats are filled or all waitlists are satisfied.
 - c. If a student drops; their seat reverts to the home institution first and then in draft order.
15. Any decision and arrangement to allow an Academy class to exceed twenty-eight students will be requested by Academy members with approval from NICC.
 - a. (Group sizes for Nurse Aide are 10 students per instructor with a maximum of 3 groups / 30 students.)
16. Member schools are agreed to the delivery of the following classes at the scheduled times:

	12:57-1:41 P.M.	1:44-2:28 P.M.	2:31-3:15 P.M.
1 st Semester	HSC:110 Intro to Health Occupations 3 College Credits 48 Hours (Online Synchronous: Zoom MTRF)	HSC:114 Medical Terminology 3 College Credits 48 hours (Online Synchronous: Zoom MTRF)	HSC:172 Certified Nurse Aide 3 College Credits 80 hours (Online Synchronous: Zoom MTR, Online Asynchronous F)
1 st Semester			MAP:401 Medical Law and Ethics (Online Asynchronous)

2 nd Semester	PNN:200 Dosage Calculations 1 College Credit 16 hours 1-11-26 to 2-19-26 (Online Synchronous: Zoom MTRF)	HSC:172 Certified Nurse Aide 3 College Credits 75 hours (Online Synchronous: Zoom MTR Online Asynchronous Fridays)	HSC:200 Healthcare Compliance HSC:200 (Online Synchronous: Zoom MTRF) MAP:532 Human Body Health and Disease (Online Asynchronous)
	PNN:270 Into to Nutrition WebE 2 College Credits 32 hours 2-22-26 to 5-11-26 (Online Synchronous: Zoom MTRF)		

18. If NICC is unable to find an instructor for the above courses a course may have to be canceled or another course which fulfills the vocational strand will replace the existing course with an available/qualified instructor.

All member schools are expected to sign a concurrent enrollment contract with NICC. The final copy signed by all members will be given to each school by August of 2026.

This contract to enter into this Academy is a one-year agreement only.

_____ Board President	_____ Date	_____ Board President	_____ Date
Howard Winneshiek C.S.D.		North Fayette Valley C.S.D.	

_____ Board President	_____ Date	_____ Board President	_____ Date
Postville C.S.D.		Riceville C.S.D.	

_____ Board President	_____ Date	_____ Board President	_____ Date
South Winneshiek C.S.D.		Turkey Valley C.S.D.	

Dr. Kathleen Nacos-Burds
Vice President of Learning and Student Success
Northeast Iowa Community College

7-1-26
Date

**CONTRACT BETWEEN
NORTHEAST IOWA COMMUNITY COLLEGE
AND
RICEVILLE COMMUNITY SCHOOL DISTRICT
FOR
2026-2027 ACADEMIC YEAR**

This Contract is made and entered into by and between RICEVILLE COMMUNITY SCHOOL DISTRICT (hereafter called the "School District") and NORTHEAST IOWA COMMUNITY COLLEGE (hereafter called the "College"):

WHEREAS, the School District and the College desire to enter into this Contract for the purpose of providing accessibility of the College courses to School District students pursuant to 261E Code of Iowa, Senior Year Plus Program;

THEREFORE, IT IS AGREED by the School District and the College:

ARTICLE I

The School District and the College do hereby enter into this Contract and agree as follows:

1. The duration of this Contract is the school year commencing July 1, 2026 and ending June 30, 2027.
2. There shall be no separate legal entity. The Vice President of Teaching and Learning of the College and the Superintendent of the School District shall be responsible for the administration of this Contract.
3. The purposes of this Contract are to make available courses for School District students, which would not otherwise be offered without the assignment of additional weighting to such students who attend a community college-offered class or attend a class taught by a community college-employed teacher and which will allow the School District to seek weighting for such students pursuant to Section 257.11 (3) of the Code of Iowa.
4. The manner of financing the fulfillment of this Contract and charges related thereto are set forth in Articles VII and VIII of this Contract.
5. This Contract shall terminate June 30, 2027. It is not necessary to acquire or hold real or personal property to fulfill this Contract. Accordingly, there are no provisions herein relating to the disposition of property upon termination of this Contract.

**ARTICLE II
CLASS REQUIREMENTS**

The following requirements shall be met in order for the School District to be eligible to claim supplemental weighting for the courses being offered pursuant to this Contract:

1. Courses are supplementing, not supplanting, School District courses.
2. All courses must be included in the College catalog or an amendment or addendum to the catalog.
3. Courses must be open to all College students, not only School District students.
4. Courses must be for college credit and the credit must apply toward an associate of arts, associate of science, associate of applied science; or toward completion of a college diploma program.
5. Courses must be taught by a College-employed instructor or a teacher meeting college-licensing requirements.
6. Courses must be taught utilizing the College course guide, syllabus template and the College Learning Management system for roster verification, assessment reporting, final grading and end-of-course evaluations.
7. Services for School District students with special needs will be provided and funded by the School District. Accommodations must meet the ADA/AA/Section 504 (Subpart E) Civil Rights Statutes. The reasonable accommodations that are written for students taking college-level classes are determined by the Coordinator of Disability Services after they have reviewed the appropriate documents. There will be no modification of curriculum; all students must complete essential course requirements.

ARTICLE III INSTRUCTORS

Instructors teaching a course for credit pursuant to this Contract will be employed under one of the following provisions:

1. For instructors under contract to the School District, the instructor's teaching contract for any of the classes offered pursuant to this Contract shall be governed by the contract currently in effect between the instructor and the School District. Each instructor shall be entitled to receive the benefits arising out of such contract in effect with the School District. Additionally, for purposes of Chapter 279, Code of Iowa, the School District retains all responsibilities for each instructor. The instructor shall have successfully passed a background investigation conducted in accordance with Iowa Code section 272.2(17) prior to providing instruction.

The School District will assign responsibility for teaching all courses covered by this Contract to the College. The College will consider the instructors of these courses adjunct faculty. As adjunct faculty, they must meet the requirements in the College High School Instructor Handbook, including use of the College Learning Management System, college email, completing end-of-course evaluations, and participating in annual professional development.

The School District further assigns to the College the responsibility for evaluation of consistent curriculum by instructors with respect to the College courses taught by said instructor. As part of the evaluation process, the appropriate College administrative representative will visit each class site, complete a written evaluation and provide copies to the high school instructor and the Dean of High School Partnerships. Failure of an instructor to meet above requirements will result in a conference with the Dean to discuss continued and/or future assignment.

2. In the absence of a qualified instructor; the college may choose to provide an instructor or make a decision to cancel the course. The instructor shall have successfully passed a background investigation conducted in accordance with Iowa Code section 272.2(17) prior to providing instruction.

An individual under suspension or revocation of an educational license or statement of professional recognition issued by the Iowa Board of Educational Examiners shall not be allowed to provide instruction for any program authorized by Senior Year Plus.

ARTICLE IV PARTICIPANT REQUIREMENTS

School District students who desire to enroll in courses pursuant to this Contract must have been referred by the School District and must meet eligibility requirements set forth in this Contract.

To be eligible to enroll in an arts and science course pursuant to this contract, a School District student shall demonstrate proficiency in reading, mathematics, and science as evidenced by: state assessment achievement scores, alternative proficiency measures established by the school board or by the jointly approved college readiness measures between the School District and the College. School District students enrolling in arts and science or career and technical coursework must also meet college course prerequisites and/or achieve a satisfactory score per the College approved placement instrument (Accuplacer, ACT, ALEKS, Cumulative GPA.)

These requirements may be waived at the request of the student or the School District with the approval of the College's Vice President of Teaching and Learning. Students who are recommended for such a class should have sufficient background to indicate probable success in the College class.

ARTICLE V APPLICATION

Each student who desires to take a course pursuant to this Contract must complete a College application form prior to acceptance.

ARTICLE VI CONCURRENT ENROLLMENT

Each student enrolled for credit in a course conducted pursuant to this Contract and who satisfactorily completes the course will receive high school credit from the School District and college credit from the College.

All students will have access to a College and Career Coach who is available to assist in college and career planning, work-based learning opportunities, and connection to college resources.

ARTICLE VII MATERIALS, SUPPLIES, AND TRAVEL

The School District will provide the approved College textbooks, classroom materials, supplies, software access and equipment for each student enrolled in a course pursuant to this Contract unless a separate contract is established prior to the beginning of the course. The School District also agrees to collaboratively support the diverse range of digital materials and services deemed essential by faculty for student success. This includes, but is not limited to, Brightspace, multimedia resources posted to YouTube, and assessment integrity tools such as the Honorlock Chrome extension. Travel costs incurred by instructors employed under subparagraph 2 of Article III from the normal teaching site to the place of instruction will be paid by the College at the College approved rate and the School District will reimburse the College for such costs. The College and School District will agree as to what constitutes travel costs and approved rates for the same by separate written documents prior to reimbursement.

ARTICLE VIII FINANCE

The School District will submit the names of students enrolled for the portion of the day that they are enrolled in credit courses in accordance with the College 10-day count each semester pursuant to this Contract. Instructors (employed by either the College or the School District) are responsible for reporting class enrollment via the College's portal: MyCampus. Billing will be processed on a 10-day count from the start date of the NICC term per the academic calendar.

The following pricing structure will apply for any college credit course offered pursuant to this Contract, with multiple sections of each course being considered a course under this Contract.

In acknowledgement of the control and responsibilities of the College for an instructor employed by the School District pursuant to subparagraph 1 of Article III, the School District will pay the College a fee of 34% of NICC tuition (\$74.80 per credit) per student per course taught by an instructor employed pursuant to subparagraph 1 of Article III. The School District will pay the College a 34% of NICC tuition (\$74.80 per credit) per student per course plus direct salary and benefit costs of the instructor for a class taught by an instructor employed by the

College pursuant to subparagraph 2 of Article III. The School District may establish the minimum number of students. The maximum number of students per class will be determined by the College course load cap. Any deviation from this cap requires approval of the VPTL.

School Districts enrolling individual students into PICC, Placement in College Credit, will pay the College a fee of 70% of full tuition per credit plus a \$6 Technology fee per credit and applicable section fees. Please refer to the 2026-2027 rate table below:

Number of Credits	70% Tuition	Technology Fee	Charge per Credit
1	\$154	\$6	\$160
2	\$308	\$12	\$320
3	\$462	\$18	\$480
4	\$616	\$24	\$640

ARTICLE IX COURSES OFFERED TO MULTIPLE DISTRICTS

If two or more school districts, with Contracts with the College, combine students in a single class, the fee structure will follow that set forth in Article VIII with all costs divided, where appropriate, based upon the number of students from each district unless a separate Contract is established prior to the beginning of the course.

Additional agreements may be developed with partnering school districts listing one district as fiscal agent. The College will invoice all costs to the fiscal agent. The fiscal agent will be responsible for dividing costs per the agreement and invoicing participating districts.

ARTICLE X WITHDRAWAL

Any student wishing to withdraw from a course offered pursuant to this Contract must follow the process and dates outlined for all college students in the College catalog. Tuition and fees for withdrawn courses will be based on the College's tuition refund policy.

**ARTICLE XI
SIGNATURES**

IN WITNESS WHEREOF, the School District and the College have caused this Contract to be executed by their respective representatives on the date set forth below.

By:

Board President or Superintendent

Printed Name of Board President or Superintendent

Date of Execution:

By:

Kathleen J. Nacos-Burds Ph.D.

Dr. Kathleen Nacos-Burds, VPTL
Northeast Iowa Community College

Date of Execution:

7/1/2026 _____

**Riceville Community School
Riceville, IA**

The Board of Education of the Riceville Community School District held their regular board meeting on July 13, 2026, at 6:00 p.m. in the Board Room. The board members present are Guertin, Hale, McCarthy, Baethke and Eastman. Also, in attendance: Andy McQuillen—Superintendent, Holbrook Hulshizer Acting Board Secretary. Heather Suckow Principal. Cassandra Leff- EJ Newspaper. Parents: Erica Baethke and Christina Hubka. Community: John Dinger

Guertin called the meeting to order 6:01 PM.

Motion by Eastman, seconded by McCarthy to approve the amended agenda. 5 Ayes. MC.

Superintendent McQuillen did welcome.

Mrs. Suckow noted handbooks would be brought to August meeting for approval.

Motion by Eastman, seconded by Baethke, to approve the following resignation:

- Danielle Stock- JH Volleyball
- Beth Bowen-Library Para

Roll Call Vote: Hale, McCarthy, Baethke, Eastman & Guertin. -Aye. MC

Motion by McCarthy, seconded by Eastman, to approve the following contracts:

- David Garcia- Para
- Danielle Stock- JJV Volleyball Coach
- Roll Call Vote: Hale, McCarthy, Baethke, Eastman & Guertin. -Aye. MC

Motion by Hale, second by Baethke to approve the bubbler fundraiser for middle school. 5 Ayes. MC

Motion by McCarthy, second by Baethke to approve the Agreement with Hoard-Winn for Special Education. 5 Ayes. MC

Motion by Baethke, second by Eastman to approve the minutes of the previous meeting, and summary of bills. Ayes 5.

Motion by Hale, seconded by McCarthy to approve the second reading of board policies: 5 Ayes. MC.

- 203-Board of Directors' Conflict of Interest
- 206.3- Secretary or Secretary-Treasurer
- 206.4- Treasurer
- 701.2-Transfer of Funds
- 701.3- Financial Records
- 701.5-Fiscal Management
- 704.2-Debt Management
- 705.1-Purchasing- Bidding
- 705.1 R1- Purchasing- Bidding -Using Federal Funds in Procurement Contracts Regulation
- 705.1R2-Purchasing- Bidding- Suspension and Debarment of Vendors and Contractors Procedure Reg
- 705.4-Expenditures for Public Service
- 705.5-Federal Awards Compliance
- 706.4-Time and Effort Reporting
- 707.1-Presentation and Publication of Financial Information
- 708-Care, Maintenance and Disposal of School District Records
- 712-Technology and Data Security

Motion by Hale, seconded by McCarthy to approve the first reading of board policies: 5 Ayes. MC.

- 503.11- Disruptive Behavior
- 503.11 R1- Disruptive Behavior-Removal Procedures
- 503.11 R2- Disruptive Behavior- Removal Procedures for Nonviolent Behavior for Students with an IEP
-

Motion by McCarthy, seconded by Baethke to approve the Equipment Maintenance Proposal with Jester Ins. 5 Ayes. MC.

Motion by McCarthy, seconded by Eastman to approve the sale of following vehicles: 5 Ayes. MC.

- 2015 Dodge Caravan
- 2016 IC Integrated CE S Bus

Superintendent McQuillen reported on:

- Meeting with staff

- Facilities
- New Board Policies
- 100-day plan

Announcements:

- Next School Board Meeting-Sept 17th @ 6 PM

Motion by Hale, second by McCarthy to adjourn the meeting at 6:31 PM. Ayes 5. MC.

Kyle Guertin
Board President

Jennifer Dunn
Board Secretary

**Riceville Community School
Riceville, IA**

The Board of Education of the Riceville Community School District held a work session on July 16th, 2026, at 6:00 PM in the Board Room. Board members present Hale (arrived @ 6:03), Guertin, McCarthy, and Baethke. Also, in attendance: Andy McQuillen-Superintendent. IASB.

Guertin opened the meeting at 6:00 PM.

Motion by McCarthy, seconded by Baethke to approve the agenda. 3 Ayes. MC.

Discussions were held on district finances and projections.

Motion by McCarthy, second by Hale to adjourn the work session at 8:14 PM. 4 Ayes. MC

Kyle Guertin
Board President

Jennifer Dunn
Board Secretary

Analysis of Cash Balance Including investment CD

7/31/2026

	07/31/26	07/31/25	% change	Notes *
General Fund (10)	1,138,623.59	824,337.25	38.1%	
Management Fund (22)	860,385.00	967,783.97	-11.1%	
Sales Tax Funds (33)	365,569.38	373,237.22	-2.1%	
PPEL (36)	53,268.02	2,597.58	1950.7%	
Activity Fund (21)	70,707.65	663,552.27	-89.3%	
Hot Lunch Fund (61)	(10,633.89)	7,076.97	-250.3%	This is balance sheet with insurance, postive cash balance of 9,000
TOTAL	2,477,919.75	2,838,585.26	-12.7%	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
			\$1,856,795.72
April 30, 2023	\$847,426.40	\$407,579.03	\$2,296,643.09
May 31, 2023	\$302,803.86	\$411,465.38	\$2,187,981.57
June 30, 2023	\$502,150.28	\$659,215.80	\$2,030,916.05
July 30, 2023	\$25,172.61	\$401,981.93	\$1,654,106.73
August 31, 2023	\$426,101.60	\$442,719.30	\$1,637,489.03
September 30, 2023	\$352,112.34	\$533,117.49	\$1,456,483.88
October 31, 2023	\$1,291,895.67	\$449,492.44	\$2,298,887.11
November 30, 2023	\$393,989.89	\$549,310.74	\$2,143,566.26
December 31, 2023	\$228,109.19	\$439,631.56	\$1,932,043.89
January 31, 2024	\$431,062.84	\$509,381.21	\$1,853,725.52
February 29, 2024	\$524,890.60	\$516,580.93	\$1,862,035.19
March 31, 2024	\$320,548.74	\$451,008.87	\$1,731,575.06
April 30, 2024	\$800,760.79	\$595,443.87	\$1,936,891.98
May 31, 2024	\$368,041.73	\$469,356.24	\$1,835,577.47
June 30, 2024	\$591,861.53	\$791,546.46	\$1,635,892.54
July 30, 2024	\$211,814.54	\$570,524.02	\$1,277,183.06
August 31, 2024	\$83,918.28	\$409,087.82	\$952,013.52
September 30, 2024	\$560,786.53	\$499,470.49	\$1,013,329.56
October 31, 2024	\$1,098,385.37	\$499,990.85	\$1,611,724.08
November 30, 2024	\$430,330.84	\$591,802.18	\$1,450,252.74
December 31, 2024	\$361,343.41	\$491,579.01	\$1,320,017.14
January 31, 2025	\$331,128.65	\$602,269.28	\$1,048,876.51
February 28, 2025	\$996,203.49	\$953,432.19	\$1,091,647.81
March 31, 2025	\$306,722.69	\$489,981.17	\$908,389.33
April 30, 2025	\$1,091,877.35	\$462,620.09	\$1,537,646.59
May 31, 2025	\$420,435.34	\$486,662.17	\$1,471,419.76
June 30, 2025	\$368,990.82	\$830,899.59	\$1,009,510.99
July 30, 2025	\$451,455.00	\$600,023.31	\$860,942.68
August 31, 2025	\$122,979.69	\$548,291.54	\$435,630.83
September 30, 2025	\$677,194.68	\$509,863.52	\$602,961.99
October 31, 2025	\$1,142,565.35	\$693,309.37	\$1,052,217.97
November 30, 2025	\$425,039.94	\$521,529.17	\$955,728.74
December 31, 2025	\$373,690.74	\$543,468.70	\$785,950.78
January 31, 2026	\$395,645.43	\$597,924.21	\$583,672.00
February 28, 2026	\$717,920.54	\$604,834.23	\$696,758.31
March 31, 2026	\$369,409.09	\$536,249.30	\$529,918.10
April 30, 2026	\$1,138,883.04	\$518,530.22	\$1,150,270.92
May 31, 2026	\$443,992.06	\$578,564.99	\$1,015,697.99
June 30, 2025	\$306,545.31	\$744,223.84	\$578,019.46
July 30, 2025	\$1,246,096.69	\$685,492.56	\$1,138,623.59

MANAGEMENT FUND (22)

DATE	IN	OUT	BALANCE
			\$726,774.63
April 30, 2023	\$84,644.62	\$1,033.69	\$810,385.56
May 31, 2023	\$11,446.94	\$1,054.69	\$820,777.81
June 30, 2023	\$5,363.88	\$652.69	\$825,489.00
July 30, 2023	\$4,571.27	\$134,014.69	\$696,045.58
August 31, 2023	\$4,308.58	\$7,224.89	\$693,129.27
September 30, 2023	\$23,811.99	\$694.69	\$716,246.57
October 31, 2023	\$148,099.33	\$694.69	\$863,651.21
November 30, 2023	\$26,142.53	\$19,444.69	\$870,349.05
December 31, 2023	\$7,701.18	\$694.69	\$877,355.54
January 31, 2024	\$5,494.55	\$1,103.69	\$881,746.40
Feburary 29, 2024	\$6,630.39	\$694.69	\$887,682.10
March 31, 2024	\$8,118.95	\$694.69	\$895,106.36
April 30, 2024	\$86,181.54	\$694.69	\$980,593.21
May 31, 2024	\$21,671.80	\$694.69	\$1,001,570.32
June 30, 2024	\$6,105.96	\$694.69	\$1,006,981.59
July 30, 2024	\$6,517.29	\$159,248.69	\$854,250.19
August 31, 2024	\$3,440.53	\$32,359.69	\$825,331.03
September 30, 2024	\$47,933.99	\$724.69	\$872,540.33
October 31, 2024	\$118,690.85	\$979.32	\$990,251.86
November 30, 2024	\$15,151.57	\$3,389.69	\$1,002,013.74
December 31, 2024	\$6,108.36	\$724.69	\$1,007,397.41
January 31, 2025	\$5,631.61	\$724.69	\$1,012,304.33
Feburary 28, 2025	\$4,629.11	\$724.69	\$1,016,208.75
March 31, 2025	\$9,878.30	\$724.69	\$1,025,362.36
April 30, 2025	\$112,477.80	\$724.69	\$1,137,115.47
May 31, 2025	\$18,100.95	\$724.69	\$1,154,491.73
June 30, 2025	\$6,259.14	\$724.69	\$1,160,026.18
July 30, 2025	\$5,013.11	\$197,255.32	\$967,783.97
August 31, 2025	\$3,518.74	\$746.43	\$970,556.28
September 30, 2025	\$18,824.97	\$746.43	\$988,634.82
October 31, 2025	\$37,358.56	\$5,809.43	\$1,020,183.95
November 30, 2025	\$8,914.32	\$746.43	\$1,028,351.84
December 31, 2025	\$4,074.11	\$5,108.43	\$1,027,317.52
January 31, 2026	\$4,116.95	\$746.43	\$1,030,688.04
Feburary 28, 2026	\$3,596.19	\$1,384.43	\$1,032,899.80
March 31, 2026	\$7,780.78	\$746.43	\$1,039,934.15
April 30, 2026	\$37,716.08	\$746.43	\$1,076,903.80
May 31, 2026	\$8,081.72	\$746.43	\$1,084,239.09
June 30, 2026	\$3,906.25	\$22,663.43	\$1,065,481.91
July 30, 2026	\$4,007.48	\$209,103.79	\$860,385.60

LOCAL OPTION SALES (33)

DATE	IN	OUT	BALANCE
			\$667,027.90
April 30, 2023	\$27,566.34	\$37,766.45	\$656,827.79
May 31, 2023	\$43,263.14	\$122,007.64	\$578,083.29
June 30, 2023	\$98,525.93	\$101,651.63	\$574,957.59
July 30, 2023	\$66,490.46	\$149,230.41	\$492,217.64
August 31, 2023	\$44,685.75	\$65,930.06	\$470,973.33
September 30, 2023	\$57,540.97	\$153,175.53	\$375,338.77
October 31, 2023	\$34,185.19	\$32,352.92	\$377,171.04
November 30, 2023	\$43,619.69	\$50,458.10	\$370,332.63
December 31, 2023	\$37,854.01	\$85,425.14	\$322,761.50
January 31, 2024	\$35,191.05	\$11,971.62	\$345,980.93
February 29, 2024	\$46,280.61	\$15,000.00	\$377,261.54
March 31, 2024	\$31,088.06	\$0.00	\$408,349.60
April 30, 2024	\$33,426.39	\$0.00	\$441,775.99
May 31, 2024	\$40,167.07	\$36,116.36	\$445,826.70
June 30, 2024	\$100,755.13	\$17,365.04	\$529,216.79
July 30, 2024	\$42,286.02	\$51,235.21	\$520,267.60
August 31, 2024	\$43,730.90	\$161,079.57	\$402,918.93
September 30, 2024	\$50,713.31	\$26,612.77	\$427,019.47
October 31, 2024	\$220,482.58	\$242,573.87	\$404,928.18
November 30, 2024	\$32,895.64	\$137,494.67	\$300,329.15
December 31, 2024	\$34,221.51	\$207,496.27	\$127,054.39
January 31, 2025	\$671,953.00	\$216,569.45	\$582,437.94
February 28, 2025	\$213,724.29	\$194,183.92	\$601,978.31
March 31, 2025	\$260,552.44	\$264,897.97	\$597,632.78
April 30, 2025	\$478,048.76	\$487,588.00	\$588,093.54
May 31, 2025	\$420,839.69	\$640,766.92	\$368,166.31
June 30, 2025	\$649,387.77	\$675,074.28	\$342,479.80
July 30, 2025	\$115,988.91	\$195,575.85	\$262,892.86
August 31, 2025	\$1,161,443.13	\$1,125,124.68	\$299,211.31
September 30, 2025	\$426,640.36	\$628,855.24	\$96,996.43
October 31, 2025	\$240,983.80	\$394,320.58	-\$56,340.35
November 30, 2025	\$173.33	\$201,737.25	-\$257,904.27
December 31, 2025	\$408,462.21	\$107,201.94	\$43,356.00
January 31, 2026	\$450,191.60	\$78,740.56	\$414,807.04
February 28, 2026	\$38,534.38	\$158,348.70	\$294,992.72
March 31, 2026	\$174,605.14	\$248,751.87	\$220,845.99
April 30, 2026	\$144,207.96	\$98,771.91	\$266,282.04
May 31, 2026	\$464,983.32	\$709,231.09	\$22,034.27
June 30, 2026	\$70,683.33	\$226,443.68	-\$133,726.08
July 30, 2026	\$505,075.21	\$5,779.75	\$365,569.38

DATE	IN	OUT	BALANCE
			\$344,369.61
April 30, 2023	\$166,811.06	\$4,184.20	\$506,996.47
May 31, 2023	\$12,649.01	\$13,977.73	\$505,667.75
June 30, 2023	\$4,672.49	\$63,921.89	\$446,418.35
July 30, 2023	\$3,212.81	\$15,565.20	\$434,065.96
August 31, 2023	\$3,272.62	\$59,534.29	\$377,804.29
September 30, 2023	\$85,053.50	\$18,300.49	\$444,557.30
October 31, 2023	\$182,944.86	\$19,790.94	\$607,711.22
November 30, 2023	\$40,408.21	\$91,071.95	\$557,047.48
December 31, 2023	\$7,152.13	\$38,787.18	\$525,412.43
January 31, 2024	\$85,069.47	\$5,929.76	\$604,552.14
February 29, 2024	\$5,747.57	\$90,396.36	\$519,903.35
March 31, 2024	\$34,247.81	\$341,687.02	\$212,464.14
April 30, 2024	\$155,217.40	\$2,374.57	\$365,306.97
May 31, 2024	\$21,773.11	\$91,849.76	\$295,230.32
June 30, 2024	\$3,884.02	\$6,591.37	\$292,522.97
July 30, 2024	\$3,053.25	\$4,173.85	\$291,402.37
August 31, 2024	\$1,222.89	\$220,457.11	\$72,168.15
September 30, 2024	\$133,206.91	\$104,622.88	\$100,752.18
October 31, 2024	\$245,320.23	\$10,116.38	\$335,956.03
November 30, 2024	\$14,700.17	\$95,184.89	\$255,471.31
December 31, 2024	\$91,013.55	\$51,494.82	\$294,990.04
January 31, 2025	\$4,172.34	\$15,177.99	\$283,984.39
February 28, 2025	\$2,610.05	\$53,236.01	\$233,358.43
March 31, 2025	\$10,048.64	\$50,592.26	\$192,814.81
April 30, 2025	\$167,370.50	\$316,883.88	\$43,301.43
May 31, 2025	\$16,747.49	\$25,733.28	\$34,315.64
June 30, 2025	\$44,379.36	\$55,035.81	\$23,659.19
July 30, 2025	\$75,080.00	\$22,402.68	\$76,336.51
August 31, 2025	\$617.59	\$35,976.52	\$40,977.58
September 30, 2025	\$105,686.71	\$36,271.00	\$110,393.29
October 31, 2025	\$214,230.40	\$20,258.68	\$304,365.01
November 30, 2025	\$24,450.72	\$22,002.17	\$306,813.56
December 31, 2025	\$76,606.15	\$40,779.53	\$342,640.18
January 31, 2026	\$4,689.29	\$14,790.41	\$332,539.06
February 28, 2026	\$26,883.40	\$32,161.14	\$327,261.32
March 31, 2026	\$14,785.13	\$36,699.99	\$305,346.46
April 30, 2026	\$181,627.99	\$325,845.07	\$161,129.38
May 31, 2026	\$254,685.18	\$275,124.62	\$140,689.94
June 30, 2026	\$4,038.65	\$48,720.24	\$96,008.35
July 30, 2026	\$1,959.63	\$39,699.96	\$58,268.02

ACTIVITY FUND (21)

