



# NORTHERN VALLEY SCHOOLS USD 212



ALMENA

MONTHLY MEETING  
MONDAY, JUNE 13, 2022, AT 6:30 PM  
LONG ISLAND MIDDLE SCHOOL  
627 WASHINGTON  
LONG ISLAND, KS 67647  
PHONE (785) 669-2445

LONG ISLAND

A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Monday, June 13, 2022, beginning at 6:30 PM in the Long Island Middle School  
627 Washington  
Long Island, KS 67647.

I. Call to Order	
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# NORTHERN VALLEY SCHOOLS USD 212

DISTRICT OFFICE  
512 WEST BRYANT PO BOX 217  
ALMENA KS 67622



ALMENA

PHONE (785) 669-2445

LONG ISLAND

A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Wednesday, May 11, 2022, beginning at 6:30 PM in the Almena High School , 512 W Bryant Street, Almena, KS 67622.

Shanna Hammond: Present  
Christopher Rogers: Present  
Laquita Smith: Present  
Hilary Van Patten: Present  
Rich Wenzl: Absent  
Steven Whitney: Absent

Also in attendance is Mr. Tharman Superintendent and Amber Brown Board Clerk. L. Smith was phoned in and put on speaker.

Laquita Smith: Absent  
Rich Wenzl: Present

- I. Call to Order
- II. Adoption of Agenda

I recommend the board approve the agenda as presented. This motion, made by Shanna Hammond and seconded by Christopher Rogers, Carried.

Shanna Hammond: Yea  
Christopher Rogers: Yea  
Laquita Smith: Yea  
Hilary Van Patten: Yea  
Rich Wenzl: Absent  
Steven Whitney: Absent

Yea: 4, Nay: 0, Absent: 2

- III. Approval of Minutes

I recommend the board approve the minutes as presented. This motion, made by Shanna Hammond and seconded by Christopher Rogers, Carried.

Shanna Hammond: Yea  
Christopher Rogers: Yea  
Laquita Smith: Yea  
Hilary Van Patten: Yea  
Rich Wenzl: Absent  
Steven Whitney: Absent

Yea: 4, Nay: 0, Absent: 2

- IV. Approval of Bills

I recommend the board approve the bills as presented. This motion, made by Shanna Hammond and seconded by Christopher Rogers, Carried.

Shanna Hammond: Yea



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Christopher Rogers:	Yea
Laquita Smith:	Yea
Hilary Van Patten:	Yea
Rich Wenzl:	Absent
Steven Whitney:	Absent

Yea: 4, Nay: 0, Absent: 2

V. Hearing of Visitors

No visitors present.

VI. Old Business

A. KESA Update

Mr. Tharman shared the news that the Accreditation Review Council has recommended full accreditation for Northern Valley Schools. Thank you to all community members, parents / guardians, board members, and staff that have made the five year process a success. The commitment to our students and school is evident in the recommendation.

B. Activity Handbook

Mr. Wenzl joined the meeting. The board reviewed the suggested changes from coaches, sponsors, board members, and administration. The updates / additions will be highlighted in yellow once those revisions are done. I recommend the board approve the Activity Handbook for the 2022-23 School Year, with changes noted. This motion, made by Shanna Hammond and seconded by Laquita Smith, Carried.

Shanna

Hammond: Yea

Christopher Rogers:	Yea
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Laquita Smith:	Yea
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Hilary Van Patten:	Yea
--------------------	-----

Rich Wenzl:	Yea
-------------	-----

Steven Whitney:	Absent
-----------------	--------

Yea: 5, Nay: 0, Absent: 1

C. LOB Resolution Update

Mrs. Smith left the meeting. The resolution to raise the Local Option Budget to thirty-three percent (33%) was printed in the local newspapers and a minimum of 40 days has passed. The board is now able to identify the use of the thirty-three percent (33%) LOB in the 2022-23 Budget.

D. Technology Update

Mr. Tharman shared the plan that Ryan Hopkins and he had made to: 1) keep up-to-date devices in students hands, 2) transition from two management systems to one over a period of three years and 3) plan systematic, yearly purchases that allow devices to be upgraded. I recommend the board approve the purchasing of new laptops for the grades 6th, 10th, 11th, & 12th to start the rotation of devices and minimize costs for the future maintenance of devices. This motion, made by Shanna Hammond and seconded by Rich Wenzl, Carried.

Shanna

Hammond: Yea



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Christopher Rogers: Yea

Laquita Smith: Absent

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Absent

Yea: 4, Nay: 0, Absent: 2

### E. Summer Work Update

Norton Correctional Facility will be here throughout the month of June to strip, wax, and buff all of the tile floors in Almena and Long Island. They will also be doing the LI kitchen/cafeteria, room south, band room, science room and social studies rooms. Good communication is a must to still have the scheduled practices, camps, etc .... and allow this project to proceed.

Korey Cyr will be doing some projects, including an additional item (GS Boiler room exterior door).

Trying to get a date set to start on the exterior restoration project from Mid-Continental Restoration.

### VII. New Business

#### A. Approval of Teacher's PDC (Professional Development) Transcripts

Mr. Tharman shared the PD transcripts with the board. I recommend the board approve the teacher PD transcripts as presented. This motion, made by Christopher Rogers and seconded by Shanna Hammond, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Absent

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Absent

Yea: 4, Nay: 0, Absent: 2

#### B. June Board Meeting Dates

There may be a need to hold a special board meeting to republish the budget if the state determines the SPED payments are lower. 2. It has been an option to have a special board meeting at the end of the month to determine final budgetary expenses / movements. The board may vote to allow Mr. Tharman and Mrs. Brown to do the transfers with a special meeting. I recommend the board allow Amber Brown and Ken Tharman to make the necessary budget changes to complete fiscal year 2022. This motion, made by Shanna Hammond and seconded by Rich Wenzl, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Absent



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Smith:  
Hilary Van Yea  
Patten:  
Rich Yea  
Wenzl:  
Steven Absent  
Whitney:  
Yea: 4, Nay: 0, Absent: 2

## VIII. Personnel

### A. Staffing

I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individual(s) to be discussed; retaining Mr. Tharman and returning to open session in this room at 8:14 PM. This motion, made by Shanna Hammond and seconded by Rich Wenzl, Carried.

Shanna  
Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Absent

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Absent

Yea: 4, Nay: 0, Absent: 2

At 8:14 PM, the meeting returned to open session.

### B. 2022-23 Certified Staffing

I recommend the board approve the proposed certified staffing list for 2022-23. This motion, made by Christopher Rogers and seconded by Shanna Hammond, Carried.

Shanna  
Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Absent

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Absent

Yea: 4, Nay: 0, Absent: 2

### C. 2022-23 Classified Staffing List



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I recommend the board approve the proposed classified staffing list for 2022-23. This motion, made by Shanna Hammond and seconded by Christopher Rogers, Carried.

Shanna  
Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Absent

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Absent

Yea: 4, Nay: 0, Absent: 2

#### D. 2022- 23 Supplemental Assignments

I recommend the board approve the supplemental list for 2022-23 contract renewal and Mrs. Rudd for the KAY Sponsor and Student Success coordinator positions. This motion, made by Shanna Hammond and seconded by Rich Wenzl, Carried.

Shanna  
Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Absent

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Absent

Yea: 4, Nay: 0, Absent: 2

#### E. Negotiations

I recommend the board go into executive session to protect the public interests in negotiating a fair and equitable contract; retaining Mr. Tharman and returning to open session at 8:47 PM. This motion, made by Shanna Hammond and seconded by Rich Wenzl, Carried.

Shanna  
Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Absent

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea



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Steven Whitney: Absent

Yea: 4, Nay: 0, Absent: 2

At 8:47 PM meeting returned to open session. I recommend the board go into executive session to protect the public interests in negotiating a fair and equitable contract; retaining Mr. Tharman and returning to open session at 8:53 PM. This motion, made by Shanna Hammond and seconded by Rich Wenzl, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Absent

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Absent

Yea: 4, Nay: 0, Absent: 2

At 8:53 PM meeting returned to open session. I recommend the board go into executive session to protect the public interests in negotiating a fair and equitable contract; retaining Mr. Tharman and returning to open session at 9:00 PM. This motion, made by Shanna Hammond and seconded by Rich Wenzl, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Absent

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Absent

Yea: 4, Nay: 0, Absent: 2

At 9:00 PM meeting returned to open session. I recommend the board go into executive session to protect the public interests in negotiating a fair and equitable contract; retaining Mr. Tharman and returning to open session at 9:05 PM. This motion, made by Shanna Hammond and seconded by Rich Wenzl, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Absent

Hilary Van Patten: Yea



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Rich Wenzl: Yea

Steven Whitney: Absent

Yea: 4, Nay: 0, Absent: 2

At 9:05 PM the meeting returned to open session. No action taken.

## IX. Administrative Reports

### A. Superintendent / 9-12 Principal Report

We will be switching from Acellus to Apex Learning for grades 6-12 for the coming school year. Updated the board on a notice we had received from a bankruptcy attorney in regards to a claim we had made through the Kansas Set - Off program. Teacher in-service is this Friday. Next Monday is a teacher workday and from 1:30 - 4:00 PM there will be a come and go retirement party for Hal Hansen in the Almena cafeteria.

### B. K-8 Principal Report

Mr. Gebhard was unable to be in attendance, so his report was attached to the board packet.

## X. Reports of Board Members

## XI. Adjournment

I move to adjourn the meeting. This motion, made by Shanna Hammond and seconded by Rich Wenzl, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Absent

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Absent

Yea: 4, Nay: 0, Absent: 2

# USD 212

## Cash Summary Report

Accounting Cycle: FY21-22; Beginning Period: Period 01 (07/01/2021 - 07/31/2021) ; Ending Period: Period 11 (05/01/2022 - 05/31/2022) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: No; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: Yes; Created On: 6/10/2022 1:36:20 PM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Liabilities	Available
06	GENERAL FUND	\$258.58	\$1,621,571.20	(\$1,570,976.88)	\$27,209.84	\$78,062.74	(\$890.38)	\$10,195.16	\$87,367.52
07	FEDERAL FUNDS	(\$2,893.20)	\$123,156.29	(\$86,012.47)	\$0.00	\$34,250.62	\$0.00	\$0.00	\$34,250.62
08	SUPPLEMENTAL GENERAL FUND	\$59,763.00	\$375,405.48	(\$316,227.60)	(\$10.16)	\$118,930.72	(\$27.90)	\$10.16	\$118,912.98
11	FOUR YEAR OLD AT RISK FUND	\$10,300.86	\$0.00	(\$44,876.54)	\$0.00	(\$34,575.68)	\$0.00	\$0.00	(\$34,575.68)
13	K-12 AT RISK FUND	\$9,150.75	\$0.00	(\$105,893.56)	\$0.00	(\$96,742.81)	\$0.00	\$0.00	(\$96,742.81)
16	CAPITAL OUTLAY	\$150,266.83	\$130,126.99	(\$141,346.15)	\$0.00	\$139,047.67	\$0.00	\$0.00	\$139,047.67
18	DRIVER TRAINING	\$2,418.70	\$1,158.00	(\$303.10)	\$0.00	\$3,273.60	\$0.00	\$0.00	\$3,273.60
24	FOOD SERVICE	\$29,812.44	\$115,521.51	(\$146,220.97)	\$0.00	(\$887.02)	(\$3,189.87)	\$0.00	(\$4,076.89)
26	PROFESSIONAL DEVELOPMENT FUND	\$9,974.95	\$0.00	(\$3,863.11)	\$0.00	\$6,111.84	\$0.00	\$0.00	\$6,111.84
30	SPECIAL EDUCATION	\$13,876.24	\$167,526.54	(\$238,019.66)	(\$37,405.00)	(\$94,021.88)	\$0.00	\$0.00	(\$94,021.88)
34	VOCATIONAL EDUCATION	\$11,483.24	\$1,602.68	(\$57,555.00)	\$0.00	(\$44,469.08)	\$0.00	\$0.00	(\$44,469.08)
35	GIFTS/GRANTS	\$39,797.05	\$21,000.00	(\$32,512.05)	\$0.00	\$28,285.00	\$0.00	\$0.00	\$28,285.00
51	KPERS RETIREMENT CONTRIBUTIONS	(\$249.47)	(\$190.16)	(\$47,030.78)	\$0.00	(\$47,470.41)	\$0.00	\$0.00	(\$47,470.41)
53	CONTINGENCY FUND	\$225,000.00	\$0.00	\$0.00	\$0.00	\$225,000.00	\$0.00	\$0.00	\$225,000.00
55	TEXTBOOK RENTAL	\$19,022.10	\$23,227.43	(\$1,209.86)	\$0.00	\$41,039.67	\$0.00	\$0.00	\$41,039.67
81	LIBRARY GRANT	\$911.02	\$0.00	\$0.00	\$0.00	\$911.02	\$0.00	\$0.00	\$911.02
85	KS COORDINATED SCHOOL HEALTH	\$1,958.14	\$0.00	\$0.00	\$0.00	\$1,958.14	\$0.00	\$0.00	\$1,958.14
<b>Sub Total</b>		<b>\$580,851.23</b>	<b>\$2,580,105.96</b>	<b>(\$2,792,047.73)</b>	<b>(\$10,205.32)</b>	<b>\$358,704.14</b>	<b>(\$4,108.15)</b>	<b>\$10,205.32</b>	<b>\$364,801.31</b>

# USD 212

## Cash Summary Report

Accounting Cycle: FY21-22; Beginning Period: Period 01 (07/01/2021 - 07/31/2021) ; Ending Period: Period 11 (05/01/2022 - 05/31/2022) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: No; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: Yes; Created On: 6/10/2022 1:36:21 PM

Fund	Description	Liabilities (Beginning)	Liabilities (Ending)	Cash Journal Entries	Other Total
06	GENERAL FUND	\$0.00	(\$10,195.16)	\$0.00	(\$10,195.16)
07	FEDERAL FUNDS	\$0.00	\$0.00	\$0.00	\$0.00
08	SUPPLEMENTAL GENERAL FUND	\$0.00	(\$10.16)	\$0.00	(\$10.16)
11	FOUR YEAR OLD AT RISK FUND	\$0.00	\$0.00	\$0.00	\$0.00
13	K-12 AT RISK FUND	\$0.00	\$0.00	\$0.00	\$0.00
16	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00
18	DRIVER TRAINING	\$0.00	\$0.00	\$0.00	\$0.00
24	FOOD SERVICE	\$0.00	\$0.00	\$0.00	\$0.00
26	PROFESSIONAL DEVELOPMENT FUND	\$0.00	\$0.00	\$0.00	\$0.00
30	SPECIAL EDUCATION	\$0.00	\$0.00	\$0.00	\$0.00
34	VOCATIONAL EDUCATION	\$0.00	\$0.00	\$0.00	\$0.00
35	GIFTS/GRANTS	\$0.00	\$0.00	\$0.00	\$0.00
51	KPERS RETIREMENT CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00
53	CONTINGENCY FUND	\$0.00	\$0.00	\$0.00	\$0.00
55	TEXTBOOK RENTAL	\$0.00	\$0.00	\$0.00	\$0.00
81	LIBRARY GRANT	\$0.00	\$0.00	\$0.00	\$0.00
85	KS COORDINATED SCHOOL HEALTH	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub Total</b>		<b>\$0.00</b>	<b>(\$10,205.32)</b>	<b>\$0.00</b>	<b>(\$10,205.32)</b>

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 05/01/2022 to 05/31/2022.

Site ID	Site Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Group ID	Group Name					
Activity ID	Activity Name					
<b>NVHS</b>	<b>Northern Valley High School</b>					
<b>A</b>	<b>ATHLETICS</b>					
1010	HIGH SCHOOL ATHLETICS	873.92	700.00	835.00	0.00	738.92
<b>A Totals:</b>		873.92	700.00	835.00	0.00	738.92
<b>B</b>	<b>CLUBS &amp; ORGANIZATIONS</b>					
2010	STUDENT COUNCIL	7,658.00	0.00	43.62	0.00	7,614.38
2020	KAY	980.08	0.00	0.00	0.00	980.08
2050	HUSKY MUSIC CLUB	1,924.33	0.00	0.00	0.00	1,924.33
2060	FFA	24,127.93	1,876.00	737.90	0.00	25,266.03
2070	SCHOLARS BOWL	88.77	0.00	0.00	0.00	88.77
2080	DANCE AND CHEER	3,397.82	8,492.00	0.00	0.00	11,889.82
2090	FORENSICS	1,450.36	0.00	0.00	0.00	1,450.36
3000	TECHNOLOGY CLUB	828.76	0.00	0.00	0.00	828.76
3010	FCCLA	66.10	0.00	0.00	0.00	66.10
3020	VOLLEYBALL CLUB	1,679.66	0.00	0.00	0.00	1,679.66
3030	FACS	619.92	298.00	0.00	0.00	917.92
3050	Interactive Media	3,203.43	95.00	1,869.64	0.00	1,428.79
FA	FACS	0.00	0.00	0.00	0.00	0.00
<b>B Totals:</b>		46,025.16	10,761.00	2,651.16	0.00	54,135.00
<b>C</b>	<b>GRADUATING CLASSES</b>					
3114	CLASS OF 2014	2,838.60	0.00	0.00	0.00	2,838.60
3115	CLASS OF 2015	1,341.17	0.00	0.00	0.00	1,341.17
3116	CLASS OF 2016	27.50	0.00	0.00	0.00	27.50
3117	CLASS OF 2017	0.00	0.00	0.00	0.00	0.00
3118	CLASS OF 2018	0.00	0.00	0.00	0.00	0.00
3119	CLASS OF 2019	2,003.91	0.00	0.00	0.00	2,003.91
3120	CLASS OF 2020	0.00	0.00	0.00	0.00	0.00
3121	CLASS OF 2021	1,767.59	0.00	0.00	0.00	1,767.59
3122	CLASS OF 2022-SENIORS	279.65	0.00	177.00	0.00	102.65
3123	CLASS OF 2023-JUNIORS	7,926.71	0.00	587.90	0.00	7,338.81
3124	CLASS OF 2024-SOPHOMORES	4,088.02	0.00	0.00	0.00	4,088.02
3125	CLASS OF 2025-FRESHMEN	1,614.39	0.00	0.00	0.00	1,614.39
<b>C Totals:</b>		21,887.54	0.00	764.90	0.00	21,122.64
<b>D</b>	<b>DISTRICT MONIES</b>					
4020	HIGH SCHOOL PETTY CASH	1,125.00	0.00	0.00	0.00	1,125.00
<b>D Totals:</b>		1,125.00	0.00	0.00	0.00	1,125.00
<b>E</b>	<b>YEARBOOK</b>					
7000	YEARBOOK	15,702.95	941.00	7.36	0.00	16,636.59
<b>E Totals:</b>		15,702.95	941.00	7.36	0.00	16,636.59

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 05/01/2022 to 05/31/2022.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
F	MISC							
	7030		GREENHOUSE	41.47	0.00	0.00	0.00	41.47
	7060		BOX TOPS FOR EDUCATION	2,911.34	707.70	1,070.14	0.00	2,548.90
	7102		Unknown revenue from 2016-2017	0.00	0.00	0.00	0.00	0.00
	8011		Interest Paid To Account	516.70	10.82	0.00	0.00	527.52
			<b>F Totals:</b>	<b>3,469.51</b>	<b>718.52</b>	<b>1,070.14</b>	<b>0.00</b>	<b>3,117.89</b>
G	SALES TAX							
	8010		SALES TAX	-85.67	0.00	0.00	0.00	-85.67
			<b>G Totals:</b>	<b>-85.67</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-85.67</b>
			<b>NVHS Activity Totals:</b>	<b>88,998.41</b>	<b>13,120.52</b>	<b>5,328.56</b>	<b>0.00</b>	<b>96,790.37</b>

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
NVHS Checking:			13,120.52	5,328.56		
NVHS Investment:						
<b>NVHS Bank Balances:</b>	<b>88,998.41</b>		<b>13,120.52</b>	<b>5,328.56</b>	<b>0.00</b>	<b>96,790.37</b>

<b>Report Activity Totals:</b>	<b>88,998.41</b>	<b>13,120.52</b>	<b>5,328.56</b>	<b>0.00</b>	<b>96,790.37</b>
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# USD 212

## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 05/12/2022; End Date: 06/10/2022; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 6/10/20

Voucher Number	Bank Name	Account Number	Check Number
Transfer of funds from Equity to	Equity Bank	375101	23130
Vendor	PO Number	Invoice #	Account Code
Usd #212	22-1715	052622	06-2300-890-00-00
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
Necessary Bills 5/12/2022.	First National Bank & Trust	003174	63361
Vendor	PO Number	Invoice #	Account Code
Aidan Hammond	22-1682	05122022	08-3400-890-01-01
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
Necessary Bills 5/12/2022.	First National Bank & Trust	003174	63362
Vendor	PO Number	Invoice #	Account Code
Mitch Pugh	22-1683	05122022	06-2720-626-00-05
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
Necessary Bills 5/12/2022.	First National Bank & Trust	003174	63363
Vendor	PO Number	Invoice #	Account Code
Monica Bach	22-1684	05122022	24-3100-630-03-00
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
SPED-ESSR 2 Payment	First National Bank & Trust	003174	63364
Vendor	PO Number	Invoice #	Account Code
NCKSEC	22-1685	05172022	07-4900-800-00-01
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
Student Laptops.	First National Bank & Trust	003174	63365
Vendor	PO Number	Invoice #	Account Code
Hop-A-Long IT Services	22-1686	1063	08-1000-700-00-00
Hop-A-Long IT Services	22-1686	1063	35-1000-610-01-00
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Necessary Bills 5/23/2022.	First National Bank & Trust	003174	63366
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
4B Farm, LLC	22-1700	4954 4990	24-3100-630-01-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Necessary Bills 5/23/2022.	First National Bank & Trust	003174	63367
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Almena Market Inc.	22-1712	052322	06-1000-610-01-10
Almena Market Inc.	22-1712	052322	06-2400-890-00-00
Almena Market Inc.	22-1712	052322	08-1000-610-01-09
Almena Market Inc.	22-1712	052322	08-1000-890-00-00
Almena Market Inc.	22-1712	052322	08-2600-610-00-01
Almena Market Inc.	22-1712	052322	08-3400-890-01-01
Almena Market Inc.	22-1712	052322	24-3100-630-01-00
Almena Market Inc.	22-1712	052322	24-3100-630-03-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Necessary Bills 5/23/2022.	First National Bank & Trust	003174	63368
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Cash-Wa Distributing Co Inc	22-1701	052322	24-3100-630-01-00
Cash-Wa Distributing Co Inc	22-1701	052322	24-3100-680-01-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Necessary Bills 5/23/2022.	First National Bank & Trust	003174	63369
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
City Of Long Island	22-1698	52322	08-2600-411-03-00
City Of Long Island	22-1698	52322	08-2600-412-03-00
City Of Long Island	22-1698	52322	08-2600-421-03-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Necessary Bills 5/23/2022.	First National Bank & Trust	003174	63370
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
City of Phillipsburg	22-1703	052322	06-1000-610-02-09
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Necessary Bills 5/23/2022.	First National Bank & Trust	003174	63371
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
F & A Sales Inc	22-1699	2486604 2492825	24-3100-630-01-00

F & A Sales Inc	22-1699	2486604 2492825	24-3100-630-03-00
F & A Sales Inc	22-1699	2486604 2492825	24-3100-680-01-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Necessary Bills 5/23/2022.	First National Bank & Trust	003174	63372
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Frasier Johnson & Martin, LLC	22-1713	052322	16-4700-450-01-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Necessary Bills 5/23/2022.	First National Bank & Trust	003174	63373
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Jamboree Foods	22-1702	052322	06-1000-610-01-10
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Necessary Bills 5/23/2022.	First National Bank & Trust	003174	63374
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Northern Valley Schools Healthcare (BLUESU)	22-1710	052322	08-2400-290-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Necessary Bills 5/23/2022.	First National Bank & Trust	003174	63375
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Sandra Dole	22-1688	052322	11-1000-610-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Necessary Bills 5/23/2022.	First National Bank & Trust	003174	63376
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
US Foods	22-1687	356625 3234381	24-3100-630-01-00
US Foods	22-1687	356625 3234381	24-3100-630-03-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Deposit for carpet at Long Islan	First National Bank & Trust	003174	63377
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Carpet One	22-1714	052422	16-2600-700-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>

Bills for June Board Meeting.	First National Bank & Trust	003174	63406
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
AFPLANSERV	22-1742	22043063020	06-2300-300-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63407
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Almena Lumber & Supply	22-1763	060922	06-2300-890-00-30
Almena Lumber & Supply	22-1763	060922	06-2600-626-00-01
Almena Lumber & Supply	22-1763	060922	06-2720-626-00-03
Almena Lumber & Supply	22-1763	060922	06-2720-626-00-05
Almena Lumber & Supply	22-1763	060922	06-2720-626-00-11
Almena Lumber & Supply	22-1763	060922	06-2720-626-00-15
Almena Lumber & Supply	22-1763	060922	06-2720-626-00-18
Almena Lumber & Supply	22-1763	060922	06-2720-626-00-19
Almena Lumber & Supply	22-1763	060922	06-2720-626-00-22
Almena Lumber & Supply	22-1763	060922	06-2720-730-00-11
Almena Lumber & Supply	22-1763	060922	06-2720-890-00-11
Almena Lumber & Supply	22-1763	060922	06-2720-890-00-20
Almena Lumber & Supply	22-1763	060922	06-2720-891-00-15
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63408
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Almena Market Inc.	22-1749	060922	06-1000-610-01-10
Almena Market Inc.	22-1749	060922	06-2400-890-00-00
Almena Market Inc.	22-1749	060922	08-1000-610-01-09
Almena Market Inc.	22-1749	060922	08-2600-610-00-01
Almena Market Inc.	22-1749	060922	08-3400-890-01-01
Almena Market Inc.	22-1749	060922	24-3100-630-01-00
Almena Market Inc.	22-1749	060922	24-3100-630-03-00
Almena Market Inc.	22-1749	060922	24-3100-680-01-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63409
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Amber Brown	22-1773	060922	08-2600-430-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63410

<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Arapahoe Floral LLC	22-1726	060922	06-2300-890-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63411
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Cash-Wa Distributing Co Inc	22-1751	060922	24-3100-630-01-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63412
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
City Of Almena	22-1746	060922	08-2600-411-01-00
City Of Almena	22-1746	060922	08-2600-411-02-00
City Of Almena	22-1746	060922	08-2600-412-01-00
City Of Almena	22-1746	060922	08-2600-412-02-00
City Of Almena	22-1746	060922	08-2600-421-01-00
City Of Almena	22-1746	060922	34-2600-411-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63413
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
ComplianceOne	22-1766	293412	06-2720-890-00-17
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63414
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Dealers First Financial L.L.C.	22-1721	167944 167945	16-1000-700-01-00
Dealers First Financial L.L.C.	22-1721	167944 167945	16-1000-700-03-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63415
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Dole Welding & Trenching	22-1716	244	34-1000-610-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63416
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>

Emily Lowry	22-1691	060922	06-1000-890-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63417
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
F & A Sales Inc	22-1750	2501081 2501085	24-3100-630-03-00
F & A Sales Inc	22-1750	2501081 2501085	24-3100-680-03-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63418
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Farmers Alliance	22-1719	060922	06-2300-529-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63419
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Fire Alarm Specialist, Inc	22-1741	24676	08-2600-300-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63420
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Hinklel Termite and Pest Control	22-1724	060922	08-2600-425-00-00
Hinklel Termite and Pest Control	22-1705	60922	08-2600-425-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63421
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Hogeland Market	22-1760	6524	24-3100-630-03-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63422
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Hop-A-Long IT Services	22-1708	1070	08-1000-300-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63423

<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Ideal Linen & Uniform	22-1732	22074778 22064579	08-2600-610-00-01
Ideal Linen & Uniform	22-1767	22074778	08-2600-610-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63424
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Jacobs Sales	22-1768	060922	08-2600-300-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63425
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Jamboree Foods	22-1752	060922	24-3100-630-01-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63426
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Jim Cole	22-1694	060922	06-1000-890-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63427
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Kelli Hueneke	22-1692	060922	06-1000-890-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63428
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Ken Tharman	22-1744	060922	06-2300-810-00-00
Ken Tharman	22-1745	60922	06-2300-810-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63429
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Kensington Lockers, Inc	22-1765	060922	24-3100-630-01-00
Kensington Lockers, Inc	22-1765	060922	24-3100-630-03-00
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63430
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Kortney Cunningham	22-1757	100	08-3400-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63431
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Kowpoke Supply	22-1743	060922	08-2600-430-00-01
Kowpoke Supply	22-1743	060922	08-2600-430-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63432
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
KSHSAA	22-1722	22-7508	08-3400-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63433
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Long Island Feed and Grain, LLC	22-1762	060922	06-2720-626-00-10
Long Island Feed and Grain, LLC	22-1762	060922	06-2720-626-00-14
Long Island Feed and Grain, LLC	22-1762	060922	06-2720-626-00-18
Long Island Feed and Grain, LLC	22-1762	060922	06-2720-626-00-20
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63434
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Lou's Sporting Goods	22-1696	APC744551-AK02	08-3400-890-01-01
Lou's Sporting Goods	22-1697	APC744550-AK06	08-3400-890-01-01
Lou's Sporting Goods	22-1720	APC744383-AK01	08-3400-890-01-01
Lou's Sporting Goods	22-1740	APC744550-AK07	08-3400-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63435
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Marvin Gebhard	22-1689	060922	06-1000-890-00-02
Marvin Gebhard	22-1690	60922	06-2720-626-00-12

<b>Sub Total</b>			
<b>Voucher Number</b> Bills for June Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63436
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Matheson Tri-Gas Inc.	22-1769	51964930	34-1000-610-00-01
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for June Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63437
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Midwest Energy	22-1771	060922	06-2600-621-01-00
Midwest Energy	22-1771	060922	06-2600-621-02-00
Midwest Energy	22-1771	060922	06-2600-621-03-00
Midwest Energy	22-1771	060922	34-2600-621-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for June Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63438
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Mitch Pugh	22-1693	60922	06-1000-890-00-01
Mitch Pugh	22-1728	060922	06-2720-626-00-05
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for June Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63439
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
NCKSEC	22-1774	060922	30-1000-564-00-01
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for June Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63440
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Nex-Tech (Nex-Tech)	22-1736	060922	06-2300-532-00-00
Nex-Tech (Nex-Tech)	22-1736	060922	06-2300-532-00-01
Nex-Tech (Nex-Tech)	22-1736	060922	06-2400-532-00-00
Nex-Tech (Nex-Tech)	22-1736	060922	06-2400-532-00-01
Nex-Tech (Nex-Tech)	22-1736	060922	06-2400-532-00-02
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for June Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63441
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Nex-Tech Wireless, LLC	22-1725	9072109	06-2600-890-00-00

Nex-Tech Wireless, LLC	22-1725	9072109	06-2720-890-00-17
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63442
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Northwest Fire Extinguisher	22-1704	79810 79809	08-2600-300-00-01
Northwest Fire Extinguisher	22-1704	79810 79809	08-2600-300-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63443
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Northwest Kansas Educational Service Center	22-1737	021814	26-2200-502-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63444
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Norton County Solid Waste	22-1733	60301	08-2600-421-01-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63445
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Ostmeyer Inc dba Culligan Soft Water Service	22-1756	060922	08-2600-411-03-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63446
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Phillips County Review	22-1770	060922	06-2300-590-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63447
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Phillipsburg Homestore	22-1723	060922	08-2600-430-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63448
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>

Pitney Bowes	22-1754	060922	06-2300-590-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63449
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Pitney Bowes Global Financial Services LLC	22-1734	3315738921	06-2300-531-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63450
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Prairie Land Electric Cooperative, Inc.	22-1764	060922	06-2600-622-01-00
Prairie Land Electric Cooperative, Inc.	22-1764	060922	06-2600-622-03-00
Prairie Land Electric Cooperative, Inc.	22-1764	060922	34-2600-622-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63451
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Revival Lawn Care	22-1738	714 718	08-2600-300-00-01
Revival Lawn Care	22-1747	060922	08-2600-400-00-00
Revival Lawn Care	22-1748	60922	08-2600-400-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63452
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Sarah Rudd	22-1727	060922	06-1000-890-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63453
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Scholastic Book Fairs	22-1718	W5084083BF	06-2200-640-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63454
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Schools For Quality Education	22-1772	2022-9	06-1000-590-00-00
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63455
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Sign Solutions	22-1729	7677	08-3400-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63456
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Smoky Hill ESC	22-1706	22-00839	06-1000-590-00-00
Smoky Hill ESC	22-1753	22-00967	34-1000-700-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63457
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Stephanie Kinderknecht	22-1758	060922	24-3100-890-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63458
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
US Foods	22-1731	3400623	24-3100-630-03-00
US Foods	22-1761	3808690	24-3100-630-01-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63459
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
USA-Kansas	22-1695	060922	06-2300-810-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for June Board Meeting.	First National Bank & Trust	003174	63460
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
VISA (VISA1)	22-1730	060922	06-1000-610-01-09
VISA (VISA1)	22-1730	060922	06-1000-890-01-02
VISA (VISA1)	22-1730	060922	06-2300-890-00-00
VISA (VISA1)	22-1730	060922	06-2300-890-00-30
VISA (VISA1)	22-1730	060922	06-2400-890-00-00
VISA (VISA1)	22-1730	060922	06-2720-626-00-05
VISA (VISA1)	22-1730	060922	06-2720-890-00-17
VISA (VISA1)	22-1730	060922	08-1000-890-00-00

VISA (VISA1)	22-1730	060922	08-3400-890-01-01
VISA (VISA1)	22-1730	060922	26-2200-501-00-00
VISA (VISA1)	22-1730	060922	26-2200-502-00-00
VISA (VISA1)	22-1730	060922	34-1000-610-00-01
<b>Sub Total</b>			
<b>Grand Total</b>			

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Payee	Amount	Type
Usd #212	\$11,000.00	Accounts Payable
Description	Issue Date	Amount
Transfer of funds to cover error of where grant money was deposited for lanterns	05/26/2022	\$11,000.00
		<b>\$11,000.00</b>
Payee	Amount	Type
Aidan Hammond	\$260.00	Accounts Payable
Description	Issue Date	Amount
Payment for filming football games in 2019, 2020, 2021	05/12/2022	\$260.00
		<b>\$260.00</b>
Payee	Amount	Type
Mitch Pugh	\$105.42	Accounts Payable
Description	Issue Date	Amount
Reimbursement for fuel on 5/8/22 and 5/10/22.	05/12/2022	\$105.42
		<b>\$105.42</b>
Payee	Amount	Type
Monica Bach	\$35.97	Accounts Payable
Description	Issue Date	Amount
Reimbursement for fruit.	05/12/2022	\$35.97
		<b>\$35.97</b>
Payee	Amount	Type
NCKSEC	\$9,000.00	Accounts Payable
Description	Issue Date	Amount
SPED-ESSR 2 Payment.	05/17/2022	\$9,000.00
		<b>\$9,000.00</b>
Payee	Amount	Type
Hop-A-Long IT Services	\$18,800.00	Accounts Payable
Description	Issue Date	Amount
Invoice number 1063. Payment for computers.	05/17/2022	\$7,800.00
Invoice number 1063. Payment for computers.	05/17/2022	\$11,000.00
		<b>\$18,800.00</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
4B Farm, LLC	\$184.32	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice numbers 4954 and 4990.	05/23/2022	\$184.32
		<b>\$184.32</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Almena Market Inc.	\$819.61	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Charges for April.	05/23/2022	\$75.86
Charges for April.	05/23/2022	\$102.46
Charges for April.	05/23/2022	\$27.26
Charges for April.	05/23/2022	\$10.68
Charges for April.	05/23/2022	\$334.55
Charges for April.	05/23/2022	\$30.00
Charges for April.	05/23/2022	\$235.82
Charges for April.	05/23/2022	\$2.98
		<b>\$819.61</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Cash-Wa Distributing Co Inc	\$4,143.62	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 5/1/2022. Charges for April.	05/23/2022	\$3,947.14
Statement date 5/1/2022. Charges for April.	05/23/2022	\$196.48
		<b>\$4,143.62</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
City Of Long Island	\$299.78	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Read dates 5/4/2022.	05/23/2022	\$198.78
Read dates 5/4/2022.	05/23/2022	\$80.00
Read dates 5/4/2022.	05/23/2022	\$21.00
		<b>\$299.78</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
City of Phillipsburg	\$7.50	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Phillipsburg Armory Rental-K-2 Field Trip	05/23/2022	\$7.50
		<b>\$7.50</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
F & A Sales Inc	\$1,130.59	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice numbers 2486604 and 2492825.	05/23/2022	\$867.13

Invoice numbers 2486604 and 2492825.	05/23/2022	\$151.08
Invoice numbers 2486604 and 2492825.	05/23/2022	\$112.38
		<b>\$1,130.59</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Frasier Johnson & Martin, LLC	\$5,271.92	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 5/12/2022.	05/23/2022	\$5,271.92
		<b>\$5,271.92</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Jamboree Foods	\$11.22	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Charges for April. Statement date 5/2/2022.	05/23/2022	\$11.22
		<b>\$11.22</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Northern Valley Schools Healthcare (BLUESU)	\$10,000.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Medical insurance account buffer.	05/23/2022	\$10,000.00
		<b>\$10,000.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Sandra Dole	\$124.91	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Reimbursement for supplies for "Week of the Young Child "	05/23/2022	\$124.91
		<b>\$124.91</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
US Foods	\$815.79	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 5/1/2022. Invoice numbers 3566325 and 3234381	05/23/2022	\$344.20
Statement date 5/1/2022. Invoice numbers 3566325 and 3234381	05/23/2022	\$471.59
		<b>\$815.79</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Carpet One	\$2,500.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Deposit for carpet installation at Long Island.	05/24/2022	\$2,500.00
		<b>\$2,500.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>

AFPLANSERV	\$16.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 22043063020.	06/09/2022	\$16.00
		<b>\$16.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Almena Lumber & Supply	\$2,384.38	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Charges for May.	06/09/2022	\$237.14
Charges for May.	06/09/2022	\$101.45
Charges for May.	06/09/2022	\$153.98
Charges for May.	06/09/2022	\$136.15
Charges for May.	06/09/2022	\$375.38
Charges for May.	06/09/2022	\$137.59
Charges for May.	06/09/2022	\$135.11
Charges for May.	06/09/2022	\$169.05
Charges for May.	06/09/2022	\$444.08
Charges for May.	06/09/2022	\$250.00
Charges for May.	06/09/2022	\$194.45
Charges for May.	06/09/2022	\$35.00
Charges for May.	06/09/2022	\$15.00
		<b>\$2,384.38</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Almena Market Inc.	\$480.97	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Charges for May.	06/09/2022	\$92.49
Charges for May.	06/09/2022	\$47.85
Charges for May.	06/09/2022	\$33.72
Charges for May.	06/09/2022	\$51.65
Charges for May.	06/09/2022	\$90.79
Charges for May.	06/09/2022	\$22.45
Charges for May.	06/09/2022	\$70.39
Charges for May.	06/09/2022	\$71.63
		<b>\$480.97</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Amber Brown	\$12.59	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Reimbursement for hose bought at Kowpoke.	06/09/2022	\$12.59
		<b>\$12.59</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Arapahoe Floral LLC	\$80.00	Accounts Payable

Description	Issue Date	Amount
Elementary School teacher collaboration on April 28.	06/09/2022	\$80.00
		<b>\$80.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Cash-Wa Distributing Co Inc	\$880.89	Accounts Payable
Description	Issue Date	Amount
Charges for May.	06/09/2022	\$880.89
		<b>\$880.89</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
City Of Almena	\$734.96	Accounts Payable
Description	Issue Date	Amount
Statement read date 05/27/2022.	06/09/2022	\$76.41
Statement read date 05/27/2022.	06/09/2022	\$141.60
Statement read date 05/27/2022.	06/09/2022	\$70.13
Statement read date 05/27/2022.	06/09/2022	\$140.74
Statement read date 05/27/2022.	06/09/2022	\$200.00
Statement read date 05/27/2022.	06/09/2022	\$106.08
		<b>\$734.96</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
ComplianceOne	\$24.00	Accounts Payable
Description	Issue Date	Amount
Invoice number 293412.	06/09/2022	\$24.00
		<b>\$24.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Dealers First Financial L.L.C.	\$455.00	Accounts Payable
Description	Issue Date	Amount
Invoice number 167944 and 167945.	06/09/2022	\$325.00
Invoice number 167944 and 167945.	06/09/2022	\$130.00
		<b>\$455.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Dole Welding & Trenching	\$20.00	Accounts Payable
Description	Issue Date	Amount
Invoice number 244. 1 stick of oil field pipe.	06/09/2022	\$20.00
		<b>\$20.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Emily Lowry	\$352.80	Accounts Payable
Description	Issue Date	Amount