DATE	IN	OUT	BALANCE
			\$66,760.41
April 30, 2023	\$4,243.68	\$7,069.24	\$63,934.85
May 31, 2023	\$6,645.18	\$7,321.19	\$63,258.84
June 30, 2023	\$13,558.09	\$11,446.25	\$65,370.68
July 30, 2023	\$842.76	\$3,405.57	\$62,807.87
August 31, 2023	\$6,893.05	\$3,671.34	\$66,029.58
September 30, 2023	\$8,805.42	\$9,324.01	\$65,510.99
October 31, 2023	\$10,849.00	\$8,199.70	\$68,160.29
November 30, 2023	\$26,741.00	\$20,385.88	\$74,515.41
December 31, 2023	\$7,791.66	\$26,783.82	\$55,523.25
January 31, 2024	\$9,115.75	\$5,083.45	\$59,555.55
Feburary 29, 2024	\$18,262.04	\$4,614.34	\$73,203.25
March 31, 2024	\$3,679.89	\$7,805.99	\$69,077.15
April 30, 2024	\$8,190.48	\$7,587.01	\$69,680.62
May 31, 2024	\$13,736.23	\$7,772.58	\$75,644.27
June 30, 2024	\$6,759.46	\$12,252.00	\$70,151.73
July 30, 2024	\$2,994.45	\$6,738.56	\$66,407.62
August 31, 2024	\$7,100.36	\$2,914.74	\$70,593.24
September 31, 2024	\$17,450.67	\$14,111.14	\$73,932.77
October 31, 2024	\$21,058.94	\$16,147.27	\$78,844.44
November 30, 2024	\$37,065.14	\$12,762.98	\$103,146.60
December 31, 2024	\$9,576.41	\$25,686.37	\$87,036.64
January 31, 2025	\$9,787.44	\$14,716.85	\$82,107.23
Feburary 28, 2025	\$6,038.04	\$8,661.79	\$79,483.48
March 31, 2025	\$3,841.43	\$4,288.97	\$79,035.94
April 30, 2025	\$11,809.71	\$15,095.78	\$75,749.87
May 31, 2025	\$5,270.30	\$10,556.36	\$70,463.81
June 30, 2025	\$5,294.25	\$11,014.67	\$64,743.39
July 30, 2025	\$548.95	\$3,687.07	\$61,605.27
August 31, 2025	\$6,595.34	\$2,700.02	\$65,500.59
September 30, 2025	\$20,218.97	\$4,771.46	\$80,948.10
October 31, 2025	\$12,255.94	\$18,035.81	\$75,168.23
November 30, 2025	\$52,185.94	\$18,769.62	\$108,584.55
December 31, 2025	\$10,387.26	\$33,004.27	\$85,967.54
January 31, 2026	\$13,762.80	\$18,335.22	\$81,395.12
Feburary 29, 2026	\$8,975.05	\$8,151.33	\$82,218.84
March 31, 2026	\$15,215.34	\$8,007.10	\$89,427.08
April 30, 2026	\$10,597.73	\$17,738.44	\$82,286.37
May 31, 2026	\$3,615.83	\$15,569.66	\$70,332.54
June 30, 2026	\$12,121.49	\$7,080.54	\$75,373.49
July 30, 2026	\$5,465.62	\$14,081.46	\$66,757.65

NUTRITION FUND (61)

DATE	IN	OUT	BALANCE
			\$106,102.70
April 30, 2023	\$35,420.59	\$39,852.51	\$101,670.78
May 31, 2023	\$33,050.43	\$39,865.11	\$94,856.10
June 30, 2023	\$20,413.00	\$44,970.42	\$70,298.68
July 31, 2023	\$37,561.06	\$24,691.67	\$83,168.07
August 31, 2023	\$72,717.15	\$63,859.65	\$92,025.57
September 30, 2023	\$46,730.23	\$36,895.78	\$101,860.02
October 31, 2023	\$39,664.92	\$43,299.65	\$98,225.29
November 30, 2023	\$42,175.93	\$42,446.27	\$97,954.95
December 31, 2023	\$49,736.62	\$37,225.88	\$110,465.69
January 31, 2024	\$31,177.05	\$62,544.74	\$79,098.00
February 29, 2024	\$73,996.61	\$81,694.72	\$71,399.89
March 31, 2024	\$64,671.72	\$36,746.33	\$99,325.28
April 30, 2024	\$39,765.62	\$34,762.29	\$104,328.61
May 31, 2024	\$32,256.21	\$45,514.87	\$91,069.95
June 30, 2024	\$22,981.25	\$63,568.27	\$50,482.93
July 31, 2024	\$41,823.49	\$26,358.17	\$65,948.25
August 31, 2024	\$78,519.17	\$44,902.88	\$99,564.54
September 30, 2024	\$49,548.60	\$40,659.70	\$108,453.44
October 31, 2024	\$57,122.89	\$55,210.82	\$110,365.51
November 30, 2024	\$46,160.04	\$56,622.07	\$99,903.48
December 31, 2024	\$36,061.73	\$40,490.03	\$95,475.18
January 31, 2025	\$44,941.20	\$40,360.82	\$100,055.56
February 28, 2025	\$36,137.94	\$53,742.22	\$82,451.28
March 31, 2025	\$43,047.64	\$38,906.45	\$86,592.47
April 30, 2025	\$107,664.89	\$104,729.99	\$89,527.37
May 31, 2025	\$32,082.70	\$43,582.17	\$78,027.90
June 30, 2025	\$23,203.99	\$54,951.16	\$46,280.73
July 31, 2025	\$8,344.05	\$47,547.81	\$7,076.97
August 31, 2025	\$148,807.86	\$49,926.11	\$105,958.72
September 30, 2025	\$70,486.48	\$45,120.92	\$131,324.28
October 31, 2025	\$46,998.53	\$85,466.23	\$92,856.58
November 30, 2025	\$28,165.79	\$59,960.68	\$61,061.69
December 31, 2025	\$56,393.21	\$48,104.96	\$69,349.94
January 31, 2026	\$38,069.45	\$38,124.93	\$69,294.46
February 28, 2026	\$46,730.64	\$63,911.26	\$52,113.84
March 31, 2026	\$38,775.78	\$60,577.21	\$30,312.41
April 30, 2026	\$43,584.52	\$46,222.98	\$27,673.95
May 31, 2026	\$42,684.23	\$48,094.28	\$22,263.90
June 30, 2026	\$20,874.35	\$51,501.84	-\$8,363.59
July 31, 2026	\$63,964.74	\$66,235.04	-\$10,633.89

Invoice Listing - Detail
Unposted; Batch Description Invoices--EOFY JUNE INVOICES BATCH 1

Batch Description: Invoices--EOFY JUNE INVOICES BATCH 1 Processing Month: 06/2026 Credit Card Vendor ID: End of Fiscal Year Expense Invoices: X
Vendor ID: CAMCOMMUNI CAM COMMUNITY SCHOOL DISTRICT PO Number: Invoice Number: 20260722 Amount: 8,535.26

Description:	Sequence: 1	Check Type:	Checking Account ID:	Invoice Date: 06/30/2026	Due Date: 07/22/2026	Status: A	1099 Amount: 0.00
Chart of Account Number	Detail Description	Check Number:	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
10 0000 1100 100 0000 567	2ND SEMESTER OPEN ENROLLMENT	7,988.00				N	
10 0000 1100 100 3116 567	2ND SEMESTER TLC	385.30				N	
10 0000 1100 100 3216 567	2ND SEMESTER EIC	84.44				N	
10 0000 1100 100 3376 567	2ND SEMESTER PD	77.52				N	

Vendor ID: DHS		DHS		PO Number:		Invoice Number: 10156214		Amount: 4,084.99							
Description:		Sequence: 1		Check Type:		Checking Account ID:		Invoice Date: 06/30/2026		Due Date: 07/22/2026		Status: A		1099 Amount: 0.00	
Chart of Account Number		Detail Description		Check Number:		Cost Center ID:		Detail Amount: 4,084.99		1099 Detail Amount:		Asset/Asset Tag		In Full	
10 0000 4634 219 4634		NON FEDERAL MEDICAID										N		Final	

Vendor ID: KEYSTONEAE		KEYSTONE AEA 1		PO Number:		Invoice Number: FY26-1166		Amount: 872.96											
Description:		Sequence: 1		Check Type:		Invoice Date: 06/30/2026		Due Date: 07/22/2026		Status: A		1099 Amount: 0.00							
Chart of Account Number		Detail Description		Checking Account ID:		Check Number:		Check Date:		Cost Center ID:		Detail Amount		1099 Detail Amount		Asset/Asset Tag		In Full	
10 0109 2120 100 0000 580		SOCIAL WORKER AGREEMENT										872.96				N			

Vendor ID: KEYSTONEAE		KEYSTONE AEA 1		PO Number:		Invoice Number: FY26-1199		Amount: 9,474.69											
Description:		Sequence: 1		Check Type:		Invoice Date: 06/30/2026		Due Date: 07/24/2026		Status: A		1099 Amount: 0.00							
Chart of Account Number		Detail Description		Checking Account ID:		Check Number:		Check Date:		Cost Center ID:		Detail Amount		1099 Detail Amount		Asset/Asset Tag		In Full	
10 0000 1100 100 0000 349		4TH QUATER SERVICE AGREEMENT										9,474.69				N		Final	

Vendor ID: OSAGECOMMU		OSAGE COMMUNITY SCHOOL		PO Number:	Invoice Number: 20260722	Amount: 27,918.00	
Description:		Invoice Date:	06/30/2026	Due Date:	07/22/2026	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 211 3301 561		SPECIAL ED LEVEL 1			11,100.96	0.00 N	Final
10 9070 1200 217 3303 561		SPECIAL ED LEVEL 3			16,817.04	0.00 N	Final

Vendor ID: SOUTHLANDP		SOUTHLAND PUBLIC SCHOOLS		PO Number:		Invoice Number: 1666		Amount: 15,652.00											
Description:		Sequence: 1		Check Type:		Invoice Date: 06/11/2026		Due Date: 07/22/2026		Status: A		1099 Amount: 0.00							
Chart of Account Number		Detail Description		Checking Account ID:		Check Number:		Check Date:		Cost Center ID		Detail Amount		1099 Detail Amount		Asset/Asset Tag		In Full	
10 0000 1100 100 0000 567		2025-2026 TUITION										15,652.00				N		Final	

Vendor ID: STANSGARCO	ST ANSGAR COMMUNITY SCHOOL	PO Number:	Invoice Number: 20260722	Amount: 33,157.39
Description:		Invoice Date: 06/30/2026	Due Date: 07/22/2026	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

10 9070 1200 214 3302 561	SPECIAL EDUCATION	33,157.39	N	Final	
		Batch 1099 Total:	0.00	Batch Total:	99,695.29
		Report 1099 Total:	0.00	Report Total:	99,695.29

Batch Description: Invoices-JULY 26 BATCH 2

Processing Month: 07/2026 Credit Card Vendor ID:

End of Fiscal Year Expense Invoices:

Vendor ID: ALLIANTENE ALLIANT ENERGY

Invoice Number: 20260616-0001

Amount: 1,100.87

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 0000 2620 000 0000 622 DAYCARE

Invoice Date: 06/16/2026 Due Date: 07/24/2026 Status: A 1099 Amount: 0.00
Check Number:
Checking Account ID:
Cost Center ID
Detail Amount 1099 Detail Amount Asset/Asset Tag
1,100.87 N In Full Final

Vendor ID: ALLIANTENE ALLIANT ENERGY

Invoice Number: 20260616-0002

Amount: 45.26

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 0000 2620 000 0000 622 SHOP BLDG

Invoice Date: 06/16/2026 Due Date: 07/24/2026 Status: A 1099 Amount: 0.00
Check Number:
Checking Account ID:
Cost Center ID
Detail Amount 1099 Detail Amount Asset/Asset Tag
45.26 N In Full Final

Vendor ID: ALLIANTENE ALLIANT ENERGY

Invoice Number: 20260616-0003

Amount: 24.80

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 0000 2620 000 0000 622 BUS BARN

Invoice Date: 06/16/2026 Due Date: 07/24/2026 Status: A 1099 Amount: 0.00
Check Number:
Checking Account ID:
Cost Center ID
Detail Amount 1099 Detail Amount Asset/Asset Tag
24.80 N In Full Final

Vendor ID: ALLIANTENE ALLIANT ENERGY

Invoice Number: 20260616-0004

Amount: 2,421.64

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 0000 2620 000 0000 622 HS BLDG

Invoice Date: 06/16/2026 Due Date: 07/24/2026 Status: A 1099 Amount: 0.00
Check Number:
Checking Account ID:
Cost Center ID
Detail Amount 1099 Detail Amount Asset/Asset Tag
2,421.64 N In Full Final

Vendor ID: ALLIANTENE ALLIANT ENERGY

Invoice Number: 20260616-0005

Amount: 63.02

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 0000 2620 000 0000 622 SPORTS COMPLEX

Invoice Date: 06/16/2026 Due Date: 07/24/2026 Status: A 1099 Amount: 0.00
Check Number:
Checking Account ID:
Cost Center ID
Detail Amount 1099 Detail Amount Asset/Asset Tag
63.02 N In Full Final

Vendor ID: ALLIANTENE ALLIANT ENERGY

Invoice Number: 20260717-0001

Amount: 44.00

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 0000 2620 000 0000 622 SHOP BLDG

Invoice Date: 07/17/2026 Due Date: 07/24/2026 Status: A 1099 Amount: 0.00
Check Number:
Checking Account ID:
Cost Center ID
Detail Amount 1099 Detail Amount Asset/Asset Tag
44.00 N In Full Final

Vendor ID: ALLIANTENE ALLIANT ENERGY

Invoice Number: 20260717-0002

Amount: 1,557.30

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 0000 2620 000 0000 622 DAYCARE

Invoice Date: 07/17/2026 Due Date: 07/24/2026 Status: A 1099 Amount: 0.00
Check Number:
Checking Account ID:
Cost Center ID
Detail Amount 1099 Detail Amount Asset/Asset Tag
1,557.30 N In Full Final

Vendor ID: ALLIANTENE ALLIANT ENERGY

Invoice Number: 20260717-0003

Amount: 83.14

Description:

Invoice Date: 07/17/2026 Due Date: 07/24/2026 Status: A 1099 Amount: 0.00

10 0000 2620 000 0000 411 WATER
10 0000 2620 000 0000 421 SEWER

N
N
Final
Final

Vendor ID: CITYOFRICE CITY OF RICEVILLE

PO Number: Invoice Number: 0722267001 Amount: 59.34

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 0000 2620 000 0000 411 WATER
10 0000 2620 000 0000 421 SEWER
Checking Account ID:
Invoice Date: 07/22/2026 Due Date: 07/27/2026 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
19.67 N In Full
39.67 N

Vendor ID: CITYOFRICE CITY OF RICEVILLE

PO Number: Invoice Number: 0722269001 Amount: 422.20

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 0000 2620 000 0000 411 WATER
10 0000 2620 000 0000 421 SEWER
Checking Account ID:
Invoice Date: 07/22/2026 Due Date: 07/27/2026 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
202.10 N In Full
220.10 N

Vendor ID: CULLIGANWA CULLIGAN WATER CONDITIONING

PO Number: Invoice Number: 95796TP Amount: 35.60

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 0000 2620 000 0000 680 SALT
Checking Account ID:
Invoice Date: 07/12/2026 Due Date: 07/24/2026 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
35.60 N In Full

Vendor ID: DECARPETSA D & E CARPET SALES INC.

PO Number: Invoice Number: 6482 Amount: 224.70

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 0000 2620 000 0000 680 BLACK VINYL
Checking Account ID:
Invoice Date: 07/21/2026 Due Date: 07/27/2026 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
224.70 N In Full

Vendor ID: DECORAHCOM DECORAH COMMUNITY SCHOOL DIST

PO Number: Invoice Number: 20260716 Amount: 5,989.11

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 9070 1200 217 3303 323 SPECIAL ED BILLING
Checking Account ID:
Invoice Date: 07/16/2026 Due Date: 07/24/2026 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
5,989.11 N In Full

Vendor ID: ENERGYASSO ENERGY ASSOCIATION OF IOWA SCHOOLS

PO Number: Invoice Number: 2000 Amount: 500.00

Description:
Sequence: 1 Check Type:
Chart of Account Number
36 0000 4200 000 0000 450 MEMBERSHIP ENROLLMENT
Checking Account ID:
Invoice Date: 07/01/2026 Due Date: 07/24/2026 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
500.00 N In Full

Vendor ID: HOLLESARA HOLLENBECK, SARA

PO Number: Invoice Number: 0953701 Amount: 713.00

Description:
Sequence: 1 Check Type:
Chart of Account Number
Detail Description
Checking Account ID:
Invoice Date: 07/09/2026 Due Date: 07/24/2026 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
In Full

10 0109 1100 100 3376 810	JAVA COURSE		713.00	N					Final					
Vendor ID: IMPERIALDA	IMPERIALBRADY	PO Number:	Invoice Number: 42339123	Amount:	1,067.83									
Description:		Invoice Date: 07/08/2026	Due Date: 07/24/2026	Status: A	1099 Amount: 0.00									
Sequence: 1	Check Type:	Check Number:	Check Date:											
Chart of Account Number	<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	CUSTODIAL SUPPLIES		1,067.83	N		Final								
Vendor ID: IMPERIALDA	IMPERIALBRADY	PO Number:	Invoice Number: 42453191	Amount:	161.00									
Description:		Invoice Date: 07/16/2026	Due Date: 07/24/2026	Status: A	1099 Amount: 0.00									
Sequence: 1	Check Type:	Check Number:	Check Date:											
Chart of Account Number	<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	CASTER SWIVEL		161.00	N		Final								
Vendor ID: IMPERIALDA	IMPERIALBRADY	PO Number:	Invoice Number: 42501416	Amount:	223.03									
Description:		Invoice Date: 07/22/2026	Due Date: 07/27/2026	Status: A	1099 Amount: 0.00									
Sequence: 1	Check Type:	Check Number:	Check Date:											
Chart of Account Number	<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	YELLOW BUCKET		223.03	N		Final								
Vendor ID: IMPERIALDA	IMPERIALBRADY	PO Number:	Invoice Number: 42501417	Amount:	1,630.83									
Description:		Invoice Date: 07/22/2026	Due Date: 07/27/2026	Status: A	1099 Amount: 0.00									
Sequence: 1	Check Type:	Check Number:	Check Date:											
Chart of Account Number	<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	CUSTODIAL SUPPLIES		1,630.83	N		Final								
Vendor ID: IMPERIALDA	IMPERIALBRADY	PO Number:	Invoice Number: 42541149	Amount:	(161.80)									
Description:		Invoice Date: 07/06/2026	Due Date: 07/27/2026	Status: A	1099 Amount: 0.00									
Sequence: 1	Check Type:	Check Number:	Check Date:											
Chart of Account Number	<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	HAND SOAP		(161.80)	N		Final								
Vendor ID: IOWAASSOCI	IOWA ASSOCIATION OF SCHOOL BOARDS	PO Number:	Invoice Number: IASBMBR009327	Amount:	1,886.00									
Description:		Invoice Date: 07/01/2026	Due Date: 07/24/2026	Status: A	1099 Amount: 0.00									
Sequence: 1	Check Type:	Check Number:	Check Date:											
Chart of Account Number	<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 810	IASB MEMBERSHIP DUES FY27		1,886.00	N		Final								
Vendor ID: IOWAASSOCI	IOWA ASSOCIATION OF SCHOOL BOARDS	PO Number:	Invoice Number: POLREF004099	Amount:	800.00									
Description:		Invoice Date: 07/01/2026	Due Date: 07/24/2026	Status: A	1099 Amount: 0.00									
Sequence: 1	Check Type:	Check Number:	Check Date:											
Chart of Account Number	<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 810	POLICIES REFERENCE SUBSCRIPTION FY27		800.00	N		Final								
Vendor ID: IOWAHMUSIC	IOWA HIGH SCHOOL MUSIC ASSOCIATION	PO Number:	Invoice Number: 20260724	Amount:	25.00									

Description:		Invoice Date:	07/01/2026	Due Date:	07/24/2026	Status:	A	1099 Amount:	0.00
Sequence:	1	Check Type:							
<u>Chart of Account Number</u>		<u>Check Number:</u>		<u>Check Date:</u>					
21 0000 1400 910 6220 612	<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>			
	ANNUAL DUES		25.00		N	Final			
Vendor ID: ISFISINC		PO Number:	Invoice Number: FY2026-27		Amount:		685.37		
Description:		Invoice Date:	07/01/2026	Due Date:	07/24/2026	Status:	A	1099 Amount:	0.00
Sequence:	1	Check Type:							
<u>Chart of Account Number</u>		<u>Check Number:</u>		<u>Check Date:</u>					
10 0000 2510 000 0000 810	<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>			
	SUBSCRIPTION FEE		685.37		N	Final			
Vendor ID: MARKSPLUMB		PO Number:	Invoice Number: INV002289267		Amount:		197.21		
Description:		Invoice Date:	07/10/2026	Due Date:	07/24/2026	Status:	A	1099 Amount:	0.00
Sequence:	1	Check Type:							
<u>Chart of Account Number</u>		<u>Check Number:</u>		<u>Check Date:</u>					
10 0000 2620 000 0000 680	<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>			
	BRASS HOSE		197.21		N	Final			
Vendor ID: MARTINBROS		PO Number:	Invoice Number: 2724661		Amount:		(345.57)		
Description:		Invoice Date:	07/09/2026	Due Date:	07/24/2026	Status:	A	1099 Amount:	0.00
Sequence:	1	Check Type:							
<u>Chart of Account Number</u>		<u>Check Number:</u>		<u>Check Date:</u>					
61 0000 3110 000 0000 631	<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>			
	FOOD		(345.57)		N	Final			
Vendor ID: MARTINBROS		PO Number:	Invoice Number: 2728897		Amount:		6,080.80		
Description:		Invoice Date:	07/13/2026	Due Date:	07/24/2026	Status:	A	1099 Amount:	0.00
Sequence:	1	Check Type:							
<u>Chart of Account Number</u>		<u>Check Number:</u>		<u>Check Date:</u>					
61 0000 3110 000 0000 618	<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>			
	FS SUPPLIES		13.96		N	Final			
	FOOD		6,066.84		N	Final			
Vendor ID: MARTINBROS		PO Number:	Invoice Number: 273987		Amount:		1,904.35		
Description:		Invoice Date:	07/24/2026	Due Date:	07/24/2026	Status:	A	1099 Amount:	0.00
Sequence:	1	Check Type:							
<u>Chart of Account Number</u>		<u>Check Number:</u>		<u>Check Date:</u>					
61 0000 3110 000 0000 631	<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>			
	FOOD		1,904.35		N	Final			
Vendor ID: MIDWESTALA		PO Number:	Invoice Number: 548990		Amount:		1,513.08		
Description:		Invoice Date:	07/08/2026	Due Date:	07/24/2026	Status:	A	1099 Amount:	0.00
Sequence:	1	Check Type:							
<u>Chart of Account Number</u>		<u>Check Number:</u>		<u>Check Date:</u>					
10 0000 2640 000 0000 433	<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>			
	FIRE ALARM MOINTORING/TESTING		1,513.08		N	Final			
Vendor ID: MKSERVICER		PO Number:	Invoice Number: 6524		Amount:		1,182.50		
Description:		Invoice Date:	07/14/2026	Due Date:	07/24/2026	Status:	A	1099 Amount:	0.00
Sequence:	1	Check Type:							
<u>Chart of Account Number</u>		<u>Check Number:</u>		<u>Check Date:</u>					

22 0000 2620 000 0000 529	UMBRELLA INSURANCE	N	4,354.00	Final
22 0000 2620 000 0000 529	GENERAL LIABILITY INSURANCE	N	7,399.00	Final
22 0000 2620 000 0000 529	LINEBACKER INSURANCE	N	12,300.00	Final

Vendor ID: O'DONNELLCR O'DONNELL CRESO/RICEVILLE INSURANCE PO Number: Invoice Number: 20260701-1 Amount: 12,116.80
Description: Invoice Date: 07/01/2026 Due Date: 07/24/2026 Status: A 1099 Amount: 0.00

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
Chart of Account Number				
22 0000 2620 000 0000 529	PREMIUM DUE OLD REPUBLIC UNION INSURANCE		6,725.64	In Full Final
22 0000 2620 000 0000 529	PREMIUM DUE VANTAGE RISK SPECIALTY INS.		1,872.16	Final
22 0000 2620 000 0000 529	PREMIUM DUE TRAVELERS EXCESS SURPLUS		3,519.00	Final

Vendor ID: OFFICEOFAU OFFICE OF AUDITOR OF STATE PO Number: Invoice Number: 20260701 Amount: 425.00
Description: Invoice Date: 07/01/2026 Due Date: 07/24/2026 Status: A 1099 Amount: 0.00

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
Chart of Account Number				
10 0000 2310 000 0000 341	AUDITOR FILING FEE		425.00	In Full Final

Vendor ID: PIPERJAFER PIPER JAFFRAY PO Number: Invoice Number: 20260710-FY2025 Amount: 2,000.00
Description: Invoice Date: 07/10/2026 Due Date: 07/24/2026 Status: A 1099 Amount: 0.00

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
Chart of Account Number				
33 0000 4600 000 0000 450	DISSEMINATION AGENT SERVICES FY2025		2,000.00	In Full Final

Vendor ID: POLLARDPES POLLARD PEST CONTROL CO. & LAWN CARE PO Number: Invoice Number: 20260727 Amount: 91.73
Description: Invoice Date: 07/27/2026 Due Date: 07/27/2026 Status: A 1099 Amount: 0.00

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
Chart of Account Number				
10 0000 2620 000 0000 425	PEST CONTROL		91.73	In Full Final

Vendor ID: QUADLEASIN QUADIENT LEASING PO Number: Invoice Number: Q2396263 Amount: 1,499.64
Description: Invoice Date: 07/05/2026 Due Date: 07/24/2026 Status: A 1099 Amount: 0.00

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
Chart of Account Number				
10 0000 2510 000 0000 810	POSTAGE MACHINE LEASE		1,499.64	In Full Final

Vendor ID: RENAISSAN1 RENAISSANCE PO Number: Invoice Number: INV5707978 Amount: 3,742.05
Description: Invoice Date: 07/04/2026 Due Date: 07/24/2026 Status: A 1099 Amount: 0.00

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
Chart of Account Number				
10 0418 1100 100 0000 615	LEARNING SUBSCRIPTIONS ONLINE		3,742.05	In Full Final

Vendor ID: RICEVILLE RICEVILLE LUMBER CO PO Number: Invoice Number: 20260727 Amount: (129.50)

Description:		Sequence: 1		Check Type:		Chart of Account Number		10 0000 2620 000 0000 680		Detail Description		REFUND MAINTENANCE SUPPLIES		Checking Account ID:		Invoice Date: 07/27/2026		Due Date: 07/27/2026		Status: A		1099 Amount: 0.00		Check Number:		Check Date:		Cost Center ID		Detail Amount		1099 Detail Amount		Asset/Asset Tag		In Full		Final		Amount:	
Vendor ID: RICEVILLE		RICEVILLE		RICEVILLE		RICEVILLE LUMBER CO												Invoice Number: 2607-047165		Amount: 152.52																				152.52	
Description:		Sequence: 1		Check Type:		Chart of Account Number		10 0000 2620 000 0000 680		Detail Description		LUMBER		Checking Account ID:		Invoice Date: 07/16/2026		Due Date: 07/24/2026		Status: A		1099 Amount: 0.00		Check Number:		Check Date:		Cost Center ID		Detail Amount		1099 Detail Amount		Asset/Asset Tag		In Full		Final		Amount:	
Vendor ID: RICEVILLE		RICEVILLE		RICEVILLE		RICEVILLE LUMBER CO												Invoice Number: 2607-047297		Amount: 4.92																				4.92	
Description:		Sequence: 1		Check Type:		Chart of Account Number		10 0000 2620 000 0000 680		Detail Description		CUSTODIAL SUPPLIES		Checking Account ID:		Invoice Date: 07/27/2026		Due Date: 07/27/2026		Status: A		1099 Amount: 0.00		Check Number:		Check Date:		Cost Center ID		Detail Amount		1099 Detail Amount		Asset/Asset Tag		In Full		Final		Amount:	
Vendor ID: RICEVILLE		RICEVILLE		RICEVILLE		RICEVILLE LUMBER CO												Invoice Number: 2607-047337		Amount: 1.71																				1.71	
Description:		Sequence: 1		Check Type:		Chart of Account Number		10 0000 2620 000 0000 680		Detail Description		MAINTENANCE SUPPLIES		Checking Account ID:		Invoice Date: 05/01/2026		Due Date: 07/24/2026		Status: A		1099 Amount: 0.00		Check Number:		Check Date:		Cost Center ID		Detail Amount		1099 Detail Amount		Asset/Asset Tag		In Full		Final		Amount:	
Vendor ID: SCHOOLADMI		SCHOOLADMI		SCHOOLADMI		SCHOOL ADMINISTRATORS OF IOWA												Invoice Number: 20646		Amount: 627.00																				627.00	
Description:		Sequence: 1		Check Type:		Chart of Account Number		10 0109 2410 000 0000 810		Detail Description		SAI ACTIVE DUES		Checking Account ID:		Invoice Date: 05/06/2026		Due Date: 07/24/2026		Status: A		1099 Amount: 0.00		Check Number:		Check Date:		Cost Center ID		Detail Amount		1099 Detail Amount		Asset/Asset Tag		In Full		Final		Amount:	
Vendor ID: SCHOOLADMI		SCHOOLADMI		SCHOOLADMI		SCHOOL ADMINISTRATORS OF IOWA												Invoice Number: 21299		Amount: 520.00																				520.00	
Description:		Sequence: 1		Check Type:		Chart of Account Number		10 0109 2410 000 0000 810		Detail Description		CONFERENCE REGISTRATION		Checking Account ID:		Invoice Date: 05/06/2026		Due Date: 07/24/2026		Status: A		1099 Amount: 0.00		Check Number:		Check Date:		Cost Center ID		Detail Amount		1099 Detail Amount		Asset/Asset Tag		In Full		Final		Amount:	
Vendor ID: SCHOOLADMI		SCHOOLADMI		SCHOOLADMI		SCHOOL ADMINISTRATORS OF IOWA												Invoice Number: 21301		Amount: 310.00																				310.00	
Description:		Sequence: 1		Check Type:		Chart of Account Number		10 0418 2410 000 0000 810		Detail Description		CONFERENCE REGISTRATION		Checking Account ID:		Invoice Date: 05/06/2026		Due Date: 07/24/2026		Status: A		1099 Amount: 0.00		Check Number:		Check Date:		Cost Center ID		Detail Amount		1099 Detail Amount		Asset/Asset Tag		In Full		Final		Amount:	
Vendor ID: SPORTSMENS		SPORTSMENS		SPORTSMENS		SPORTSMEN'S ALLAINCE FOUNDATION												Invoice Number: 20260701		Amount: 275.00																				275.00	
Description:		Sequence: 1		Check Type:		Chart of Account Number		10 0109 2410 000 0000 810		Detail Description		CONFERENCE REGISTRATION		Checking Account ID:		Invoice Date: 07/01/2026		Due Date: 07/24/2026		Status: A		1099 Amount: 0.00		Check Number:		Check Date:		Cost Center ID		Detail Amount		1099 Detail Amount		Asset/Asset Tag		In Full		Final		Amount:	