Reimbursement for Semester 2 mileage.	06/09/2022	\$352.80
		<b>\$352.80</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
F & A Sales Inc	\$185.40	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice numbers 2501081 and 2501085.	06/09/2022	\$82.85
Invoice numbers 2501081 and 2501085.	06/09/2022	\$102.55
		<b>\$185.40</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Farmers Alliance	\$100.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Payment for Bond. Bond Period 6/23/2022-6/23/2023	06/09/2022	\$100.00
		<b>\$100.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Fire Alarm Specialist, Inc	\$1,150.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 24676.	06/09/2022	\$1,150.00
		<b>\$1,150.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Hinklel Termite and Pest Control	\$133.90	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Service date on May 13, 2022 in Long Island.	06/09/2022	\$61.80
Service date 5/13/2022 in Almena.	06/09/2022	\$72.10
		<b>\$133.90</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Hogeland Market	\$24.10	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Ticket number 6524.	06/09/2022	\$24.10
		<b>\$24.10</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Hop-A-Long IT Services	\$186.48	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 1070.	06/09/2022	\$186.48
		<b>\$186.48</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Ideal Linen & Uniform	\$207.01	Accounts Payable

Description	Issue Date	Amount
Invoice numbers 22074778 and 22064579.	06/09/2022	\$137.40
Invoice number 22074778.	06/09/2022	\$69.61
		<b>\$207.01</b>
Payee	Amount	Type
Jacobs Sales	\$16.00	Accounts Payable
Description	Issue Date	Amount
Statement date 5/18/22. Part for a Hustler Mower.	06/09/2022	\$16.00
		<b>\$16.00</b>
Payee	Amount	Type
Jamboree Foods	\$18.85	Accounts Payable
Description	Issue Date	Amount
Charges for May.	06/09/2022	\$18.85
		<b>\$18.85</b>
Payee	Amount	Type
Jim Cole	\$388.08	Accounts Payable
Description	Issue Date	Amount
Reimbursement for traveling mileage Semester 2.	06/09/2022	\$388.08
		<b>\$388.08</b>
Payee	Amount	Type
Kelli Hueneke	\$282.52	Accounts Payable
Description	Issue Date	Amount
Reimbursement for Semester 2 mileage.	06/09/2022	\$282.52
		<b>\$282.52</b>
Payee	Amount	Type
Ken Tharman	\$303.69	Accounts Payable
Description	Issue Date	Amount
Reimbursement for mileage for USA Conference.	06/09/2022	\$286.72
Reimbursement for meals during USA Conference.	06/09/2022	\$16.97
		<b>\$303.69</b>
Payee	Amount	Type
Kensington Lockers, Inc	\$576.80	Accounts Payable
Description	Issue Date	Amount
Statement date 3/21/22. Processing of hog.	06/09/2022	\$288.40
Statement date 3/21/22. Processing of hog.	06/09/2022	\$288.40
		<b>\$576.80</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Kortney Cunningham	\$1,500.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 100. Payment for high school volleyball camp	06/09/2022	\$1,500.00
		<b>\$1,500.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Kowpoke Supply	\$1,166.22	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Charges for May.	06/09/2022	\$1,039.92
Charges for May.	06/09/2022	\$126.30
		<b>\$1,166.22</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
KSHSAA	\$48.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 22-7508. Boys state golf fees.	06/09/2022	\$48.00
		<b>\$48.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Long Island Feed and Grain, LLC	\$753.25	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Charges for May.	06/09/2022	\$249.45
Charges for May.	06/09/2022	\$139.06
Charges for May.	06/09/2022	\$256.23
Charges for May.	06/09/2022	\$108.51
		<b>\$753.25</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Lou's Sporting Goods	\$6,443.20	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number APC744551-AK02. Floor tape.	06/09/2022	\$496.30
Invoice number APC744550-AK06. Student council pins	06/09/2022	\$66.50
Invoice number APC744383-AK01.	06/09/2022	\$5,520.00
Invoice number APC744550-AK07.	06/09/2022	\$360.40
		<b>\$6,443.20</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Marvin Gebhard	\$49.28	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Reimbursement for meal on 5/10/2022.	06/09/2022	\$10.00
Reimbursement for fuel for Bus #12 on 05/10/2022.	06/09/2022	\$39.28

		<b>\$49.28</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Matheson Tri-Gas Inc.	\$194.99	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 51964930.	06/09/2022	\$194.99
		<b>\$194.99</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Midwest Energy	\$695.58	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Bill date 6/2/2022.	06/09/2022	\$136.38
Bill date 6/2/2022.	06/09/2022	\$192.81
Bill date 6/2/2022.	06/09/2022	\$180.92
Bill date 6/2/2022.	06/09/2022	\$185.47
		<b>\$695.58</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Mitch Pugh	\$418.41	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Reimbursement for Semester 2 mileage.	06/09/2022	\$346.92
Reimbursement for fuel purchased on 5/16/2022.	06/09/2022	\$71.49
		<b>\$418.41</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
NCKSEC	\$36,103.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
NCKSEC flow through.	06/09/2022	\$36,103.00
		<b>\$36,103.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Nex-Tech (Nex-Tech)	\$1,258.68	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Bill date June 1, 2022.	06/09/2022	\$343.45
Bill date June 1, 2022.	06/09/2022	\$60.50
Bill date June 1, 2022.	06/09/2022	\$430.94
Bill date June 1, 2022.	06/09/2022	\$80.34
Bill date June 1, 2022.	06/09/2022	\$343.45
		<b>\$1,258.68</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Nex-Tech Wireless, LLC	\$146.97	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 9072109.	06/09/2022	\$59.60

Invoice number 9072109.	06/09/2022	\$87.37
		<b>\$146.97</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Northwest Fire Extinguisher	\$420.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice numbers 79810 and 79809.	06/09/2022	\$322.00
Invoice numbers 79810 and 79809.	06/09/2022	\$98.00
		<b>\$420.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Northwest Kansas Educational Service Center	\$21.50	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 021814.	06/09/2022	\$21.50
		<b>\$21.50</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Norton County Solid Waste	\$8.10	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 60301.	06/09/2022	\$8.10
		<b>\$8.10</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Ostmeyer Inc dba Culligan Soft Water Service	\$49.75	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 5/31/2022.	06/09/2022	\$49.75
		<b>\$49.75</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Phillips County Review	\$75.40	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 5/31/2022. Advertisements for the month of May	06/09/2022	\$75.40
		<b>\$75.40</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Phillipsburg Homestore	\$1,269.19	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement closing date 5/20/22.	06/09/2022	\$1,269.19
		<b>\$1,269.19</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Pitney Bowes	\$234.73	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>

Statement date 5/25/2022.	06/09/2022	\$234.73
		<b>\$234.73</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Pitney Bowes Global Financial Services LLC	\$174.24	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Lease invoice number 3315738921.	06/09/2022	\$174.24
		<b>\$174.24</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Prairie Land Electric Cooperative, Inc.	\$2,876.62	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 06/03/2022.	06/09/2022	\$2,045.40
Statement date 06/03/2022.	06/09/2022	\$691.18
Statement date 06/03/2022.	06/09/2022	\$140.04
		<b>\$2,876.62</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Revival Lawn Care	\$7,524.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice numbers 714 and 718.	06/09/2022	\$5,604.00
Charges for snow removal January 2022 through March 2022	06/09/2022	\$1,100.00
Charges for May mowing.	06/09/2022	\$820.00
		<b>\$7,524.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Sarah Rudd	\$723.24	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Mileage reimbursement for the school year 21-22.	06/09/2022	\$723.24
		<b>\$723.24</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Scholastic Book Fairs	\$1,442.21	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number W5084083BF.	06/09/2022	\$1,442.21
		<b>\$1,442.21</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Schools For Quality Education	\$400.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Membership invoice for 2022-2023. Invoice number 2022-9	06/09/2022	\$400.00
		<b>\$400.00</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Sign Solutions	\$212.39	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 7677.	06/09/2022	\$212.39
		<b>\$212.39</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Smoky Hill ESC	\$2,006.56	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 22-00839.	06/09/2022	\$1,800.00
Invoice number 22-00967. Perkins FY22 Reimbursement Consortium Fee	06/09/2022	\$206.56
		<b>\$2,006.56</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Stephanie Kinderknecht	\$63.80	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Reimbursement for Coy's lunch bill credit.	06/09/2022	\$63.80
		<b>\$63.80</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
US Foods	\$1,016.60	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 3400623.	06/09/2022	\$372.63
Invoice number 3808690.	06/09/2022	\$643.97
		<b>\$1,016.60</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
USA-Kansas	\$500.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
2022-2023 PLN District Membership	06/09/2022	\$500.00
		<b>\$500.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
VISA (VISA1)	\$3,211.74	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement closing date May 22, 2022.	06/09/2022	\$180.07
Statement closing date May 22, 2022.	06/09/2022	\$193.96
Statement closing date May 22, 2022.	06/09/2022	\$310.92
Statement closing date May 22, 2022.	06/09/2022	\$32.30
Statement closing date May 22, 2022.	06/09/2022	\$278.89
Statement closing date May 22, 2022.	06/09/2022	\$107.56
Statement closing date May 22, 2022.	06/09/2022	\$148.00
Statement closing date May 22, 2022.	06/09/2022	\$269.96

Statement closing date May 22, 2022.	06/09/2022	\$49.08
Statement closing date May 22, 2022.	06/09/2022	\$768.50
Statement closing date May 22, 2022.	06/09/2022	\$512.40
Statement closing date May 22, 2022.	06/09/2022	\$360.10
		<b>\$3,211.74</b>
		<b>\$144,532.72</b>

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## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 05/12/2022; End Date: 06/10/2022; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 6/10/2022 8:17:35 AM

Check Date	Check Number	Payee	Type	Amount
05/12/2022	63361	Aidan Hammond	Accounts Payable	\$260.00
05/12/2022	63362	Mitch Pugh	Accounts Payable	\$105.42
05/12/2022	63363	Monica Bach	Accounts Payable	\$35.97
05/17/2022	63364	NCKSEC	Accounts Payable	\$9,000.00
05/17/2022	63365	Hop-A-Long IT Services	Accounts Payable	\$18,800.00
05/23/2022	63366	4B Farm, LLC	Accounts Payable	\$184.32
05/23/2022	63367	Almena Market Inc.	Accounts Payable	\$819.61
05/23/2022	63368	Cash-Wa Distributing Co Inc	Accounts Payable	\$4,143.62
05/23/2022	63369	City Of Long Island	Accounts Payable	\$299.78
05/23/2022	63370	City of Phillipsburg	Accounts Payable	\$7.50
05/23/2022	63371	F & A Sales Inc	Accounts Payable	\$1,130.59
05/23/2022	63372	Frasier Johnson & Martin, LLC	Accounts Payable	\$5,271.92
05/23/2022	63373	Jamboree Foods	Accounts Payable	\$11.22
05/23/2022	63374	Northern Valley Schools Healthcare (BLUESU)	Accounts Payable	\$10,000.00
05/23/2022	63375	Sandra Dole	Accounts Payable	\$124.91
05/23/2022	63376	US Foods	Accounts Payable	\$815.79
05/24/2022	63377	Carpet One	Accounts Payable	\$2,500.00
05/26/2022	23130	Usd #212	Accounts Payable	\$11,000.00
06/09/2022	63406	AFPLANSERV	Accounts Payable	\$16.00
06/09/2022	63407	Almena Lumber & Supply	Accounts Payable	\$2,384.38
06/09/2022	63408	Almena Market Inc.	Accounts Payable	\$480.97
06/09/2022	63409	Amber Brown	Accounts Payable	\$12.59
06/09/2022	63410	Arapahoe Floral LLC	Accounts Payable	\$80.00
06/09/2022	63411	Cash-Wa Distributing Co Inc	Accounts Payable	\$880.89
06/09/2022	63412	City Of Almena	Accounts Payable	\$734.96
06/09/2022	63413	ComplianceOne	Accounts Payable	\$24.00
06/09/2022	63414	Dealers First Financial L.L.C.	Accounts Payable	\$455.00
06/09/2022	63415	Dole Welding & Trenching	Accounts Payable	\$20.00
06/09/2022	63416	Emily Lowry	Accounts Payable	\$352.80
06/09/2022	63417	F & A Sales Inc	Accounts Payable	\$185.40
06/09/2022	63418	Farmers Alliance	Accounts Payable	\$100.00
06/09/2022	63419	Fire Alarm Specialist, Inc	Accounts Payable	\$1,150.00
06/09/2022	63420	Hinklel Termite and Pest Control	Accounts Payable	\$133.90
06/09/2022	63421	Hogeland Market	Accounts Payable	\$24.10
06/09/2022	63422	Hop-A-Long IT Services	Accounts Payable	\$186.48
06/09/2022	63423	Ideal Linen & Uniform	Accounts Payable	\$207.01
06/09/2022	63424	Jacobs Sales	Accounts Payable	\$16.00

06/09/2022	63425	Jamboree Foods	Accounts Payable	\$18.85
06/09/2022	63426	Jim Cole	Accounts Payable	\$388.08
06/09/2022	63427	Kelli Hueneke	Accounts Payable	\$282.52
06/09/2022	63428	Ken Tharman	Accounts Payable	\$303.69
06/09/2022	63429	Kensington Lockers, Inc	Accounts Payable	\$576.80
06/09/2022	63430	Kortney Cunningham	Accounts Payable	\$1,500.00
06/09/2022	63431	Kowpoke Supply	Accounts Payable	\$1,166.22
06/09/2022	63432	KSHSAA	Accounts Payable	\$48.00
06/09/2022	63433	Long Island Feed and Grain, LLC	Accounts Payable	\$753.25
06/09/2022	63434	Lou's Sporting Goods	Accounts Payable	\$6,443.20
06/09/2022	63435	Marvin Gebhard	Accounts Payable	\$49.28
06/09/2022	63436	Matheson Tri-Gas Inc.	Accounts Payable	\$194.99
06/09/2022	63437	Midwest Energy	Accounts Payable	\$695.58
06/09/2022	63438	Mitch Pugh	Accounts Payable	\$418.41
06/09/2022	63439	NCKSEC	Accounts Payable	\$36,103.00
06/09/2022	63440	Nex-Tech (Nex-Tech)	Accounts Payable	\$1,258.68
06/09/2022	63441	Nex-Tech Wireless, LLC	Accounts Payable	\$146.97
06/09/2022	63442	Northwest Fire Extinguisher	Accounts Payable	\$420.00
06/09/2022	63443	Northwest Kansas Educational Service Center	Accounts Payable	\$21.50
06/09/2022	63444	Norton County Solid Waste	Accounts Payable	\$8.10
06/09/2022	63445	Ostmeyer Inc dba Culligan Soft Water Service	Accounts Payable	\$49.75
06/09/2022	63446	Phillips County Review	Accounts Payable	\$75.40
06/09/2022	63447	Phillipsburg Homestore	Accounts Payable	\$1,269.19
06/09/2022	63448	Pitney Bowes	Accounts Payable	\$234.73
06/09/2022	63449	Pitney Bowes Global Financial Services LLC	Accounts Payable	\$174.24
06/09/2022	63450	Prairie Land Electric Cooperative, Inc.	Accounts Payable	\$2,876.62
06/09/2022	63451	Revival Lawn Care	Accounts Payable	\$7,524.00
06/09/2022	63452	Sarah Rudd	Accounts Payable	\$723.24
06/09/2022	63453	Scholastic Book Fairs	Accounts Payable	\$1,442.21
06/09/2022	63454	Schools For Quality Education	Accounts Payable	\$400.00
06/09/2022	63455	Sign Solutions	Accounts Payable	\$212.39
06/09/2022	63456	Smoky Hill ESC	Accounts Payable	\$2,006.56
06/09/2022	63457	Stephanie Kinderknecht	Accounts Payable	\$63.80
06/09/2022	63458	US Foods	Accounts Payable	\$1,016.60
06/09/2022	63459	USA-Kansas	Accounts Payable	\$500.00
06/09/2022	63460	VISA (VISA1)	Accounts Payable	\$3,211.74
<b>Sub Total</b>				<b>\$144,532.72</b>

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## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 05/12/2022; End Date: 06/10/2022; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 6/10/2022 8:17:35 AM

Check Date	Check Number	Payee	Description	Type	Amount
05/23/2022	63366	4B Farm, LLC	Inv: 4954 4990	Accounts Payable	\$184.32
06/09/2022	63406	AFPLANSERV	Inv: 22043063020	Accounts Payable	\$16.00
05/12/2022	63361	Aidan Hammond	Inv: 05122022	Accounts Payable	\$260.00
06/09/2022	63407	Almena Lumber & Supply	Inv: 060922	Accounts Payable	\$2,384.38
05/23/2022	63367	Almena Market Inc.	Inv: 052322	Accounts Payable	\$819.61
06/09/2022	63408	Almena Market Inc.	Inv: 060922	Accounts Payable	\$480.97
06/09/2022	63409	Amber Brown	Inv: 060922	Accounts Payable	\$12.59
06/09/2022	63410	Arapahoe Floral LLC	Inv: 060922	Accounts Payable	\$80.00
05/24/2022	63377	Carpet One	Inv: 052422	Accounts Payable	\$2,500.00
05/23/2022	63368	Cash-Wa Distributing Co Inc	Inv: 052322	Accounts Payable	\$4,143.62
06/09/2022	63411	Cash-Wa Distributing Co Inc	Inv: 060922	Accounts Payable	\$880.89
06/09/2022	63412	City Of Almena	Inv: 060922	Accounts Payable	\$734.96
05/23/2022	63369	City Of Long Island	Inv: 52322	Accounts Payable	\$299.78
05/23/2022	63370	City of Phillipsburg	Inv: 052322	Accounts Payable	\$7.50
06/09/2022	63413	ComplianceOne	Inv: 293412	Accounts Payable	\$24.00
06/09/2022	63414	Dealers First Financial L.L.C.	Inv: 167944 167945	Accounts Payable	\$455.00
06/09/2022	63415	Dole Welding & Trenching	Inv: 244	Accounts Payable	\$20.00
06/09/2022	63416	Emily Lowry	Inv: 060922	Accounts Payable	\$352.80
05/23/2022	63371	F & A Sales Inc	Inv: 2486604 2492825	Accounts Payable	\$1,130.59
06/09/2022	63417	F & A Sales Inc	Inv: 2501081 2501085	Accounts Payable	\$185.40
06/09/2022	63418	Farmers Alliance	Inv: 060922	Accounts Payable	\$100.00
06/09/2022	63419	Fire Alarm Specialist, Inc	Inv: 24676	Accounts Payable	\$1,150.00
05/23/2022	63372	Frasier Johnson & Martin, LLC	Inv: 052322	Accounts Payable	\$5,271.92
06/09/2022	63420	Hinklel Termite and Pest Control	Inv: 060922	Accounts Payable	\$61.80
06/09/2022	63420	Hinklel Termite and Pest Control	Inv: 60922	Accounts Payable	\$72.10
06/09/2022	63421	Hogeland Market	Inv: 6524	Accounts Payable	\$24.10
05/17/2022	63365	Hop-A-Long IT Services	Inv: 1063	Accounts Payable	\$18,800.00
06/09/2022	63422	Hop-A-Long IT Services	Inv: 1070	Accounts Payable	\$186.48
06/09/2022	63423	Ideal Linen & Uniform	Inv: 22074778	Accounts Payable	\$69.61
06/09/2022	63423	Ideal Linen & Uniform	Inv: 22074778 22064579	Accounts Payable	\$137.40
06/09/2022	63424	Jacobs Sales	Inv: 060922	Accounts Payable	\$16.00
05/23/2022	63373	Jamboree Foods	Inv: 052322	Accounts Payable	\$11.22
06/09/2022	63425	Jamboree Foods	Inv: 060922	Accounts Payable	\$18.85
06/09/2022	63426	Jim Cole	Inv: 060922	Accounts Payable	\$388.08
06/09/2022	63427	Kelli Hueneke	Inv: 060922	Accounts Payable	\$282.52
06/09/2022	63428	Ken Tharman	Inv: 060922	Accounts Payable	\$286.72
06/09/2022	63428	Ken Tharman	Inv: 60922	Accounts Payable	\$16.97

06/09/2022	63429	Kensington Lockers, Inc	Inv: 060922	Accounts Payable	\$576.80
06/09/2022	63430	Kortney Cunningham	Inv: 100	Accounts Payable	\$1,500.00
06/09/2022	63431	Kowpoke Supply	Inv: 060922	Accounts Payable	\$1,166.22
06/09/2022	63432	KSHSAA	Inv: 22-7508	Accounts Payable	\$48.00
06/09/2022	63433	Long Island Feed and Grain, LLC	Inv: 060922	Accounts Payable	\$753.25
06/09/2022	63434	Lou's Sporting Goods	Inv: APC744383-AK01	Accounts Payable	\$5,520.00
06/09/2022	63434	Lou's Sporting Goods	Inv: APC744550-AK06	Accounts Payable	\$66.50
06/09/2022	63434	Lou's Sporting Goods	Inv: APC744550-AK07	Accounts Payable	\$360.40
06/09/2022	63434	Lou's Sporting Goods	Inv: APC744551-AK02	Accounts Payable	\$496.30
06/09/2022	63435	Marvin Gebhard	Inv: 060922	Accounts Payable	\$10.00
06/09/2022	63435	Marvin Gebhard	Inv: 60922	Accounts Payable	\$39.28
06/09/2022	63436	Matheson Tri-Gas Inc.	Inv: 51964930	Accounts Payable	\$194.99
06/09/2022	63437	Midwest Energy	Inv: 060922	Accounts Payable	\$695.58
05/12/2022	63362	Mitch Pugh	Inv: 05122022	Accounts Payable	\$105.42
06/09/2022	63438	Mitch Pugh	Inv: 060922	Accounts Payable	\$71.49
06/09/2022	63438	Mitch Pugh	Inv: 60922	Accounts Payable	\$346.92
05/12/2022	63363	Monica Bach	Inv: 05122022	Accounts Payable	\$35.97
05/17/2022	63364	NCKSEC	Inv: 05172022	Accounts Payable	\$9,000.00
06/09/2022	63439	NCKSEC	Inv: 060922	Accounts Payable	\$36,103.00
06/09/2022	63440	Nex-Tech (Nex-Tech)	Inv: 060922	Accounts Payable	\$1,258.68
06/09/2022	63441	Nex-Tech Wireless, LLC	Inv: 9072109	Accounts Payable	\$146.97
05/23/2022	63374	Northern Valley Schools Healthcare (BLUESU)	Inv: 052322	Accounts Payable	\$10,000.00
06/09/2022	63442	Northwest Fire Extinguisher	Inv: 79810 79809	Accounts Payable	\$420.00
06/09/2022	63443	Northwest Kansas Educational Service Center	Inv: 021814	Accounts Payable	\$21.50
06/09/2022	63444	Norton County Solid Waste	Inv: 60301	Accounts Payable	\$8.10
06/09/2022	63445	Ostmeyer Inc dba Culligan Soft Water Service	Inv: 060922	Accounts Payable	\$49.75
06/09/2022	63446	Phillips County Review	Inv: 060922	Accounts Payable	\$75.40
06/09/2022	63447	Phillipsburg Homestore	Inv: 060922	Accounts Payable	\$1,269.19
06/09/2022	63448	Pitney Bowes	Inv: 060922	Accounts Payable	\$234.73
06/09/2022	63449	Pitney Bowes Global Financial Services LLC	Inv: 3315738921	Accounts Payable	\$174.24
06/09/2022	63450	Prairie Land Electric Cooperative, Inc.	Inv: 060922	Accounts Payable	\$2,876.62
06/09/2022	63451	Revival Lawn Care	Inv: 060922	Accounts Payable	\$1,100.00
06/09/2022	63451	Revival Lawn Care	Inv: 60922	Accounts Payable	\$820.00
06/09/2022	63451	Revival Lawn Care	Inv: 714 718	Accounts Payable	\$5,604.00
05/23/2022	63375	Sandra Dole	Inv: 052322	Accounts Payable	\$124.91
06/09/2022	63452	Sarah Rudd	Inv: 060922	Accounts Payable	\$723.24
06/09/2022	63453	Scholastic Book Fairs	Inv: W5084083BF	Accounts Payable	\$1,442.21
06/09/2022	63454	Schools For Quality Education	Inv: 2022-9	Accounts Payable	\$400.00
06/09/2022	63455	Sign Solutions	Inv: 7677	Accounts Payable	\$212.39
06/09/2022	63456	Smoky Hill ESC	Inv: 22-00839	Accounts Payable	\$1,800.00
06/09/2022	63456	Smoky Hill ESC	Inv: 22-00967	Accounts Payable	\$206.56
06/09/2022	63457	Stephanie Kinderknecht	Inv: 060922	Accounts Payable	\$63.80
05/23/2022	63376	US Foods	Inv: 356625 3234381	Accounts Payable	\$815.79
06/09/2022	63458	US Foods	Inv: 3400623	Accounts Payable	\$372.63

06/09/2022	63458	US Foods	Inv: 3808690	Accounts Payable	\$643.97
06/09/2022	63459	USA-Kansas	Inv: 060922	Accounts Payable	\$500.00
05/26/2022	23130	Usd #212	Inv: 052622	Accounts Payable	\$11,000.00
06/09/2022	63460	VISA (VISA1)	Inv: 060922	Accounts Payable	\$3,211.74
<b>Sub Total</b>					<b>\$144,532.72</b>

Northern Valley  
USD 212



K – 12 Handbook

Approved by the USD 212 Board of Education on  
July 13~~2~~, 202~~1~~<sup>4</sup>

## **WELCOME TO NORTHERN VALLEY**

Dear Students:

Welcome back for a new school year. The Northern Valley staff, administration, and board of education are committed to providing a positive and safe learning environment for all students. Our goal is for students to be successful in school and life after school. You and your parents are an important part of this educational team. In order for you to be successful you need to come to school ready to learn, go to class on time, work hard to get good grades, and follow the guidelines in this handbook.

The contents of this Student Handbook include important guidelines that help us operate effectively. For K-12<sup>th</sup> grade students, please take the time to review the handbook section of your planner so that all of us have a common understanding of what is expected and operate within those guidelines. This planner also serves as an organizational tool and you are encouraged to use the calendar pages to note assignments, projects and tests you should be prepared for. Because it also serves as a hall pass, it would be beneficial that you carry it with you throughout the day.

Northern Valley Schools will provide you with many opportunities to learn and enjoy your educational experience and we encourage you to get involved academically and socially. Your involvement in various groups or teams will help you to understand how to work with others and will enable you to build positive relationships. Research shows that involvement with activities outside of the classroom helps students with their interest in school and eventual graduation.

We expect students to strive for excellence in their studies and to make positive contributions to our school and our community. Don't take classes just because they are easy, take them because they could be beneficial to your future. As an educational team, we are here to provide the best education possible. You need to remember that you are an equally important part of this team and it is important that you take the responsibility to ask questions and seek extra help when you don't understand.

The cornerstone of any successful school community is the concept of mutual respect for others in the community. We have over 100 teachers, staff, and students sharing an environment at the same time. Therefore, your actions must be consistent with the rules and must not infringe on the rights, safety, and respect for others.

Our hope is that you will always strive to be the best student and person you can be. The Northern Valley Educational Team is looking forward to many successes this coming year. If there is anything that we can help you with as you pursue your educational goals, please let us know. We wish you the best this year and let's show that HUSKY PRIDE!

**GO HUSKIES!**

## **CITIZENSHIP STATEMENT**

**AT NORTHERN VALLEY, I HAVE THE RIGHT...**

**TO BE TREATED WITH RESPECT BY EVERY PERSON,  
TO FEEL SAFE AND TO BE SAFE, TO BE HEARD, REGARDLESS OF WHO I AM,  
TO EXPECT THAT OTHERS WILL RESPECT MY RIGHTS,  
TO EXPECT MY PERSONAL PROPERTY WILL BE RESPECTED,**

**IN RETURN, I HAVE THE RESPONSIBILITY....**

**TO RESPECT THE SPACE, THE PROPERTY, AND THE PERSON OF EVERYONE ELSE,  
TO UNDERSTAND AND TOLERATE DIFFERENCES IN OTHER PEOPLE,  
TO GIVE TO OTHERS ALL THE SAME RIGHTS I DEMAND FOR MYSELF.**

**NO ONE WILL INTERFERE WITH ANYONE ELSE'S RIGHT TO LEARN.**

## **PHILOSOPHY OF EDUCATION**

The Board of Education of Northern Valley Schools, U.S.D. #212, believes that each individual child should be provided with an educational program that is best suited to meet the needs and interests of that individual, and provide opportunity for learning experiences designed to promote behavioral change and maturation that will effect continuing satisfactory adjustment to life.

In practical application of this philosophy, opportunities shall be provided each student to develop individually and to mature to his/her natural limits in terms of his/her own abilities and interest; to develop his or her ability to vote intelligently, hold office, contribute to his economic well-being, keep informed of the changing world and environment around him/her, use his/her leisure time wisely and constructively, and understanding for the necessity of due process.

We, therefore, believe that the development of an educational program should be an evolutionary process under constant evaluation dedicated to providing experiences relevant to the demands of the modern society.

## **NORTHERN VALLEY USD #212 DISTRICT WIDE GOALS**

1. DEVELOP SKILLS IN READING, WRITING, SPEAKING, AND LISTENING.
  - A. Develop ability to communicate ideas and feelings effectively.
  - B. Develop skills in oral and written English.
2. LEARN HOW TO EXAMINE AND USE INFORMATION.
  - A. Develop ability to examine information constructively and creatively.
  - B. Develop ability to use scientific methods.
  - C. Develop reasoning abilities.
  - D. Develop skills to think and proceed logically.
3. DEVELOP SKILLS IN MATHEMATICS AND SCIENCE.
  - A. Develop ability to apply skills in real-life experiences.
  - B. Develop a fund of information and concepts.
  - C. Develop special interests and abilities.
4. DEVELOP GOOD CHARACTER AND SELF-RESPECT.
  - A. Develop moral responsibility and a sound ethical and moral behavior.
  - B. Develop the student's capacity for constructive discipline in work, study, and play.
  - C. Develop moral and ethical sense of values, goals, and processes of free society.
  - D. Develop standards of personal character and ideas.
5. DEVELOP PRIDE IN WORK AND A FEELING OF SELF-WORTH.
  - A. Develop a feeling of student pride in achievements and progress.
  - B. Develop self-understanding and self-awareness.
  - C. Develop the student's feeling of positive self-worth, security, and self-assurance.
6. LEARN HOW TO BE A GOOD CITIZEN.
  - A. Develop an awareness of civic rights and responsibilities.
  - B. Develop attitudes for productive citizenship in a democracy.
  - C. Develop an attitude of respect for personal and public property.
  - D. Develop an understanding of the obligations and responsibilities of citizenship.
7. DEVELOP A DESIRE FOR LEARNING NOW AND IN THE FUTURE.

- A. Develop intellectual curiosity and eagerness for lifelong learning.
  - B. Develop a positive attitude toward learning.
  - C. Develop a positive attitude toward continuing independent education.
8. PRACTICE AND UNDERSTAND THE IDEAS OF HEALTH AND SAFETY.
- A. Establish an effective, individual, physical fitness program.
  - B. Develop an understanding of good physical health and **well-being**.
  - C. Establish sound personal health habits and information.
  - D. Develop a concern for public health and safety.
9. UNDERSTAND AND PRACTICE DEMOCRATIC IDEAS AND IDEALS.
- A. Develop loyalty to American democratic ideals.
  - B. Develop patriotism and loyalty to ideas of democracy.
  - C. Develop knowledge and appreciation of the rights and privileges in our democracy.
  - D. Develop an understanding of our American heritage.
10. APPRECIATE CULTURE AND BEAUTY IN THE WORLD.
- A. Develop abilities for effective expression of ideas and cultural appreciation – fine art.
  - B. Cultivate appreciation for beauty in various forms.
  - C. Develop creative self-expression through various media - art, music, writing, etc.
11. GAIN INFORMATION NEEDED TO MAKE JOB SELECTIONS
- A. Promote self-understanding and self-direction in relation to student’s occupational interests.
  - B. Develop the ability to use information and counseling services related to the selection of a job.
  - C. Develop knowledge of specific information about a particular vocation.
12. LEARN HOW TO USE LEISURE TIME.
- A. Develop ability to use leisure time productively.
  - B. Develop a positive attitude toward participation in a range of leisure time activities – physical, intellectual, and creative.
  - C. Develop appreciation and interest, which will lead to wise and enjoyable use of leisure time.
13. LEARN HOW TO BE A GOOD MANAGER OF MONEY, PROPERTY, AND RESOURCES.
- A. Develop an understanding of economic principles and responsibilities.
  - B. Develop ability and understanding impersonal buying, selling, and investments.
  - C. Develop skills in management of natural and human resources and the environment.
14. UNDERSTAND AND PRACTICE THE SKILLS OF FAMILY LIVING.
- A. Develop understanding and appreciation of the principles of living in the family group.
  - B. Develop attitudes leading to acceptance of responsibilities as family members.
  - C. Develop an awareness of future family responsibilities and achievement of skill in preparing to accept them.
15. LEARN TO RESPECT AND GET ALONG WITH PEOPLE WITH WHOM WE WORK AND LIVE.
- A. Develop appreciation and respect for the worth and dignity of individuals.
  - B. Develop respect for individual worth and understanding of minority opinions and acceptance of majority decisions.
  - C. Develop a cooperative attitude toward living and working with others.
16. LEARN ABOUT AND TRY TO UNDERSTAND THE CHANGES THAT TAKE PLACE IN THE WORLD
- A. Develop ability to adjust to the changing demands of society.
  - B. Develop an awareness of and the ability to adjust to a changing world and its problems
  - C. Develop understanding of the past, identify with the present, and the ability to meet the future.
17. DEVELOP SKILLS TO ENTER A SPECIFIC FIELD OF WORK.
- A. Develop abilities and skills needed for immediate employment.
  - B. Develop an awareness of opportunities and requirements related to a specific field of work.
  - C. Develop an appreciation of good workmanship.
18. LEARN HOW TO RESPECT AND GET ALONG WITH PEOPLE WHO THINK, DRESS, AND ACT DIFFERENTLY
- A. Develop an appreciation for and an understanding of other people and other cultures.
  - B. Develop an understanding of political, economic, and social patterns of the rest of the world, nations, and cultures.
  - C. Develop awareness of the interdependence of races, creeds, nations, and cultures.
  - D. Develop an awareness of the processes of group relationships.

**AN EQUAL EMPLOYMENT EDUCATION OPPORTUNITY AGENCY**

Northern Valley Schools, U.S.D. #212 does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admissions or access to, or treatment or employment in its programs or activities. Any questions regarding the Department's compliance with Title VI, Title IX, or section 504 may be directed to the Title IX Coordinator, who can be reached at 785-669-2445, 512 W. Bryant, Almena, KS 67622, or to the Assistant Secretary for Civil Rights, U.S. department of Education.

**FACULTY & STAFF**

**OFFICE STAFF**

Ken Tharman ..... Superintendent & HS Principal  
 Marvin Gebhard ..... Pre-K – 8 Principal  
 Amber Brown ..... Clerk  
 Kinze Cox ..... Treasurer & HS Secretary  
 Sommer Yocum ..... Junior High Secretary  
Kenzi Sheley Sheri Sammons ..... Elementary School Secretary

**TEACHING STAFF**

Jim Cole ..... K – 12 PE / Junior High Athletic Director  
 Mitch Pugh ..... ~~JH~~HS Social Science  
 Amy McKinney ..... 9-12 Computers & Business  
?????? Hannah Mongeau ..... 9-12 English  
 Jessie Thalheim ..... 5 – ~~12~~ 8 Science / HS Activities Director  
 Emily Lowry ..... 6- 12 Math  
 Sarah Rudd ..... HS Vocal & Band / K-4 Music / Student Success Coordinator~~5-12~~  
Instrumental / HS Technology  
 Cindy Mordecai ..... 6-8 Language Arts / ~~5K~~ – 8 Vocal & Band  
Ed Schurman Alissa Krafft ..... 9-12 Vocational Agriculture & FFA / FACS  
Jessica Reeves ..... 9-12 Science / Student Success Coordinator  
 Sandra Dole ..... Preschool  
 Angie Knuth ..... Kindergarten  
 Tammy Vincent ..... First Grade  
 Katie Grote ..... Second Grade  
 Jill Gebhard ..... Third Grade  
 Amy Chandler ..... Fourth Grade  
 Kirsten Baird ..... Fifth Grade  
 Kelli Hueneke ..... ~~5~~PreK-6<sup>th</sup> Title I / 6-8 Social Studies/At Risk  
 Terry Logemann ..... 5-12 Interrelated Teacher  
 Tami Dubois ..... K-4<sup>th</sup> Interrelated Teacher  
 John Vincent ..... Library Media Tech  
 Brandi Shelton ..... Nurse  
 Ryan Hopkins ..... Technology Coordinator

**CUSTODIANS**

Alan Brown Hal Hansen (ES)  
Kassandra Speer & Laurie Alsdur~~????????????~~ (JH)  
 Noah Hansen (HS / Almena Maint.)

**CAFETERIA STAFF**

Becky Delimont, Food Service Supervisor & Cook  
 Monica Bach, Cook  
 Jacque Horacek, Cook

**BOARD MEMBERS**

Hilary Van Patten ..... Laquita Smith  
 Christopher Rogers ..... Shanna Hammond  
 Rich Wenzl ..... Steven Whitney

**SCHOOL TELEPHONE NUMBERS**

Almena High School – 785-669-2445  
 Long Island Junior High School – 785-854-7681  
 Almena Elementary School – 785-664-2446

### WEBSITE

The districts website offers a wealth of information about the district including articles of school events happening K-12. Make sure you regularly visit: [www.nvhuskies.org](http://www.nvhuskies.org)

### SCHOOL CLOSING/STORM ROUTES

Listen to the following stations for school closings during stormy weather:

KQNK – Norton Radio – AM 1530/FM 106.7

KKAN/KQMA – Phillipsburg Radio – AM 1490/FM92.5

KRVN – Lexington Radio – AM 880/FM 93.1

KSNK – TV Channel 8

NTV – TV – Channel 13

KOLN – TV – Channel 11

KAKE – TV – Channel 10

KWCH – TV – Channel 7

### HANDBOOK PURPOSE

A handbook exists for those who need to have guidelines and rules written down and for those times when we all need to have a reference to look up information about the school.

The content of the handbook has been determined by what students and faculty need. This handbook has been approved by the USD 212 Board of Education and is an extension of district policy.

### PLANNER USE

9<sup>th</sup>-12<sup>th</sup> planners will be used when students are missing part of or all of two or more class periods a day for school activities. When a student is going to be gone to a school event or activity and will miss part of or all of two or more class periods, the student is required to get the planner signed by the teacher from each class they will be missing. Students will then present their planner to the sponsor or coach prior to leaving (procedure for checking planners will be determined by the coach or sponsor). This is to insure students are not missing assignments as a result of school related activities. Failure to do any of these steps will result in the student being unable to attend the event or activity. Teachers should only sign planners when students have completed the work they will be missing or have made arrangements with the student to make up missed work.

### PASSES OR PERMITS

6<sup>th</sup>-12<sup>th</sup> Students must have a signed pass when they are in the halls during class time. It is preferred that students use the hall passes in their planners. Permits and special passes for yearbook and teacher assistants may be made by the teachers or sponsors. **A student leaving the building or school grounds must have permission from the office.**

### INCLUSION STATEMENT

Areas of concern not specifically addressed in this book are not to be assumed as permitted. In other words, it may not be written down here, but that doesn't imply it is allowed.

### FRIABLE ASBESTOS CONTAINING MATERIAL

All Friable Asbestos-containing materials have been removed from Northern Valley Schools. Any remaining Asbestos is in a non-friable state.

In accordance with EPA Rules and Regulations, all non-friable material will be repaired as it deteriorates or it is physically damaged. If anyone would like more information regarding the specific location of this material, or a copy of the EPA regulations relevant to this matter, you may contact the office of the Superintendent of Schools at 512 W. Bryant, Alma, Kansas.

### STUDENT GRIEVANCE PROCEDURES

The Board of Education has adopted the following resolution relating to Grievance Procedures, which includes the American with Disabilities Act:

- A. The Local Education Agency recognizes the right of students to express their grievances, and to seek a solution concerning disagreements arising from differences of interpretation of policy, which might arise between the LEA and its students.
- B. The procedures for processing grievances shall be as follows:
  1. Should a grievant or the representative find, after oral discussion with the principal, that Grievant rights under LEA Policy have been violated, they may originate a grievance. The grievant and/or the representative shall,

within 20 days of the date the grievance occurred, present the facts, in writing, to the principal. The decision of such official shall be made in writing, to the grievant within ten (10) working days.