Sequence: 1	Check Type:	Detail Description	Checking Account ID:	Check Number:	Check Date:	In Full
Chart of Account Number		TEXTBOOKS		Detail Amount	1099 Detail Amount Asset/Asset Tag	Final
10 0109 1100 100 0000 641				275.00	N	
Vendor ID: SUBCHATS SUBCHATS						
Description:				Invoice Number: INV2026-0001	Amount:	1,200.00
Sequence: 1	Check Type:	Detail Description	Checking Account ID:	Invoice Date: 07/24/2026	Due Date: 07/24/2026	Status: A 1099 Amount: 0.00
Chart of Account Number		ANNUAL SUBSCRIPTION		Check Number:	Check Date:	In Full
36 0000 4300 000 0000 451				Detail Amount	1099 Detail Amount Asset/Asset Tag	Final
				1,200.00	N	
Vendor ID: TEACHINGST TEACHING STRATEGIES LLC						
Description:				Invoice Number: Q-371035	Amount:	392.10
Sequence: 1	Check Type:	Detail Description	Checking Account ID:	Invoice Date: 07/24/2026	Due Date: 07/24/2026	Status: A 1099 Amount: 0.00
Chart of Account Number		GOLD ONLINE ASSESSMENT PORTFOLIOS		Check Number:	Check Date:	In Full
10 0418 1000 460 3117 612				Detail Amount	1099 Detail Amount Asset/Asset Tag	Final
				392.10	N	
Vendor ID: UMBBANKNA UMB BANK NA						
Description:				Invoice Number: 1054798	Amount:	600.00
Sequence: 1	Check Type:	Detail Description	Checking Account ID:	Invoice Date: 07/08/2026	Due Date: 07/24/2026	Status: A 1099 Amount: 0.00
Chart of Account Number		ADMINISTRATIVE FEES		Check Number:	Check Date:	In Full
33 0000 4600 000 0000 450				Detail Amount	1099 Detail Amount Asset/Asset Tag	Final
				600.00	N	
Vendor ID: XELLOINC XELLO INC.						
Description:				Invoice Number: INV50954	Amount:	3,179.75
Sequence: 1	Check Type:	Detail Description	Checking Account ID:	Invoice Date: 07/02/2026	Due Date: 07/24/2026	Status: A 1099 Amount: 0.00
Chart of Account Number		CAREER PLATFORMS		Check Number:	Check Date:	In Full
33 0000 2237 100 0000 734				Detail Amount	1099 Detail Amount Asset/Asset Tag	Final
				3,179.75	N	
Batch 1099 Total:				0.00	Batch Total:	275,728.43
Report 1099 Total:				0.00	Report Total:	275,728.43

Batch Description: JUNE PAYABLES BATCH 2 Processing Month: 06/2026 Credit Card Vendor ID: End of Fiscal Year Expense Invoices: X
Vendor ID: HOWARDWINN HOWARD WINNESHIEK COM SCHOOL PO Number: Invoice Number: 20260812 Amount: 6,710.90

Description: Invoice Date: 06/16/2026 Due Date: 08/12/2026 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
10 0000 1100 100 0000 566 CONCURRENT ENROLLMENT 6,710.90 N Final

Vendor ID: HOWARDWINN HOWARD WINNESHIEK COM SCHOOL PO Number: Invoice Number: 20260812-0001 Amount: 8,535.25
Description: Invoice Date: 06/30/2026 Due Date: 08/12/2026 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
10 0000 1100 100 0000 567 OPEN ENROLLEMNT 7,988.00 N Final
10 0000 1100 100 3116 567 OPEN ENROLLEMNT-TLC 385.30 N Final
10 0000 1100 100 3376 567 OPEN ENROLLEMNT-PD 77.52 N Final
10 0000 1100 100 3216 567 OPEN ENROLLEMNT-EIC 84.43 N Final

Batch 1099 Total: 0.00 Batch Total: 15,246.15

Report 1099 Total: 0.00 Report Total: 15,246.15

Batch Description: Invoices--AUGUST 26 BATCH 1

Processing Month: 08/2026 Credit Card Vendor ID: End of Fiscal Year Expense Invoices:

Vendor ID: AMERICANLE AMERICAN LEGION AUXILIARY

PO Number: Invoice Number: 20260804 Amount: 150.00

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 0000 2620 000 0000 680

Checking Account ID:
Invoice Date: 08/03/2026 Due Date: 08/04/2026 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
150.00 N Final

Vendor ID: ANDERSONER ANDERSON ERICKSON DAIRY CO

PO Number: Invoice Number: 110363 Amount: 1,804.79

Description:
Sequence: 1 Check Type:
Chart of Account Number
61 0000 3110 000 0000 631

Checking Account ID:
Invoice Date: 07/07/2026 Due Date: 08/11/2026 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
1,804.79 N Final

Vendor ID: ANDERSONER ANDERSON ERICKSON DAIRY CO

PO Number: Invoice Number: 112425 Amount: 1,798.25

Description:
Sequence: 1 Check Type:
Chart of Account Number
61 0000 3110 000 0000 631

Checking Account ID:
Invoice Date: 07/14/2026 Due Date: 08/11/2026 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
1,798.25 N Final

Vendor ID: ANDERSONER ANDERSON ERICKSON DAIRY CO

PO Number: Invoice Number: 114477 Amount: 1,448.14

Description:
Sequence: 1 Check Type:
Chart of Account Number
61 0000 3110 000 0000 631

Checking Account ID:
Invoice Date: 07/21/2026 Due Date: 08/11/2026 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
1,448.14 N Final

Vendor ID: ANDERSONER ANDERSON ERICKSON DAIRY CO

PO Number: Invoice Number: 116521 Amount: 1,167.52

Description:
Sequence: 1 Check Type:
Chart of Account Number
61 0000 3110 000 0000 631

Checking Account ID:
Invoice Date: 07/28/2026 Due Date: 08/11/2026 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
1,167.52 N Final

Vendor ID: APPLECOMPU APPLE COMPUTER, INC.

PO Number: 21260T Invoice Number: MC88619280 Amount: 1,194.00

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 9099 2237 100 4642 615

Checking Account ID:
Invoice Date: 07/23/2026 Due Date: 08/04/2026 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
1,194.00 N Final

Vendor ID: BARTELSLIS BARTELS, LISA

PO Number: Invoice Number: 20260729 Amount: 96.15

Description:
Sequence: 1 Check Type:
Chart of Account Number
61 0000 3110 000 0000 631

Checking Account ID:
Invoice Date: 07/28/2026 Due Date: 07/29/2026 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
96.15 N Final

Vendor ID: BARTELSLIS BARTELS, LISA

PO Number: Invoice Number: 20260806 Amount: 75.00

Description:
Sequence: 1 Check Type:
Chart of Account Number
61 0000 3110 000 0000 631

Checking Account ID:
Invoice Date: 08/05/2026 Due Date: 08/06/2026 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
75.00 N Final

Sequence: 1	Check Type:		Checking Account ID:	Cost Center ID	Check Number:	Check Date:	In Full
Chart of Account Number		<u>Detail Description</u>		<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	Final
61 0000 3110 000 0000 631		FOOD		75.00	N		
Vendor ID: CDWGOVERME	CDW GOVERNMENT INC			PO Number: 21258T	Invoice Number: AK2888H	Amount:	5,682.76
Description:				Invoice Date: 07/23/2026	Due Date: 07/31/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:		Checking Account ID:	Cost Center ID	Check Number:	Check Date:	In Full
Chart of Account Number		<u>Detail Description</u>		<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	Final
10 9099 2237 100 4642 615		EPSON POWERLITE/MOUNTS		5,682.76	0.00 N		
Vendor ID: CDWGOVERME	CDW GOVERNMENT INC			PO Number: 21257T	Invoice Number: AK3SV5Q AK3JS2Z	Amount:	41,368.50
Description:				Invoice Date: 07/24/2026	Due Date: 08/04/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:		Checking Account ID:	Cost Center ID	Check Number:	Check Date:	In Full
Chart of Account Number		<u>Detail Description</u>		<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	Final
10 9099 2237 100 4642 615		CHROMEBOOKS		41,368.50	0.00 N		
Vendor ID: CDWGOVERME	CDW GOVERNMENT INC			PO Number:	Invoice Number: AK4MS9A	Amount:	3,000.00
Description:				Invoice Date: 08/03/2026	Due Date: 08/11/2026	Status: A	1099 Amount: 3,000.00
Sequence: 1	Check Type:		Checking Account ID:	Cost Center ID	Check Number:	Check Date:	In Full
Chart of Account Number		<u>Detail Description</u>		<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	Final
10 9099 2237 100 4642 615		ACROBAT PRO/CREATIVE CLOUD APP		3,000.00	3,000.00 N		
Vendor ID: CINTAS	CINTAS			PO Number:	Invoice Number: 5353130210	Amount:	8.03
Description:				Invoice Date: 08/10/2026	Due Date: 08/11/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:		Checking Account ID:	Cost Center ID	Check Number:	Check Date:	In Full
Chart of Account Number		<u>Detail Description</u>		<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	Final
61 0000 3110 000 0000 618		DISINFECTANT		8.03	N		
Vendor ID: EASTMNC	EASTMAN, NANCY			PO Number:	Invoice Number: 20260811	Amount:	665.39
Description:				Invoice Date: 07/31/2026	Due Date: 08/11/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:		Checking Account ID:	Cost Center ID	Check Number:	Check Date:	In Full
Chart of Account Number		<u>Detail Description</u>		<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	Final
61 0000 3110 000 0000 580		HOTEL CONFERENCE		665.39	N		
Vendor ID: ENTERPRISE	ENTERPRISE MEDIA GROUP			PO Number:	Invoice Number: 14736	Amount:	234.43
Description:				Invoice Date: 07/31/2026	Due Date: 08/12/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:		Checking Account ID:	Cost Center ID	Check Number:	Check Date:	In Full
Chart of Account Number		<u>Detail Description</u>		<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	Final
10 0000 2310 000 0000 613		LEGAL PUBLICATIONS		234.43	N		
Vendor ID: ENTERPRISE	ENTERPRISE MEDIA GROUP			PO Number:	Invoice Number: 14757	Amount:	40.00
Description:				Invoice Date: 07/31/2026	Due Date: 08/12/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:		Checking Account ID:	Cost Center ID	Check Number:	Check Date:	In Full
Chart of Account Number		<u>Detail Description</u>		<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	Final
10 0000 2310 000 0000 810		CLASSIFIED AD		40.00	N		

Vendor ID: ESGILLC ESGI, LLC

Description:

Sequence: 1 Check Type:

Chart of Account Number

10 0418 1100 100 0000 612

Detail Description

LICENSE

Checking Account ID:

PO Number: 21264E

Invoice Date: 07/22/2026

Due Date: 07/30/2026

Status: A

1099 Amount: 0.00

Invoice Number: INVES017206

Amount:

1,092.00

Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag

1,092.00 0.00 N In Full
Final

Vendor ID: EXPLORELEA EXPLORE LEARNING

Description:

Sequence: 1 Check Type:

Chart of Account Number

10 0418 1100 100 0000 615

Detail Description

REFLEXTEACHER

Checking Account ID:

PO Number: 21267E

Invoice Date: 07/29/2026

Due Date: 08/04/2026

Status: A

1099 Amount: 0.00

Invoice Number: CI-00907405

Amount:

1,600.00

Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag

1,600.00 0.00 N In Full
Final

Vendor ID: FARMLANDHA FARMLAND HARDWARE

Description:

Sequence: 1 Check Type:

Chart of Account Number

10 0000 2620 000 0000 680

Detail Description

MISC HARDWARE

Checking Account ID:

PO Number:

Invoice Date: 07/17/2026

Due Date: 08/06/2026

Status: A

1099 Amount: 0.00

Invoice Number: 89811

Amount:

71.98

Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag

1.99 N In Full
Final

69.99 N In Full
Final

Vendor ID: GILLETTEGR GILLETTE GROUP

Description:

Sequence: 1 Check Type:

Chart of Account Number

10 0000 1100 100 8031 618

Detail Description

BREAKROOM POP MACHINE

Checking Account ID:

PO Number:

Invoice Date: 07/31/2026

Due Date: 08/03/2026

Status: A

1099 Amount: 0.00

Invoice Number: 9137596

Amount:

315.45

Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag

315.45 N In Full
Final

Vendor ID: IOWAASSOCI IOWA ASSOCIATION OF SCHOOL BOARDS

Description:

Sequence: 1 Check Type:

Chart of Account Number

10 0000 2310 000 0000 810

Detail Description

BOARD/SUP CONSULT

Checking Account ID:

PO Number:

Invoice Date: 07/31/2026

Due Date: 08/06/2026

Status: A

1099 Amount: 0.00

Invoice Number: IASB0016156

Amount:

675.00

Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag

675.00 N In Full
Final

Vendor ID: KENDALLHUN KENDALL HUNT PUBLISHING

Description:

Sequence: 1 Check Type:

Chart of Account Number

10 0109 1100 100 0000 642

Detail Description

IM MATH V360 UNITS 7-8SE ALG 1

GEOMETRY IM V 360 UNITS 1-3 SE

ALGERBRA II IM V360 INITS 1-3 SE

ALGERBRA II IM V360 INITS 4-6 SE

8TH GRADE IM SET NNITS 1-3, 4-6, 7-9

7TH GRADE IM SET NNITS 1-3, 4-6, 7-9

6TH GRADE IM SET NNITS 1-3, 4-6, 7-9

shipping

Checking Account ID:

PO Number: 21270h

Invoice Date: 07/31/2026

Due Date: 08/06/2026

Status: A

1099 Amount: 0.00

Invoice Number: 14101916

Amount:

4,881.84

Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag

247.00 N In Full
Final

351.00 N In Full
Final

234.00 N In Full
Final

234.00 N In Full
Final

990.00 N In Full
Final

810.00 N In Full
Final

1,260.00 N In Full
Final

755.84 N In Full
Final

Vendor ID: KENDALLHUN KENDALL HUNT PUBLISHING

PO Number:

Invoice Number: 14103595

Amount:

351.00

Description:	Sequence: 1	Check Type:	Invoice Date: 08/05/2026	Due Date: 08/11/2026	Status: A	1099 Amount: 0.00	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Checking Account ID:</u>	<u>Check Number:</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0109 1100 100 0000 641	IM360 GEOMETRY UNITS				351.00	0.00	N
							<u>In Full</u>
							<u>Final</u>
Vendor ID: MARTINBROS	MARTIN BROS DIST		PO Number:	Invoice Number: 2735091	Amount:		3,997.12
Description:	Sequence: 1	Check Type:	Invoice Date: 07/16/2026	Due Date: 07/31/2026	Status: A	1099 Amount: 0.00	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Checking Account ID:</u>	<u>Check Number:</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				77.95	N	<u>In Full</u>
61 0000 3110 000 0000 631	FOOD				3,919.17	N	<u>Final</u>
Vendor ID: MARTINBROS	MARTIN BROS DIST		PO Number:	Invoice Number: 2739319	Amount:		4,598.71
Description:	Sequence: 1	Check Type:	Invoice Date: 07/20/2026	Due Date: 07/31/2026	Status: A	1099 Amount: 0.00	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Checking Account ID:</u>	<u>Check Number:</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				4,598.71	N	<u>In Full</u>
							<u>Final</u>
Vendor ID: MARTINBROS	MARTIN BROS DIST		PO Number:	Invoice Number: 2749479	Amount:		7,085.83
Description:	Sequence: 1	Check Type:	Invoice Date: 07/27/2026	Due Date: 07/31/2026	Status: A	1099 Amount: 0.00	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Checking Account ID:</u>	<u>Check Number:</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				7,085.83	0.00	N
							<u>In Full</u>
							<u>Final</u>
Vendor ID: MARTINBROS	MARTIN BROS DIST		PO Number:	Invoice Number: 2749479-1	Amount:		(37.84)
Description:	Sequence: 1	Check Type:	Invoice Date: 08/03/2026	Due Date: 08/03/2026	Status: A	1099 Amount: 0.00	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Checking Account ID:</u>	<u>Check Number:</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				(37.84)	N	<u>In Full</u>
							<u>Final</u>
Vendor ID: MARTINBROS	MARTIN BROS DIST		PO Number:	Invoice Number: 2751609	Amount:		195.72
Description:	Sequence: 1	Check Type:	Invoice Date: 07/28/2026	Due Date: 07/31/2026	Status: A	1099 Amount: 0.00	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Checking Account ID:</u>	<u>Check Number:</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				27.62	N	<u>In Full</u>
61 0000 3110 000 0000 631	FOOD				168.10	N	<u>Final</u>
Vendor ID: MARTINBROS	MARTIN BROS DIST		PO Number:	Invoice Number: 2754431	Amount:		838.76
Description:	Sequence: 1	Check Type:	Invoice Date: 07/30/2026	Due Date: 07/31/2026	Status: A	1099 Amount: 0.00	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Checking Account ID:</u>	<u>Check Number:</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				838.76	N	<u>In Full</u>
							<u>Final</u>
Vendor ID: MEHMERTTIL	MEHMERT TILING		PO Number:	Invoice Number: 42825	Amount:		698.45
Description:	Sequence: 1	Check Type:	Invoice Date: 08/10/2026	Due Date: 08/12/2026	Status: A	1099 Amount: 0.00	

Sequence: 1	Check Type:	Checking Account ID:	Cost Center ID	Check Number:	Check Date:	In Full
Chart of Account Number	Detail Description		Detail Amount	1099 Detail Amount	Asset/Asset Tag	
36 0000 4200 000 0000 450	GROUNDS UPKEEP		698.45	0.00 N		
Vendor ID: MERIDIANED MERIDIAN EDUCATION						
Description:			PO Number: 21271H	Invoice Number: 26-251963	Amount:	766.25
Sequence: 1	Check Type:	Checking Account ID:	Invoice Date: 07/21/2026	Due Date: 07/30/2026	Status: A	1099 Amount: 0.00
Chart of Account Number	Detail Description		Check Number:	Check Date:		
10 0418 1100 100 0000 612	MS SUPPLIES		Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
10 0109 1100 100 0000 612	ELEM SUPPLIES		533.75	0.00 N		Final
			232.50	0.00 N		Final
Vendor ID: MINDRESEAR MIND RESEARCH INSTITUTE						
Description:			PO Number: 21261E	Invoice Number: 1254392	Amount:	5,611.05
Sequence: 1	Check Type:	Checking Account ID:	Invoice Date: 07/22/2026	Due Date: 07/30/2026	Status: A	1099 Amount: 0.00
Chart of Account Number	Detail Description		Check Number:	Check Date:		
36 0000 2239 000 0000 652	RENEWAL MATH SITE SUBSCRIPTION		Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
			5,611.05	0.00 N		Final
Vendor ID: MOLSTMIKE MOLSTEAD MOTORS, INC., MIKE						
Description:			PO Number:	Invoice Number: 5058502	Amount:	637.20
Sequence: 1	Check Type:	Checking Account ID:	Invoice Date: 07/30/2026	Due Date: 08/06/2026	Status: A	1099 Amount: 0.00
Chart of Account Number	Detail Description		Check Number:	Check Date:		
10 0000 2700 000 0000 673	HUB/SENSOR REPAIR FUSION		Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
			637.20	0.00 N		Final
Vendor ID: NAPA NAPA						
Description:			PO Number:	Invoice Number: 325082	Amount:	7,808.00
Sequence: 1	Check Type:	Checking Account ID:	Invoice Date: 07/01/2026	Due Date: 08/06/2026	Status: A	1099 Amount: 0.00
Chart of Account Number	Detail Description		Check Number:	Check Date:		
10 0000 2700 000 0000 673	10 TON AIR LIFT		Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
			7,808.00	N		Final
Vendor ID: NAPA NAPA						
Description:			PO Number:	Invoice Number: 325420	Amount:	338.96
Sequence: 1	Check Type:	Checking Account ID:	Invoice Date: 07/15/2026	Due Date: 08/06/2026	Status: A	1099 Amount: 0.00
Chart of Account Number	Detail Description		Check Number:	Check Date:		
10 0000 2700 000 0000 673	GEN 3 HUB ASSY		Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
			338.96	N		Final
Vendor ID: NAPA NAPA						
Description:			PO Number:	Invoice Number: 325483	Amount:	(28.22)
Sequence: 1	Check Type:	Checking Account ID:	Invoice Date: 07/17/2026	Due Date: 08/06/2026	Status: A	1099 Amount: 0.00
Chart of Account Number	Detail Description		Check Number:	Check Date:		
10 0000 2700 000 0000 673	CREDIT FROM GEN 3 HUB ASSY		Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
			(28.22)	N		Final
Vendor ID: NAPA NAPA						
Description:			PO Number:	Invoice Number: 325591	Amount:	51.96
Sequence: 1	Check Type:	Checking Account ID:	Invoice Date: 07/21/2026	Due Date: 08/06/2026	Status: A	1099 Amount: 0.00
Chart of Account Number	Detail Description		Check Number:	Check Date:		
			Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full

Invoice Listing - Detail

Unposted; Batch Description Invoices--AUGUST 26 BATCH 1

10 0000 2700 000 0000 673	OIL CHANGE SUPPLIES	51.96	N	Final	
Vendor ID: NAPAWEBE	NAPA, WEBER AUTO PARTS INC				
Description:					
Sequence: 1	Check Type:				
Chart of Account Number	Detail Description				
10 0000 2700 000 0000 673	AUTO SUPPLIES				
Vendor ID: NESSYLEAAR	NESSY LEARNING LLC				
Description:					
Sequence: 1	Check Type:				
Chart of Account Number	Detail Description				
36 0000 2237 100 0000 652	RENEWEL LICENSES				
Vendor ID: NORTHBUTPR	NORTH BUTLER AFTER PROM				
Description:					
Sequence: 1	Check Type:				
Chart of Account Number	Detail Description				
21 0000 1400 924 6710 612	BOYS BASKETBALL TOURNEY				
Vendor ID: NORTHEASTI	NORTHEAST IOWA COMMUNITY COLLEGE				
Description:					
Sequence: 1	Check Type:				
Chart of Account Number	Detail Description				
10 0109 1100 100 0000 810	ALEKS TESTING FEE				
Vendor ID: OMNITELCOM	OMNITEL COMMUNICATIONS				
Description:					
Sequence: 1	Check Type:				
Chart of Account Number	Detail Description				
10 0000 2320 000 0000 532	TELEPHONE				
10 0000 2320 000 0000 538	INTERNET				
Vendor ID: QUILLLLC	QUILL LLC				
Description:					
Sequence: 1	Check Type:				
Chart of Account Number	Detail Description				
10 0109 1100 100 0000 612	HS SUPPLIES				
Vendor ID: REDCAN	REDCAN				
Description:					
Sequence: 1	Check Type:				
Chart of Account Number	Detail Description				
10 0000 2620 000 0000 421	GARBAGE				
PO Number:	Invoice Number: 558552	Amount:			
Invoice Date: 08/05/2026	Due Date: 08/06/2026	Status: A	1099 Amount: 0.00		
Check Number:	Check Date:				
<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
	676.66	N		Final	
PO Number:	Invoice Number: NESUS7265	Amount:			
Invoice Date: 08/04/2026	Due Date: 08/12/2026	Status: A	1099 Amount: 0.00		
Check Number:	Check Date:				
<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
	3,591.00	N		Final	
PO Number:	Invoice Number: 20260812	Amount:			
Invoice Date: 08/11/2026	Due Date: 08/12/2026	Status: A	1099 Amount: 0.00		
Check Number:	Check Date:				
<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
	200.00	N		Final	
PO Number:	Invoice Number: 000992234	Amount:			
Invoice Date: 08/10/2026	Due Date: 08/12/2026	Status: A	1099 Amount: 0.00		
Check Number:	Check Date:				
<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
	15.00	N		Final	
PO Number:	Invoice Number: 20260801	Amount:			
Invoice Date: 08/01/2026	Due Date: 08/04/2026	Status: A	1099 Amount: 0.00		
Check Number:	Check Date:				
<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
	259.21	N		Final	
	1,750.00	N		Final	
PO Number:	Invoice Number: 49677214	Amount:			
Invoice Date: 07/21/2026	Due Date: 08/04/2026	Status: A	1099 Amount: 0.00		
Check Number:	Check Date:				
<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
	50.97	N		Final	
PO Number:	Invoice Number: 1983	Amount:			
Invoice Date: 07/31/2026	Due Date: 08/04/2026	Status: A	1099 Amount: 0.00		
Check Number:	Check Date:				
<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
	565.00	N		Final	

Vendor ID: REINDLREPA		REINDL REPAIR, THE TIRE EXPERTS	PO Number:	Invoice Number: 38810	Amount:
Description:			Invoice Date: 08/04/2026	Due Date: 08/06/2026	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>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2700 000 0000 673	REPAIR BUS 6		1,367.35	N	In Full Final
Vendor ID: RICEVILLE		RICEVILLE LUMBER CO	PO Number:	Invoice Number: 2608-047770	Amount:
Description:			Invoice Date: 08/12/2026	Due Date: 08/12/2026	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>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	MAINT SUPPLIES		16.22	N	In Full Final
Vendor ID: SCHOOLSPEC		SCHOOL SPECIALTY LLC	PO Number:	Invoice Number: 208137309249	Amount:
Description:			Invoice Date: 07/23/2026	Due Date: 08/03/2026	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>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0418 1100 100 0000 612	CURRICULM		336.00	N	In Full Final
Vendor ID: SKYLINETRE		SKYLINE TREE SERVICE	PO Number:	Invoice Number: 569	Amount:
Description:			Invoice Date: 08/05/2026	Due Date: 08/11/2026	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>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
36 0000 4200 000 0000 450	RIP OUT DRIVEWAY WHEN UNDER CONSTRUCTION		3,600.00	N	In Full Final
Vendor ID: SKYLINETRE		SKYLINE TREE SERVICE	PO Number:	Invoice Number: 570	Amount:
Description:			Invoice Date: 08/05/2026	Due Date: 08/11/2026	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>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
36 0000 4200 000 0000 450	TREE REMOVAL INSIDE DAYCARE FENCE FILLED		5,750.00	N	In Full Final
Vendor ID: SKYLINETRE		SKYLINE TREE SERVICE	PO Number:	Invoice Number: 571	Amount:
Description:			Invoice Date: 08/05/2026	Due Date: 08/11/2026	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>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
36 0000 4200 000 0000 450	TREE REMOVAL STUMPS GROUND OUT SEEDED		13,000.00	N	In Full Final
Vendor ID: STRAWSTUDI		STRAWBERRY STUDIOS INC.	PO Number:	Invoice Number: 116684-34813	Amount:
Description:			Invoice Date: 08/07/2026	Due Date: 08/11/2026	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>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 950 7950 612	YEARBOOK		1,037.42	N	In Full Final
Vendor ID: SUINSURANC		SU INSURANCE COMPANY	PO Number:	Invoice Number: SW4758-1	Amount:

Invoice Listing - Detail
Unposted; Batch Description Invoices--AUGUST 26 BATCH 1

Description:	Sequence: 1	Check Type:	Detail Description	Checking Account ID:	Invoice Date:	07/21/2026	Due Date:	07/29/2026	Status: A	1099 Amount: 0.00	
Chart of Account Number	22 0000 2620 000 0000 521		POLICY ISSUANCE		Check Number:				Check Date:		
					<u>Cost Center ID</u>		<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	<u>Final</u>
							14,995.00		N		
Vendor ID: SUMMITFIRE	SUMMITFIRE	SUMMIT FIRE PROTECTION			PO Number:		Invoice Number: 4330307		Amount:	1,260.00	
Description:	Sequence: 1	Check Type:	Detail Description	Checking Account ID:	Invoice Date:	08/08/2026	Due Date:	08/11/2026	Status: A	1099 Amount: 0.00	
Chart of Account Number	10 0000 2640 000 0000 433		HOOD CLEANING ANNUAL		Check Number:				Check Date:		
					<u>Cost Center ID</u>		<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	<u>Final</u>
							1,260.00		N		
Vendor ID: TRUEVALUE	TRUEVALUE	TRUE VALUE			PO Number:		Invoice Number: A277999		Amount:	5.87	
Description:	Sequence: 1	Check Type:	Detail Description	Checking Account ID:	Invoice Date:	07/08/2026	Due Date:	08/04/2026	Status: A	1099 Amount: 0.00	
Chart of Account Number	10 0000 2620 000 0000 680		OUTLETS/COVERS		Check Number:				Check Date:		
					<u>Cost Center ID</u>		<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	<u>Final</u>
							5.87		N		
Vendor ID: TRUEVALUE	TRUEVALUE	TRUE VALUE			PO Number:		Invoice Number: A278057		Amount:	312.94	
Description:	Sequence: 1	Check Type:	Detail Description	Checking Account ID:	Invoice Date:	07/09/2026	Due Date:	08/04/2026	Status: A	1099 Amount: 0.00	
Chart of Account Number	10 0000 2620 000 0000 680		PAINT/NAILS		Check Number:				Check Date:		
					<u>Cost Center ID</u>		<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	<u>Final</u>
							312.94		N		
Vendor ID: TRUEVALUE	TRUEVALUE	TRUE VALUE			PO Number:		Invoice Number: A278068		Amount:	7.79	
Description:	Sequence: 1	Check Type:	Detail Description	Checking Account ID:	Invoice Date:	07/09/2026	Due Date:	08/04/2026	Status: A	1099 Amount: 0.00	
Chart of Account Number	10 0000 2620 000 0000 680		HARDWARE MISC.		Check Number:				Check Date:		
					<u>Cost Center ID</u>		<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	<u>Final</u>
							7.79		N		
Vendor ID: TRUEVALUE	TRUEVALUE	TRUE VALUE			PO Number:		Invoice Number: A278364		Amount:	12.97	
Description:	Sequence: 1	Check Type:	Detail Description	Checking Account ID:	Invoice Date:	07/15/2026	Due Date:	08/04/2026	Status: A	1099 Amount: 0.00	
Chart of Account Number	10 0000 2620 000 0000 680		CUSTODIAL SUPPLIES		Check Number:				Check Date:		
					<u>Cost Center ID</u>		<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	<u>Final</u>
							12.97		N		
Vendor ID: TRUEVALUE	TRUEVALUE	TRUE VALUE			PO Number:		Invoice Number: A278508		Amount:	72.27	
Description:	Sequence: 1	Check Type:	Detail Description	Checking Account ID:	Invoice Date:	07/17/2026	Due Date:	08/04/2026	Status: A	1099 Amount: 0.00	
Chart of Account Number	10 0000 2620 000 0000 680		SPRINKLER/CONNECTOR/WASHER/HARDWARE MISC		Check Number:				Check Date:		
					<u>Cost Center ID</u>		<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	<u>Final</u>
							72.27		N		
Vendor ID: TRUEVALUE	TRUEVALUE	TRUE VALUE			PO Number:		Invoice Number: A278703		Amount:	109.78	
Description:	Sequence: 1	Check Type:	Detail Description	Checking Account ID:	Invoice Date:	07/21/2026	Due Date:	08/04/2026	Status: A	1099 Amount: 0.00	
					Check Number:				Check Date:		

Chart of Account Number 10 0000 2620 000 0000 680	Detail Description PAINT	Cost Center ID	Detail Amount 109.78	1099 Detail Amount	Asset/Asset Tag N	In Full Final
Vendor ID: TRUEVALUE	TRUE VALUE	PO Number:	Invoice Number: A278770	Amount:	67.99	
Description:		Invoice Date: 07/22/2026	Due Date: 08/04/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
Chart of Account Number 10 0000 2620 000 0000 680	Detail Description GRASS SEED	Cost Center ID	Detail Amount 67.99	1099 Detail Amount	Asset/Asset Tag N	In Full Final
Vendor ID: TRUEVALUE	TRUE VALUE	PO Number:	Invoice Number: A278877	Amount:	65.96	
Description:		Invoice Date: 07/24/2026	Due Date: 08/04/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
Chart of Account Number 10 0000 2620 000 0000 680	Detail Description SPRINKLER/POLY MANIFOLD	Cost Center ID	Detail Amount 65.96	1099 Detail Amount	Asset/Asset Tag N	In Full Final
Vendor ID: TRUEVALUE	TRUE VALUE	PO Number:	Invoice Number: A279051	Amount:	4.86	
Description:		Invoice Date: 07/28/2026	Due Date: 08/04/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
Chart of Account Number 10 0000 2620 000 0000 680	Detail Description HARDWARE MISC.	Cost Center ID	Detail Amount 4.86	1099 Detail Amount	Asset/Asset Tag N	In Full Final
Vendor ID: TRUEVALUE	TRUE VALUE	PO Number:	Invoice Number: A279101	Amount:	10.77	
Description:		Invoice Date: 07/29/2026	Due Date: 08/04/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
Chart of Account Number 10 0000 2620 000 0000 680	Detail Description COIL CLEANER/HARDWARE MISC.	Cost Center ID	Detail Amount 10.77	1099 Detail Amount	Asset/Asset Tag N	In Full Final
Vendor ID: TRUEVALUE	TRUE VALUE	PO Number:	Invoice Number: A279132	Amount:	2.79	
Description:		Invoice Date: 07/30/2026	Due Date: 08/04/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
Chart of Account Number 10 0000 2620 000 0000 680	Detail Description CUSTODIAL SUPPLIES	Cost Center ID	Detail Amount 2.79	1099 Detail Amount	Asset/Asset Tag N	In Full Final
Vendor ID: TRUEVALUE	TRUE VALUE	PO Number:	Invoice Number: A279133	Amount:	15.99	
Description:		Invoice Date: 07/30/2026	Due Date: 08/04/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
Chart of Account Number 10 0000 2620 000 0000 680	Detail Description CUSTODIAL SUPPLIES	Cost Center ID	Detail Amount 15.99	1099 Detail Amount	Asset/Asset Tag N	In Full Final
Vendor ID: TRUEVALUE	TRUE VALUE	PO Number:	Invoice Number: B223150	Amount:	105.96	
Description:		Invoice Date: 07/16/2026	Due Date: 08/04/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
Chart of Account Number 10 0000 2620 000 0000 680	Detail Description PAINT/GARDEN HOSE/SPRINKLER	Cost Center ID	Detail Amount 105.96	1099 Detail Amount	Asset/Asset Tag N	In Full Final

<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 2237 100 0000 652	RENEWAL EDUTYPING		2,750.94	0.00	N	Final
Batch 1099 Total:			3,000.00			Batch Total:
Report 1099 Total:			3,000.00			Report Total:
						152,574.92
						152,574.92

DISRUPTIVE BEHAVIOR-REMOVAL PROCEDURES

Nonviolent Disruption

A nonviolent disruption is defined as a disruption to classroom instruction that results from disorderly conduct, abusive or profane language, bullying as defined by *Iowa Code 280.28*, or repeatedly disruptive behavior. If the disruption is a nonviolent disruption, a teacher may remove the student from the classroom and place the student under the supervision of the principal or the principal's designee for at least 30 minutes. A teacher may appeal to the school board a principal's decision not to remove a student for nonviolent disruptive behavior, as well as a decision to return the student to the classroom too soon.

A student enrolled in kindergarten through grade five cannot be readmitted into the teacher's classroom until the principal or principal designee and the teacher meet to discuss the readmission of the student.

A student enrolled in grades six through twelve cannot be readmitted into the teacher's classroom until the principal or the principal designee and the teacher meet to discuss readmission. Even so, the student is not allowed to be re-admitted to the teacher's classroom until the immediate subsequent school day at the earliest.

Should there be disciplinary action taken against the student, the principal or the principal's designee will inform the teacher of the actions taken as soon as reasonably possible after the student's removal.

Students who have been removed from class will be provided alternative learning arrangements and must make up any work that the student missed while under alternative supervision.

Multiple Nonviolent Disruption Removals

Should a student be removed from a teacher's classroom more than once, the teacher(s) who removed the student, the principal, the guidance counselor, the student's parent/legal guardian (if the student is not an emancipated minor), and the student must participate in a meeting to discuss the student's nonviolent disruptions, establish a behavior plan, and a course of discipline. Considerations may include relocating the student to an alternative learning environment, including a therapeutic classroom when appropriate.

Violent Disruption

A violent disruption is defined as a disruption to classroom instruction that results from a threat of violence or an incident of violence resulting in injury, property damage, or assault as defined in *Iowa Code 708.1*. If the disruption is a violent disruption, the teacher must remove the student from the classroom and place the student under the supervision of the principal or the principal's designee.

A student enrolled in kindergarten through grade five cannot be re-admitted into the teacher's classroom until the principal or principal designee and the teacher meet to discuss the readmission of the student.

A student enrolled in grades six through twelve cannot be readmitted into the teacher's classroom until the principal or the principal designee and the teacher meet to discuss readmission. The student is not allowed to be re-admitted to the teacher's classroom until the immediate subsequent school day at the earliest.

A student cannot be re-admitted to a teacher's classroom if all the following criteria are met:

- The student was removed due to an assault on the teacher, and
- The teacher does not consent to allowing the student to return to the teacher's classroom.

Should there be a determination of disciplinary action, the principal will take the disciplinary action and notify the parent or guardian of the student in writing, and if possible, through electronic notice.

The principal must impose the maximum disciplinary action allowed under district policy when a student's conduct, statements, or other actions:

- are severe or pervasive; and
- result in a request from the teacher for maximum disciplinary consequences.

Multiple Violent Disruption Removals

If a student is removed from a teacher's classroom two or more times in a semester, then the principal will discipline the student in any of the following manners:

- Assigning the student to either in-school or out-of-school suspension; or
- Recommend to the superintendent the student be relocated in an alternative learning environment that has been approved by the superintendent.
- Removal and discipline of students with disabilities under any of these categories must comply with the provisions of applicable federal and state law.

NOTE: In-school suspension can at times still be considered a "removal" to trigger the ten cumulative days for manifestation determination reviews.

Approved:

Revised:

Reviewed:

DISRUPTIVE BEHAVIOR-REMOVAL PROCEDURES FOR NONVIOLENT BEHAVIOR FOR STUDENTS WITH AN IEP

Should a student with an Individualized Education Program (IEP) be removed from the classroom due to nonviolent disruptive behavior, an IEP team meeting will take place immediately subsequent to the removal of the student from the classroom. The meeting participants should additionally include the following individuals if practicable:

- Teacher who removed the student from the classroom;
- Any teacher who provides classroom instruction to the student;
- Any other employee of the school district who was directly involved in the student's conduct.

If a teacher or district employee listed above cannot attend the IEP meeting, they must review the IEP team's minutes or summary of the meeting and provide written confirmation to the team that they have done so.

The IEP Team must discuss the following during the meeting:

- The appropriateness of the student's current educational programming.
- Whether adjustments need to be made to the student's IEP to address the student's behaviors.
- The student's current placement and whether an alternative learning environment would best provide the student with a free appropriate public education.
- The accommodations, modifications, and adaptations required to allow the student's success in a general education setting; the supports needed by teachers and other school employees to provide the above-listed services; and whether the school district has the capacity to provide such supports and services.
- Whether and to what extent the provision of special education services and activities in the general education environment will impact the student and the other students in the classroom.

If a student is removed from the classroom five (5) or more times within a fifteen (15) consecutive school day period, then the students' IEP team will meet to discuss the student's behavior.

A teacher has the authority to request a meeting of the student's IEP team at any time by submitting an electronic or written request to their building principal. The request may be denied, in writing, with a description of why applicable laws do not require the meeting of the student's IEP team.

Approved:

Revised:

Reviewed:

BOARD OF DIRECTORS' ELECTION

The school election takes place on the first Tuesday in November of odd-numbered years. Each school election is used to elect citizens to the board to maintain a 5-member board and to address questions that are submitted to the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with **the county commissioner of elections.** ~~the board secretary, or the board secretary's designee, in accordance with law and board policy.~~

If a vacancy occurs on the board, it shall be filled in accordance with law and board policy.

It is the responsibility of the county commissioner of elections to conduct school elections.

Note: This policy states the legal requirements for school board elections and filling of vacancies.

Legal Reference: Iowa Code §§ 39; 47, 63, 69; 274.7; 277; 278.1, 279.7 (2011).

Cross Reference: 202 Board of Director Members
203 Board of Directors' conflict of Interest

Approved: January 16, 1995 Reviewed: March 20, 2025 Revised: November 15, 2021

MEETING NOTICE

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date and tentative agenda of board meetings.

The public notice will be posted in a prominent and conspicuous place that is annually designated for that purpose and always visible to the public. Public notice will also be posted on the primary internet site owned or maintained by the district. clearly designed for posting agendas in the central administration office, and on an exterior facing door/window so that community members may see the agenda when the building is physically closed. The agenda will be posted at least 24 hours 2 days before a scheduled meeting or work session. it is scheduled, but, at the minimum, twenty four hours notice needs to be given.

If the district amends the tentative agenda after posting, and it is within 24 hours of the meeting, the amended agenda will be clearly marked as "amended" and the specific amended portions identified. Public notice of the amended agenda must be given in the same manner as notice of the original tentative agenda.

A copy of the public notice will be provided to news media those who have filed a request for notice with the secretary. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice will be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting will be given as soon as practical and possible in light of the situation. The media and others who have requested notice will be notified of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or board members will constitute a waiver of notice.

It is the responsibility of the board secretary to give public notice of the board meetings and work sessions.

NOTE: This policy states that the notice will be posted in the central administration office which is a legal requirement. If an additional procedure is used, the board may want to include that procedure.

Legal Reference: Dobrovlny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).
Iowa Code §§ 21.2-.4; 279.1, .2

EQUAL EMPLOYMENT OPPORTUNITY

The Riceville Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The district will utilize affirmative action standards which are based on the population of the district community, the student population served, or the individuals who can reasonably be recruited. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, **pregnancy or related condition** or disability. In keeping with the law, the board will consider the veteran status of applicants.

Background checks and employment eligibility checks for candidates selected for hire will be performed in accordance with applicable laws. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived, but the employment eligibility check will still be performed. The district will perform repeat background checks on applicable employees as required by law.

Prior to a final offer of employment the school district will perform the background checks required by law. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived. The district will perform repeat background checks on applicable employees as required by law.

Advertisements and notices for vacancies within the district will contain the following statement: "The Riceville Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal

employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Riceville Community School District, Riceville, Iowa 50466 ; or by telephoning 641-985-2288.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820, <http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Legal Reference: 29 U.S.C. §§ 621-634 (2010).
 42 U.S.C. §§ 2000e et seq. (2010).
 42 U.S.C. §§ 12101 et seq. (2010).
 Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8
 281 I.A.C. 12.4; 95

Cross Reference: 102 Equal Educational Opportunity
 104 Anti-Bullying/ Harassment Policy
 405.2 Licensed Employee Qualifications, Recruitment, Selection
 411.2 Classified Employee Qualifications, Recruitment, Selection

EMPLOYEE LEAVES OF ABSENCE

The board will offer the following leave to full-time regular licensed employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability or illness
- Family Sick Leave – Leave to care for a sick member of the employee's immediate family
- Bereavement Leave – Leave to mourn the loss of a family member or close friend
- Adoption Leave – Leave for an employee who legally adopts a child
- Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day
- Jury Duty Leave – Leave to be excused for jury duty
- Military Leave – Leave for military service, including the national guard
- Political Leave – Leave to run for elective public office
- **Unpaid Leave- To excuse an involuntary absence not provided for in other leave policies of the board.**
- **Leave for physical recovery to teachers injured due to a student's violent disruption occurring in the performance of the teacher's work duties.**

The board will offer the following leave to full-time regular classified employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability or illness
- Family Sick Leave – Leave to care for a sick member of the employee's immediate family
- Bereavement Leave – Leave to mourn the loss of a family member or close friend
- Adoption Leave – Leave for an employee who legally adopts a child
- Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day
- Jury Duty Leave – Leave to be excused for jury duty
- Military Leave – Leave for military service, including the national guard
- Political Leave – Leave to run for elective public office
- **Unpaid Leave- To excuse an involuntary absence not provided for in other leave policies of the board.**

The provisions of each leave offering will be detailed in the Employee Handbook.

Leave offered by the district will not be less than what is required by law. In the event of an emergency or unforeseen circumstance, the superintendent may authorize additional paid leave.

Legal Reference: 29 C.F.R. Pt. 825; 826

Iowa Code §§ 20; 29A; 55; 85; 216; 279.40; 607A

Witney v. Rural Ind. District, 232 Iowa 61, 4 N.W.2d 394 (1942).

Bewley v. Villisca Community School District, 299 N.W. 2d 904 (Iowa 1980).

OPEN ENROLLMENT TRANSFERS- PROCEDURES AS A RECEIVING DISTRICT

The school district will participate in open enrollment as a receiving district. As a receiving district, the board will allow nonresident students, who meet the legal requirements, to open enroll into the school district. The board will have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

The board will take action on the open enrollment request **no later than June 1 in the year proceeding the first year desired for open enrollment.** ~~at the next regular board meeting.~~

The superintendent will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request.

If an open enrollment request into the district is denied, the reasoning behind a denial of a request and information related to the denial will be documented and submitted to the Iowa Department of Education in a manner prescribed by the department.

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met. The district reserves the right to deny continued open enrollment to any students who meet the definition of truant. The district will notify the truant student's parent or guardian and district of residence of the decision to deny enrollment in the future in accordance with applicable laws.

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. The board, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the school district are considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Students in grades nine through twelve open enrolling into the school district will be eligible for participation in interscholastic athletics, at the varsity level, in accordance with applicable law.

Parents of students whose open enrollment requests are approved by the board are responsible for providing transportation to and from the receiving school district without reimbursement. T

An open enrollment request into the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The area education agency

director of special education serving the school district will determine whether the program is appropriate. The special education student will remain in the sending district until the final determination is made. For children requiring special education, the receiving district will complete and provide to the resident district the documentation needed to seek Medicaid reimbursement for eligible services.

The policies of the school district will apply to students attending the school district under open enrollment.

It is the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

NOTE: This policy reflects Iowa's open enrollment law. The board needs to determine whether it will delegate authority to the superintendent to approve timely filed open enrollment requests. The 30 days for approval by the superintendent is a recommended practice intended to align with the general timeframe boards have to place a request on the next regular school board meeting agenda, and not a legal requirement. These applications should be timely handled as appropriate for the needs of the families and the district. This option is the first set of options on page one of the policy. There are three options available to the board:

- *board retains all approval authority over requests.*
 - *board delegates all approval authority over requests.*
 - *board delegates only some approval authority over requests.*

After the board makes its decision, the policy needs to be edited to reflect the board's decision.

The second option on page two addresses the issue of transportation of the receiving district to pick up open enrolled students. The board needs to establish by policy whether it will go into the sending district to pick up open enrolled students.

Legal Reference: Iowa Code §§ 139A; 274.1; 279.11; 282.1, .3, .8, .18; 299.1
281 I.A.C. 17.

Cross Reference: 501.6 Student Transfers In
501.7 Student Transfers or Withdrawals
501.14 Open Enrollment Transfers-Procedures as a Sending District
606.6 Insufficient Classroom Space

STUDENT EXPRESSION AND STUDENT PUBLICATION

Student Expression

It is the goal of the district to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon their rights. Student expression should be appropriate to help ensure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

While students will generally be allowed to express their viewpoints and opinions, in certain qualifying circumstances, student speech may require administrative regulation to help ensure the safety and welfare of the school community. The district may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activity. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. The expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district. **Decisions will be made consistent with applicable laws.**

The superintendent may develop procedures for safely addressing qualifying types of mass protests by students, including walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and gather in a group or groups with the purpose of promoting a belief or beliefs. Walk-outs occur when students leave their learning environments during school hours and gather in a group or groups off district property with the purpose of promoting a belief or beliefs.

The superintendent is encouraged to obtain feedback from community stakeholders in the development of these procedures. The goal of the procedures shall be to address student safety, maintain the education environment and promote communication during demonstrations while remaining viewpoint neutral.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for helping to ensure students' expression is in keeping with this policy. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Student Publications

Students may produce official school publications as part of the curriculum under the supervision

of a faculty advisor and the principal. Official school publications include material produced in journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications is guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure outlined in board policy 213.1. Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure outlined in board policy 502.4.

The superintendent is responsible for developing a student publications code. This code will include, but not be limited to, reasonable rules including time, place, and manner of restrictions. The superintendent will also be responsible for distributing this policy and the student publications code to the students and their parents.

NOTE: This policy represents the current status of students' first amendment rights. This is a mandatory policy and accompanying regulation required by Iowa Code ch. 279.73. Schools are urged to handle all protests through a strictly viewpoint neutral lens. Districts should consider the need to balance opposing views. If one social issue is permitted, other opposing viewpoints should also be permitted.

Legal Reference: U.S. Const. amend 1.
 Iowa Const. art 1 (sec 7)
 Morse v. Frederick, 551 U.S. 393 (2007)
 Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1998).
 Bethal School District v. Fraser 478 U.S. 675 (1986).
 New Jersey v. T.L.O., 469 U.S. 325 (1985).
 Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
 Bystrom v. Fridley High School, 822 F2d 747 (8th Cir. 1987).

STUDENT CONDUCT

The board believes inappropriate conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy , and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of the disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school owned or school-operated chartered vehicles; or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as when, without justification, a student does any of the following:

- an act which intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act;
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act;
- intentionally points any firearm toward or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is taken out of their regular learning environment and sent to an alternative location. Removal of students from the classroom for violent or nonviolent disruptions shall occur in accordance with the districts "Disruptive Behavior policy 503.11. Removal of students from the classroom other than violent or nonviolent disruption shall occur at the discretion of the licensed staff member in charge of the classroom. sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

In-school suspension means the student will attend school but will temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

Out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out -of-school suspension will not exceed ten consecutive days unless due process is provided as required by federal and state law. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

This policy is not intended to address the use of therapeutic classrooms or seclusion rooms for students.

Discipline of a special education student, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

NOTE: This is a mandatory policy and outlines the school district's basic student conduct. Details of how this policy will be implemented should be included in the student handbook. The paragraph regarding assault of school district employees is Iowa law. For more detailed discussion of this issue, see IASB's Policy Primer, October 10, 2002.

Legal Reference: Goss v. Lopez, 419 U.S. 565 (1975).
Brands v. Sheldon Comm. School Dist., 671 F. Supp. 627 (N.D. Iowa 1987).
Sims v. Colfax Comm. School Dist., 307 F. Supp. 485 (Iowa 1970).
Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972).
Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).
Iowa Code §§ 279.8, 282.4, .5; 708.1
281 I.A.C. 12.3(6)

Cross Reference: 501 Student Attendance
502 Student Rights and Responsibilities
504 Student Activities
506.3 Physical Restraint and Seclusion of Students
603.3 Special Education
903.5 Distribution of Materials

Approved: May 14, 1992

Reviewed: August 18, 2025

Revised: July 18, 2022

STUDENT ACTIVITY PROGRAM

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

Students will have an opportunity to participate in a school activity unless the activity is not offered, or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

With permission from a parent or guardian, an eighth-grade student may participate in interscholastic athletic contests or competitions at the high school level. An eighth-grade student who participates at the high school level cannot also participate on an eighth-grade team in the same sport during the same sport season. Any eighth-grade student participating in high school athletics must meet the annual athletic physical examination requirements applicable to all student athletes. The superintendent, in collaboration with the athletic director, will develop administrative regulations and procedures necessary to administer this policy.

Student activity events must be approved by the superintendent unless they involve unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season.

It is the responsibility of the superintendent to develop administrative regulations for each school activity. These regulations will include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, academic requirements, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Note: This is a mandatory policy. Boards must have a policy addressing the issue on non-school athletic participation.

Legal Reference: 20 U.S.C § § 1681-1683; 1685-1686
34 C.F.R. Pt. 106.41
Iowa Code § § 216.9; 280.13-.14
231 I.A.C 12.6., 36.15(7).

Cross Reference: 501 Student Attendance
502 Student Rights and Responsibilities
503 Student Discipline
504 Student Activities
507 Student Health and Well-Being

ADMINISTRATION OF MEDICINE TO STUDENTS

The board is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container. Administration of medication may also occur consistent with board policy 804.05 – Stock Prescription Medication Supply.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by licensed health professional working under the auspice of the school with collaboration from the parent or guardian, individual's health care provider or education team pursuant to 281.14.2(256). Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine **delivery system auto-injectors** may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners, such as licensed registered nurses and physician, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course **conducted by a registered nurse or pharmacist that is provided by the department of education**). A medication administration course is completed every five years with an annual procedural skills check completed with a registered nurse or pharmacist. A record of course completion shall be maintained by the school.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. The development of emergency protocols for medication-related reactions is required. Medication information shall be confidential information as provided by law.

Disposal of unused, discontinued/recalled, or expired abandoned medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

Note: This is a mandatory policy. This law reflects the Iowa Department of Education's special education administrative rule regarding administration of medication. Since there are no rules addressing students not receiving special education services, IASB has written the sample policies and regulations to address all students.

NOTE: Iowa law requires school districts to allow students with asthma, airway constricting disease, or respiratory distress to carry and self-administer their medication as long as the parents and prescribing physician report and approve in writing. Students do not have to prove competency to the school district. The consent form, see 507.2E1, is all that is required. School districts that determine students are abusing their self-administration may either withdraw the self-administration if medically advisable or discipline the student, or both.

NOTE: Disposal procedures reflect the Iowa Department of Education School Medication Waste Guidance, issued in May 2015.

Legal Reference: Iowa Code § § 124.101(1), 147.107, 152.1, 155A.4 (2), 280.16, 280.23 (2009)
Education [281] IAC § 41.404(3)
Pharmacy [657] IAC § 8.32 (124,155A)
Nursing Board [655] IAC § 6.2(152)

Cross Reference: 506 Student Records
507 Student Health and Well-Being
603.3 Special Education
607.2 School Health Service

Approved: _____

Reviewed: September 15, 2025 Revised: November 17, 2025

AUTHORIZATION-EPINEPHRINE, ASTHMA, AIRWAY CONSTRICTING, OR RESPIRATORY DISTRESS MEDICATION SELF-ADMINISTRATION CONSENT FORM

_____/_____/_____
 Student's Name (Last), (First) (Middle) Birthday School Date

~~The following must occur for a student to self-administer asthma medication, bronchodilator canisters or spacers, or other airway constricting disease medication or for a student with a risk of anaphylaxis to self-administer an epinephrine auto-injector:~~

In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine delivery system may self-administer their medications upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency. The following must occur for a student to self-administer asthma medication, bronchodilator canisters or spacers, other airway constricting disease medication or to self-administer an epinephrine delivery system:

- Parent/guardian provides signed, dated authorization for student medication self-administration.
- Parent/guardian provides a written statement from the student's licensed health care professional (A person licensed under chapter 148 to practice medicine and surgery or osteopathic medicine and surgery, an advanced registered nurse practitioner licensed under chapter 152 or 152E and registered with the board of nursing, or a physician assistant licensed to practice under the supervision of a physician as authorized in chapters 147 and 148C) containing the following:
 - o Name and purpose of the medication,
 - o Prescribed dosage, and
 - o Times or special circumstances under which the medication or epinephrine auto-injector is to be administered.
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization shall be renewed annually. In addition, if any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

Provided the above requirements are fulfilled, the school shall permit the self-administration of medication by a student with asthma, respiratory distress, or other airway constricting disease or the use of an epinephrine auto-injector by a student with a risk of anaphylaxis while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent.

Pursuant to state law, the school district or its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication or use of an epinephrine auto-injector by the student. The parents or guardian of the student shall sign a statement acknowledging that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or an epinephrine auto-injector by the student as provided by law.

Medication _____ Dosage _____ Route _____ Time _____

Purpose of Medication & Administration /Instructions:

Special Circumstances Discontinue/Re-Evaluate/ Follow-up Date ____/____/____

Prescriber's Signature _____ Date _____

Prescriber's Address _____

Emergency Phone : _____

- I request the above-named student possess and self-administer asthma medication, bronchodilators canisters or spacers, or other airway constricting disease medication(s) and/or an epinephrine auto-injector at school and in school activities according to the authorization and instructions.
- I understand the school district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or an epinephrine auto-injector or for supervising, monitoring, or interfering with a student's self-administration of medication or use of an epinephrine auto-injector. I acknowledge that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or use of an epinephrine auto-injector by the student.
- I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.
- I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.
- I agree the information is shared with school personnel in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws.
- I agree to provide the school with back-up medication approved in this form.

Parent/ Guardian Signature: _____

Date: _____

Parent/Guardian Address: _____

Phone

Number: _____

Self-Administration Additional Information:

Approved: _____

Reviewed: September,15, 2025

Revised: July 18, 2022

New

Code No. 507.2E3

PARENTAL AUTHORIZATION AND RELEASE FORM FOR INDEPENDENT SELF CARRY AND
ADMINISTRATION OF PRESCRIBED MEDICATION OR INDEPENDENT DELIVERY OF HEALTH
SERVICES BY THE STUDENT

_____/_____/_____
Student's Name (Last), (First), (Middle) Birthday School Date

I request the above-named student (Parent/Guardian initial all that apply)

_____ Carry and complete co-administration of prescribed medication, when competency has been demonstrated to licensed health personnel working under the auspices of the school. In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine delivery system may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency. The information provided by the parent for medication administration is confidential as provided by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to provide safe delivery of the medication to and from school and to pick up remaining medication at the end of the school year or when medication is expired. If the students abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent.

Prescribed Medication	Dosage	Route	Time at School
-----------------------	--------	-------	----------------

_____ Co-administer, participate in planning, management and implementation of special health services at school and school activities after demonstration of proficiency to licensed health personnel working under the auspices of the school. The information provided by the parent for health service delivery is confidential as provide by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to coordinate and work with school personnel and the prescriber (if indicated) when questions arise. I agree to provide safe delivery of the student's equipment necessary for health service delivery to and from school and to pick up remaining equipment at the end of the school year.

Special Health Services Delivery:

Procedures for abandoned medication disposal shall be in accordance with applicable laws.

_____/_____/_____
Prescriber's Signature Date
and credentials (when indicated for health service delivery)

Parent/Guardian Signature Date

Parent/Guardian address Home phone

BASIC INSTRUCTION PROGRAM

The basic instruction program will include the courses required for each grade level by the Iowa Department of Education. ~~The instructional approach will be gender fair and multicultural.~~

The basic instruction program of students enrolled in kindergarten is designed to develop **growth in** ~~healthy emotional and social habits~~, language arts and communication skills, the capacity to complete individual tasks, ~~character education~~ and the ability to protect and increase physical well-being with attention given to experiences relating to the development of life skills ~~and human growth and development.~~

The basic instruction program of students enrolled in grades one through six will include English-language arts, social studies, mathematics, science, health, ~~age-appropriate and research-based human growth and development~~, physical education, traffic safety, music, visual art and computer science. Career planning and pathways will also be taught in grades five and six. Computer science will be offered during at least one grade level.

The basic instruction program of students enrolled in grades seven and eight will include English-language arts, social studies including instruction related to civic, mathematics, science, health, ~~age-appropriate and research-based human growth and development~~, family and consumer science, career, instruction, exploration and development, technology education, physical education, music, visual art and computer science. Computer science will be offered during at least one grade level

The basic instruction program of students enrolled in grades nine through twelve will include English language arts (6 units), social studies (5 units), mathematics (6 units), science (5 units), health (1 unit), age-appropriate and research-based human growth and development, physical education (1 unit), fine arts (2 units), foreign language (2 units), financial literacy (1/2 unit) and vocational education (12 units) and computer science (1/2 unit).

The board may, in its discretion, offer additional courses in the instruction program for any grade level.

Each instruction program is carefully planned for optimal benefit taking into consideration the financial condition of the school district and other factors deemed relevant by the board or superintendent. Each instruction program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

It is the responsibility of the superintendent to develop administrative regulations stating the

required courses and optional courses for kindergarten, grades one through six, grades seven and eight, and grades nine through twelve.

NOTE: This policy reflects the educational standards

Legal Reference: 20 U.S.C. § 1232h.
34 C.F.R. Pt. 98.
Iowa Code §§ 216.9; 256.9, .11; 279.8; 280.3-.14.
281 I.A.C. 12.5, 11.

Cross Reference: 102 Equal Educational Opportunity
102R1 Equal Educational Opportunity - Grievance Procedure
102E1 Equal Educational Opportunity - Annual Notice of Nondiscrimination
102E2 Equal Educational Opportunity - Continuous Notice Nondiscrimination
102E3 Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights
102E4 Equal Educational Opportunity - Discrimination Complaint Form
102E5 Equal Educational Opportunity - Witness Disclosure Form
102E6 Equal Educational Opportunity - Disposition of Complaint Form
103 Long-Range Needs Assessment
103R1 Long-Range Needs Assessment - Regulation
903.2 Community Resource Persons and Volunteers

Approved: September 16, 2013 Reviewed: March 21, 2016 Revised: September, 15, 2025

SPECIAL EDUCATION

The board recognizes some students have different educational needs than other students. The board will provide a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to maximum age allowable in accordance with the law. Students requiring special education will attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student is written in the student's Individualized Education Program (IEP).

The district will ensure that each student's IEP is accessible to all employees responsible for its implementation and that such employees are informed of their specific responsibilities and the accommodations, modifications, and supports required under the IEP. Each responsible employee must review updates to the IEP and provide written confirmation of the review.

Special education students are required to meet the requirements listed for special education students in **the district's Graduation Requirements policy 505.5** ~~ASB sample policy 505.05 – Graduation Requirements~~ and in their IEPs for graduation. It is the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services.

Children from birth through age 2 and children age 3 through age 5 are provided comprehensive special education services within the public education system. The school district will work in conjunction with the area education agency to provide services, at the earliest appropriate time, to children with disabilities from birth through age 2. This is done to ensure a smooth transition of children entitled to early childhood special education services.

Recind

Code No. 603.4

MULTICULTURAL/ GENDER FAIR EDUCATION

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, color, sex, marital status, national origin, sexual orientation, or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

NOTE: This is a mandatory policy and reflects the educational standards. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 19 #10- June 8, 2007.

Legal Reference: Iowa Code §§ 216.9; 256.11
281 I.A.C. 12.5(8)

Cross Reference: 102R1 Equal Educational Opportunity

Approved: September 16, 2013 Reviewed: October 20, 2025 Revised: May 19, 2025

PHYSICAL EDUCATION

Students in grades one through twelve are required to participate in physical education courses. **Students who are physically able will be assessed using the presidential physical fitness test. Otherwise, students may be excused from physical education courses by the principal of their attendance center.** ~~unless they 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.

Students in grades 9-12 may also be excused from physical education courses if:

- the student is enrolled in academic courses not otherwise available, or
- the student has obtained a physical education waiver for a [semester or trimester] because the student is actively involved in an athletic program.
- the student is participating in the Legislative Page Program at the state capitol for a regular session of the general assembly; or
- the student is enrolled in a junior reserve officer training corps.

Twelfth grade students may also be excused from physical education courses if the student is enrolled in a cooperative, work study or other educational program authorized by the school which requires the student's absence from school.

Students who will not participate in physical education must have a written request or statement from their parents.

NOTE: This is a mandatory policy and reflects the educational standards.

Legal Reference: Iowa Code §§ 256.11
281 I.A.C. 12.5

Approved: August 2, 1990 Reviewed: October 20, 2025

Revised: October 21, 2024

Riceville Physical Activity Contract

Student's Name: _____

Grade: _____

Circle the circumstance under which you are applying for the PE waiver

- (1) (12th Grade Only) You are enrolled in a cooperative, work-study or other educational program authorized by the school which requires your absence from the school premises during the school day: Name of Program: _____
- (2) You are enrolled academic courses not otherwise available; ~~or~~ Name of Course(s): _____
- (3) You are involved in athletics either both fall/winter (for 1st semester) or with winter/spring(for 2nd semester) waiver
- (4) Your parent(s)/guardian(s) have made a written request or statement that excuses you from participating in physical education (a copy must be attached to this form).

School Activities that student will be involved in during the school year:

- For 1st semester please check one from column A and one from column B
- For 2nd semester please check one from column B and column C

A	B	C
Football _____	Basketball _____	Track _____
Volleyball _____	Wrestling _____	Golf _____
Cross Country _____	Cheerleading _____	

Signature of Student _____

Date: _____

Signature of Parent or Guardian: _____

Signature of Building Principal: _____

RECINO

Code No. 603.10

GLOBAL EDUCATION

Because of our growing interdependence with other nations in the world, global education is incorporated into the education program for grades kindergarten through twelve so that students have the opportunity to acquire a perspective on world issues, problems, and prospects for an awareness of the relationship between an individual's self-interest and the concerns of people elsewhere in the world.

Legal Reference: Iowa Code §§ 256.11
281 I.A.C. 12.5 (11)

Approved: September 16, 2013 Reviewed: October 20, 2025 Revised: _____

COMPETENT PRIVATE INSTRUCTION

The Riceville Community School District recognizes that families with students of compulsory attendance age may select alternative forms of education outside the traditional school setting, including private instruction. The applicable legal requirements for private instruction, including, but not limited to those relating to reporting and evaluations for progress, shall be followed.

Except as otherwise exempted, in the event a child of compulsory attendance age as defined by law does not attend public school or an accredited nonpublic school, the child must receive private instruction. Private instruction means instruction using a plan and a course of study in a setting other than a public or organized accredited nonpublic school.

Private instruction can take the form of competent private instruction and independent private instruction. The Iowa Department of Education recognizes three options for delivery of this form of instruction: two options for delivery of competent private instruction and one option for independent private instruction.

Competent private instruction means either private instruction provided on a daily basis for at least one hundred forty-eight days during a school year, to be met by attendance for at least thirty-seven days each school quarter by or under supervision of a licensed practitioner, which results in the student making adequate progress, or private instruction provided by a parent, guardian or legal custodian.

Independent private instruction means private instruction that meets the following criteria:

(i) is not accredited, (ii) provides private or religious-based instruction as its primary purpose, (iii) provides students in all grade levels with instruction in mathematics, reading and language arts, science, and social studies, (iv) provides, upon written request from the superintendent of the school district in which the independent private instruction is provided, or from the director of the department of education, a report identifying the primary instructor, location, name of the authority responsible for the independent private instruction, and the names of the students receiving the instruction, who need not be related to the primary instructor, (v) is not a nonpublic school and does not provide competent private instruction as defined herein, and (vi) is exempt from all state statutes and administrative rules applicable to a school, a school board, or a school district, except as otherwise provided by law. (ii) enrolls not more than four unrelated students, (iii) does not charge tuition, fees, or other remuneration for instruction, (iv) provides private or religious-based instruction as its primary purpose, (v) provides enrolled students with instruction in mathematics, reading and language arts, science, and social studies, (vi) provides, upon written request from the superintendent of the school district in which the independent private instruction is provided, or from the director of the department of education, a report identifying the primary instructor, location, name of the authority responsible for the

independent private instruction, and the names of the students enrolled, (vii) is not a nonpublic school and does not provide competent private instruction as defined herein, and (viii) is exempt from all state statutes and administrative rules applicable to a school, a school board, or a school district, except as otherwise provided by law.

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

NOTE: This policy reflects Iowa law on competent private instruction and independent private instruction. For additional information, including applicable forms, please visit the “Options for Educational Choice” section of the Iowa Department of Education’s website, located at <https://www.educateiowa.gov/pk-12/options-educational-choice>.

Legal Reference: Iowa Code §§ 299, 299A
281 I.A.C. 31

Cross Reference: 501.3 Compulsory Attendance
501.6 Students Transfer IN
501.7 Students Transfers Out or Withdrawals
604.2 Individualized Instruction
604.7 Dual Enrollment
604.9 Home School Assistance Program

Approved: June 17, 2013

Reviewed: October 20, 2025

Revised: July 18, 2022

PROGRAM FOR TALENTED AND GIFTED STUDENTS

The board recognizes some students require programming beyond the regular education program. **Systematic and uniform procedures are used for screening, referring, identifying, and serving gifted and talented students.** ~~The board will identify students with special abilities and provide education programming.~~

It is the responsibility of the superintendent to develop a talented and gifted program ~~which provides for identifying students, for program evaluation, and for training~~ of employees.

Legal Reference: Iowa Code §§ 257.42-.49
281 I.A.C. 12.5(12); 59

Cross Reference: 604.6 Instruction at a Post-Secondary Educational Institution

Approved: January 16, 1991 Reviewed: October 20, 2025 Revised: September 16, 2013

PROGRAM FOR TALENTED AND GIFTED REGULATION

The district shall use systematic and uniform procedures for screening, referral, identification and serving gifted and talented students enrolled in kindergarten through grade twelve.

Screening, Referral and Identification

A reasonable effort (which may include outreach, data review, and multiple identification pathways) will be made to identify gifted and talented students among all student populations, including special education and English language learners. Identification of gifted and talented students is based on evidence from multiple data sources (objective and subjective), including local comparisons within the school district and, when appropriate, within individual attendance centers. This may include, but is not limited to: *[The district may choose all that apply from the list below]*.

- Standardized testing
- Student achievement
- Cognitive ability
- Creative ability
- Qualitative and quantitative data
- Teacher and parent input
- Observation of gifted characteristics and behaviors

No single criterion prohibits a student from participating in the district's programming for gifted and talented students.

Serving Programming

The educational services provided to gifted and talented students must include but are not limited to:

1. Addressing cognitive needs of the gifted and talented student;
2. Addressing character development or common challenges of gifted and talented children and promoting skills to support personal growth and academic success;
3. Be in alignment with the gifted and talented child's identification data;
4. Correspond to the academic strengths and interests of the gifted and talented child;

Acceleration options, including subject acceleration and whole grade acceleration, will be implemented in accordance to district policy and applicable laws.

Approved:

Revised:

Reviewed

RELIGIOUS-BASED EXCLUSION FROM A SCHOOL PROGRAM

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the superintendent. The board authorizes the administration to allow the exclusion if it is not disruptive to the education program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations. Students who are allowed to be excluded from a program or activity which violates their religious beliefs are required to do an alternate supervised activity or study.

In notifying the superintendent, the parents will abide by the following:

- The notice is in writing;
- The objection is based on religious beliefs;
- The objection will state which activities or studies violate their religious beliefs;
- The objection will state why these activities or studies violate their religious beliefs; and
- The objection will state a proposed alternate activity or study.

The superintendent will have discretion to make this determination. The factors the superintendent will consider when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to, staff available to supervise a student who wishes to be excluded, space to house the student while the student is excluded, available superintendent-approved alternative course of study or activity while the student is excluded, number of students who wish to be excluded, whether allowing the exclusion places the school in a position of supporting a particular religion, and whether the program or activity is required for promotion to the next grade level or for graduation.

Decisions will be made consistent with applicable laws.

NOTE: Paragraph one of this policy reflects Iowa law regarding parents removing their children from parts of the education program. The rest of the policy is a process so boards can adapt but it's merely recommended, not mandatory.

Legal Reference: U.S. Const. amend I.
Lee v. Weisman, 112 S. Ct. 2649 (1992).
Lemon v. Kurtzman, 403 U.S. 602 (1971).
Graham v. Central Community School District of Decatur County, 608 F. Supp. 531 (S.D. Iowa 1985).
Iowa Code §§ 256.11 (6); 279.8

Cross Reference: 603.8 Teaching About Religion
603.8R1 Teaching About Religion-Regulation-Religious Holidays
606.2 School Ceremonies and Observations

Approved: September 16, 2013 Reviewed: October 20, 2025 Revised: _____

TECHNOLOGY AND INSTRUCTIONAL MATERIALS

The board supports the use of innovative methods and the use of technology in the delivery of the education program **in accordance with applicable state instructional technology requirements**. The board encourages employees to investigate economical ways to utilize **instructional technology, which include laptops, tablets, computers, smart devices, software platforms and other technologies as a part of the curriculum**. Instructional technology shall support, and not supplant, foundational learning. ~~multi-media, computers, electronic devices and other technologies as a part of the curriculum.~~

For grades kindergarten through five, the district limits digital instruction to no more than 60 minutes per school day. Digital instruction means the use of instructional technology to deliver lessons, assignments, assessments, or instructional activities. A student's parent or guardian may request additional reductions in the student's digital instruction. Students in these grades will not have access to and use digital services during recess.

The school board will adopt or renew any district one-to-one digital device program for all participating grade levels. Prior to adoption or renewal, the board shall complete a technology adoption list in accordance with applicable laws. The checklist must be retained by the district and made available to the Iowa Department of Education for audit purposes.

This policy will not apply in the following circumstances:

- Use required pursuant to an individual education plan (IEP) or plan developed pursuant to section 504;
- Assistive or adaptive technology used to provide a student access to instruction or to accommodate differing student abilities;
- Teacher directed demonstrations using a projector, smartboard, or similar display device when students are not individually operating a digital device;
- State assessments, screenings, progress mentoring, and local diagnostic assessments that require the use of one- to -one digital devices.
- Dedicated computer science and technology curriculum.
- Students enrolled in an online learning program operating pursuant to Iowa Code 256.43.

It is the responsibility of the superintendent **or designee** to develop a plan for the use of **instructional** technology in the curriculum and to evaluate it annually. The superintendent **or designee** will report the results of the evaluation and make a recommendation to the board annually regarding the use of **instructional** technology in the curriculum.

NOTE: This is a mandatory policy and reflects the educational .

Legal Reference: Iowa Code §§ 279.8
281 I.A.C. 12.3(12), 12.5(10), .5(17).

Cross Reference: 604.11 Appropriate Use of Online Learning Platforms
712 Technology and Data Security
712R1 Technology and Data Security-Security Requirements of Third-Party
Vendors Regulation

Approved: August 2, 1990 Reviewed: October 20, 2025 Revised: November 22, 2022

New

Code No. 605.04E1

ONE-TO-ONE DIGITAL DEVICE PROGRAM TECHNOLOGY ADOPTION CHECKLIST

Prior to adopting or renewing any one-to-one digital device programming, the Board will consider all of the following when making programming decisions:

- The instructional purpose of the device;
- The age appropriateness of the device and associated software;
- Content-filtering limitations and the district's capacity to mitigate those limitations;
- Whether student data is collected, stored, or shared and the nature of such data practices.
- *[The district may add more considerations in addition to the above, legally required considerations]*

The Board delegates to the Superintendent or its designees the responsibility to bring forth a recommendation on the use of one-to-one instructional technology. The district maintains this checklist in its records for the purpose of compliance with Iowa Department of Education audit requests.

STUDENT GUIDANCE AND COUNSELING PROGRAM

The board will provide a student guidance and counseling program. The school counselor will be certified with the Iowa Board of Educational Examiners and hold the qualifications required by the board. The guidance and counseling program will serve grades kindergarten through twelve. The program will assist students with their **social, academic, personal, educational,** and career development. The program is coordinated with the education program and will involve licensed **school counselors working to develop a program in collaboration with parents or guardians, students, teachers, support staff, and administrators to support the curricular goals of the school.** **employees.**

Legal Reference: Iowa Code §§ 280.14; 622.10 (2011).
281 I.A.C. 12.3 (11).

Cross Reference: 604.4 Program for At-Risk Students

Approved: March 13, 1991 Reviewed: October 20, 2025 Revised: September 16, 2013

INVESTMENT

School district funds in excess of current needs are invested in compliance with this policy. The goals of the school district's investment portfolio in order of priority are:

- To provide safety of the principal
- To maintain the necessary liquidity to match expected liabilities, and
- To obtain a reasonable rate of return

In making investments, the school district will exercise the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use to meet the goals of the investment program.

School district funds are monies of the school district, including operating funds. "Operating funds" of the school district are funds which are reasonably expected to be used during a current budget year or within fifteen months of receipt. When investing operating funds, the investments must mature within three hundred and ninety-seven days or less. If, during the current budget year, an amount of public funds will exceed operating funds by at least thirty-three percent, the amount of public funds that exceed operating funds by greater than thirty-three percent may be invested in certificates of deposit at federally insured depository institutions which mature within sixty-three months or less, in accordance with state and federal laws. When investing funds other than operating funds, the investments must mature according to the need for the funds.

Scope of Investment

The Investments policy of the Riceville Community School shall apply to all public funds of the school district, which includes operating funds, bond proceeds, and all other funds, and all investment transactions involving public funds accounted for in the financial statements of the school district. Each investment made pursuant to this policy must be authorized by applicable law and this written Investments Policy.

The investment of debt service or sinking funds shall comply not only with this Investments policy but also be consistent with any applicable bond resolution.

The policy is intended to comply with Iowa Code 12B.

Upon passage and upon future amendment, if any, copies of this policy shall be delivered to all the following:

1. The governing body or officer of the school district to which the Investments policy applies.
2. All depository institutions or fiduciaries for public funds of the school district.
3. The auditor engaged to audit any funds of the school district

In addition, a copy of this policy shall be delivered to every fiduciary or third party assisting with or facilitating investment of school district funds.

Delegation of Authority

In accordance with Iowa Code 12B.140(1), the responsibility for conducting investment transactions resides with the Treasurer. Only the Treasurer and those authorized by resolution may invest public funds and a copy of any empowering resolution shall be attached to this policy.

All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for the school district shall require the outside person to notify the school district in writing within thirty (30) days of receipt of all communication from the Auditor of the outside person or any regulatory authority, of the existence of a material weakness in internal control structure of the outside person or regulatory orders or sanctions regarding the type of service being provided to the school district by the outside person.

The records of investment transactions made by or on behalf of the school district are public records and are the property of whether in the custody of the school district or in the custody of a fiduciary or other third party. If a fiduciary or other third party with custody of school district public investment transaction records fails to produce requested records when requested by the school district with a reasonable time, the school district shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

The Treasurer shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the school district responsible for elements of the investment process and to address the capability of investment management. The controls shall provide the receipt and review of the audited financial statement and related reports on internal control structure of all outside persons performing any of the following for the school district:

1. Investing public funds.
2. Advising on the investment of public funds.
3. Directing the deposit or investment of public funds.
4. Acting in a fiduciary capacity for the school district.

A bank, savings and loan association or credit union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

The Treasurer and all employees authorized to place investments shall be bonded in the amount of \$50,000.

Objectives

The primary objectives, in order of priority, of all investment activities involving the financial assets of the school district shall be the following:

1. Safety: Safety and preservation of principal in the overall portfolio is the foremost investment objective.
2. Liquidity: Maintaining the necessary liquidity to match expected liabilities is the second investment objective.
3. Return: Obtaining a reasonable return is the third investment objective.

Prudence

The Treasurer, when investing or depositing public funds, shall exercise care, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the investment "Objectives". This standard required that when making investment decisions the Treasurer shall consider the role that the investment or deposit plays within the portfolio assets of the school district and the investment objectives states in "Objectives".

When investing school district assets for a period longer than two (2) years, the Treasurer shall request competitive investment proposals and comparable credit and term investments from a minimum of three (3) investment providers.

Instruments Eligible for Investment

School district assets may be invested in the following:

The board authorizes the treasurer to invest funds in excess of current needs in the following investments:

- Interest bearing savings, money market, and checking accounts at the school districts authorized depositories;
 - Iowa Schools Joint Investment Trust Program (ISJIT);
 - Obligations of the United States government, its agencies and instrumentalities;
 - Certificates of deposit and other evidences of deposit (i.e., savings accounts, interest-bearing checking accounts, money market account, etc.) at federally insured Iowa depository institutions approved and secured pursuant to Iowa Code 125C.
 - Repurchase agreements provided that the in which underlying collateral consists of obligations of the United States government, its agencies and instrumentalities and takes delivery of the collateral either directly or through an authorized custodian.
- Insured deposits or certificates of deposits, invested pursuant to Iowa Code 12B.10(7), in an amount above any insured portion of the public funds on deposit at a federally insured Iowa depository institution approved and secured pursuant to Iowa Code 12C. investments in government securities. The school district must take delivery of the collateral either directly or through an authorized custodian. Repurchase agreements do not include reverse repurchase agreements.
- Prime bankers' acceptances that mature within two hundred seventy days and that are eligible for purchase by a federal reserve bank. At the time of purchase no more than ten percent of the investment portfolio can be in these investments and no more than five percent of the investments portfolio can be invested in the securities of a single issuer.
 - Commercial paper or other short-term corporate debt that matures within two hundred seventy days and that is rated within the two highest classifications as established by at least one of the standard rating services, with no more than five percent at the time of purchase placed in the second highest classification. At the time of purchase, no more than ten percent of the investment portfolio can be in these investments, and no more than five percent of the investment portfolio can be invested in the securities of a single issuer, and
 - An open-end management investment company registered with the federal Securities & Exchange Commission under the federal Investment Company Act of 1940, 15 U.S.C. Section 80(a) and operated in accordance with 17 C.F.R. Section 270.2a-7. Whose portfolio investments are limited to those instruments individually authorized in this "Instruments Eligible for Investment" of this Investment Policy, and commonly referred to as a money market mutual fund. The money market mutual fund will use only the investments individually authorized by law for school districts.

- Warrants or improvement certificates of a levee or drainage district.

All instruments eligible for investment are further governed by all other provisions of this of this investment policy, including “Investment Maturity Limitations” and “Diversification Requirements”.

Prohibited Investments and Investment Practices

School district assets shall not be invested in the following:

1. Reserve repurchase agreements.
2. Futures and options contracts.

School district assets shall not be invested pursuant to the following investment practices:

1. Trading of securities for speculation or the realization of short-term trading gains.
2. Pursuant to a contract providing for compensation of an agent or fiduciary based upon the performance of the invested assets.

Investment Maturity Limitations

Operating Funds must be identified and distinguished from all other funds available for investment. Operating Funds are defined as those funds which are reasonably expected to be expended during a current budget year or within fifteen months of receipt.

1. All investments authorized in “Instruments Eligible for Investment” are further subject to the following investment maturity limitations Operating Funds may only be invested in instruments authorized in “Instruments Eligible for Investment” of this investment policy that mature within three hundred ninety-seven (397) days. However, if the school district has or expects to accrue in the current budget year an amount of public funds that exceeds Operating Funds by at least thirty-three percent, the school district may invest amounts exceeding thirty-three percent of Operating Funds in certificates of deposit at federally insured depository institutions approved pursuant to Iowa Code 12C which mature within sixty-three months or less provided that the school district invests an amount reasonably expected to be expended during the current budget year or within fifteen months of receipt in investments authorized in “Instruments Eligible for Investment” of this investment policy that mature within three hundred ninety-seven (397) days.
2. The Treasurer may invest funds that are not identified as Operating Funds in investments with maturities longer than three hundred ninety-seven (397) days. However, all investments of the school district shall have maturities that are consistent with the school district’s needs and use of funds.

Diversification

School district investments are subject to the following diversification requirements:

Prime bankers’ acceptances:

1. At the time of purchase, no more than (10%) of the investment portfolio of the school district shall be invested in prime bankers’ acceptances; and
2. At the time of the purchase, no more than five (5%) of the investment portfolio of the school district shall be invested in the securities of a single issuer.

Commercial paper or other short-term corporate debt:

1. At the time of purchase, no more than (10%) of the investment portfolio of the school district shall be in commercial paper or other short-term corporate debt;
2. At the time of the purchase, no more than five (5%) of the investment portfolio of the school district shall be invested in the securities of a single issuer; and

3. At the time of the purchase, no more than five (5%) of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second-highest classification.

Where possible, it is the policy of the school district to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.
2. Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S Treasury bills or cash on hand shall be used at all times.
3. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on instruments with maturities approaching one year shall not be greater than coupon interest and investment income received from the balance portfolio.

Safekeeping and Custody

All school district invested assets involving the use of a public funds custodial agreement, as defined in Iowa Code 12B.10C, shall comply with all rules adopted pursuant to Iowa Code 12B.10C. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the state of Iowa.

All school district invested assets eligible for physical delivery shall be secured by having them held at a third-party custodian. All purchased investments shall be held pursuant to a written third-party custodial agreement requiring delivery versus payment and compliance with all rules set out in this Section, "Safekeeping Custody."

Ethics and Conflict of Interest

The Treasurer and all officers and employees of the school district involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Any personal investments or loans in excess of \$ [REDACTED] in or with any entity that the school district has declared as a depository or with the school district regularly conducts investment business shall be disclosed in writing to the board of directors.

Reporting

The Treasurer shall monthly, submit to the Board of Directors an investment report that summarizes recent market conditions and investment strategies employed since the last report. The investment rep shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period and compare the investment results the budgetary expectations.

Investment Policy Review and Amendment

The Investments policy shall be reviews every three (3) years or more frequently as appropriate. Notice of amendments to the Investment policy shall be promptly given to all parties noted in the "Scope of Investment" section.

It is the responsibility of the treasurer to bring a contract with an outside person to invest school district funds, to advise on investments, to direct investments, to act in a fiduciary capacity or to perform other services to the board for review and approval. The treasurer will also provide the board with information about and verification of the outside person's fiduciary bond. Contracts with outside persons will include a clause requiring the outside person to notify the school district within thirty days of any material weakness in internal structure or regulatory orders or sanctions against the outside person regarding the services being provided to the school district and to provide the documents necessary for the performance of the investment portion of school district audit. Contracts with outside persons will not be based on the performance of the investment portfolio.

The treasurer is responsible for reporting to and reviewing with the board at its regular meetings the investment portfolio's performance, transaction activity and current investments including the percent of the investment portfolio by type of investment and by issuer and maturities. The report will also include trend lines by month over the last year and year-to-year trend lines regarding the performance of the investment portfolio. It will also be the responsibility of the treasurer to obtain the information necessary to ensure that the investments and the outside persons doing business with the school district meet the requirements outlined in this policy.