2. Should the grievant decide that the reply of the principal is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the chief school officer. The decision of the chief school officer shall be made in writing, to the grievant or the representative within ten (10) working days.
3. Should the grievant decide the reply of the chief school officer is unsatisfactory, the matter may be appealed, within ten (10) working days, to a grievance Committee which shall be established as follows:
  - a. The grievant or the representative may designate one (1) member.
  - b. The chief school officer or the representative shall appoint one (1) member.
  - c. The two members appointed, as provided in (a) and (b) above, shall agree upon a third member.
  - d. In the event the grievant representative and the LEA representative cannot agree upon a third member of the Grievance committee within a period of ten (10) working days the President of the local board shall designate a third member.
  - e. The Grievance Committee as provided in "c", shall meet within a period of ten (10) working days after the appointment of the third member of the Committee and a set decision of the grievance Committee may be reached upon the concurrence of any two (2) of the three members.
  - f. The Grievance Committee shall keep a complete record of any hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the chief school officer and shall be available to the grievant, the Grievant representative or the LEA's representative.
4. In the event the decision of the grievance Committee is unsatisfactory to either the grievant or the chief school officer, either may, within ten (10) days after receipt of the decision of the grievance committee, file a written notice of appeal to the Local Board of Education.
5. Upon receipt of the notice of appeal, the President of the local board shall cause the transcript of the hearing before the Grievance committee to be filed with the local Board of Education who shall review such record. The decision of the local board of Education, upon such review, shall be final.
6. If the decision is deemed unsatisfactory by the complainant(s), a complaint of alleged Discrimination may be filed with the:

Kansas Commission of Civil Rights  
214 West 6<sup>th</sup>  
Topeka, KS 66603

Equal Employment Opportunity  
12 Grand Building  
1150 Guard  
Kansas City, MO 64106

Department of Health, Education  
and Welfare  
Office for Civil Rights  
324 East 11<sup>th</sup> St  
Kansas City, MO 64106

#### **ADA, OCR, VOC/ED GUIDELINES**

##### Civil Right Comprehensive Notification for Northern Valley Schools

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; ADA, and all other Federal, State, School Rules, laws, regulations, and policies, the Northern Valley Schools, Almena, Kansas 67622, shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities, which it operates.

It is the intent of Northern Valley Schools, Almena, Kansas 67622, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504

have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination under ACA, Title IX (sex) and Section 504 (handicap) should be referred to:

TITLE IX COORDINATOR  
Ken Tharman  
Almena, KS 67622  
785-669-2445

SECTION 504 & ADA COORDINATOR  
Ken Tharman  
Almena, KS 67622  
785-669-2445

ADA, Title VI, Title IX, and Section 504 complaints can also be filed with the Regional Office for Civil Rights. Address Correspondence to:

Regional Office for Civil Rights  
324 East 11<sup>th</sup>  
Kansas City, MO 64106

All students attending Northern Valley Schools, Almena, KS 67622 may participate in education programs and activities, including, but not limited to health, physical education, music, and vocational and technical education regardless of race, color, national origin, age, handicap, or sex.

#### **KANSAS STATE DEPARTMENT OF EDUCATION COMPLAINT RESOLUTION PROCEDURES**

Under 34 CFR 299.10 to 299.12;

1. Any organization or individual may file a written, signed complaint with the Commissioner of Education, 120 East Tenth Street, Topeka, KS, 66612, alleging that the state or a school district or consortium of school districts is violating a federal statute or regulation that applies to any of the following programs:
  - Part A of Title I (Improving Basic Programs Operated by Local Education Agencies),
  - Part B of Title I (Even Start Family Literacy Programs),
  - Part C of Title I (Migrant Education),
  - Part D of Title I (Children and Youth Who are Neglected, Delinquent, or At-Risk of Dropping Out),
  - Title II (Eisenhower Professional Development Program),
  - Subpart 2 of Part A of Title III (State and Local Programs for School Technology Resources),
  - Part VI (Innovative Education Program Strategies),
  - Part C of Title VII (Emergency Immigrant Education), and
  - National and Community Service Trust Act of 1993 and subsequent reauthorization.
2. Any organization or individual also may appeal a decision by a local school district or consortium of school districts regarding an alleged violation of federal statute or regulation that applies to the above listed programs. The appeal must be written and signed by the appellant and contain the information described in paragraph 3. The appeal shall be filed with the Commissioner of Education within 30 days of the date of the local decision.
3. Any complaint or appeal must include:
  - (a) A statement that the state or a sub-grantee has violated a requirement of a federal statute or regulation that concerns a covered program.
  - (b) the facts on which the statement is based; and
  - (c) the specific requirement allegedly violated.
4. Upon receiving a complaint or appeal meeting the above requirements, an investigation shall be made to determine the merits of the complaint or appeal. This may include the conduct of an on-site investigation, if it is determined that an on-site investigation is necessary.
5. Each complaint or appeal shall be investigated and resolved within 60 calendar days after it is received. However, if the Commissioner determines that exceptional circumstances exist with respect to a particular complaint or appeal, an extension of the time may be granted.
6. Any person who is dissatisfied with a final decision of the Commissioner regarding a complaint or an appeal shall have the right to request the Secretary of the U.S. Department of Education to review the decision.

**SUGGESTED PROCEDURES FOR COMPLAINT RESOLUTION AT THE LOCAL EDUCATION AGENCY LEVEL**

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Athletics	<b>Coach</b>	<b>Athletic Director</b>	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>
Curriculum/Academic / Instruction	<b>Teacher</b>	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>	
Discipline	<b>Teacher</b>	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>	
Facilities	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>		
Guidance	<b>Student Success Coord.</b>	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>	
Special Education	<b>Teacher</b>	<b>Principal</b>	<b>NCKSEC</b>	<b>Supt.</b>	<b>Board of Education</b>
Student Concerns	<b>Teacher</b>	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>	
Computer / Technology	<b>Teacher</b>	<b>Technology Director</b>	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>
Transportation	<b>Driver</b>	<b>Transportation Director</b>	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>
Custodial / Maintenance	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>		

1. The complainant is encouraged to first speak to the teacher or staff person involved.
2. If the concern is not resolved through direct communication, the complainant is encouraged to speak with the principal of the school. Principals have 10 calendar days to respond to concerns, which may include an in - person conference if requested by any involved party. If the concern is not resolved to the complainant’s satisfaction, the principal shall inform the complainant to the superintendent.
3. The Superintendent will have 10 calendar days to respond to the concern, the complaint must include, the facts on which the statement is based; and the specific requirement allegedly violated.
4. Upon receiving a complaint or appeal meeting the above requirements, an investigation shall be made to determine the merits of the complaint or appeal. This may include conducting of an on-site investigation, if it is determined that an on-site investigation is necessary.
5. Each complaint or appeal shall be investigated and resolved within 60 calendar days after it is received. However, if the Superintendent determines that exceptional circumstances exist with respect to a particular complaint or appeal, an extension of the time may be granted.
6. Any person who is dissatisfied with a final decision of the Superintendent regarding a complaint or an appeal shall have the right to request placement on the Board of Education Agenda to review the decision.

**POLICY OF PROOF OF IDENTITY OF STUDENTS**

Kansas’s law provides that whenever a child enrolls in a public school for the first time, the school is required to secure proof of identity of the child. Proof of identity is either, (a) a birth certificate for a child enrolling in Kindergarten or first grade, (b) a copy of the court order placing the child in the custody of the Social and Rehabilitation Services or, (c) a certified transcript or other similar pupil record of a child enrolling in grades 2 through 12.

If proof is not provided to the school within 30 days of enrollment, the school must notify the law enforcement agency, which must promptly investigate the identity of the child.

**CHILD HEALTH ASSESSMENT FOR NEW SCHOOL ENTRANTS**

Effective May 5, 1994, Child Health Assessments will be required as follows:

1. Applies to new school entrants (not previously enrolled in any school in Kansas).

2. Applies to both public and private schools.
3. Applies to children ages 8 and under. This would include preschool children enrolling in school for the first time.
4. The health assessment definition includes: health history, physical exam, and other screening tests as medically indicated. The provider determines which lab and other screening tests will be done.
5. No specific health assessment form is required. A sample form can be obtained by phoning 785-296-1217.
6. Qualified providers include physicians, other providers working under direct supervision of physicians or nurses certified by KDHE. Questions regarding nursing certifications should be addressed to KDHE at 785-296-6651.
7. Health assessment information should be forwarded to the school by the parent/guardian.
8. The health assessment must be done within 12 months prior to school entry or within 90 days after school entry. A student may be excluded from school without the health assessment.
9. When provided to a Medicaid participant child, Medicaid requires certain tests be done as part of the Kan-BE-Healthy program. Questions: Contact DCF at 785-296-1491.

#### **USD 212: DRUG FREE SCHOOLS AND COMMUNITIES ACT**

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free School and Communities Act, PL 102-226. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted (Approved: July 17, 1990).

The entire district's students shall be made aware of the legal, social, and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.

The board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

#### **TOBACCO POLICY Tobacco Free Campus**

Use and/or possession of any tobacco product or nicotine delivery device is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property.

Student violations may result in parent/guardian notification, participation in tobacco education program, suspension and/or expulsion from school and/or extracurricular activities, community service, and/or notification of law enforcement.

The following definitions apply to this policy.

"Nicotine delivery device" means any device that can be used to deliver nicotine or nicotine salts to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

"Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus.

"Tobacco product" also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and substances used in electronic cigarettes, whether or not they contain nicotine.

Visitors who are not district employees or students will be prohibited from using tobacco in and on all district real or personal property, whether owned, leased, or rented, or at any school sponsored event. If the visitor does not comply he or she will be asked to leave the school property for the rest of the day. If the visitor refuses to cease using tobacco products or refuses to leave, they should be advised that continued refusal to leave school property may be referred to local law enforcement. The law enforcement authority may be called to deal with the person and a complaint may be filed with the local law enforcement agency. **All staff members are expected to assist in the enforcement of this policy.**

All students are prohibited from illegally possessing, smoking, or otherwise using tobacco products in or on all district real or personal property, whether owned or leased, or rented, or at any school sponsored event. This policy became effective on July 8, 2019. It shall be in effect twenty-four hours a day, seven days a week, without exception.

**STUDENT SUBSTANCE ABUSE POLICY**

As a condition of continuous enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances, or alcoholic beverages on school district property or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to the following sanctions:

- (1) First Offense. A first time violator shall be subject to the following sanctions:
  - (a) A punishment up to and including short term suspension;
  - (b) Suspension from all student activities for a period of one competition.
- (2) Second Offense. A second time violator shall be subject to the following sanctions:
  - (a) A punishment up to and including long term suspension;
  - (b) Suspension from all student activities for a period of not less than two months.
  - (c) A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. **Name(s) of the acceptable programs are on file with the board clerk.** If at any time the student fails to make satisfactory progress in the program, the suspension shall be imposed.
- (3) Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
  - (a) A punishment up to and including expulsion from school for the remainder of the school year;
  - (b) Suspension from participation in and attendance at all school activities for 18 weeks.
  - (c) A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy and available counseling and rehabilitation programs will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

**AVAILABLE DRUG PROGRAMS**

<p align="center"><b>Valley Hope Alcoholism Treatment Center</b> Main Office W. Hwy 36 Norton, KS 67654 785-877-5101</p>	<p align="center"><b>High Plains Mental Health</b> Norton Office 211 S. Norton Norton KS 67654 785-877-5141</p>
<p align="center"><b>High Plains Mental Health</b> Phillipsburg Office 783 7<sup>th</sup> Street Phillipsburg, KS 67661 785-543-5284</p>	<p align="center"><b>High Plains Mental Health</b> Center 208 E. 7<sup>th</sup> St. Hays, KS 67601 785-628-2871 or 1-800-432-0333</p>

## USD 212: SEXUAL HARASSMENT POLICY

**GENERAL POLICY:** USD #212 is committed to providing a positive learning and working environment for its students and employees and will not tolerate sexual harassment or sexual violence. Sexual harassment is illegal and will not be tolerated in the school district. It is a violation of Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972, and may constitute sexual abuse under Kansas's statutes. This policy applies to males and females, and includes same sex harassment. This policy is applicable to students while on school premises and while participating in off-campus school sponsored activities. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of this policy for an employee to sexually harass a student, for a student to sexually harass another student, or for an employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

**DEFINITION:** Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other inappropriate oral, written, or physical conduct of a sexual nature when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's education; (2) submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment is demeaning and degrading. It affects an individual's self-esteem, and can have a negative impact on performance at work or in class. It can make an individual feel angry, powerless, and fearful. Sexual harassment may include, but is not limited to: verbal or written harassment or abuse, including teasing, jokes, posters, pictures or cartoons; pressure for sexual activity; repeated brushing against another's body; suggesting or demanding sexual involvement accompanied by implied activities, sexual assault or battery as defined by current law. The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. In most cases, it is the effect and characteristics of the behavior that determine if the behavior constitutes sexual harassment. When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual. Disciplinary actions, which could be taken, include, but are not limited to: reprimand, probation, suspension, loss of eligibility to participate in extra-curricular activities, or other sanctions as determined appropriate. Individuals who harass may be held personally liable under civil suits.

**REPORTING INCIDENTS:** Anyone may seek advice, information, or counseling on matters related to sexual harassment without having to lodge a formal complaint. Most complaints can be resolved through informal procedures. Informal procedures are aimed at stopping the behavior rather than determining guilt. Informal complaints do not have to be in writing and are generally not investigated in depth. The intent of the informal reporting procedure is to provide a simple procedure for a person to lodge a complaint and have it quickly looked into and has the offending behavior stopped. Informal resolution of sexual harassment is strictly voluntary on the part of the complainant.

Any student may elect to file a formal complaint under the district's discrimination complaint procedure. Official disciplinary action cannot be taken without a formal hearing. Formal complaints must be put in writing and normally addressed to the building principal or compliance coordinator. Every individual has the right to bypass the normal reporting chain to report sexual harassment directly to the District School Board Office or the Office of Civil Rights.

The confidentiality of the reporting party will be observed to the utmost provided it does not interfere with the ability to investigate the alleged harassment or to take corrective action.

Retaliation against anyone reporting or thought to have reported sexual harassment behavior is prohibited. The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of sexual harassment is substantiated.

Encouraging others to retaliate also violates this policy. Examples of retaliation are: ridicule, threats, name-calling, withholding of normal disseminated information, an adverse effect on eligibility status, grades, or further harassment.

All complaints of sexual harassment are taken seriously. The bringing of false charges will be treated as a serious offense.

The following steps should be followed when lodging an informal complaint:

1. Any student who believes he or she has been subjected to sexual harassment should report the problem to the principal, guidance counselor, or another certified staff member. Any student may report the harassment directly to the superintendent or a school board member.
2. The person seeking information will be counseled as to the options for action available under this policy and will be provided a copy of this policy. They will be informed about resources available, such as

- videos or books, which provide information regarding sexual harassment. They will be informed that they will have the opportunity to participate in decisions regarding the method of resolving the matter.
3. Informal resolution will be attempted. Resolution may be as simple as conducting refresher training, having a discussion with the alleged offender, or sending a memo to all students indicating concern about sexual harassment in the district. The alleged offender will not be contacted without permission of the complainant.
  4. If the problem is resolved informally, a written summary will be made and kept in a confidential file. The compliance coordinator will follow up within one month to determine whether the victim has been subjected to any further sexual harassment or retaliation.
  5. If the problem cannot be resolved informally, or is not resolved within five workdays, the complainant will be advised of formal complaint procedures. The filing of a written complaint is required for a matter to be formally investigated. Formal sexual harassment complaints will be in accordance with the district's discrimination complaint procedure.

Any questions regarding the USD #212 Sexual Harassment Policies should be addressed to the Superintendent, 512 W. Bryant, Alma, KS 67622 (phone 785-669-2445).

#### **ANNUAL NOTIFICATION FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.  
Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.  
Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-590

#### **DISCLOSURE OF DIRECTORY INFORMATION UNDER FERPA**

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. If you do not want your student's directory information released, please notify your local school district office of your desire to "opt out".

#### **SPECIAL EDUCATION INFORMATION**

This school district and the North Central Kansas Special Education Cooperative (NCKSEC) work together to identify every student, age birth through 21, living within the district boundaries, that has developmental delays or may be in need of special education. If you have a child or know of a child who you think has developmental delays or special needs, contact the administrator in

your district or [Cher Greiving Deb-Reha](#), Director for the NCKSEC at 205 F St. Suite 235; PO Box 369; Phillipsburg, KS 67661 (785-543-2149).

Areas of special education include: birth through age two (infant-toddler), early childhood - disability, developmentally delayed, visual impairments including blindness, hearing impairments including deafness, deaf-blindness, autism, traumatic brain injury, emotional disturbance, specific learning disabilities, mental retardation, multiple disabilities, orthopedic impairments, other health impairments, speech or language impairments, and gifted.

Parents are advised that all special education services are designed to offer the utmost in educational opportunities for each qualifying student, as well as to provide assistance and support in the areas of physical, mental, emotional, and social growth. State and federal laws are followed in providing each student with a free appropriate public education in the least restrictive environment. If you have a child or know of a child who may need special education services please notify the school district or the NCKSEC.

#### **BUILDING AND SCHOOL PROPERTY**

Your parents and community are spending money to provide you with excellent buildings and equipment so you may secure a sound education. Let's do all we can to pass it on to other students in as good a condition as we found it.

Fully respect the property of our neighbors – use the walks at all times. Do not cut across school lawns or those of our patrons. Proper disposal of waste materials will help our custodians and assure us of clean looking buildings and campus. Desks, walls or other school property deliberately defaced will be repaired or replaced at the offending student's expense.

When school is not in session or a sponsored activity is not being held, students will not be allowed to use any school facility without being accompanied by a responsible adult.

Any tables, books, walls, magazines or other school property deliberately cut, marked or otherwise defaced will be repaired at the student's expense.

#### **ENTERING AND LEAVING THE BUILDING AND SCHOOL SCHEDULE**

School will begin at 8:00 AM in both Long Island & Almena and end at 4:00 PM. If students live more than 2.5 miles from the school, bus transportation can be arranged at enrollment. Buses will pick students up and drop them at their attendance center; therefore, more than one bus may stop at your residence.

Students eating breakfast may enter the building at 7:40 a.m. in Almena and Long Island. Breakfast will be served until 5 minutes before the start of school. Any student not eating breakfast may enter the buildings at 7:40 a.m. Upon your arrival at the school grounds, the rules of common decency and socially acceptable behavior should be practiced during your attendance. Any student who for any reason needs to enter the building earlier should make arrangements with the principal or with a teacher.

Students will not remain in the building after school hours unless accompanied by an approved adult supervisor.

#### **ORGANIZATION**

The Northern Valley Schools shall be organized under a PreK-5-3-4 plan offering grades PreK-4 at the Almena Elementary Center, grades 5-8 at the Long Island Middle School Center and grades 9-12 at the Northern Valley High School Center at Almena.

#### **AGE OF ENTRANCE**

Students will be admitted to three-year old Preschool who have reached the age of three years on or before Sept. 1 of the school year or four years on or before Sept. 1 of the school year for the four-year old Pre-school. The four year olds must also have an assessment done before the first day of school.

Students will be admitted to Kindergarten upon presentation of a Birth Certificate verifying that they have attained the age of five years on or before August 31 of the year of entrance.

Students will be admitted to First Grade who have reached the age of six years on or before August 31 of the school year, or who have successfully completed a Kindergarten program maintained by a public school district.

The following exceptions in age of entry requirements for students of U.S.D. #212 became effective 7/1/81 in compliance with House Bill 2186:

1. A child who was a resident of another state and who attained the age of eligibility to attend Kindergarten in such state will be allowed to attend Kindergarten, regardless of age.

2. A child who was a resident of another state and who had attained the age of eligibility to enter the first grade in that state or had completed a kindergarten course in such state (maintained by a public school district or an accredited private, denominational or parochial school), will be eligible to attend the first grade regardless of age.

It will be the responsibility of the parents or legal guardians of the student to provide documented evidence to the Superintendent of School of U.S.D. #212 that the student would be eligible for Kindergarten or First grade in the state in which the student previously resided.

**HS SCHEDULING OF CLASSES**

It is the responsibility of the student to keep a continual check with the principal and counselor at the time of enrollment in regard to the meeting of all requirements for graduation upon reaching the fourth year of high school.

Students will need to score at the acceptable level on the ACT and / or Accuplacer test(s) before enrolling in advanced placement classes.

All regularly enrolled high school students are required to carry six subjects each grading period classified as solid subjects. Band and vocal music are not considered as solid subjects.

Students shall be classified at the opening of the school year according to the number of unit credits successfully completed at the time of classification.