It is the responsibility of the superintendent to deliver a copy of this policy to the school district's depositories, auditor and outside persons doing investment business with the school district.

It will also be the responsibility of the superintendent, in conjunction with the treasurer, to develop a system of investment practices and internal controls over the investment practices. The investment practices are designed to prevent losses, to document the officers' and employees' responsibility for elements of the investment process and address the capability of the management.

NOTE: This is a mandatory policy.

NOTE: Discussion with a municipal advisor is recommended with respect to limiting investment to U.S. Government Money Market Funds as opposed to Institutional Prime and Municipal Money Market Funds. Recently adopted SEC rules require Institutional prim and municipal money market funds to move from a stable net asset value of \$1.00 per share to a floating new asset value.

NOTE: With their municipal advisor, districts should discuss the credit risks inherent to the investment options listed in "Instruments Eligible for Investment" to be fully informed.

Legal reference: Iowa Code §§ 11.2, .6; 12.62; 12B.10; 12C; 22.1, .14; 28E.2; 257; 279.29; 283A; 285; 502.701; 633.123

Cross Reference: 206.3 Secretary
 206.4 Treasurer

Approved: September 14, 1992 Reviewed: November 17, 2025 Revised: September 19, 2022

FISCAL MANAGEMENT

The Board recognizes its fiduciary responsibility to oversee the management of school district funds in keeping with the school district vision, mission and goals. To achieve this purpose, the board may engage in learning about the financial needs, operations and requirements of the district as appropriate for the board's understanding of the district's financial position. The Board also commits to engaging in annual financial goal setting for the district based upon measurable data and projections for the district.

Monthly, the Superintendent, in coordination with the Treasurer, will provide the board with accurate reports showing receipts, disbursements and balances for each fund, cashflow needs, the investment portfolio, and any other reports showing the financial condition of the school district. After the fiscal year has closed, the Superintendent **in coordination with the Treasurer** will provide to the Board concise, timely, well organized financial data **for that fiscal year**. The Board will exercise its oversight responsibilities by reviewing relevant PK-12 public education sector indicators to understand the financial trends of the district.

The board will establish and review financial goals and fiscal management performance measures annually and publish in the minutes. The District will measure whether these goals were obtained as of June 30, but only after completion of the Certified Annual Report due September 15th each year.

Providing the best possible educational experience for all students and meeting federal, state, and local academic goals for each student requires maximizing General Fund resources for use in the instructional program. The board may request from the School Budget Review Committee (SBRC) additional modified spending authority (MSA) where it may be available for items such as:

- Special education deficit balances
- Advances to support increasing student enrollment
- Supports for students identified as English Learners
- At risk / dropout prevention programming
- Initial staffing associated with opening new buildings or programs
- Any other lawful purpose

Any award of modified supplement amount will be levied as a cash reserve based on the recommendation of the superintendent in coordination with the Treasurer and approved by the Board of Directors, consistent with its annual financial goals and the fiscal management performance measures.

Legal Reference: *Iowa Code §§ 257.7, 31; 279.8*

Approved: _____ Reviewed: November 17, 2025 Revised: July 13, 2026

FINANCIAL METRICS

The following relevant PK-12 public sector indicators will be provided to the Board annually to better understand the financial trends of the district. These indicators will be an accurate depiction as of June 30th of the preceding fiscal year and will depict at a minimum of 3 years of data.

- Total revenues and expenditures by fund and major sources;
- Financial Solvency Ratio - assigned plus unassigned fund balances divided by total revenue minus AEA flow through;
- Unspent Authorized Budget Ratio - amount of maximum spending authority left at year end after deducting the general fund expenditures incurred during the year;
- Unspent Authorized Balance Ratio Net of Restricted Fund Balances (Categorical Fund Balances) - amount of maximum spending authority left at year end after deducting both the general fund expenditures incurred during the year and the total restricted fund balances (categorical fund balances) at year end;
- Enrollment Trend - funding follows the student so it is important to understand district enrollment numbers;
- Staff costs as a percent of total general fund.

Financial Projections

The general fund is the operating fund of the district where the majority of salaries and benefits are funded. Projections will help the board determine sustainability of the annual operating budget and help make future budgetary decisions.

Five-year financial projections of the general fund will be prepared and updated annually. The general fund is the operating fund of the district where the majority of salaries are funded. Projections will help the board determine sustainability of the annual operating budget and help make future budgetary decisions.

The District is committed to utilizing the following financial metrics in determining district financial goals:

1. Unspent Authorized Budget Ratio: Maintain unspent authorized budget ratio within the **5%-15%** ~~15-25%~~ target range. The current year's projected balance will be discussed with the Board before staffing and other spending decisions are finalized for the succeeding year.
2. Unspent Authorized Budget Net of Restricted Fund Balances (Categorical Balances): Maintain unspent authorized budget ratio net of restricted fund balances (categorical balances) within the 5- **15%** ~~10%~~ target range. The district will attempt to spend the restricted (categorical) annual allocation in the year received to the extent possible.

3. Solvency Ratio: Maintain an unrestricted, uncommitted general fund balance within the 7%-17% 15-20% target range with 7% 15% being a minimum goal. The current year's projected balance will be discussed with the Board before establishing the succeeding year's cash reserve levy and before staffing and other spending decisions are finalized.

RESPONSIBLE TECHNOLOGY USE & SOCIAL NETWORKING

Computers, electronic devices and other technology are powerful and valuable education and research tools and, as such, are an important part of the instructional program. In addition, the school district depends upon technology as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the board's expectations in regard to these different aspects of the school district's technology resources. Students, staff and volunteers must conduct themselves in a manner that does not disrupt the educational process and failure to do so may result in discipline, up to and including student discipline under all relevant district policies and discharge for employees. **Responsible use includes compliance with applicable laws; including but not limited to state instructional technology requirements governing student use.**

General Provisions

The superintendent is responsible for designating a technology coordinator who will oversee the use of school district technology resources. The technology coordinator will prepare in-service programs for the training and development of school district staff and relevant volunteers in technology skills, appropriate use of district technology and for the incorporation of technology use in subject areas.

The superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's technology resources. The school district will make every reasonable effort to maintain the security of the district networks and devices. All users of the school district's technology resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including discharge or expulsion, as well as suspension and/or revocation of technology access privileges.

Usage of the school district's technology resources is a privilege, not a right, and that use entails responsibility. District-owned technology and district-maintained Internet-based collaboration software social media and e-mail accounts are the property of the school district. Therefore, users of the school district's network must not expect, nor does the school district guarantee, privacy for use of the school district's network websites visited. The school district reserves the right to access and view any material stored on school district equipment, within district-owned software or any material used in conjunction with the school district's network.

The superintendent, working with the appropriate staff, shall establish procedures governing management of technology records in order to exercise appropriate control over technology

records, including financial, personnel and student information. The procedures will address at a minimum:

- passwords,
- system administration,
- separation of duties,
- remote access,
- data back-up (including archiving of e-mail),
- record retention, and
- disaster recovery plans.

Social Networking or Other External Web Sites

For purposes of this policy, any website, other than the school district website or school-district sanctioned websites, are considered external websites. Employees and volunteers shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external website without prior written consent of the superintendent. Employees and volunteers shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external websites. Employees, students and volunteers shall not use the school district logos, images, iconography, etc. on external websites unless authorized in advance by school administration. Employees shall not use school district time or property on external sites that are not in direct relation to the employee's job duties. Employees, students and volunteers need to realize that the internet is not a closed system and anything posted on an external site may be viewed by others. Employees, students and volunteers who don't want school administrators to know their personal information, should refrain from sharing it on the internet. Employees and volunteers should not connect with students via external websites without consent of the building level administrator.

Employees and volunteers who wish to connect with students through an Internet-based software application that is not District-approved must first obtain the prior written consent of the building administrator. At all times, no less than two licensed employees must have access to all accounts and interactions on the software application. Employees and volunteers who would like to start a social media site for school district-sanctioned activities should obtain prior written consent from the superintendent.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy.

Legal Reference: Iowa Code §§ 279.8
281 I.A.C. 25, .26

Approved _____

Reviewed: November 17, 2025

Revised: March 18, 2024

STOCK PRESCRIPTION MEDICATION SUPPLY

The Riceville Community School District seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents including severe allergic reactions, respiratory distress and opioid overdose. Therefore, it is the policy of the district to annually obtain a prescription for epinephrine **delivery systems** ~~auto-injectors~~, bronchodilator canisters and spacers and/or opioid antagonist from a licensed health care professional, in the name of the school district, for administration by a school nurse or personnel trained and authorized to administer to a student or individual who may be experiencing an anaphylactic reaction, respiratory distress or acute opioid overdose.

Procurement and maintenance of supply: The district shall stock a minimum of the following for each attendance center:

- One pediatric dose and one adult dose epinephrine auto-injector;
- One pediatric dose and one adult dose bronchodilator canister or spacer;
- One dose of opioid antagonist.

The supply of such medication shall be maintained in a secure, easily accessible area for an emergency within the school building or in addition to other locations as determined by the school district.

The school nurse shall routinely check stock of medication and document in a log monthly:

- The expiration date;
- Any visualized particles; or color change for epinephrine auto-injectors; or
- Bronchodilator canister damage

The employee shall be responsible for ensuring the district replaces, as soon as reasonably possible, any logged epinephrine **delivery systems** ~~auto-injector~~ bronchodilator canister or spacer or opioid antagonist that is empty after use, damaged or, close to expiration. The district shall dispose of stock medications and delivery devices in accordance with state laws and regulations.

Training: A school nurse or personnel trained and authorized may provide or administer any of the medication listed in this policy from a school supply to a student or individual if the authorized

- The administration of a stock epinephrine **delivery systems** **auto-injector**, bronchodilator canister or spacer, or opioid antagonist.

As provided by law, the district, board, authorized personnel or school nurse, and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, or assistance in the administration of an epinephrine **delivery systems** **auto-injector**, bronchodilator canister or spacer, or opioid antagonist provided they acted reasonably and in good faith.

The superintendent may develop an administrative process to implement this policy.

NOTE: Districts are not required by law to stock and maintain a supply of epinephrine auto-injectors, bronchodilator canister or spacer, or opioid antagonist. However, if a district decides to stock and maintain a supply of these medications, the board is required to establish a policy.

NOTE: For additional information and resources regarding epinephrine auto-injectors, please visit the "School Nurse Administrative Resources" section of the Iowa Department of Education's website, located at <https://www.educateiowa.gov/administrative-resources-school-nurses>.

Legal Reference: Iowa Code §§ 135.185; 190; 279.8.
281 I.A.C. 14.3.

Cross Reference: 507.2 Administration of Medication to Students

Approved: September 19, 2022 Reviewed: _____ Revised: November 17, 2025

NEW

Code No. 804.5E1

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION
OF A VOLUNTARY SCHOOL SUPPLY OF STOCK MEDICATION FOR LIFE THREATENING
INCIDENTS

Student's Name (Last), (First), (Middle) / / _____ / /
Birthday School Date

The district seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents. The district supplies the following prescription medications for life threatening incidents that are listed below. Generic brands may be substituted, (select all that apply):

- *Epinephrine delivery systems*
- *Bronchodilator*
- *Bronchodilator Canisters and Spacers*
- *Opioid Antagonist*

Pursuant to state law, the school district or and its employees are to incur no liability for any injury arising from the provision, administration, failure to administer, or assistance in the administration of the selected prescription medications supplied by the school for life threatening incidents provided they have acted reasonably and in good faith.

The parent or guardian shall sign consent for the student to receive the voluntary school supply of stock medication listed for life threatening incidents and sign a statement acknowledging that the school district is to incur no liability as a result of administration of a prescription medication for life threatening incidents provided the school district to have acted reasonably and in good faith. Electronic signature meets the requirement of written signature.

- I request the above-named student be administered the voluntary stock supply of prescription medication, in the name of the school district, by a school nurse or personnel trained and authorized to administer to a student who acting reasonably and in good faith perceives the student may be experiencing symptoms associated with a life threatening incident following the administration instructions listed as identified in the required annual awareness training associated with the stock medication(s) above and after completion of the medication administration course requirements
- I understand the school district and its employees acting reasonably and in good faith shall incur no liability as a result of administration of the prescription medication(s) for life threatening incidents provided the school district to have acted reasonably and in good faith.

Parent/Guardian Signature
(agreed to the above statement)

Date

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the board secretary as custodian of district records, or their designee and make arrangements for the viewing. The board secretary as custodian of the district records, or their designee will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copies of public records by telephone or in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a reasonable fee for the time of the employee to review and compile the requested information. The district will make every effort to provide the public record requested at no cost other than copying costs for a record which takes less than thirty minutes to produce.

Costs for legal services utilized for the redaction or review of legally protected confidential information may also be assessed to the individual requesting the records. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary as custodian of district records or their designee to respond in a timely manner to requests for viewing and receiving public information of the school district.

The district works to maintain available public records that are requested. However, in rare and unusual circumstances, the district may pursue any available legal remedies, in accordance with applicable laws, to forestall vexatious requestors of records.

NOTE: This policy is consistent with the Iowa public records law regarding access to, copying of and charging for copies of public records. By law, individuals have a right to access public records during the hours of 9:00 a.m.-12:00 p.m. and 1:00 p.m.-4:00 p.m. unless the board sets other hours. IASB recommends that the board establish specific hours in board policy, and blanks are provided in the first paragraph for that purpose.

Iowa law requires boards to specify what emergency preparedness items need to be confidential in order to protect the safety of individuals or property. A short list is provided but should be added to by the board, if needed.

Legal Reference: Iowa Code §§ 21.4; 22; 291.6

Cross Reference: 215 Board of Directors' Records
401.5 Employee Records
506.1 Education Records Access
605.2 Instructional Material Inspection
708 Care, Maintenance, and Disposal of School District Records
902.1 News Media Relations

Approved: September 16, 2015 Reviewed: November 17, 2025 Revised: May 19, 2025

DISRUPTIVE BEHAVIOR

The District supports creating an orderly educational environment for students. Classroom teachers have authority to remove students from the classroom who cause violent or nonviolent disruptions to instruction, however this authority is not absolute. Students who are removed from the classroom must be afforded due process that is consistent with applicable laws and board policy.

Discipline will be administered consistent with law and board policy and accompanying regulations. Removal and discipline of students with disabilities will comply with the provisions of applicable federal and state laws.

Each teacher providing instruction to a student with a plan under Section 504 of the federal Rehabilitation Act shall review the plan and provide written confirmation of that review to the student's case manager.

Each district employee who is responsible for implementation of a student's Individualized Education Program (IEP) shall read all changes to the accommodations or modifications to a student's IEP. Regular education teachers who have reviewed the changes or modifications to a student's program shall provide written confirmation of that review to the student's special education teacher.

Written confirmation of review of a 504 Plan or IEP may be satisfied by entering confirmation of the date and time to review into the District's student information system.

The district will also ensure that at least one paraeducator or other employee who assists a teacher in providing classroom instruction to the student attends meetings related to the student's IEP or Section 504 plan.

All members of a student's IEP team will be provided training on the least restrictive environment requirements under the Individuals with Disabilities in Education Act. Teachers who become injured due to a student's violent disruption occurring in the performance of the teacher's work duties shall be granted a leave of absence for physical recovery no more than three (3) days with full pay. If the teacher requests additional physical recovery time, the school board will consider the request if accompanied by a note from a physician indicating a need for longer absence. It is within the discretion of the school board to grant or deny such requests.

Upon the request of a teacher as defined by Iowa Code 256.145, the principal will ensure that a mental health professional, guidance counselor, or behavioral interventionist is made available to students, teachers, and other school employees to address immediate trauma arising from a violent or nonviolent disruption. Students less than the age of 18 must have consent from a parent or guardian in order to receive mental health services, unless they are an emancipated minor.

Each attendance center within the school district must create an oversight committee that is responsible for developing building level policy(regulation) that establishes when a student who has been removed from the classroom for violent or nonviolent disruption may be readmitted to the classroom.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

NOTE: This policy and accompanying regulations are mandatory

NOTE: Extended removals may raise additional concerns. School districts should carefully consider how removals might implicate other rules, policies, or legal requirements (e.g. in school suspensions).

NOTE: 279.65B(4) requires that each attendance center within the school district creates an oversight review committee that is responsible for developing a policy that establishes when a student who has been removed from the classroom for nonviolent disruptive reasons be readmitted to the classroom. The committee must consist of:

- ***2 teachers who work at the attendance and are selected by fellow teachers at the attendance center;***
- ***1 administrative employee, mental health professional, or behavioral interventionist of the attendance center and selected by the principal of the attendance center;***

Legal Reference: 20 U.S.C. §1232g

20 U.S.C. § 1400

42 U.S.C. § 12101

Iowa Code §§ 279.8, 279.65B, 279.89, 279.90



July 27, 2026

Riceville Community School District
Attn: Jen Dunn, Business Manager
912 Woodland Ave.
Riceville, IA 50466
jdunn@riceville.k12.ia.us

Dear Ms. Dunn:

We respectfully submit the following quotations on dairy products intended for use by the Riceville Community School District for the 2026-2027 school year. These prices are based on August 2026 pricing:

½ pint 1% Milk	-	.3833
½ pint Skim Chocolate Milk	-	.4321
½ pint Skim Milk	-	.3701

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 .0100 / ½ pint can be deducted.

Delivery schedule will be as mutually agreed upon.

Sincerely,

Warren Erickson, President
ANDERSON ERICKSON DAIRY
warrene@aedairy.com



Ridiculously High
Standards

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 August 2026 is \$24.18 per 100 lbs. The components of this price include: Class I Skim Price - \$13.18/cwt.; Class I Butterfat Price - \$1.7259/lb; Location Adjustment - \$2.70/cwt.; Premiums - \$2.72/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, tariffs and ingredients. Supporting documentation is available upon request.

March 1, 2026

BUY AMERICAN PROVISION

Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 requires schools and institutions participating in the NSLP and SBP in the contiguous United States to purchase to maximum extent practicable, domestic commodities or products for use in meals served under the program.

The legislation defines "domestic commodity or product" as one that is produced in the United States and is processed in the United States, substantially using agricultural commodities that are produced in the United States.

We, **Anderson Erickson Dairy Co.**; certify that the content of the products we produce is at least 51% USA content and are produced and packaged in our own facility located in Des Moines, IA.

Products included under this provision are:

AE Dairy	4/1 gallon - all varieties
AE Dairy	25/12 ounce bottles - all varieties
AE Dairy	50/8 ounce carton - all varieties
AE Dairy	75/4 ounce carton - all varieties

See attached product list for specific product description and code numbers

Sincerely,

ANDERSON ERICKSON DAIRY

ANDERSON ERICKSON DAIRY**PRODUCT LIST**

AE GALLONS	CODE
AE Homo	101010
AE 2%	104115
AE 1%	105110
AE Skim	106110
AE Choc 2%	103110
AE 100% OJ	203110

AE 12 OZ BOTTLES	CODE
12 oz Whole Milk	101710
12 oz 2% Milk	104710
12 oz Fat Free Milk	106710
12 oz Choc Whole Milk	103730
12 oz Choc 2% Milk	103710
12 oz Choc FF Skim	103725
12 oz Strawberry Whole	103715
12 oz OJ 100%	203710

AE 8 OUNCE CARTONS (HALF PINTS)	CODE
Homo (school milk)	102610
2% (school milk)	104610
1% (school milk)	105610
Skim (school milk)	106610
Chocolate 1% (school)	103614
Choc Skim (school)	103610

AE 4 OUNCE	CODE
100% OJ	203810

Riceville Iowa Community schools					
Prod#	School Items 51% whole grain	BeginDate	EndDate	Price	
0325	School White Whole Grain Brd	8/1/2026	7/31/2027	2.52	Changed to 20 oz.
0538	School 60ct 4" White W Grain Bulk/Dbf Bun 7.5 LB	8/1/2026	7/31/2027	10.49	
0706	School 60ct 3.5" WG White Bulk/Dbf Bun	8/1/2026	7/31/2027	10.49	
5150	School 24ct White W Grain Steak Bulk Bun	8/1/2026	7/31/2027	5.59	
5152	School 64ct White W Grain Dinner Roll	8/1/2026	7/31/2027	10.24	Changed to 64 ct. from 12ct.
5154	WHIT WH GRN HOT DOG 12CT	8/1/2026	7/31/2027	2.80	
5155	SCHOOL WHIT WH GRN HOT DOG 16CT	8/1/2026	7/31/2027	3.73	
Name Brand Items available to order					
0010	Lakeland White Sandwich Bread 1.5 LB	8/1/2026	7/31/2027	2.90	
0011	CB Wheat Sandwich Bread 1.5 LB	8/1/2026	7/31/2027	2.90	
0017	Lakeland 3/4" White Texas Toast Bread 1.5 LB	8/1/2026	7/31/2027	3.60	
0033	Village Hearth Sour Cottage Bread 1.5 LB	8/1/2026	7/31/2027	2.90	
0107	Village Hearth 100% Whole Wheat Bread 1.25 LB	8/1/2026	7/31/2027	3.38	
0144	Country Hearth Split Wheat Bread 1.5 LB	8/1/2026	7/31/2027	3.68	
0151	Country Hearth Kids Choice White WG Bread 1.5 LB	8/1/2026	7/31/2027	3.23	
0152	Country Hearth Kids Choice Bread 1.5 LB	8/1/2026	7/31/2027	3.23	
0153	Country Hearth Dakota 12 Grain Bread 1.5 LB	8/1/2026	7/31/2027	3.82	
0156	Country Hearth Cracked Wheat Bread 1.5 LB	8/1/2026	7/31/2027	3.68	
0168	Country Hearth 100% Whole Wheat BIG Bread 1.5 LB	8/1/2026	7/31/2027	3.68	
0552	Lakeland 12ct Jumbo Weiner Bun 1 LB	8/1/2026	7/31/2027	3.35	
0553	Lakeland 12ct Jumbo Hamburger Bun 1 LB	8/1/2026	7/31/2027	3.35	
0583	Lakeland 12ct Wheat Bun 1.25 LB	8/1/2026	7/31/2027	3.35	
0603	Clear Bag 30ct 4" White Bulk Bun 3.6875 LB	8/1/2026	7/31/2027	6.50	
0669	Clear Bag 30ct Slab SL Plain Muffin Bulk 3.75 LB	8/1/2026	7/31/2027	6.50	
0694	Sourdough english muffins 12ct 1.5 LB	8/1/2026	7/31/2027	3.52	
0697	CH 12ct 100% W Wheat Muffin 1.5 LB	8/1/2026	7/31/2027	3.52	
0866	Village Hearth 12ct Slider Bun .875 LB	8/1/2026	7/31/2027	2.70	
1046	Papa Pita White Pita 12ct JBG 2.13 LB	8/1/2026	7/31/2027	4.25	
2653	Bubba Bagel 6ct Plain Bagel 1.125 LB	8/1/2026	7/31/2027	3.00	
2654	Bubba Bagel 6ct Blueberry Bagel 1.125 LB	8/1/2026	7/31/2027	3.00	
2655	Bubba Bagel 6ct Honey Wheat Bagel JBG 1.125 LB	8/1/2026	7/31/2027	3.00	
2658	Bubba Bagel 6ct Cinnamon Bagel 1.125 LB	8/1/2026	7/31/2027	3.00	
2659	Bubba Bagel 6ct Everything Bagel 1.125 LB	8/1/2026	7/31/2027	3.00	
5040	VH 12/ct Classic White Dinner Roll 1.13 LB	8/1/2026	7/31/2027	3.30	

Bus 1 Bids	
Osage Community School	\$7,500.00

Mini Van Bid	
Nick Fox	\$3,026.00
Dean Runde	\$2,650.00
Cindy Houser	\$1,800.00
Nacy Evans	\$1,557.00

Kuhn House Bids		
Josie Hageman	Bathroom Door	\$ 5.00
Josie Hageman	Back Door	\$ 5.00
Andy Watenphul	Water Heater (Basement)	\$ 126.00
Andy Watenphul	Work Bench	\$ 76.00

115 Woodland Ave
P.O. Box 242
Riceville, IA 50466



(641) 985-2701
Fax (855) 385-0936
www.pickar-
oulman.com

July 29, 2026

Riceville Community School District
Riceville, IA 50466

RE: Bid for Salvage Items – Kuhn Property

To Whom It May Concern,

Please accept the following bid from Pickar-Oulman Plumbing, Heating & Electric, Inc. for the purchase of the following items from the Kuhn property:

Item	Bid Amount
Water Heater	\$100.00
Electrical Panels/Breakers	\$50.00
Furnace	\$250.00
Air Conditioning Unit	\$25.00
Window Air Conditioner	\$10.00
Tanning Bed	\$10.00
Point-of-Use Water Heaters (3 @ \$50 each)	\$150.00
Garage*	\$250.00
Attic Staircase	\$25.00
Two Roller Computer Trays	\$10.00
All Shelving	\$10.00

*The bid for the garage is contingent upon Pickar-Oulman Plumbing, Heating & Electric, Inc. obtaining any necessary approvals and permits from the City of Riceville for excavation, relocation, and transport of the structure. If the required approvals cannot be obtained, the garage bid shall be considered withdrawn without affecting the remaining bids submitted.

Thank you for your consideration. If selected, Pickar-Oulman Plumbing, Heating & Electric, Inc. will coordinate removal of the awarded items in accordance with the school's requirements and timeline. Please feel free to contact us with any questions.

Sincerely,

Pickar-Oulman Plumbing, Heating & Electric, Inc.
115 Woodland Avenue
Riceville, IA 50466
(641) 985-2701

An 8th-grade student-athlete will only be considered for high school athletic eligibility at Riceville under specific, case-by-case evaluations led by the Activities Director and Varsity Head Coach. To be granted an exception, the student-athlete must meet at least one of the following two criteria:

- A. Varsity Impact & Exceptional Skill: The student-athlete demonstrates an elite level of physical, emotional, and technical readiness, guaranteeing them a position as a Varsity starter or significant, regular Varsity contributor.
- B. High School Program Sustainability: The high school program's participation numbers are critically low, and the inclusion of 8th graders is deemed absolutely necessary to field a standard high school Varsity and/or Junior Varsity roster that otherwise would not have enough players to exist.

IF an 8th grader is going to compete at the high school level the Parent, Coach, and Athletic Director will sign off the waiver form. Once they have competed in a high school contest that 8th grader may NOT return to Junior High competition for the remainder of that season. Similarly once an 8th grader has participated in a Junior High Contest they can NOT move up to that high school program.

Signature

Date

Head Coach _____

Parent _____

Athletic Director _____

Riceville Community School District Student Technology Handbook



TABLE OF CONTENTS	Page
TECHNOLOGY USER AGREEMENT	2
STANDARDS FOR TECHNOLOGY USE	4
STANDARDS FOR TECHNOLOGY CARE	5
STUDENT TECHNOLOGY LOAN AGREEMENT	8
PARENT ACKNOWLEDGEMENT FORM	9

RICEVILLE COMMUNITY SCHOOL DISTRICT

TECHNOLOGY USER AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of Technology, between the Riceville Community School District ("District"), the student receiving technology ("Student"), and his/her parent(s) or legal guardian ("Parent"). For this documents purpose a Chromebook, iPad, Charging Cords, Cases, and Carrying Cases will all be referred to as ("Technology") Unless specified as "(Chromebook)" or "(iPad)" for use while a student at Riceville Community School District, hereby agree as follows:

For grade Prek-2 This document is explicitly speaking to the Parent/Gaurdian regardless of reference to "student"

1. Equipment

1.1 Ownership: The District retains sole right of possession of the **Technology** grants permission to the Student to use the **Technology** according to the guidelines set forth in this document. Moreover, the District's administrative staff retains the right to collect and/or inspect the **Technology** at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all **Technology** configurations the same. The District will retain records of the serial numbers of provided equipment. A protective case and carrying case will be provided. **Technology** will be returned undamaged or expenses will occur to which the parent will be billed.

1.3 Substitution of Equipment: In the event the **Technology** is inoperable, the District has a limited number of spares for use while the **Technology** is being repaired or replaced. However, the district cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. Please note that if the Student forgets to bring the **Technology** or power adapter to school, in most cases, a substitute will not be provided.

1.4 Responsibility for Electronic Data:

-The **iPad** is not to have Apple ID email or account privately installed on the device. It is a district owned device and will be wiped of all privately stored data frequently.

-For the **Chromebook** the Student is solely responsible for any non-District installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. All Student data shall be stored on Google Drive. Although the District provides this service for the storage of Student data, the District does not accept responsibility for any such software.

2. Damage or Loss of Equipment/Software

2.1 Responsibility for Damage: The Student/Parent is responsible for maintaining the **Technology**. The Student/Parent shall use reasonable care to ensure that the **Technology** is not damaged.

2.2 District Laptop Program: **Chromebook ONLY** 50\$ technology use fee per device per student.

2.3 Payment for Damages: The 50\$ technology use fee will cover any minor damages to the device. In the event the **Technology** purposefully damaged, the Student and Parent will billed the full cost of replacement.

2.4 Responsibility for Loss: In the event the **Technology** is lost or stolen, the Student and Parent will billed the full cost of replacement.

2.5 Actions Required in the Event of Damage or Loss: In the event the **Technology** is damaged or lost it must be reported immediately to the Building Principal or Technology Director. If the Technology is stolen or vandalized, the Parent or Student(if applicable) will file a police report.

2.6 Technical Support and Repair: The District does not guarantee the **Technology** will be operable, but will make technical support, maintenance, and repair available during school hours. The District is not responsible for off-site internet connections or technical support related to off-site internet connections.

3. Acceptable Use Policies

3.1 Monitoring: The District will monitor **Technology** use using a variety of methods, to assure compliance with the District's Acceptable Use Policies.

3.2 Acceptable Use: All aspects of the District's Acceptable Use Policy remain in effect, except as mentioned in this section.

3.3 File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File sharing programs and protocols may not be used to facilitate the sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the District.

3.4 Allowable Customizations: None. The device is expected to be returned as it was given. Should a student download content not allowed. The Parent/Guardian be financially responsible for any charges associated with downloaded content and responsible for complying with the licensing associated with any downloaded content.

By signing below, I agree to the terms & services detailed in the Riceville CSD Technology User Agreement

Student Name: _____ Grade: _____

Parent/Guardian Signature: _____ Date _____

Student Signature (For Chromebook Only) _____ Date _____

RICEVILLE COMMUNITY SCHOOL DISTRICT STANDARDS FOR TECHNOLOGY USE

1. Student Use in Classrooms

- Students will be required to take their **Technology** to each class each day, unless told differently by the teacher for that specific day.
- When the **Technology** is not being used in class it is to be closed.

2. Bringing the Technology to School

- It is imperative that students bring their **Technology** to school charged and ready to use each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their **Technology**.
- The **Technology** must be kept in the carrying bag or case at all times when it is not being used.
- Students who accidentally leave their **Technology** at home will not have access to a loaner.

3. Charging of Technology

- It is the student's/parents responsibility to have their **Technology** charged each day when they come to school. During a normal school day, a typical article of **Technology** fully charged through a normal electrical outlet can be used the entire day for classes with no additional charging required. Students/Parents must be responsible and charge their **Technology** before coming to school.
- It may be helpful to establish a routine at home for the charging of the **Technology** so that it can charge overnight. The charging time of the **Technology** and responsibility is very similar to the charging of a cell phone.
- It is the responsibility of the student/parents to maintain the charger. Therefore the student/parent will be required to replace lost or damaged chargers.

4. Loss or Theft of Technology

- **Technology** that is lost or stolen need to be reported to the Principal/Technology Coordinator immediately.
- If a **Technology** is lost the parent/guardian will be financially responsible for its replacement.
- If a **Technology** is stolen or vandalized, the parent or student(if applicable) will file a police report.

5. Downloading Programs & Personalizing the Technology

- No personal software is to be downloaded to the **Technology**.
- **Writing, drawing, stickers, labels**, or any other item or marking that defaces the laptop is strictly prohibited. And may result in a fine.
- Protective coverings or cases may be purchased on your own if students wish to place them on the **Technology**. But the original cases and protective coverings must be returned.

6. Technology from Home

- Students are **not** allowed to bring their own **Technology** from home to use. The District's **Technology** are all formatted with the same basic programs. If **Technology** is in need of repair, the district will do its best to provide a loaner. However, the district cannot guarantee loaners will always be available.

RICEVILLE COMMUNITY SCHOOL DISTRICT STANDARDS FOR TECHNOLOGY CARE

Students are expected to follow all the specific guidelines listed in this document and take any additional precautions to protect the **Technology** assigned to you. Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.

1. General Care

- **Treat this equipment as if it were your own property.**
- **Do not attempt to remove or change the physical structure of the Technology, including but not limited to the keys, screen cover or plastic casing. If these actions are taken, families will be responsible for the cost of repair or replacement.**
- **Do not remove or interfere with the serial number or any identification placed on the computer.**
- **Keep the equipment clean. For example, do not eat or drink while using the Technology.**
- **Do not do anything to the Technology that will permanently alter it in any way.**
- **Back up your data. Never consider any electronic information safe when stored on only one device.**
- **Do not put stickers or any type of markings on the computer.**
- **To ensure the computer has air circulation while charging, do not charge the computer while it is in the bag.**
- **In order to save battery life and protect the screen, close the lid of the Technology when it is not in use.**
- **Do not walk from one location to another with an open computer. This is applicable at school and at home.**
- **Be responsible with the Technology. Do not throw, slide, or drop Technology. This can cause damage and you will be billed for repairs.**

2. Keep the Computer in a Safe Place

- The computer bag, with the computer and other equipment, must be stored in a safe place. A locker, when locked, is considered a safe place. Do not leave the **Technology** on the floor where it might be stepped on or near the edge of a table where it may fall. Do not leave it in a car or anywhere it might be exposed to extreme temperatures.
- Chromebooks left in bags in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen - including at school - will be the student's responsibility.
- If on an athletic team, never leave **Technology** in school vans, in the gym, in a locker room, on the playing field, or in other areas where it could be damaged or stolen.
- Avoid storing the **Technology** in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it is not excessively hot or cold.

3. Technology Bags

- Each student will be given a carrying case bag that they are required to use to carry their **Technology** in during the school day and outside of school. This is the **only** bag that is approved for the **Technology** to be placed in. It is specially designed for the **Technology** that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of the **Technology**. Static electricity may develop in the bag during the cold, dry winter months. A simple solution to reduce this problem and to keep the **Technology** bag smelling fresher is to put a dryer sheet in the bag.

4. Keep the Technology Away from All Liquids.

- Exposure to liquids will severely damage **Technology** and will result in large repair costs. Keep all food and liquid away from the **Technology**. Do not put liquids in your backpack with the **Technology**--even if it is sealed.

5. Technology Problems

- It is a student's responsibility to maintain a 100% working **Technology** at all times.
- If the student's **Technology** is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, contact the IT.. If the **Technology** cannot be fixed immediately, the the district will do its best to issue the student a different **Technology** to use on a temporary basis.
- Do not attempt to remove or change the physical structure of the **Technology**, including keys, screen cover or plastic casing. Doing so will void the warranty, and the student/family will be responsible for the costs of repair or replacement.

6. Only One User

- Do not allow anyone else to use the **Technology** you have been assigned. Loss or damage that occurs when anyone else is using the **Technology** will be your responsibility.

7. Cleaning the Technology

- **Technology** screens show fingerprints and smudges easily. Use a soft, dry, lint-free cloth in most cases when cleaning the **Technology**. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Be sure to follow proper cleaning procedures to keep the screen looking new.

8. Shutting Down the Technology.

- If the **Technology** will not be used for an extended duration, please shut down the **Technology** as putting the **Technology** to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.

9. Closing the Technology

- The laptop lid/screen needs to be completely closed when moving it from one point to another.

10. Carrying the Technology

11. Always store the **Technology** in the **Technology** bag.
12. Bring the provided **Technology** bag to classes and use the **Technology** bag whenever transporting.
13. *Note: Do not store anything (e.g., cords, papers or disks) in the area within the case designed for the Technology, other than the Technology itself.*
14. It is recommended that you carry the **Technology** bag to and from school inside your normal school bag. The "vertical sleeve" style case was chosen expressly for this purpose. Simply slide the **Technology** in and out while leaving the case within the school bag. Do not overstuff your bag - extreme pressure on the Technology can cause permanent damage to the screen and other components. No books should be placed on the Technology.

11. Privacy and Safety

12. Avoid any Online chat rooms.
13. Only work with files and programs that belong to you.
14. Do not release any information regarding passwords, user names, logins, credit cards, bank accounts, and social security numbers.
15. Any data stored on a school issued Technology is not private or confidential.

12. Personal Health

13. Avoid extended periods of eye contact with screens of all types this can lead to headaches and eyestrain. Use parental guidance when working from home on Technology.
14. Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and the keyboard at lap-level.

13. Student Printer Use

14. Students will have access to the School Office Copier. Any other locations that are needed will need to be accessed by the teacher, so the student will need to send the material to the teacher in order to have it printed.

CHROMEBOOK ONLY:

Student Chromebook Loan Agreement

Parent Responsibilities

Your son/daughter has been loaned a Acer Chromebook. By signing below you agree to follow these guidelines to create a safe, efficient, and ethical learning environment for your child.

- I will monitor and discuss my student's use of the Chromebook at home.
- I will talk about our family values regarding the use of electronic devices.
- I will report or have my child report any issues to the school with the Chromebook.
- I will ensure my student brings the Chromebook to school charged.
- I will ensure my student returns the Chromebook upon request, completion of an academic year, or withdrawal from Riceville Community School District.
- I agree to pay for any fines my student creates through loss or damage to the Chromebook.
- I will NOT attempt to repair the Chromebook issued to my child.
- I will not clean the Chromebook with anything other than a soft dry cloth.

Parent's Signature: _____

Student Responsibilities

The Chromebook issued to you is a tool for learning and issued for the single purpose of Education. You must agree to the following responsibilities before you can take it home.

- When using the Chromebook, regardless of location, I will follow the Riceville Student Laptop Computer Handbook policies.
- I will treat the Chromebook as if it were my own.
- The Chromebook is my responsibility and I won't let other students use it.
- I will be conscious of my family values when I use the Chromebook.
- I will bring the Chromebook to school fully charged each day.
- The use of e-mail is for academics and will be used with appropriate, legitimate, and responsible communication.
- The Chromebook will be returned upon request, completion of an academic year, or withdrawal from Riceville Community School District.
- I will not load or delete any software from the Chromebook.
- I will not clean the Chromebook with anything other than a soft dry cloth.

Student's
Signature: _____

Student/Parent Acknowledgment Form

The following items reiterate the key points for Technology use. Please read and Initial for each item stated below

Parent Initials needed

Student Initials only needed for the Chromebooks.

- A. I understand that files saved on the Technology are the student/parents responsibility to backup.
- B. I will not leave my Technology unattended. If I do and it becomes lost or damaged, my family can be billed for the full cost of the Technology.
- C. I can be billed for the full cost of the Technology if it sustains substantial damage.
- D. I will not install or download programs on the Technology.
- E. I will close the Technology when it is in transition from one location to another.
- F. I have read the Technology User Agreement.
- G. I will report any issues with the Technology to technology staff.
- H. I understand that using the Technology or any other technology for malicious acts is forbidden and can result in consequences.

Student Initials	Parent Initials

I have read the *Riceville Community School District Standards for Technology Use, Standards for Technology Care, and Technology Loan Agreement*. Any questions or accommodations regarding Technology will be directed at the Riceville Principal, IT Coordinator, or Superintendent.

Student Name (Print): _____

Student Signature: _____

Parent Name(Print): _____

Parent Signature: _____

**2026-2027
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 competence 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

The Riceville Board of Education will not discriminate in its educational activities on the basis of race, color, national origin, creed, religion, sex, disability, sexual orientation, or marital status.

The Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The Board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, sex, marital status, sexual orientation, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, physical harm and harassment.

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 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 20 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

Students attend on Monday, Tuesday, Thursday and Friday, sessions run from 8:00 a.m. - 3:35 p.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 for 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 6.2

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 6.3**

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 10.8**

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 2.3**

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, 7.4**

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.

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 1.9

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

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 5.7, 9.14

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 5.9-5.17

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 5.6 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 5.5

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

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 5.10

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, 7.4

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 10.9

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 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.

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 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. 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 7.5

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 a 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.

Students, parents, employees and others doing business with or performing services for the Riceville Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The Riceville School District does not discriminate on the basis of race, color, age, except students, religion, national origin, creed, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the American with Disabilities Act (ADA), § 504 or *Iowa Code* § 504 and *Iowa Code* § 280.3 is directed to contact: Barb Schwamman, Superintendent, 912 Woodland Avenue, Riceville, IA 50466, 641-985-2288, who has been designated by the school to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the American with Disabilities Act (ADA), § 504 or *Iowa Code* § 504 and *Iowa Code* § 280.3.

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 7.7,

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. Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results;
3. Current emergency contact information for each child, that is kept up to date by a specified method during the year;
4. Names of individuals authorized by the family to have access to health information about the child;
5. Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);
6. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support; and
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 5.3**

Illness Policy and Exclusion of Sick Children

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 5.3

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 5.8

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 5.18,5.19

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.

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 5.6

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

- using liquid soap and running water;
- rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, or a dryer; and avoiding touching the faucet with just-washed hands, e.g., by using a paper towel to turn off water.

Except when handling blood or body fluids that might contain blood, when wearing gloves is required, wearing gloves is an optional supplement, but not a substitute, for hand washing in any situation listed above.

- Staff must wear gloves when contamination with blood may occur.
 - Staff do not use hand-washing sinks for bathing children or removing smeared fecal material.
- In situations where sinks used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

First Aid Kit QPPS 9.12

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 9.13

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 10.10

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

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 staff 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 9.15

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 10.6, 10.12,

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 10.11

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 10.11 - 10.14

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 6.1

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 10.11

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 6.6

All staff are observed, given feedback and the observation is documented at least annually by an appropriate supervisor or, in the case of the program administrator, by the superintendent. Teaching staff are formally evaluated on the Iowa teaching standards every three years. Paraeducators are evaluated annually by the program administrator. 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 District

Student-Parent Handbook

2026-2027



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, 6-12 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.

Table of Contents

Philosophy	Page 3
General Information	Page 4
Academic Achievement Letter Requirements	Page 5
Academic and Athletic Eligibility	Page 5
Accreditation	Page 5-6
Activities/Practices for Inclement Weather	Page 6
Administration of Medications	Page 6
Alternative School Options	Page 6
Arriving at School Late or Leaving School Early	Page 6
Attendance	Page 6-9
Attendance Reports	Page 9
Breakfast	Page 9
Building Threats	Page 9
Bullying and Harassment	Page 9
Caring of School Property	Page 9-10
Cell Phones and Other Electronic Devices	Page 10
Certified Staff	Page 10
Chapter 103: Corporal Punishment, Restraint & Physical Confinement and Detention	Page 10
Concurrent Credit Options	Page 10
Conduct and Transportation for Events Outside of School	Page 10-11
Course Registration	Page 11
Counseling	Page 11
Daily Announcements	Page 11
Directory Information	Page 11
District Policies	Page 11-12
Early Graduation	Page 12-13
Emergency Closings, Delays, or Early Dismissal of School	Page 13
End of the Day	Page 13
Extracurricular Activities - Good Conduct Policy	Page 13-14
Family Educational Rights and Privacy Act of 1974	Page 14
Four-Year Plan- 8th Graders	Page 14
Grading Scale	Page 14
Graduation Requirements	Page 14-15
Health Education	Page 15
Health Screenings	Page 16
Homeless	Page 16
Honor Roll	Page 16-17
Human Growth and Development	Page 17
Late/Incomplete Work: Grades 6-12	Page 17
Library Guidelines	Page 17
Lockers and Valuables	Page 17
Lost and Found	Page 17
National Honor Society	Page 17
Open Enrollment	Page 18
Outdoor Recess Clothing Expectations	Page 18
Parent-Teacher Conferences	Page 18
Physical Education Requirements	Page 18
PICC Options	Page 18
Regulations for Use of the School Gym	Page 19
Repeating/Retaking Courses	Page 19
Report to Parents	Page 19-20
Requesting Student Work and Assignments	Page 20
Rules for Conduct at Activities	Page 20
Scheduled Activities	Page 20
School Calendar	Page 20
School and Hallway Conduct	Page 20-21
School Schedules	Page 21
School Social Events	Page 21
Social Networking Sites and Handheld Technology Devices Policy	Page 21-22
Special Education, Section 504/ADA Policy	Page 22
Special Request for Bus Transportation	Page 23
Start of the School Day	Page 23
Student Abuse by School Employee	Page 23
Student Conduct	Page 23-24
Student Conduct - Positive Behavior Intervention Supports (PBIS)	Page 25
Student Conduct - Riceville Behavior Matrix	Page 26-29
Student Conduct - Continuum of Strategies to Respond to Appropriate and Problem Behaviors	Page 30
Student Council	Page 31
School Dismissal from School - Illness	Page 31
Student Dress Code and Attire	Page 31
Student Exercise of Free Expression	Page 31-32
Student Rules for Computer Use	Page 32
Student Use of Personal Transportation/Parking	Page 32
Student Searches	Page 32-33
Student Visitors	Page 33
Study Hall	Page 33
Title I Reading and Mathematics Program	Page 33
Transcript	Page 34
Visitors/Guests	Page 34
Waiver of Student Fees	Page 34
Appendix	
1. Academic and Athletic Eligibility	
2. Bullying and Harassment	
3. 2023-2024 Certified Staff	
4. Extra Curricular Activities - Good Conduct Policy	
5. 2023-2024 School Calendar	
6. 2023-2024 School Period Schedules	
7. 2028 and beyond Graduation requirements	

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

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 <https://www.baxtercsd.com>
- BCLUW <https://www.bcluw.org>
- 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 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.
- Valedictorian and Salutatorian are chosen by cumulative grade point average, including any college courses taken at the end of second semester.
- Classes with 30 or more students, the top 15% will be recognized or classes with less than 30, with a cumulative GPA of 3.7 or higher will wear academic cords at graduation.

Academic and Athletic Eligibility

See Appendix 1

Academic Integrity

Academic Integrity Policy: High school students are required to uphold the utmost standards of academic integrity. Actions such as cheating, plagiarism, and any other forms of academic dishonesty are strictly forbidden. This encompasses activities such as copying assignments or exams, utilizing unauthorized materials during assessments, and presenting others' work as one's own.

Plagiarism constitutes a grave violation of academic standards. It involves appropriating someone else's words, concepts, or creations without proper attribution. Examples of plagiarism include, but are not restricted to, directly copying content from the internet, replicating another student's work, failing to credit external ideas, and submitting previously used work without authorization.

Consequences of Plagiarism: Plagiarism is intolerable and may lead to severe repercussions, such as receiving a failing grade for the assignment or a reduced overall grade in the course.

Responsible AI Usage: Students are encouraged to employ AI in a responsible and ethical manner. When utilizing AI for academic purposes, they must ensure that the work submitted is their own. It is impermissible to exploit AI for the purpose of plagiarism or academic dishonesty in any form. If utilizing existing AI models or data, proper acknowledgment and citation of sources are mandatory.

Respect for Intellectual Property: Students must uphold the intellectual property rights of others while utilizing AI. This entails refraining from using copyrighted materials or concepts without explicit permission. Furthermore, students should avoid developing AI that infringes upon the intellectual property rights of others, as detailed in the plagiarism section above.

Consequences: Violations of this integrity policy will result in appropriate consequences, which may include disciplinary measures, forfeiture of privileges, and academic penalties.

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 canceled 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

Riceville Student Health Protocols

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.

Artificial Intelligence (AI) Image Misuse Policy

Students are prohibited from creating, generating, editing, or distributing AI-generated or digitally altered images, videos, or media using school-issued devices, personal devices on school Wi-Fi, or during school hours when such content is intended to harm, harass, intimidate, threaten, defame, or exploit another individual.

This includes, but is not limited to:

- Creating fake, altered, or manipulated images of students, staff, or community members
- Generating images that depict others in inappropriate, explicit, or misleading situations
- Using AI tools to impersonate, embarrass, or damage the reputation of another person
- Sharing, possessing, or distributing harmful AI-generated content, regardless of where it was created
- Participating in or encouraging the creation or spread of such content

Intent to harm will be determined by school administration based on the content, context, and impact. Claiming the content was a “joke,” “just AI,” or created off-campus will not exempt a student from consequences if it disrupts the school environment or affects the safety or well-being of others.

This policy applies to:

- All use of school-issued devices
- All use of personal devices connected to school Wi-Fi
- Any AI-generated content created or shared during school hours
- Off-campus behavior that materially disrupts the school environment or infringes on the rights, safety, or dignity of students or staff

Wearable Technology (Smart/Meta Glasses and Similar Devices) and VueBuds (AI Earbuds with tiny cameras)

Students are prohibited from using wearable technology capable of recording, capturing, streaming, or generating AI-assisted images, video, or audio (including but not limited to smart glasses, Meta/Ray-Ban glasses, or similar devices) during the school day or on school premises without explicit administrative approval.

This includes:

- Recording or livestreaming others without their knowledge or consent
- Using wearable devices to capture content for AI generation, editing, or manipulation
- Circumventing school technology policies through wearable or hands-free devices
- Possessing or using such devices in restrooms, locker rooms, or other private areas

All wearable recording or AI-capable devices must be **powered off and stored** during the school day in the same manner as other prohibited personal technology, unless explicitly authorized.

Violations of this policy may result in:

- Loss of technology privileges
- School disciplinary action, including detention, suspension, or expulsion
- Notification of parents/guardians
- Referral to law enforcement when applicable (e.g., harassment, threats, or explicit content involving minors)

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
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 8:25 AM the day of the absence. If the school does not receive prior notification at the High School or Elementary Office by 8:25 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 or documented illness, families have 48 hours to provide a doctor's note/excuse slip. *Students who are 18 and considered a dependent, may not excuse themselves from school.*

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 or appointment, funeral of a family member, court appearances, school-sponsored activities will not count towards truancy. Parents must provide written or verbal information to the school of a 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).

Chronic Absenteeism Process

When a student is chronically 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) 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 "Chronic Absence" shall be sent to the parent/guardian.

Level 2

If the actions taken in Level 1 do not resolve the student's chronic absences and the student has three (3) unexcused and/or nine (9) excused absences, an additional additional notice of "Chronic Absence" shall be sent to the parent/guardian. Students in grades 6-12 will conference with their administrator.

Level 3

If the actions taken in Level 2 do not resolve the student's chronic 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 chronic 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. If a student has stopped attending with no communication from parents/guardians or there is no records request, the student will be exited from enrollment after 15 consecutive days.

The Iowa Legislature passed an updated truancy law in 2024 which requires a meeting between parents, student, and school personnel when a student doesn't have at least 85% attendance in a grading period (semester). A contract is created between the family and the school to improve the student's attendance. Failure to comply with the agreement will result in a referral to the county attorney, who is required by law to intercede in the matter. (Board policy 501.9R1)

Chronic 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 nine (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 to school 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. A detention equivalent to a class period will be served.

Level 2 - Parent/guardian and the student are notified after six (6) tardies. A detention equivalent to two class periods will be served.

Level 3 - Parent/guardian and the student are notified after nine (9) tardies. 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. A detention equivalent to three class periods will be served.

Level 4 - Parent/guardian and student are notified after twelve (12) tardies. Additional resources may be needed. A detention equivalent to four class periods will be served.

For more information on absenteeism/truancy, please refer to the Board Policy 510.

6th-12th Grade Tardies to class:

For every 3 tardies to class, a student will serve a detention.

TARDINESS: There is a five (5) minute passing time between class periods. Any student who enters a classroom or study area without a pass after the bell has rung is to be marked tardy UNEXCUSED for class. (Students must plan ahead as trips to and from lockers are not excuses for being late to class.) If an activity or conference with a teacher or staff member is the reason for the student being late to the class, the student shall get a written pass to present as an admit to class, and this tardiness will be recorded as TARDY EXCUSED. Tardies will be kept cumulatively per class per semester. Students will be allowed three tardies without consequence. On the 4th tardy and all subsequent tardies one-half hour of detention will be assigned. If excessive tardiness occurs, a contract, parent notification, or further consequence may be applied. Tardies will be counted as UNEXCUSED absences after 10 minutes of missed class time.

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 7:30 AM. Breakfast hours on a regular school day are 7:30 AM - 7:55 AM. Students in grades K-5 may proceed to breakfast at or after 7:30 AM. Students' school bags and supplies can be placed adjacent hallway and/or lockers. 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 or middle school students to the gym, high school students to the lobby. When they are finished with breakfast, students should then return to the designated lobby/gym 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

Per board policy 503.9R1

The district is committed to providing an inclusive educational environment for students and families. It is valuable for students' educational experience for families to engage in and support their students' educational experience. As part of this commitment, the district will take steps to create opportunities for students to engage in peer-to-peer activities and ensure that student use of personal electronic devices does not occur during instructional time.

To avoid distraction during instructional time, personal electronic devices must be silenced or turned off, not visible, and not physically attached to the student's body. Staff members may establish classroom rules or protocols for placement of personal electronic devices during instructional times consistent with this regulation.

If a student is observed using a personal electronic device during instructional time, the employee who observed the student behavior will notify building administration, who will require the student to turn in the device for safekeeping until the end of the school day. The device will be secured in the building's front office.

For a student's first violation of this policy, the student may pick up the device at the end of the school day and the student's parent/guardian will be notified. For subsequent violations of this policy, the device will be released to the student's parent/guardian following a meeting with the student and the student's parent/guardian to create a plan to avoid further violations. If a student in violation of this policy refuses to turn over their device, they may be sent home for the remainder of the school day. Repeated violations of this policy may result in additional disciplinary consequences for students in accordance with board policy.

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

Students identified and served in the District's Talented and Gifted Program, and 10th, 11th and 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. Students are responsible to review the high school partnership handbooks: NICC & NIACC. Students are able to take college summer courses, however the school will not pay for them.

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 for high school courses, at the beginning of each semester, to alter their schedules. After the three (3) days, schedules may not be changed. Students who choose to withdraw from a PICC/Concurrent 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 dedicated period during the class day in order to work on their course. All college classes will be reflected in the student's GPA. 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.

Dances

Several times a year, dances may be held for students. Middle school dances are for in-district middle school students only. High school dances are for students who are currently in high school or an outside guest that is under the age of 21 and appropriate paperwork for all guests has been completed and submitted to the High School Office prior to the deadline provided.

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: Kyle Guertin, Vice President: Audrey McCarthy. Other Members: Shanna Hale, Lyle Eastman, Elizabeth Baethke.

Disruptive Behavior

In accordance with Iowa law and school board policy 503.11, 503.11 R1 and 503.11 R2 students are expected to behave in a way that allows teachers to teach and students to learn in a safe, productive environment. Students whose behavior is violent or substantially disrupts learning may be removed from the classroom.

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.

Drug Detection Dog (K-9) Policy

(Aligned with Iowa Code Chapter 808A and applicable case law)

The use of trained drug detection dogs is intended to:

- Deter the presence of illegal drugs and contraband
- Maintain a safe and orderly school environment
- Support enforcement of school policy and state law

Permissible Use

Drug detection dogs may be used to conduct **non-intrusive, exterior sniffs** of:

- Lockers
- Desks
- Classrooms (when unoccupied)
- Common areas
- Student vehicles parked on school property

Dogs may be used only when:

- Handled by trained law enforcement personnel
- Properly trained and certified for drug detection

If a drug detection dog alerts:

School Property (Lockers, Desks)

- May be searched immediately by school officials
- Students have **no expectation of privacy** in school-owned property

Student Personal Property (Backpacks, Bags)

- Requires reasonable suspicion prior to search
- Search must be:
 - Reasonable in scope
 - Conducted by school officials (not the dog)

Student Vehicles

- May be searched if:
 - Parked on school property
 - Dog alerts (establishes probable cause)

Notice to Students and Parents

The district will provide annual notice that:

- Lockers, vehicles, and school property are subject to search

- Drug detection dogs may be used periodically or randomly
- Possession of illegal substances will result in:
 - School discipline
 - Possible law enforcement referral

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. Paperwork needs to be turned in by May 31st to be put on the June board agenda. 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 third 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 and prom.

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 dismissed by the classroom teacher to the pick up line and/or daycare.

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 3:50 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:

See Appendix 7 for requirements

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
Behavioral Science-1

PE - 2 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
Personal Finance

Electives - Vary depending on the graduation year.

Additional Graduation Requirements

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.

Iowa Code requires school districts to award high school credit for any high school course taken as a middle schooler. Here are a few pieces of information to help clarify the change:

1. In past years, it was voluntary for students to receive high school credit for taking Algebra I. This is no longer a choice and is required by the state that students receive credit.
2. The Algebra I course will be on your student's high school transcript.
3. The Algebra I course will also be reflected in your student's GPA at a middle school (8th grade year) and high school level (will follow them in their cumulative GPA).
4. This course will count as a year of high school math; however, students will need to take three more years of math, in their high school careers, to meet state sequence requirements.

Failing a class

Students who fail the first semester of a year long class will not be eligible for the second semester. They will retake the entire course the following year. Example: A student who fails Freshman English 1 first semester will not take second semester but will take English 1 as a sophomore.

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, the screening must use the HHS Certificate of Dental Screening.

Hearing

The AEA personnel will provide hearing screenings annually for students in 2nd grade, any new students and any students with hearing difficulties with a per pupil cost. 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 required for incoming kindergarten and 3rd grade students occurring no earlier than one year prior and no later than 6 months after enrollment. 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, at connie.baker@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, including concurrent and PICC courses taken through local community colleges 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 3:40 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. The review process for Instructional and Library materials is located in the 600 series of the Riceville Community School District board policies.

Lighthouse

The purpose of the Leader in Me Lighthouse Team is to ensure that our campus continues to promote student leadership. The Lighthouse Team actively works with all teachers and administration. The Lighthouse Team also coordinates school-wide events such as homecoming and the Thanksgiving Feast. Throughout the year they will work on school improvement projects, community service projects, and plan leadership events and

opportunities. Lighthouse team members are students who are in grades 9-12 and have fulfilled the application requirements. Applications are available every spring for students who are interested in applying for a position. The team will have weekly meetings during school hours. Any student who misses three consecutive meetings without notification to the team, will no longer be part of the team.