- \*Senior shall have successfully completed a minimum at 18 units.
- \*Juniors shall have successfully completed a minimum of 12 units.
- \*Sophomores shall have successfully completed a minimum of 6 units.
- \*Freshman shall have successfully completed the eighth grade.

**REQUIREMENTS FOR GRADUATION FROM NORTHERN VALLEY HIGH SCHOOL**

Requirements for Graduation from Northern Valley High School Starting with the class of 2020.

In order to receive a Northern Valley High School Diploma, students must now earn 25 units. Minimum requirements for graduation from Northern Valley High School will reflect standards set by the Kansas State Department of Education and by the Board of Education of Northern Valley Unified District #212 as outlined below:

1. Four (4) units of English language arts, three units will be in English. When, in the judgment of the high school principal, a pupil can profit more by taking another subject, the principal may waive up to one unit of this requirement.
2. Three (3) units of Social Studies is required which must include: United States History, World History, and one unit of United States Government including the constitution of the United States.
3. Three (3) units of Science, including one unit as a laboratory course. Earth Science and Biology plus one (1) unit of any of the following: Physics, Chemistry, Environmental Science, Anatomy and Physiology, Plant Science, Food Science, or Plant and Animal Science.
4. Three (3) units of Math. Prerequisite class Business Essentials to be completed prior to Accounting classes.
5. One (1) unit of Physical Education, which will include one-half unit of health, safety, first aid, or physiology. This requirement shall be waived: (a) upon statement by a licensed physician that a pupil is mentally or physically incapable of participating in a regular modified physical education program; or, (b) when the requirement is contrary to the religious teachings of the pupil. A written statement, signed by a legal guardian of the pupil, shall be filed with the proper authorities of the school, requesting that the pupil not be required to participate in the activities, and stating the reason for the request.
6. Two (2) units of a technology based course including Computer Applications. The second unit chosen from Emerging Technology, Web Design, Video Production or Advanced Computer Applications.
7. One (1) unit of Fine Arts
8. Two (2) units of Career Exploration, Business Essentials, Introductions to Agriculture and Introduction to Family and Consumer Science

A total of 25 units are required for graduation.

Students shall have completed the following courses:	
<b>9th Grade</b> English I – 1 credit Earth Science – 1 credit PE/Wellness – 1 credit - Algebra I – 1 credit Graphic Design – 1 credit Business Essentials -1 credit	<b>10th Grade</b> English II – 1 credit Biology – 1 credit World History – 1 credit Geometry – 1 credit Technology elective – 1 credit (can be taken during 10th, 11th or 12th grade)

Intro to Human Services – ½ credit Intro to Agriculture – ½ credit	
<b>11th Grade</b> American History – 1 credit English III – 1 credit Science elective – 1 credit Algebra II – 1 credit	<b>12th Grade</b> Government – 1 credit English IV/English Comp. – 1 credit
<b>9th-12th Grade</b> A minimum of 7 additional electives – (1 must be fine arts)	

Enrollment team must include student, parent or guardian, counselor, and administrator. All team members **must** be present in order for freshmen to enroll or for sophomores, juniors or seniors to make changes to their graduation plan. At enrollment guidance must be given on NVHS graduation requirements, state graduation requirements, and KBOR qualified admissions and scholarship requirements. A graduation plan should be set based on student’s plans for the future as determined by parent and student.

If a student drops out of school before completing the four-year program, even though he may have completed the required number of units for graduation, he shall not be given a diploma until his class graduates. Exceptions may be made in these regulations for students who are ill and cannot attend school on a regular schedule, for adults wishing to take enrichment or refresher courses or wanting to complete requirements for a diploma and for other special hardship cases. All exceptions must be approved by the Board of Education. In an emergency situation, either the building principal or superintendent may make such determination.

**ADMISSION STANDARDS FOR STATE UNIVERSITIES IN KANSAS**

*Kansas Board of Regents (KBOR) Qualified Admission (QA)* standards at the regents’ institutions, the standards for admission require that applicants complete the Qualified Admissions with a 2.0 GPA and by meeting one of the following requirements: (1) attain an ACT score of at least 21; or (2) attain an SAT score of at least 980; or (3) graduate in the top 1/3 of your class. The prescribed curriculum is: **English** four (4) approved units (1/2 unit may be Speech), **Math**: (Option A) 3 approved units and meet the ACT college readiness math benchmark of twenty-two (22) (Option B) four (4) approved units, one of which must be taken in the graduating year, **Social Science**: three (3) approved units, **Natural Science**: three (3) approved units, one of which must be a full unit of Chemistry or Physics, **Electives**: three (3) approved units.

*KBOR Scholars Curriculum* includes: **English**: four units, (2) **Math**: four (4) units - Algebra I, Algebra II, Geometry, and one unit of advanced mathematics – suggested courses include: Analytical Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions or Calculus. **Science**: three (3) units – Biology, Chemistry, and Physics, each of which include an average of one laboratory period a week, **Social Science**: One unit of US History; minimum of one-half unit of US Government and minimum of one-half unit selected from: World History, World Geography or International Relations; and one unit selected from: Psychology, Economics, US Government, US History, Current Social Issues, Sociology, Anthropology, and Race and Ethnic Group Relations, and **Foreign Language**: two (2) units of one foreign language. Latin and Sign Language are accepted.

Each institution shall establish a policy permitting not more than 10% of admissions as exceptions. The 10% exceptions shall only apply to bona fide residents of Kansas and the institution must submit an annual report of the number and percentages of freshmen admissions permitted as exception.

One unit is equal to two semesters.

Other provisions of the bill allow the admission of community college transfer students and students who receive a minimum score on the GED test. Students 21 years or older continue to be entitled to admission if they have graduated from an accredited Kansas High School.

**ATTENDANCE**

Regular attendance is a responsibility that is shared by parents, students, and school. It is the student’s workplace, and preparation for entry into the world of work begins with the habits and skills developed within the home, school, and community. Attendance is a very important part of developing an individual’s work ethic and determining success in life.

When a student is absent from class it is impossible to recreate the situation that existed during his or her absence. Make-up work cannot take the place of having been in the classroom when the discussion was being held. Therefore, it is essential that each student be in the classroom every day possible. The maximum number of days a student can miss per semester without obtaining a doctor’s excuse is ten (10). Absences beyond ten (10) days (and / or one class ten times at high school) without a doctor’s excuse will be counted as unexcused for the day or missed classes (see policy on unexcused absences).

Occasionally a student's absences become excessive to the detriment of the student's success and the proper operation of the classroom. At these times a conference will be set up with the building principal, student and parent/guardian. Students who have excessive absences (over ten, per semester, not including school activities) in any class may face additional consequences by the classroom teacher and administration.

**Regular attendance is expected of all students. K.S.A. 72-3120 clearly states that parents and guardians have a legal duty to keep their child in regular attendance.**

*PHILOSOPHY:*

Pupil absence from the regular classroom learning experience disrupts the continuity of the student's instructional progress. The benefits of regular classroom instruction include class discussion, teacher presentations, and student participation. The intent of the following policy is not to punish any student, but to hold the student accountable for his/her own absences while maintaining a standard of education and providing a means whereby the conscientious student can regain some of the classroom experience missed. (Attendance Cont.)

*POLICY:*

Northern Valley Schools has established the following policies to promote the concept of regular attendance.

Regular attendance is expected of all students. Parents/guardians are responsible for excusing the absence on the day of the absence or the day the student returns. A telephone call before 9:00 AM of the day the student returns is preferred but a note when the student returns will be accepted. If parents/guardians have not contacted the school by 9:00 AM on the day the student returns, the absence will be "UNEXCUSED" and the student may receive disciplinary action.

*Excused and Unexcused Absences*

1. "Excused Absence" means an absence which is excused by the student's parents (or legal guardian) and by the principal. Thus, "excused" means "absent with parental permission" or "absent with a doctor's excuse beyond ten (10) days in one semester" and with principal's approval. Students have the right to make-up work.
2. The following types of absences will be considered excused:
  - a. *Illness-Frequent absences due to illness may require statement from a doctor verifying the illness.*
  - b. *Doctor or dental appointments-The school office shall be notified prior to the time of the appointment.*
  - c. *Family funerals*
  - d. *School sponsored activities*
  - e. *All other reasons are unexcused.*
3. "Unexcused Absence" means an absence which occurred without the permission and knowledge of the parents (or legal guardian) or missing more than ten (10) days in a semester without a doctor's excuse or without the permission of the principal. Unexcused absences are subject to disciplinary penalties. The principal reserves the right with good cause to declare any absence unexcused.
4. If a student becomes ill or needs to leave school grounds for personal or other reasons, a phone call must be made in the office to a parent or guardian and permission given to a school official BEFORE the student leaves. If a student leaves the building without first obtaining parent/guardian permission, and permission from a school official, the absence will be unexcused.
5. If a student needs to be dismissed from school early for an appointment, etc., the parent/guardian MUST call or send a note to the school prior to the student leaving.
6. At NO time does a student leave the building without permission from the office personnel and signing out in the office. If a student leaves the building without obtaining permission and signing out in the office, the absence will be considered unexcused.
7. If a student is tardy, he/she must obtain an admit slip from the office before being permitted to enter class.
8. When a student is absent for more than 4 hours it is considered a full day. When a student is absent for less than 4 hours, but more than an hour it will be considered a ½ day absent. Absences less than an hour will be considered Leave Early
  - a. No More than one leave early per nine weeks, when calculating Perfect Attendance

*MAKING UP MISSED WORK:*

The student is responsible for getting all missed assignments from their teachers. If a student has an excused absence on the due date of an assignment, the student must turn in the assignment on the day she/he returns to class, provided that the assignment was made prior to the absence. A student who misses class because of a school sponsored activity may be required by the instructor to complete assignments in advance of the activity. Students should understand that it may be impossible to earn a daily participation grade if not present in a class.

Two class periods are given to complete daily work missed due to each day of excused absence. For example, you are absent on Monday, you meet in class on Tuesday; the missed assignment is due on Thursday. If you are absent on Tuesday, you meet in class on Wednesday; the missed assignment is due on Friday. For extended illness, the student will be limited to five (5) school days following their return to make-up work missed. Exceptions to this rule can be made through special arrangements with the teacher or administration. No make-up credit will be allowed for un-excused absences.

Students in in-school suspension will be given one day to turn-in missed assignments for credit. Out-of-School suspensions students ARE required to make-up work but can only receive a maximum of 50% credit for this work and it must be returned the day after they return.

#### *TRUANCY:*

The Board of Education does not condone truancy for any reason and encourages all students to attend school on a regular and systematic basis. All children between the ages of 7 and 18 years of age are required by law to attend school "continuously" as provided by KSA 72-3120, the principal is required to report truanancies to the Department of Children and Families, and to the County District Attorney within one day of being truant.

HB2109 permits law enforcement officers to temporarily detain and take into custody any child not attending school without a valid excuse during hours when school is in session. The child must be delivered to school where the child is enrolled, to any location designated by the school to address truancy issues, or to the parent or other custodian. A designated school employee must notify the child's parent of the occurrence, either orally or in writing. A child is considered truant if he or she is required by law to attend school and such child is inexcusably absent either three consecutive days, five or more days in any semester, or seven or more days in any school year.

#### *TARDIES:*

Students arriving late to school must immediately report to the office, sign in, and receive an admit slip to class. If a student is detained in class, the holding teacher is obligated to give each student held a written pass for tardiness to the next class.

#### *DEFINITION OF A TARDY:*

1. Tardy-Students arriving to class within five (5) minutes after the bell. Students who arrive later than five (5) minutes into the class period and without a pass, or admit slip will be considered absent from class and may receive disciplinary action. Students who are dismissed during class and miss more than half of the class period will be considered absent.
2. Each teacher will develop his/her own class policy to deal with a student's first two tardies for the semester. Any student receiving his/her third tardy within a class during the semester shall be referred to the office for administrative disciplinary action. Tardies are not accumulative from one semester to the next semester.
3. Three (3) unexcused tardies equals one absence.

#### **STUDENT PARTICIPATION AND ATTENDANCE AT SCHOOL ACTIVITIES**

When a student is absent from school, the student shall not participate or attend a school activity that day except in emergency situations. If a co-curricular activity falls under the jurisdiction of KSHSAA the student must be in attendance ~~for at least the last three hours of the school day to be by 9:00 am to be~~ eligible to participate in the activity that day or evening, unless other arrangements have been made by parents with the coach or sponsor involved.

#### **Attendance at Games**

A parent should accompany all children under the age of 12 to all athletic contests. Any student seen in an unauthorized area or running around the building unattended will be required to sit with their parents throughout the remainder of the contest. **If a parent is not present, the child will be sent home.**

#### **COMPUTER USE**

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teacher or the administration. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

#### **GRADES**

One of the most important records you will have during your school years and later life will be your cumulative folders. It is permanent and will be the basis for college or for business positions. Make your record the best that you can. Ask your teacher for help. Your record starts the first time you enter the doors of Northern Valley Schools.

Report cards will be issued / mailed to parents every nine weeks following the close of the nine weeks period. Progress Reports will be sent home when students are performing below ability or failing work.

The Grading System used by Northern Valley School is based on the following percentile bands for Grades 1<sup>st</sup>-12<sup>th</sup>:

100-90% = A	69-60% = D
89-80% = B	59% and below = F
79-70% = C	

Northern Valley Junior and Senior High School will utilize a 4-point grade system.

A = 4 points, B = 3 points, C = 2 points, D = 1 point and F or I = 0 points, for Failing or Incomplete.

Grades for each class will be recorded each nine weeks. A semester grade for each class will also be recorded at the end of each semester. Letter grades will be recorded on the official transcript. Letter grades and percentages will be duly recorded on all grade reports distributed to students, parents and/or guardians. All assignments are to be turned in the day they are due, grading of late assignments will be determined by individual classroom teachers.

Seniors that have met the graduation requirements set forth by the State Board of Education and the USD 212 Board of Education .... And have a cumulative GPA of 3.75 or higher, will be allowed the honor of wearing a gold cord at graduation.

#### **HONOR ROLL**

Honor roll will be announced every nine weeks following the distribution of report cards. For 6<sup>th</sup>-8<sup>th</sup> student's, grades are averaged for Math, Language Arts, Computers, Science and Social Studies. For 9<sup>th</sup>-12<sup>th</sup> student's, grades are averaged on all classes except band, vocal, Drivers Ed., and Physical Education, except for freshman physical education and health, which are required. The honor roll grade point average is for the nine weeks, and is not the cumulative average.

Honor Rolls	
Highest	4.00
Honors I	3.50 – 3.99
Honors II	3.00 – 3.49

#### **SELECTION OF VALEDICTORIAN AND SALUTATORIAN**

A Valedictorian and Salutarian will be selected from the Senior Class each year. A grade scale of A=4 points, B= 3 points, C=2 points, D=1 point, and F= 0 points will be used for these averages. Grades for Chorus, Band, and Physical Education will not be used for these averages, except for Freshmen Physical Education and Wellness, which is required. All other grades for the four years of high school will be averaged. The student with the highest cumulative grade point average will be declared the Valedictorian. If the averages of any two students being considered for Valedictorian or Salutarian should result in a difference of less than .01 of a point, then co-awards shall be made for Valedictorian or Salutarian.

#### **CREDIT OF GRADE PLACEMENT FROM NON-ACCREDITED SCHOOLS**

Students entering the Northern Valley Schools system from non-accredited schools will be required to establish, through objective means, their grade placement in the elementary levels (K-8). Students in the elementary level will be placed in accordance with skill, competence, physical size, age, and social maturity. Competence shall be determined in conformity with established objectives as set forth in the Unified School District #212 curriculum guides for the various grade levels. Students shall be placed at a level consistent with mastery of established objectives.

High school credit will be granted only on the basis of objective testing for each unit or per-unit course. Objective testing may consist of standardized test(s) and/or teacher-made test(s), which will be administered by USD #212. Such objective testing will be consistent with established objectives as set forth in Unified School District #212 curriculum guides. No credit will be given for any course, which is normally a laboratory course involving practical application of the skills or data learned in the course unless there is clear documentation that the student having satisfactorily participated in such laboratory experiences consistent with and equivalent to the Unified School District #212 course requirements. The teacher (s), in consultation with the school administration, will evaluate the student's performance on any objective testing, which is administered, and determine if the level of achievement is consistent with expected achievement level of students having taken such courses. Placement may also take into consideration age, physical size, and social maturity of the student.

As a practical application, the student must attain a passing grade, determined by the subject area teacher(s), before credit will be considered. The level of expectations shall be made known to the student prior to the test. The teacher (s) and administrator may determine that there are extenuating circumstances which justify an alternative achievement level, such as demonstrated accomplishments related to course objectives which justify an alternative achievement level, such as demonstrated accomplishments related to course objectives which might be allocated a differential weight for determining competence.

For the purpose of this policy, laboratory courses shall include, but not be limited to, the following:

- |  |                          |
|--|--------------------------|
| 1. Vocational Agriculture  | 8. Journalism & Yearbook |
| 2. Family & Consumer Science   | 9. Computer Sciences     |
| 3. General Shop (All Levels)   | 10. Physical Education   |
| 4. Art (All Levels)  | 11. Vocal Music          |
| 5. Lab Science (Biology, Physics, Chemistry, etc.)                     | 12. Driver Education     |
| 6. Band  |                          |
| 7. Business Education (Keyboarding, Office Practice, Accounting, etc.) |                          |

In order to be eligible for consideration of any waiver of graduation requirement, a student must:

1. Have received their most recent ten (10) credits from an accredited high school
2. Have attended Northern Valley High School for two years prior to the date of graduation.

Initial grade placement or credit may be on a probationary basis subject to final evaluation for determination of final grade placement or credit. Such probation shall not exceed nine (9) weeks.

Nothing in this policy is intended to pre-judge the education of the student as acquired in any non-accredited school, but only to assure adherence to standards of Unified School District #212.

**CHANGE IN ENROLLMENT**

Changes may be made in student enrollment during the first three days of the semester. Written permission from the parents must be received before the office will change a student’s class schedule.

**FEES (BOOKS, LUNCH, BREAKFAST & OTHER)**

**BOOK RENTAL**

Grades K-8 .....	\$30.00
Grades 9-12 .....	\$35.00

This covers workbook and textbook usage.

**OTHER FEES**

Vocational Agriculture.....	\$15.00
FACS .....	\$15.00
Band – all students.....	\$5.00
(5 <sup>th</sup> & 6 <sup>th</sup> grade band students also purchase band books)	
Band Horn Rental .....	\$30.00
Percussion Rental .....	\$15.00

**LUNCHES**

Grades K-4 .....	\$0
Grades 5-8 .....	\$0
Grades 9-12 .....	\$0
Adults .....	\$4.00
Reduced.....	\$ .40

**BREAKFAST**

Grades K-4 .....	\$0
Grades 5-12 .....	\$0
Adults .....	\$2.50
Reduced.....	\$ .30

Parents are to pay in advance for lunches and/or breakfast. A monthly bill will be sent home indicating the responsibility of the payment due. If payment is not made for two consecutive months, a letter will be sent to the parent / guardian reminding them of their obligation and the possible consequences of being turned over to a collection agency. If payment of the negative balance is not received within 15 days of the third written notice, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. The debt will be turned over to the superintendent or superintendent’s designee for collection in accordance with board policy DP.

**Commented [KT1]:** These will be reviewed at the July board meeting .... So if a change is needed, please let me know. Becky and I will figure the minimum cost for breakfast, lunch, and milk.

Payments for school meals may be made at the school or district office. Students, parents, and guardians of students are encouraged to prepay meal costs. Extra milk must also be purchased for 20-day periods.  
The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy.

School lunch tickets will not be used. No cash will be accepted in the lunchroom. One carton of milk is paid for in the cost of the lunch. If extra milk is purchased for mealtime, the cost is \$0.32 per carton and does not qualify for the free / reduced program. K-4<sup>th</sup> grade may purchase extra milk if they wish in the afternoon.

Free and reduced lunch applications are available in the principal's office. **Applications should be completed and returned to the principal's office or the district office upon enrollment.**

~~K-4<sup>th</sup> grade may purchase extra milk if they wish in the afternoon. Extra milk is \$0.32 per carton, but does not qualify for the free reduced program.~~

#### **OFFER VERSUS SERVE PROGRAM**

U.S.D. #212 participates in the offer versus serve program. Offer versus serve is a federal regulation designed to reduce food waste in the lunch program by allowing students to choose only those foods that they intend to eat. This program is mandatory at the senior high level and is optional, by district choice, at all other levels.

In order to meet federal requirements, students must take full portions of three of the five menu components. The menu components are (1) meat or meat alternate, (2) vegetable, (3) fruit, (4) bread or bread alternate, and (5) milk.