Lockers and Valuables

Lockers will be assigned to students before school opens each fall. All backpacks, lunch bags, purses, etc. are to be stored in lockers for grades 6-12 and not taken into the classrooms. Students with health plans, IEPs or 504 accommodations are an exemption to this rule. 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

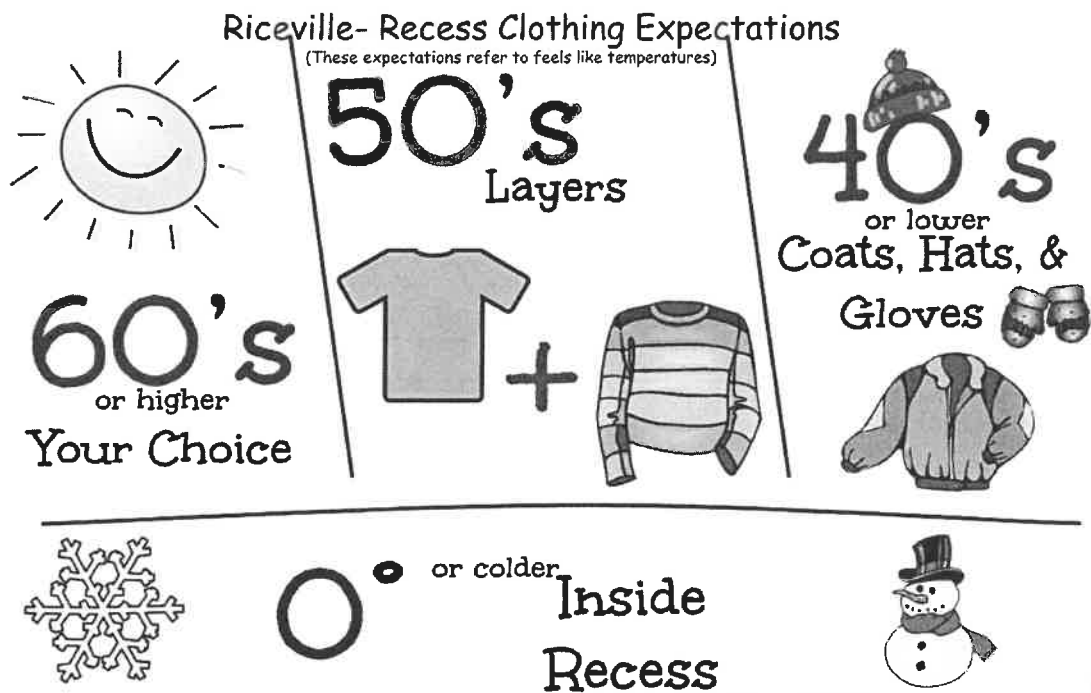
To be eligible for induction into the National Honor Society, a student must have a 3.500 cumulative GPA and meet the National Honor Society characteristics of scholarship, leadership, service and character. For more information, students are encouraged to contact the National Honor Society Advisor. 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 before March 1st.

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 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. Students in grades 9 through 12 may be exempt from physical education if they fully participate in an athletic program except for cheerleading. All proper forms must be filled out and approved by administration or students may be excused by parents. For additional excusals for students in Tenth, Eleventh and Twelfth Grades, refer to Riceville CSD Board Policies.

PICC Options

Sophomores, 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. Students must have passed all their high classes the previous semester in order to be eligible. This does not include NICC classes that are required for graduation. 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 five (5) 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. Any student who fails a PICC course is not eligible for a PICC course the following semester.

[PICC Enrollment agreement](#), [PICC application](#)

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 AM, 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 or 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: Marcia Grimm, Secondary Principal 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 7:30 AM. The doors to the building will be unlocked at 7:30 AM and will remain open until 8:05 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 7:55 AM. The school day will begin at 8:00 AM.

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 AM and 7:55 AM, unless other permission has been given by a teacher or the Principal. Students will be dismissed to their classrooms at 7:55 AM. The school day will begin at 8:00 AM.

Student Abuse by School Employees

The Riceville Board of Education has appointed the Principal, Heather Suckow, (641-985-2288) and the School Nurse, Aimee Low, (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

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
Hiding or crawling under tables or furniture to avoid class work		Refusing to follow directions
		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

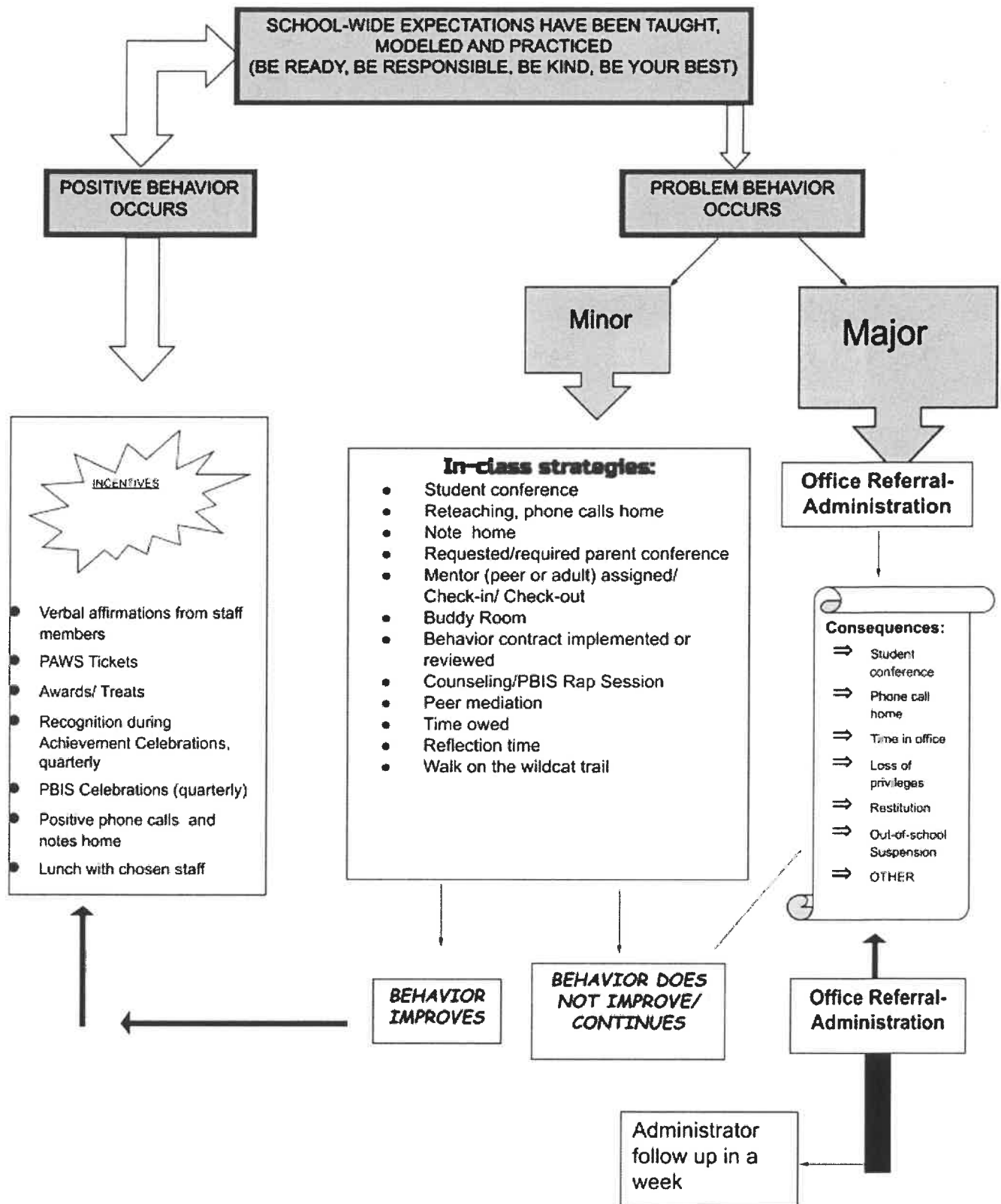
Each behavior is left up to the teacher's discretion

Teachable Moments	Behavior Improvement Form (Minor)	Office Referral Form (Major)
Common behaviors that are brief in <u>PBIS matrix duration</u> & 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 innuendos
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 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.	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 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. Students are not permitted to wear caps, hats, hoods, visors, bandanas, sunglasses, or any item worn on the head inside the school building during the school day.
 - This includes, but is not limited to, costume items, novelty items, crowns, helmets, headbands worn as head coverings, or any object placed on the head for decorative, entertainment, or non-instructional purposes.
 - Headwear must be removed upon entering the building and remain off for the duration of the school day, including passing time, study halls, and lunch periods.
 - Exceptions to this policy are limited to:
 - **Documented religious head coverings**
 - **Medical necessity supported by documentation**

Any other exceptions must receive prior approval from the Principal.

Failure to comply will result in disciplinary action in accordance with the student handbook.

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, violence, or weapons. In addition, we will also continue the banning of statements on clothing, which may be considered rude or vulgar in nature or have a double meaning implied.
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, will 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 purchase a school 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 high school 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 2026-2027

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 2026-2027

Grade 7-12 Checkpoints		JH Ineligibility	Watch List Check	HS Ineligibility
S1, 15 day check	Tuesday, Sept. 15	Thursday, Sept. 17	Wednesday Sept 23rd	Thursday, Sept. 24 - Friday, Oct. 16
S1, 35 day check	Friday, Oct. 16	Monday, Oct 19	Friday, Oct 23rd	Monday, Oct. 26th - Thursday, November 19th
Grade 7-12 Checkpoints		JH Ineligibility	Watch List Check	HS Ineligibility
S1, 55 day check	Thursday, November 19th	Friday, November 20th	Tuesday, December 1st	Wednesday Dec 2nd , - Dec. 22nd
S1, 75 day check	Tuesday, December 22nd	*	*	*
S1 grades	Grades due Tuesday, January 5th	Misses the next competition date	*	*
<i>* End of final grading period-IHSAA, IGHS AU, IHSSA, IHSMA provisions apply: Student misses 20 days of the next sport.</i>				
S2, 15 day	Thursday, January 28th	Friday, January 29th	Thursday, February 4th	Friday, February 5th - Monday, March 1st
S2, 35 day	Monday, March 1st	Tuesday, March 2nd	Tuesday, March 9	Wed., March 10 - Tuesday, April 6th
S2, 55 day	Tuesday, April 6th	Wednesday, April 7th	Tuesday, April 13th	Thurs, April 15th - Thursday, May 6th
S2, 75 day	Thursday, May 6th	Friday, May 7th	Friday, May 14th	Monday, May 17th
S2 grades	Grades due May 25, 2027	Misses next competition date	*	*

**End of final grading period-IHSAA, IGHS AU, IHSSA, IHSMA provisions apply:*

Students miss 20 days of the next sport.

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 20 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.

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:

- 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.

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 assistance communicating with the harasser, the individual should ask a 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

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. 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 - 2026-2027 Certified Staff

Andrew	McQuillen	andy.mcquillen@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
Jen	Dunn	jen.dunn@riceville.k12.ia.us	Aimee	Low	aimee.low@riceville.k12.ia.us
Elizabeth	Asfahl	elizabeth.asfahl@riceville.k12.ia.us	Nick	Waltz	nick.waltz@riceville.k12.ia.us
Connie	Baker	connie.baker@riceville.k12.ia.us	Allen	Feldt	al.feldt@riceville.k12.ia.us
Sarah	Barron	sarah.barron@riceville.k12.ia.us	Katie	Garcia Valcero	katie.garcia@riceville.k12.ia.us
Andrea	Bauer	andrea.bauer@riceville.k12.ia.us	Melanie	Gast	melanie.gast@riceville.k12.ia.us
Samantha	Burke	samantha.burke@riceville.k12.ia.us	Abby	Gomez	abby.gomez@riceville.k12.ia.us
Isabelle	Catlett	izzy.catlett@riceville.k12.ia.us	Sara	Hollenbeck	sara.hollenbeck@riceville.k12.ia.us
Martha	Chancellor	martha.chancellor@riceville.k12.ia.us	Luke	House	luke.house@riceville.k12.ia.us
Kari	Christenson	kari.christenson@riceville.k12.ia.us	Kelly	Houser	kelly.houser@riceville.k12.ia.us
Amanda	Conway	amanda.conway@riceville.k12.ia.us	Jo	Johnson	jo.johnson@riceville.k12.ia.us
Kris	Cother	kris.cother@riceville.k12.ia.us	Jennifer	Kalstabakken	jennifer.kalstabakken@riceville.k12.ia.us
Julie	Dohlman	julie.dohlman@riceville.k12.ia.us	Kayla	Kraft	kayla.kraft@riceville.k12.ia.us
Amanda	Dwine	amanda.dwine@riceville.k12.ia.us	Abby	Maas	abby.maas@riceville.k12.ia.us
JoLynn	Eastman	jolynn.eastman@riceville.k12.ia.us	Sherry	Marr	sherry.marr@riceville.k12.ia.us
Clark	Ebert	clark.ebert@riceville.k12.ia.us	Tammi	Mueller	tammi.mueller@riceville.k12.ia.us
Shary	Ebert	shary.ebert@riceville.k12.ia.us	Stacey	O'Brien	stacey.obrien@riceville.k12.ia.us
Kendra	Evans	kendra.evans@riceville.k12.ia.us	Sarah	Ross	sarah.ross@riceville.k12.ia.us
Ryan	Evans	ryan.evans@riceville.k12.ia.us	Shannon	Seehusen	shannon.seehusen@riceville.k12.ia.us
Andrea	Fair	andrea.fair@riceville.k12	Danielle	Stock	danielle.stock@riceville.k12.ia.us
Darcy	Fair	darcy.fair@riceville.k12	Gavin	Sweeney	gavin.sweeney@riceville.k12.ia.us
Steffen	Fair	stef.fair@riceville.k12.ia.us	Jessica	Wilson	jessica.wilson@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. A student who is determined to be in possession of alcohol (even if no alcohol is consumed) would be in violation of the policy. Per Iowa Code 123.47(3) it is unlawful for a person "under legal age to have alcoholic beverages in their possession or control."

The school district just needs "reasonable evidence" per the policy to conclude that a violation occurred. It is irrelevant if the student admitted to the violation if there is sufficient evidence to conclude that the violation occurred. In this case, the picture is sufficient.

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

Vocal Music:

All-State
Honor Choirs

All Concerts
Honor Bands
All-State

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
• Three-Act Dramas • One-Act Plays • Senior Citizen Program: Christmas • Festival of the Stars	• Forest City Speech Invitational • IHSSA: Individual Events • District ○ State

- Any presentation individual or group for the community which is school-sponsored - Musical	- All-State - Large Group Events - 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

Period	Regular Schedule	45 minutes
1	8:00 AM - 8:45 AM	
2	8:50 AM - 9:35 AM	
3	9:40 AM - 10:25 AM	
4	10:30 AM - 11:15 AM	
5	11:20 AM - 12:05 PM	
6A	12:08 PM - 12:33 PM	
MS Lunch	12:08 PM - 12:33 PM	
6B	12:30 PM - 1:00 PM	
HS Lunch	12:35 PM - 1:00 PM	
6C	1:05 PM - 1:20 PM	
7	1:25 PM - 2:10 PM	
8	2:15 PM - 3:00 PM	
Wildcat Time	3:05 PM - 3:35 PM	

Period	2-hour delay	
1	10:00 AM- 10:27 AM	
2	10:30 AM - 11:57 AM	
3	11:00 AM - 11:27 AM	
4	11:30 AM - 11:57 AM	
6A	12:00 PM - 12:27 PM	
MS Lunch	12:00 PM - 12:27 PM	
6 B	12:30 PM - 12:57 PM	
HS Lunch	12:30 PM - 12:57 PM	
6C	1:00 PM - 1:27 PM	
5	1:30 PM - 1:57 PM	
7	2:00 PM - 2:27 PM	
8	2:30 PM - 2:57 PM	
Wildcat Time	3:00 PM - 3:35 PM	

Period	12:45 dismissal	
1	8:00 AM - 8:27 AM	
2	8:30 AM - 8:57 AM	
3	9:00 AM - 9:27 AM	
4	9:30 AM - 9:57 AM	
5	10:00 AM - 10:27 AM	
7	10:30 AM - 10:57 AM	
8	11:00 AM - 11:27 AM	
6C	11:30 AM - 11:57 AM	
6A	12:00 PM - 12:20 PM	
MS Lunch	12:00 PM - 12:20 PM	
6B	12:23 PM - 12:45 PM	
HS Lunch	12:23 PM - 12:45 PM	

Period	1:15 Dismissal	
1	8:00 AM - 8:30 AM	
2	8:33 AM - 9:02 AM	
3	9:05 AM - 9:30 AM	
4	9:33 AM - 10:03 AM	
5	10:06 AM - 10:34 AM	
7	10:37 AM - 11:08 AM	
8	11:11 AM - 11:41 AM	
Wildcat Time	11:44 AM - 11:58 AM	
6A	12:00 PM - 12:35 PM	
MS Lunch	12:00 PM - 12:38 PM	
6B	12:37 PM - 1:03 PM	
HS Lunch	12:37 PM - 1:03 PM	
6C	1:05 PM - 1:15 PM	

Appendix 7 - Graduation Requirements

Required courses to graduate from

Riceville Community Schools

Credits required to graduate: 54

(31 required credits, 23 elective credits)

<u>9th Grade</u> English 1- 2 credits Biology- 2 credits American History- 2 credits Math- 2 credits PE- 1/2 credit Health 1- 1 credit CS Discoveries - 1 credit	<u>10th Grade</u> English 2- 2 credits Speech- 1 credit Math- 2 credits Physical Science- 2 credits World History- 2 credits PE- 1/2 credit
<u>11th Grade</u> English 3- 2 credits Math- 2 credits Chemistry I- 1 credit Science Elective- 1 credit PE- 1/2 credit	<u>12th Grade</u> English Elective- 1 credit American Government- 1 credit Behavioral Science - 1 credit PE- 1/2 credit

11th or 12th Grade

***Personal Finance**- 1 credit (graduation requirement)

Job Shadow & CPR - 0 credit (graduation requirement)

***Pre-Employment Skills** - 1 credit (beginning in 2025-2026 school year, this course will **not** required towards graduation. However, it must be completed prior to signing out early to work during the school day)

Work-Based Learning - *optional additional credit if an employed student turns in pay stub*

2 Credits = 2 semesters required (1 full year)

1 Credit = 1 semester required

* = dual credit (both high school and college credit)

Riceville Community School Staff Handbook 2026-2027



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 2026-2027 Staff

Administration/Other Personnel

McQuillen, Andrew	Superintendent	Hulshizer, Holbrook	HR Director
Suckow, Heather	Principal/Curriculum	Low, Aimee	Nurse
Grimm, Marcia	Principal, ELL	Maas, Abby	Behavior Interventionist
Baker, Connie	School Counselor	Meyer, Bobby	Transportation Director
Christensen, Kari	SPED Director	Mullenbach, Tracey	Building and Grounds
Conway, Bryce	Athletic Director/PE	Waltz, Nick	Technology Director
Dunn, Jennifer	Business Manager		

Teachers

Anderson, Caprice	English	Garcia Valcero, Katie	HS Spanish/ELL
Asfahl, Elizabeth	MS Science	Gast, Melanie	HS English
Baker, Connie	School Counselor	Gomez, Abby	HS Science
Barron, Sarah	2nd Grade	Hollenbeck, Sara	Computer Science, ELP
Bauer, Andrea	Business Education	House, Luke	HS Social Studies
Burke, Samantha	Preschool	Houser, Kelly	MS Social Studies/ELA
Catlett, Izzy	2nd Grade	Johnson, Jo	Health/PE
Chancellor, Martha	Librarian	Kalstabakken, Jennifer	MS Math
Conway, Amanda	Health/Human Service	Kraft, Kayla	SPED
Cother, Kris	Math	Lee, Kate	K - 12 Art
Dohlman, Julie	Kindergarten	Marr, Sherry	MS ELA
Dwine, Amanda	K-12 Music	Mitchell, Sarah	Agriculture/FFA
Eastman, JoLynn	SPED	Mueller, Tammi	1st Grade
Ebert, Clark	3rd Grade	O'Brien, Stacey	Kindergarten
Ebert, Shary	4th Grade	Seehusen, Shannon	5th Grade
Evans, Kendra	Preschool	Stock, Danielle	3rd Grade
Evans, Ryan	SPED	Sweeney, Gavin	4th Grade
Fair, Andrea	Title 1	Wilson, Jessica	1st Grade
Fair, Darcy	HS Science/ELP		
Fair, Stef	Industrial Technology		
Feldt, Al	Success Teacher		

Paraprofessionals

Condon, Angela	Paraprofessional
Garcia, David	Paraprofessional
Gebel, Makel	Paraprofessional
Holman, Connie	Paraprofessional
Knode, Maria	Paraprofessional
Meirick, Melissa	Paraprofessional
Sullivan, Sandy	Paraprofessional
Swenson, Trenten	Paraprofessional
Vorwald, Aubree	Paraprofessional
Winters, Alicia	Paraprofessional
Zimmerman, Rachel	Paraprofessional

Secretaries

Retterath, René	District Secretary
Houser, Lynette	MS/HS Secretary
Kramer, Ashley	Elementary Secretary

Custodial

Evans, Nacy	Head Custodian
Geerts, Tracy	Custodian
Pospichal, Joe	Custodian
Retterath, Dan	Custodian

Food Service

Bartels, Lisa	Cook
Eastman, Nancy	Food Service Director
Evenson, Lisa	Cook
Hartman, Karen	Cook
Houser, Cindy	Cook
Melloon, Hannah	Cook
Wolthoff, Nancy	Cook

Transportation

Bartels, Rick	Driver
Brunner, Amanda	Driver
Brunner, Mike	Driver
Jensson, Phil	Driver
Patterson, John	Driver
Reddel, Derek	Driver
Zweibhomer, 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. IHSAA, IGHSAU, IHSMA, & IHSSA 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. If students come after 7:40 am, they can go in the front doors, put their bag in the hallway/locker and go straight to breakfast. All remaining students will remain outside until the whistle is blown at 7:55 am to have them come in and start the day. The school day starts at 8:00 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 buses without checking out in the office. At the end of the school day, elementary bus students will be dismissed at 3:20 pm. (PK-2nd bus riders will be escorted by paras to their respective busses. 3:25 grades 3-5 will be dismissed to walk to their buses.) At school dismissal time, K-5 students who are not riding the bus are dismissed by the classroom teacher to the pick up line and/or daycare. Students walking home at the end of the school day will be dismissed when the school buses have left the school campus.

Teachers in grades 6-12 will greet students each morning at their respective classroom doors. 6th-12 grade students are dismissed at 3:35 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) Communication with students by staff advisors and/or coaches should be done through the JMC app.

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 /Supervision/ 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). Please lock classroom doors upon leaving for the day. Students and/or children need to be supervised and not left unattended in classrooms or areas of the building both during school and after school events.

Contract Time

Teacher contract hours are from 7:40 am to 3:40 pm. Staff meetings will be held on Professional Learning days as much as possible. 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 8:30 a.m. or leave as early as 3:00 p.m. However, appropriate coverage will need to be arranged.

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, halter tops or spaghetti straps. 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. Employees may use a charge account for meals, but may charge no more than \$20.00 to this account. When an employee's account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Negative Account Balances Policy # 710.4

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. Once approved, transportation slips need to be turned in at least 1 week prior to the 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 weeks 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

- 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.
- 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.

Postseason trips to state tournament / In season trips

- ANY trips need to be approved by the athletic director, transportation director, and administration one week prior to the event. Follow all field trip protocols. BEST practice is to include junior high if possible as that is the future of your programs. Junior high students receive free admission for IAHSAA state events for one day, session, game and try to utilize this opportunity. Each program is allowed one trip with school transportation (football, wrestling, basketball, softball, baseball, volleyball, cheerleading, and cross country). Administration needs to approve leave for coaches and non-coaches in the case of chaperoning due to the absences of the coach or number of students. Transportation provided by the school (Bus or Van(s)). When a bus is used, the school can not guarantee a driver is available. If there is a donation it will offset the cost of the driver and the gas or could be paid by those riding, X account, or the Booster Club.

Price for the ticket will be paid for by the player or "X" account.

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.

Grades

Staff members with students in grades 6-12 will have their grade books updated each week(Wednesday) by 4:00 p.m. Parent communication required to any student who is receiving a D or below. This communication can be the progress report through JMC.

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 René Retterath the night before by **8:00 pm** or between 6:00 am and 7:00 am the next morning **via a text or a phone call**. Staff members may send René a text message at any time. When sending a text message, please make sure you receive a response back from René 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**.

Personal Leave - Each employee will have three days of personal leave at full compensation. Requests for personal leave must be made two days in advance and in the time clock system to the building principal. There will be no personal leave granted during the first 10 days or final 5 class days of school or the day before or after a scheduled vacation period except at the discretion of the building principal. No more than three persons may be absent from a building on any one day.

Leaving the School During Contract Time

Teachers will be given prep time per the master contract. Paraprofessionals 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 red sub folder (class lists, seating charts, logins/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. For 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. When ordering from Amazon, please send links of the requested items to ensure proper ordering.

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

Schedules

Bell Schedules

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. 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 two extra-duty assignments for staff member help in extracurricular activities, which extend beyond the contracted work day. In addition, each staff member who signs up for 2 extra-duty assignments 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 Home extracurricular activities.

Staff Meetings

Staff meetings may 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.

Staff Use of Personal Devices for Audio/Video Recording Policy

Staff members shall not use personal cell phones, smart devices, or privately owned electronic equipment to record, photograph, or capture audio of students during the school day or at school-sponsored events.

This includes, but is not limited to:

- Cell phones
- Smart watches
- Tablets
- Personal laptops
- Wearable technology (e.g., smart glasses, Meta glasses, body cameras)

Permitted Use (Limited Exceptions)

Recording or photographing students is only permitted when **ALL** of the following conditions are met:

1. District-Owned Device
 - The device is issued or approved by the school/district.
2. Educational or School Purpose
 - The recording supports instruction, documentation of learning, school communication, or an approved activity.
3. Administrative Approval (when applicable)
 - Required for non-routine recordings or sensitive situations.
4. Parent/Guardian Consent
 - Must align with district media release permissions and FERPA guidelines.
5. Secure Storage
 - Content must be stored only on approved district platforms (e.g., Google Workspace) and not on personal devices or accounts.

Strict Prohibitions

The following actions are not allowed under any circumstances:

- Recording students on a personal device, even for “convenience”
- Secretly recording audio or video of students
- Using recordings for discipline without administrative knowledge/approval
- Sharing student images, video, or audio on:
 - Personal social media
 - Personal email/text
 - Messaging apps
- Using wearable recording devices (e.g., Meta glasses) that capture student data
- Retaining student recordings outside approved district systems

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.

Student Removals

In accordance with Iowa law and school board policy 503.11, 503.11 R1 and 503.11 R2 students are expected to behave in a way that allows teachers to teach and students to learn in a safe, productive environment. Students whose behavior is violent or substantially disrupts learning may be removed from the classroom.

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. IHSAA, 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 3:45 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

Grade 7-12 Checkpoints		JH Ineligibility	Watch List Check	HS Ineligibility
S1, 15 day check	Tuesday, Sept. 15	Thursday, Sept. 17	Wednesday, Sept 23rd	Thursday, Sept. 24 - Friday, Oct. 16
S1, 35 day check	Friday, Oct. 16	Monday, Oct 19	Friday ,Oct 23rd	Monday, Oct. 26th - Thursday, Nov. 19th
S1, 55 day check	Thursday, November 19th	Friday, November 20th	Tuesday, December 1st	Wednesday, Dec. 2nd, - December 22nd
S1, 75 day check	Tuesday, December 22nd	*	*	*
S1 grades	Grades due Tuesday, January 5th	Misses the next competition date	*	*
<i>* End of final grading period-IHSAA, IGHSAU, IHSSA, IHSMA provisions apply: of the next sport.</i>				<i>Student misses 20 days</i>
S2, 15 day	Thursday, January 28th	Friday, January 29th	Thursday, February 4th	Friday, February 5th - Monday, March 1st
S2, 35 day	Monday, March 1st	Tuesday, March 2nd	Tuesday, March 9th	Wednesday, March 10th - Tuesday, April 6th
S2, 55 day	Tuesday, April 6th	Wednesday, April 7th	Tuesday, April 13th	Thursday, April 15th Thursday, May 6th
S2, 75 day	Thursday, May 6th	Friday, May 7th	Friday, May 14th	Monday, May 17th
S2 grades	Grades due May 25, 2027	Misses next competition date	*	*

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 20 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 20 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 the 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: Stef Fair, Kelly Houser and Sherry Marr

7th Grade: Elizabeth Asfahl and Jo Johnson

8th Grade: Jennifer Kalstabakken, Kate Lee and Sarah Ross

9th Grade: Caprice Anderson and Katie Garcia Valcero

10th Grade: Kris Cother and Luke House

11th Grade: Darcy Fair and Abby Gomez

12th Grade: Andrea Bauer and Amanda Conway