We encourage students to take all the meal components. However, since food can only be nutritious if it is eaten, your child needs to know that components may be refused if they are not going to be eaten. Remember that all students must take at least three different meal components.

Lunches must be priced as a unit. This means paying students will pay the full lunch price and students eligible for reduced price will pay the current reduced price charge whether they take the minimum number of food items or all five food items offered.

If a child has an allergy to certain foods, a doctor's order must be submitted at the beginning of each school year.

~~School lunch tickets will not be used. No cash will be accepted in the lunchroom. One carton of milk is paid for in the cost of the lunch. If extra milk is purchased for mealtime the cost is \$.32 per carton. Extra milk must also be purchased for 20-day periods.~~

~~Free and reduced lunch applications are available in the principal's office. Applications should be completed and returned to the principal's office or the district office upon enrollment.~~

#### **CLOSED NOON HOUR**

Northern Valley USD 212 school lunch policy is a closed noon hour, which means no one may leave school to eat lunch. Everyone eating a lunch, either school lunch or sack lunch is required to eat in the lunchroom.

If the office is notified by parent/guardian by 9:00AM (for lunch count purposes), an eligible senior (not on the ineligibility list) may leave the school campus by signing out in the office. Food or drinks obtained during lunch must stay outside the school building and are to be disposed of properly prior to entering the building. Students are required to be present at their next regularly schedule class period. Tardy/Absent policies will apply for any violations. Abuse of this privilege may result in revocation of said privilege.

#### **LOST AND DAMAGED BOOKS**

Students will be expected to return books checked out in their care at the end of the school term. Abusive care given to school owned books would result in students being assessed repair or replacement costs for the book. Normal wear and tear is not considered abusive care. Assessment for lost or damage books is the responsibility of the building principal.

#### **CERTIFICATE OF IMMUNIZATION**

Any pupil entering school for the first time in the state, prior to admission, shall be required to present to the appropriate school authorities certification from a licensed physician that such pupil has received or is in the process of receiving immunization against poliomyelitis, diphtheria, measles, rubella, mumps, pertussis, and tetanus, by such means of immunizations are approved by the Secretary of Health and Environment, or in the way of an alternative to such requirements shall present:

**Commented [KT2]:** These two paragraphs are repeats from top of page.

- A. Certification from a licensed physician stating the physical condition of the child to be such that the test and immunization would seriously endanger the life or health of such child, or
- B. A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such test and immunization, or
- C. A written statement signed by one parent or guardian requesting that the local health department give the test and immunization because the parents or guardians lack the means to pay for such test and immunization.
- D. In accordance with the statute, the Secretary of Health and Environment has designated the following diseases for which immunizations are required of all new school enterer's: measles, mumps, rubella, polio, diphtheria, pertussis, and tetanus. Tuberculin skin testing is no longer required for school entry.
- E. The revised state requirement requires that parents of children who are not completely immunized upon school entrance shall sign a statement that the entire series of immunizations shall be completed within ninety (90) days of school entrance. Should you have any questions in this regard, please contact the building principal.

#### **VISUAL COMPETENCY**

Each year students will be tested at school to determine visual competency. This test is an indicator and may tell whether the child needs glasses. A report is sent home to the parents. The report may recommend that the child have a complete eye examination if the test given at school indicates a deficiency.

#### **ACCIDENTS AND SICKNESS**

Parents will be contacted, or in case of emergency, the child will be taken to the clinic or doctor designated by the parent, in case of accidents or sickness.

#### **COMMUNICABLE DISEASES – STUDENTS**

Any student noted by a physician or the school nurse as having a communicable disease may be required to give maximum health protection to other students. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease.

In the event that a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student reenters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the behavior, neurological development, and physical condition of the student and the expected type of interaction with others in that setting. These decisions are best made using the team approach including the student's physician, public health personnel, the student's parent or guardian, legal counsel, and personnel associated with the proposed care of educational setting.

In each case involving a student with a severe communicable disease, the board shall reserve the right to make a final decision regarding the placement of the student after taking into account the recommendation of the health assessment team, the risks and benefits to both the infected student and to the others in the proposed educational setting.

District personnel, without the student's parent' or guardian' permission or in order to comply with state or federal statutes, shall release no information regarding students with communicable diseases.

Communicable disease as defined in this policy shall refer to any infectious or contagious disease as determined by the State Department of Health and Environment or the United States Center for Disease Control.

#### **SUPERVISION OF MEDICATIONS**

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drug and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances, when medication is necessary in order that the student remain in school, the school may cooperate with the parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication, or the parent if it is a non-prescription medication, must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parent(s) must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parent(s).

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, properly handled, and to be properly authorized by the written order of a licensed medical person. Two containers, one for home and one for the school should be requested from the pharmacist. Only oral medications should be administered, except in emergency situations.

Any changes in types of drugs or dosage and/or time of administration should be accompanied by new physician and parent permission signatures with a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medications requiring refrigeration.

Medications should be inventoried every semester. Out of date stock should be returned to parent or destroyed.

Medication such as cough drops, liquid tears, antibiotic cream, or anti-itch cream may be administered as needed by the school nurse or delegated personnel. Acetaminophen and ibuprofen will be kept in the office locked medication cabinet and will only be administered when written or phone permission is obtained from a parent or guardian. Documentation of time, date and amount will be done on the treatment log.

The building administrator may choose to discontinue the administration of medication provided that the parent(s) or medical person are notified in advance of the date of the reasons for discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering, and section for comments.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

#### Student Self-Administration of Medications

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy, medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

As used in this policy, health care provider means a physician licensed to practice medicine and/or surgery, an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

#### ***Student Eligibility***

An eligible student shall meet all the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of the medication(s).
2. The prescribed dosage.
3. The time the medication is to be regularly administered.
4. Any additional special circumstances under which the medication is to be administered.
5. The length of time for which the medication is prescribed.
6. The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

#### ***Authorization Required***

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall **annually** complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during the enrollment or as needed.

#### ***Employee Immunity***

All teachers responsible for the student's supervision shall be notified that permission to carry medication and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

#### ***Waiver of Liability***

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees and agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees, and agents harmless from and against any claims relating to the self-administration of medication allowed by this policy.

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school and its employees and agents harmless against any claims relating to the self-administration.

#### ***Additional Requirements***

1. The school district shall require that any backup medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency.
2. The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency.
3. Eligible students shall be allowed to possess and use approved medication at any place where the student is subject to the jurisdiction or supervision of the school district and its officers, employees or agents.
4. The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy. The board may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

#### **ANIMALS AND PLANTS IN THE SCHOOL**

Any person bringing animals and toxic plants into the school must receive prior permission from the supervising teacher and the building principal. All animals must have an up-to-date (less than 1 year old) health certificate before any animal is permitted on school grounds.

#### **WEAPONS**

Possession, use, or transfer of any illegal weapon by students inside the school building, on school property, or at school sponsored activities, inside the district or out of town, is expressly prohibited. This policy shall include any weapon, any item used as a weapon or destructive device, or any facsimile of a weapon. This policy is in effect before school, during the regular school day, after school or at any school sponsored activity.

Illegal weapons would include firearms, replica firearms, starter guns, air propulsion rifles or pistols, BB guns or any other type of destructive device or apparatus that could be used to propel projectiles that could cause injury to others. This policy would also include switchblade knives, gravity operated knives, knives with blades in excess of 1.5 inches, knives containing pocket or belt clips, martial arts weapons including "butterfly knives", clubs or other bludgeoning instruments, metal or brass knuckles, stun guns, bombs, explosives, grenades, rockets, missiles, or other destructive devices including incendiary devices or poisonous gases. Violation of this policy will result in immediate and appropriate disciplinary action and referral to the appropriate legal authorities.

Possession of a firearm or other illegal weapon shall result in expulsion from school for a period of one year except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis (Probation). Students violating this policy shall be suspended and/or expelled and referred to the appropriate law enforcement agency (agencies).

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary, or poison gas; bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

Any student who brings a weapon to school will be referred to the criminal justice or juvenile delinquency system.

#### **BULLETINS FROM SCHOOL**

From time to time during the year, it becomes necessary for the teacher or administrator to send bulletins to the parents explaining some phase of the school program. These bulletins are important and an effort will be made to keep them at a minimum. Parents are urged to read all notes sent home so misunderstandings of the school program may be kept to a minimum. It is hoped that this handbook will suffice for many announcements that might otherwise have required a special bulletin.

#### **FIRE DRILLS**

When the fire alarm sounds, the building should be evacuated immediately. Do not take books or any other supplies with you on a fire drill. Each class should form one single line. NO running, talking, or crowding in line. Students should quietly return to class upon signal.

#### **TORNADO DRILLS**

The intermittent ringing of the classroom bells will signal tornado drills. You are to form a single line and proceed quickly and quietly to the basement hallway. It is important that you be quiet, so that you may hear any instructions that may be given.

You may return quietly to the classroom only when the Superintendent, the Principal has released the entire student body, or in their absence, a designated teacher.

#### **FIRE AND TORNADO EVACUATION FOR HANDICAPPED STUDENTS**

The primary person responsible for helping handicapped students evacuate the building is the teacher that has the student in class. The secondary person responsible to help the student is the janitor of the building involved.

#### **PARTIES**

It shall be the policy of the school that parties, dances and other social events shall be held on school premises and using school facilities. All school parties are for students of the school only. Board Policy states that there is no more than one dance per month during the school year.

The school will allow party invitations to be handed out at school only if the following conditions are met. If the party is for either a boy or a girl, then all girls or all boys of the class shall be invited. If both boys and girls are being invited, then all members of the class shall be invited. Student birthday parties will be allowed with the classroom teacher approval. K-4<sup>th</sup> grade students will not be allowed to exchange gifts at school.

High School students in our school may bring outside dates to some school dances if their sponsor obtains permission from the Board of Education. High School students will need to sign up their intended date and get approval from the office. The office will notify you of the dances at which outside dates may be brought.

#### **HAZING/BULLYING**

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated in the district. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individual may also be referred to law enforcement officials.

Bullying is defined as any non-instigated, unprovoked, and intentional gesture; written, verbal, or electronic communication; physical act; or threat that a reasonable person would find severe or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or staff member.

#### **SCHOOL BUS PASSENGER CONDUCT**

Buses are furnished at a great expense to USD 212. Because of this, it is our belief that the students, drivers and sponsors should work together to maintain the buses for the benefit of all.

All students, drivers, sponsors and patrons who ride the Northern Valley District buses whether on regular routes or on activity trips will adhere to the following regulations.

1. The bus driver shall be in charge of all passengers while they are riding, loading on or unloading from the bus.
2. The bus driver shall have the authority to assign a seat to each passenger.
3. Students shall not stand in the traveled portion of a roadway while waiting for a bus.

4. Students shall not extend any part of their body out of bus windows.
5. Students shall not get on or off the bus or move about while the bus is in motion
6. Smoking inside a bus shall be prohibited. All tobacco products will be prohibited.
7. Intoxicating liquor or alcohol, or illegal drugs shall not be consumed or carried on the bus.
8. Animals shall not be transported in a bus.
9. No weapons of any type, except side arms carried by a law enforcement officer shall be transported on a bus. (Authorized by K.S.A. 1977 Supp. 8-2009; effective E-78-22, Aug. 10, 1977; effective May 1, 1978.)
10. No sunflower seeds on the bus.
11. Bottles or cans of pop on the bus by permission only.
12. Keep noise at a normal conversation level.
13. No iPods or MP3 players will be played on the bus, unless individual earphones are utilized. No exceptions will be made. One warning will be given, and then the device will be taken from the offender by the sponsor or driver and given to the principal.
14. Cell phones may be used with the permission from the bus monitor, coach/sponsor, or bus driver. No FLASH pictures using your cell phone or camera is permitted at any time.
15. All passengers should unload from the front of the bus.
16. Students will pick up trash and belongings before leaving the bus. The sponsor and/or driver will determine how this is to be done. If the buses are found to be in an unacceptable condition, the building administrator will make cleaning assignments, as he/she deems necessary.
17. PUPILS MUST BE ON TIME; THE BUS CANNOT WAIT FOR THOSE WHO ARE TARDY. Pupils must walk on the far-left side of the road facing traffic when going to the bus stop.
18. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember that your safety is in his hands.
19. Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
20. When leaving the bus, pupils must observe directions of the driver. IF YOU CROSS THE ROAD, DO SO IN FRONT OF THE BUS AFTER MAKING SURE THE ROADWAY IS CLEAR.
21. Any damage to the bus is to be reported to the driver at once.
22. All students must ride the activity bus to and from the activity, unless the parents come to the sponsor or administrator at the activity and sign out their child to go home. Notes will not be accepted.
23. Sponsor should make last check of bus for articles left on the bus.
24. In an emergency when students cannot ride an activity bus, failure to notify the sponsor may prevent them from riding in the future.
25. TO FACILITATE THE ENFORCMENT OF THE ABOVE RULES, THE SPONSORS WILL RIDE AT OR NEAR THE BACK OF THE BUS.
26. STUDENTS RIDING A BUS DURING A STORMY SEASON ARE ADVISED TO LISTEN TO THEIR HOME RADIO OR TV STATION FOR STORM WARNINGS AND NOTICE OF SCHOOL CLOSINGS AND NOT ATTEMPT TO REACH SCHOOL WHEN SO FOREWARNED. (AS TO UNSAFE CONDITIONS SUCH AS HEAVY SNOW OR FLOODS.)
27. As July 1, 1989, The Child Passenger Safety Act requires that every driver who transports a child or children under the age of 14 years to provide for the protection of the child or children by using the proper safety restraining system. The proper restraining system of children between the ages of 4 to 14 is a safety belt and applies to both front and rear seats of a vehicle. For preschool under the age of 4, the requirement remains the same as in the old law. This law applies to anyone riding in vans, automobiles, pickup trucks, suburban's, etc.

PENALTY: For violating these rules, pupils will be reported to the school principal who can deny pupils the privilege of riding the bus.

#### **TRAFFIC RULES AND REGULATIONS**

All students who drive cars to school will park in areas designated for student parking. They will also park in a manner which will not block other cars or park on the grass.

If it is necessary for you to go to your car during school hours, permission must be secured from the OFFICE. Students are not to be in or about their cars during school hours. Students who drive are asked to use extreme caution when driving in front of the elementary school. Students failing to follow posted speed limits or are driving in a careless manner will receive a warning from the administration. On the second offense the student will be reported to the authorities. On the third offense, the student will be reported to the authorities and 5 points will be given.

**STUDENT CONDUCT (Kindergarten – 5<sup>th</sup> Grade)**

1. A student shall be corrected when necessary to improve the student’s behavior, to maintain essential order, or to protect other students, school employees, or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense
  - b. The student’s age
  - c. The frequency of misconduct
  - d. The student’s attitude
  - e. The potential effect of the misconduct on the school environment
3. Guidelines for discipline apply to all school sponsored activities as well as the school day. Students, when in attendance at any athletic event, contest, dance, school programs, or other activity sponsored by the school, will be required to obey all rules and regulations which govern the regular school day.
4. Students who cause major code infractions will receive out of school suspensions. The suspension from school can be from one to ten days depending upon the code infraction. When a student is suspended they cannot take part in any school function or activity. This also means that they cannot be on school grounds during the duration of the suspension. Students’ parents will be notified by phone and also by mail if a suspension is assigned. A parent conference is required before the student will be admitted back to school after serving the assigned suspension.
5. A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent or principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings shall be conducted by the superintendent or other certified employee or committee of certified employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.
6. Electronic Devices and Cell Phones have no place in the classroom during school hours. They are to be silenced during the school day. Exceptions will be determined by the classroom teacher. 1<sup>st</sup> Offense – Staff member turns cell phone into office and student may pick up after serving 30 minute detention. 2<sup>nd</sup> Offense – Staff member turns cell phone into office and student may pick up after serving 60 minute detention & parent/guardian is notified. 3<sup>rd</sup> Offense – Staff member turns cell phone into office and will result in 1 Day of In School Suspension & parent/guardian in notified. Further Violations will result in doubling of ISS days and parent/guardian notification.

**Level I Acts of Misconduct**

**May Include, but not limited to**

- Noncompliant Behavior
- Violation of Classroom Rules
- Misbehavior
- Act that disrupts the classroom
- Disrespectful Behavior
- Failure to be Honest

**Possible Discipline Options/Responses**

**May Include, but not limited to**

- Verbal Correction
- In class disciplinary action
- Teacher-student conference
- Parent contact: note/email/phone call

**Level II Acts of Misconduct**

**May Include, but not limited to**

- Repeated infractions
- Cheating or Plagiarism
- Inappropriate Language: Verbal or Written
- Unapproved use of electronic devices
- Bus Conduct Notice
- Fighting
- Destruction of Property
- Stealing
- Conduct that impinges on the safety of others
- Skipping Class
- Computer Violation

**Possible Discipline Options/Responses**

**May Include, but not limited to**

- Detention
- Principal-student conference
- Parent Contact: note/email/phone call
- Office Referral
- Missed Recess

**Level III Acts of Misconduct**

**May Include, but not limited to**

- Repeated infractions
- Terrorist Threats

**Possible Discipline Options/Responses**

**May Include, but not limited to**

- Principal-Parent conference
- Involvement of Support Services

- Bullying
- Possession of Illegal Weapon
- Exclusion from extracurricular activities or trips
- Implementation of a Behavior Plan

**Level IV Acts of Misconduct**

**May Include, but not limited to**

- Repeated infractions
- Use of tobacco products on school property
- Use of alcoholic beverages on school property
- Use of illegal drugs on school property

**Possible Discipline Options/Responses**

**May Include, but not limited to**

- In School Suspension
- Out of School Suspension

\*All disciplinary guidelines are subject to administrative discretion.

**STUDENT CONDUCT (6<sup>th</sup>-12<sup>th</sup> Grade)**

1. Repeated instances of almost any offense will result in suspension or expulsion. Also, if multiple violations are contained on a disciplinary referral, the totality of the offenses will be considered when implementing disciplinary action.
2. Terrorist threats which would include bomb threats, false fire alarms, death threats, or threats to inflict bodily harm will result in suspension or expulsion.
3. The consumption, possession, use, transfer, or to be under the influence of any narcotic, controlled substance, or illegal drug anywhere on school property or at any school sponsored activity, whether within the school district or out of town, is expressly prohibited and will result in suspension or expulsion and referral to the appropriate legal authorities.
4. Possession, use, or transfer of any weapon by students inside the school building, on school property, or at school sponsored activities, inside the district or out of town, is expressly prohibited. Illegal weapons would include firearms, replica firearms, starter guns, air propulsion rifles or pistols, BB guns or any other type of apparatus that could be used to propel projectiles that could cause injury to others. This policy would also include pocket knives, switchblade knives, gravity operated knives, knives with blades in excess of 1.5 inches, knives containing pocket or belt clips, martial arts weapons including "butterfly knives", clubs or other bludgeoning instruments, metal or brass knuckles, stun guns, bombs, explosives, grenades, rockets, missiles, or other destructive devices including incendiary devices or poisonous gases. Violation of this policy will result in immediate and appropriate disciplinary action and referral to the appropriate legal authorities. This policy is in effect before school, during the regular school day, after school or at any school sponsored activity. Possession of a firearm shall result in expulsion from school for a period of one year. Students violating this policy shall be suspended and/or expelled and referred to the appropriate law enforcement agency (agencies).
5. The mischievous or malicious setting of fires or other acts of arson inside of any school building or on any school property will result in suspension or expulsion and referral to the appropriate legal authorities.
6. Conduct which endangers the safety or substantially impinges on or invades the rights of others- will result in suspension or expulsion and referral to the appropriate legal authorities.
7. Theft-misdemeanor or felony-will result in suspension or expulsion and referral to the appropriate legal authorities.
8. Vandalism- misdemeanor or felony-will result in suspension or expulsion and referral to the appropriate legal authorities.
9. Inappropriate behavior towards any administrator, instructor, staff member, or school guest will result in suspension or expulsion. Repeated instances of open defiance or refusal to obey any reasonable request, inappropriate remarks or comments and acts of disrespect will result in suspension or expulsion. Repeated disrespect in a class may require a parent, student, teacher, and administrator conference which would require a behavior contract before the student can re-enter the class.
10. Instances of harassment, intimidation, threats, and extortion could result in suspension or expulsion.
11. Any involvement in gang or gang related activities such as wearing of gang apparel, exhibition of gang signs or symbolism, graffiti, (including cult or satanic symbolism) at school property will result in suspension or expulsion.
12. Students will not be allowed to make any inappropriate remarks or exhibit any behavior that demeans, ridicules, or "puts down" any race, religion, creed, sex, national origin, or handicapping condition. Any student or group of students who possess, attempt to distribute, or distribute any unauthorized material at school or on school property which is racially derogatory, divisive, inflammatory, supremacist oriented, or who vandalize or deface school property with racially derogatory, inflammatory, or divisive graffiti, slogans, or symbols will be suspended or expelled.
13. Sexual harassment is defined as a practice which undermines the learning process of a school by creating an environment which is upsetting, threatening, or degrading to the student being harassed. Examples of sexual harassment would be, but are not limited to the following, uninvited or unwelcome notes, letters, telephone calls, or other materials of a sexual nature. It could also involve uninvited and deliberate touching, groping, leaning on or over, or cornering, uninvited sexually suggestive looks, gestures, pressure for sexual favors, persistent pressure for

dates and other intimate situations. Sexual harassment could also involve sexual teasing, making of suggestive remarks, asking improper questions or telling jokes that are off color explicitly related to sex. Sexual harassment could also include attempted or actual rape or sexual assault or the visual display of materials that may be perceived as offensive to either male or female, i.e., posters, calendars, photographs, graffiti or signs. Violations of this regulation will result in suspension or expulsion.

14. Boy and girl relationships are a normal part of growing and maturing. In the school, however, there is to be no public display of affection. Parents/guardians will be contacted for those who cannot refrain from improper displays. Repeated violations of this regulation will result in detention and/or suspension.
15. When a substitute teacher has taken the place of a regularly assigned teacher, the expectation is, students will be on their "best" behavior. Any student referred to the office for disciplinary reasons can expect consequences resulting in detention(s) and/or suspension.
16. Electronic Devices and Cell Phones are to be silenced during the school day and not to be used during class time. Exceptions will be determined by the classroom teacher. 1<sup>st</sup> Offense – Staff member turns cell phone into office and student may pick up after serving 30 minute detention. 2<sup>nd</sup> Offense – Staff member turns cell phone into office and student may pick up after serving 60 minute detention & parent/guardian is notified. 3<sup>rd</sup> Offense – Staff member turns cell phone into office and will result in 1 Day of In School Suspension & parent/guardian in notified. Further Violations will result in doubling of ISS days and parent/guardian notification.
17. Cell phones, cameras, and/or video recorders are NOT permitted to be used in ANY LOCKER ROOM AT ANY TIME including before and after school or any school sponsored events.
18. NO BULLYING: bullying is defined as any non-instigated, unprovoked, and intentional gesture; written, verbal, or electronic communication; physical act; or threat that a reasonable person would find severe or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or staff member.
19. Food or drinks obtained during lunch must stay outside the school building and are to be disposed of properly prior to entering the building.

\*All disciplinary guidelines are subject to administrative discretion.

The below guidelines for discipline apply to all school sponsored activities as well as the school day. School activities are an extension of the school day. Students, when in attendance at any athletic event, contest, dance, school programs, or other activity sponsored by the school, will be required to obey all rules and regulations which govern the regular school day. Students assigned to OSS will not be allowed to participate in school activities. Whenever discipline is assigned, parents/guardians are notified through the mail or by phone.

*Consequences for Conduct Violation:*

A point system, which outlines the consequences of individual and accumulative behavior, appears below. The following are the descriptions of the offenses, the points assigned to each party, and the penalties.

<b>Offense</b>	<b>Points</b>	<b>Penalty</b>
Weapons Violation	13	Long Term Suspension/Expulsion
Arson	13	Long Term Suspension/Expulsion
Terroristic Threat	13	Long Term Suspension/Expulsion
Conduct which impinges on the safety of others	13	Long Term Suspension/Expulsion
Alcohol or Drugs	5	1-10 Day Suspension
Fighting/Use of Physical Force	2-5	1-10 Day Suspension
Tobacco	5	1-10 Day Suspension
Theft	2-5	1-10 Day Suspension
Disrespect & Insubordination	2-5	Detention/Suspension
Destruction of Property	2-5	Detention/Suspension
Bullying or Harassment	2-5	Detention/Suspension
Cheating or Plagiarism	1-5	Detention/Suspension & Zero on Assignment
Disruptive Behavior	1-2	Detention 1 to 6 Hours
Skipping Class or School	1-2	Detention 1 to 6 Hours
Inappropriate Language	1-2	Detention 1 to 6 Hours
Skipping After School	0-2	Detention 1 to 6 Hours
Bus Referral	0-1	3 Points = loss of bus privilege
PDA	0-1	And/or 1 to 4 Hours of Detention
Repeatedly Unprepared for Class	0-1	And/or 1 to 4 Hours of Detention
Food/Drink Violation	0-1	And/or 1 to 4 Hours of Detention
Every 3 <sup>rd</sup> Tardy	0-1	And/or 1 to 4 Hours of Detention

Computer Network	0-1	And/or 1 to 4 Hours of Detention
Lying	0-1	And/or 1 to 4 Hours of Detention
Miscellaneous Violation	0-1	And/or 1 to 4 Hours of Detention
Unexcused Absences All Day (1 <sup>st</sup> Offense)	0	2 Hours Detention
Unexcused Absences All Day (2 <sup>nd</sup> Offense)	1	4 to 6 Hours Detention
Unexcused Absences All Day (3 <sup>rd</sup> Offense)	2	2 Days ISS
Unexcused Absences All Day (4 <sup>th</sup> Offense)	3	5 Days ISS
Unexcused Absences From Class or Activity (1 <sup>st</sup> Offense)	0	Time Missed During Detention
Unexcused Absences From Class or Activity (2 <sup>nd</sup> Offense)	1	Double Time Missed During Detention
Unexcused Absences From Class or Activity (3 <sup>rd</sup> Offense)	2	1 Days ISS
Unexcused Absences From Class or Activity (4 <sup>th</sup> Offense)	3	3 Days ISS

Any other violation that interferes with the delivery of a safe and quality education will be dealt with in a manner fitting the offense as determined by the school administration. A severe offense can result in the student failing the class and his/her removal from the class until the next semester it is offered.

If a student accumulates 6 points he/she will be given in-school suspension for 2 days. If a student accumulates 10 points, he/she will be given in-school suspension for 5 days. If a student accumulates 13+ points, he/she will be suspended (ISS or OSS) for 10 days and may be recommended for a long term suspension or expulsion (determination will be made based on the severity of the offense[s]).

Parents or guardians will be notified by mail and/or phone when their child reaches 3 points and 6 points. Parents or guardians will be notified by mail when their child reaches 9 points and a conference will be scheduled.

A copy will be signed by student and kept on file with the principal.

#### *GUIDELINES FOR DETENTION ASSIGNED BY THE ADMINISTRATION*

Administrative assigned detention will convene promptly by ~~4:00~~ **3:30** PM in Long Island ~~and, 3:45 PM in~~ Almena and will last up to 120 minutes. Students will be given the choice of attending detention the day they were seen by the administrator or the following day. Students may be assigned classroom work to be completed and returned to the instructor. Credit will be given and all assignments must be completed. Other obligations, including work, will not be cause for dismissal from detention. Exceptions to this policy will be handled on a limited and individual basis. Parents requesting that a detention be postponed must make the request to a building administrator prior to the date the detention is to be served. Failure to serve detention will result in further sanctions.

#### *SUSPENSION*

Students who cause major code infractions will receive out of school suspensions. The suspension from school can be from one to ten days depending upon the code infraction. When a student is suspended they cannot take part in any school function or activity. This also means that they cannot be on school grounds during the duration of the suspension. Students' parents will be notified by phone and also by mail if a suspension is assigned. A parent conference is required before the student will be admitted back to school after serving the assigned suspension.

#### *EXPULSION*

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent or principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings shall be conducted by the superintendent or other certified employee or committee of certified employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

#### **SCHOOL TELEPHONE**

The school telephone is a business phone; it should not be used for social calls. Students are not to use the phone except in unusual circumstances (**leaving homework at home is not an unusual circumstance**). If the case should arise, the student should check through the office before using the phone. Students will not be called from class to answer the telephone, but messages will be taken and given to the student at the end of the period.

**THE SPONSOR MUST UNLOCK THE DOOR FOR STUDENTS WHO NEED TO CALL THEIR PARENTS TO COME AND GET THEM AFTER AN ACTIVITY. THE SPONSOR SHALL STAY WITH THE STUDENTS UNTIL ALL HAVE BEEN PICKED UP AND THEN LOCK THE DOORS.**

#### **LOCKERS**

Lockers are for the convenience of the students. They should not be mistreated. The doors should be closed quietly. Please do not decorate the outside of your lockers. The inside may be used for decoration if you think it is necessary, but must be cleaned out at the end of the year.

ALL lockers may be checked periodically for books and magazines that belong to the library but have not been properly checked out.

#### **SEARCHES OF LOCKERS AND STUDENTS**

ALL lockers are the property of USD #212 and are subject to inspection by school authorities at any time and will be done periodically.

Searches of students shall be conducted when reasonable suspicion exists that a school rule or policy has been violated. In order to protect the health, safety, and welfare of students under school jurisdiction, building principals are authorized to search students. All searches shall be carried out in the presence of an adult witness.

Only the school principal or his designee is authorized to conduct searches of lockers or students. Prohibited items recovered during a search shall remain in the custody of the building principal or turned over to law enforcement officials, illegal incidents will be referred to the appropriate law enforcement agency.

#### **DRESS CODE**

Hats or other headgear will not be worn inside buildings before or during school hours. This rule also includes those times when Northern Valley students are located in other facilities for any reason. Special circumstances stated by the administrator only can alter this rule. Other clothing deemed inappropriate shall not be worn at school including, but not limited to, clothing with alcohol, tobacco, drugs or sex or sexual innuendo displayed, low cut tops or tops that do not have a two inch strap across the shoulder, no tank tops, and no tops with the sides ripped out. No undergarments should be showing. No midriff should be showing. Skirts and shorts shall be as long as the longest fingertip when hands are hanging normally at sides.

#### **GUESTS**

Visitors will be allowed to visit school if arrangements are made with the office at least one day in advance. Visiting youngsters will not be allowed to visit school on a day-to-day basis, as the teachers are not employed as babysitters. The school welcomes visits by parents at any time. During the school year all parents are encouraged to attend the activities sponsored by the school.

#### **POSTING OF MATERIALS ON SCHOOL PREMISES**

Nothing is to be posted in the school building (bulletin boards) or on school grounds unless approval has been given by the building principal.

#### **PUBLIC DISPLAY OF AFFECTION**

There will be **NO** public display of affection (PDA) including but not limited to holding hands, hugging, kissing, etc.

#### **PLAGIARISM**

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures up to and including suspension or expulsion.

#### **SPORTS AND ACTIVITIES**

##### ***ELIGIBILITY***

The board encourages the development of co-curricular activities compatible with these policies.

Any student who does not wish to participate in any required, school-sponsored activity must file a written statement with the superintendent requesting that the student not be required to participate in the activity. The written statement must be signed by one of the student's parents and explain the reason(s) why the student should be exempt from participating in the activity.

6-12 students who wish to participate in any school sponsored activity (on or off campus) other than attending regularly scheduled classes during the normal school day and participating in practices, must have passed at least five units of credit the preceding semester. Students failing two (2) or more subjects in one week or failing one (1) class two or more weeks in a row will be considered ineligible. Eligibility is determined utilizing the student's eligibility for the first week in the second semester. Thereafter, the cumulative class grades earned each week in the second semester will apply. Each instructor will list by name and subject any student who is receiving a failing grade and have his/her list to the building administrator and building secretary by Monday morning. The "Failing List" will be compiled and emailed to all staff members.

The Kansas State High School Activities Association and the local school determine athletic eligibility. All students interested in the interscholastic athletic program should acquaint themselves with the many regulations and determine eligibility. The athletic coaches can answer your questions and there is a copy of the K.S.H.S.A.A. rules containing all the printed regulations in the office.

A student, as an individual involved in an activity offered at our school, is recognized as an OFFICIAL REPRESENTATIVE of the school and its community. Your conduct and sportsmanship on and off the school premises should display the highest possible standards. BE PROUD TO BE A HUSKY AND MAKE OTHERS PROUD!

#### ***LEAGUE***

Northern Valley High School and Junior High is a member of the Western Kansas Liberty League. League championships are awarded in football, basketball, volleyball, and track. The league sponsors speech contests, vocal and instrumental festivals and concerts, and academic competitions.

#### ***ACADEMIC LETTERS***

9<sup>th</sup>-12<sup>th</sup> Students may letter academically by making a 3.3 GPA or above for the last semester of previous year and the first semester periods of each school year and having no grade below a B (no C, D, or F grades). Classes which will not be included in the GPA for Academic lettering are; Band, Vocal, PE (Except for Freshmen PE/Wellness), and Teacher Aide. Freshmen letters will be used on the first semester of the school year.

#### ***PHYSICAL FORMS***

Before a student athlete is permitted to report for practice in a sport, he/she must have a physical examination or health review documented by a completed form furnished by the school. Either form requires the student to gain the permission of his or her parents or guardian. THE FORM REQUIRES THE SIGNATURES OF BOTH THE PARENT AND THE ATHLETE.

#### ***TRAVELING TO AND FROM ACTIVITIES***

In order to promote team building and camaraderie the squad and/or team members are expected to ride to and from games in the bus, or whatever means of transportation is provided by the district. However, a squad member must secure the approval of the administrator by filling out a transportation waiver before any contest to ride home with an adult other than the student's parent/guardian. PARENT/GUARDIAN PHONE CALL AUTHORIZATIONS WILL NOT BE ACCEPTED. Transportation waiver must be signed by the parent/guardian and contact information must be provided to verify signatures.

#### ***AGE RULE***

Any student, who reaches the age of nineteen (19) on or before September 1, shall be ineligible for participation in any interscholastic activity. Any student, who reaches the age of nineteen (19) after September 1, shall be eligible for the balance of the school year.

#### ***ALCOHOL TESTING AT SCHOOL ACTIVITIES***

Students or student guests attending a school sponsored activity that are deemed (by reasonable suspicion) to be under the influence of alcohol are subject to alcohol testing. Anyone refusing to be tested or testing positive will have their parents and the authorities notified. Students will be transported by parents or authorities from school premises. Student guest who test positive or refuse to be tested will be permanently banned from future school activities. Students who test positive or refuse to be tested will be subject to the school discipline and athletic policies.

#### ***INSURANCE***

The school does have accident insurance; however, all expenses incurred must first be submitted to the parent/guardian's insurance company for payment. Expenses not covered by the parent/guardian's insurance can then be referred to the insurance carrier of the school district (Student Assurance Services, Inc.). Expenses not covered by either will become the final responsibility of the parent/guardian. Accidents or injury must be reported in a timely manner. The school insurance will not cover expenses for injuries, which occur as a result of horseplay or fighting.

#### ***INDIVIDUAL ENTRY FEES***

Any activity that requires an INDIVIDUAL entry fee must be attended by the student who committed to attend the event. Students failing to attend once the entry fee has been paid will be required to reimburse the school for the loss of the entry fee and may be prevented from competing in additional competitions until this is paid. Exceptions to this rule may be made on an individual basis for limited reasons.

#### ***ACTIVITY FUND***

The activity fund is the financial headquarters for all the extracurricular funds. All high school organizations that have funds in their treasuries are required to deposit their money in this fund. The school secretary is the bonded treasurer and the custodian of these accounts that are subject to audit annually. **Purchases are to be made only with a purchase order issued by the office.** The

purchase order is presented to the supplier and is thus authorized to charge the items listed to the organization. Bills are then brought into the office, but should be recorded as expenditures by the treasurer of the class or organization. Class treasurers should check their books with the office secretary each month.

#### **REMOVED SPECTATOR POLICY**

Sportsmanship, while important for the participants of a sporting activity, is also of the highest importance for the spectator as well. Accordingly, there should be no room for a spectator to repeatedly get removed from athletic contests by the officials or administration. The center of attention during an athletic event should be on the game and its participants, not a spectator that insists on making a scene because they disagree with an official's call or a coach's decision.

Accordingly, effective starting the 2019 – 20 school year, the following consequences will be issued for spectators (adult or student; including employees of Northern Valley USD 212) that are removed from athletic contests:

First Offense- The removed spectator will be banned from attending ANY athletic contests in which Northern Valley HS or JH is a participant, for a period of **14** days (beginning with the date of removal). Should the season end before the 14 day period ends, the consequence will be carried over into the next sports season (i.e. Fall to Winter), *with the count resuming on the day of the first scheduled athletic contest of that season.*

Second Offense- The removed spectator will be banned from attending ANY athletic contests in which Northern Valley HS or JH is a participant, for a period of **45** days (beginning with the date of removal). Should the season end before the 45 day period ends, the consequence will be carried over into the next sports season (i.e. Fall to Winter), *with the count resuming on the day of the first scheduled athletic contest of that season.*

Third and Subsequent Offenses- The removed spectator will be banned from attending ANY athletic contest in which Northern Valley HS or JH is a participant for a period of **one calendar year** (beginning with the date of removal).

Exceptions will **not** be made for special events (i.e. Senior Night).

Attempts to enter a contest from which the spectator is banned will be viewed as trespassing, and law enforcement will be called should the banned spectator refuse to leave the premises. The banned spectator will also be immediately subjected to the next punishment in the sequence (i.e. should a spectator that is banned for 14 days attempt to enter an athletic contest during that 14-day period, that spectator will now be banned for 45 days, starting from the date of the second infraction).

#### **NORTHERN VALLEY CHAPTER OF THE NATIONAL HONOR SOCIETY BYLAWS**

The Northern Valley Chapter of the National Honor Society is open to juniors and seniors who meet the qualifications established by the National NHS Constitution, and the guidelines for eligibility set by the Northern Valley NHS Faculty Council. Membership is an honor bestowed upon a select group of students by the faculty council on behalf of the school faculty. Membership is based on four criteria: Scholarship, Character, Service, and Leadership. All chapters are governed by the National NHS Constitution. Local needs and conditions are addressed through the chapter bylaws. An induction ceremony is held in the spring.

##### ***NORTHERN VALLEY NHS ELIGIBILITY REQUIREMENTS:***

- Students may be selected after the first semester of their junior year and must have a 3.5 cumulative GPA or better.
- Students must have been in attendance at Northern Valley the equivalent of one semester. The semester guidelines may be waived for a student who has transferred to the school, after seeking and receiving a recommendation from the student's previous principal.
- Once identified, eligible candidates will receive an invitation to join National Honor Society. The invitation will include an Interest Survey. Candidates will have at least one week to complete the survey and return it to the Chapter Advisor.

##### ***SELECTION AND EVALUATION PROCESS:***

- Once the interest survey is received, the chapter advisor may gather information on all applicants.
- In addition to the survey, information may be gathered from (but not limited to): teacher, administration, club sponsors, coaches, parents, employers, and student records.

- All information received will be confidential and maintained by the Chapter.

**MEMBERSHIP:**

- Active members must maintain the standards by which they were selected-Character, Leadership, and Service – as outlined in the National Honor Society Handbook.
- Must maintain a 3.5 cumulative GPA
- Have no more than 4 excused absences from meetings and activities and no unexcused absences.
- Participate in 2 community service projects over the course of membership.
- Maintain the principals of Service, Leadership, and Character
- Officers must uphold the duties of their office or be subject to dismissal.
- Members who do not meet all expectations will be notified of pending dismissal.

**MEETINGS:**

- Meeting times are specified in the bylaws. The chapter advisor and the chapter officers make up the executive committee and meet regularly to discuss chapter business and plan meetings.

**DUES:**

- Annual dues may be collected as stated in the National Honor Society Handbook.

**DISMISSAL:**

- A member having an infraction will be notified of pending dismissal.
- May face dismissal if laws of active membership are not followed.

(Established by the NHS Faculty Council along with the NHS Advisor, Rachelle Cox, in February 2000. Sources of information include the following: NHS Handbook Norton Community High School NHS guidelines, and Clear Creek High School NHS guidelines, and Englewood High School NHS bylaws.)

**NEW YORK – WASHINGTON TRIP POLICY**

The New York – Washington D.C. Trip is a school – sponsored activity. The school will sponsor this trip by providing release time and at least one supervisor to assist in discipline and observation. The following guidelines will apply to this trip:

1. The school sponsors this trip; therefore, all school rules will apply.
2. Only juniors and seniors are eligible for this activity.
3. Students participating in this activity agree to abide by the rules established by the trip’s organizer/director.
4. The person going as the school representative shall have the authority to judge the actions and determine whether policies have been violated. They will have the authority to determine the proper response on the trip and will report all violations to the administration upon returning from the trip. All rules violations will be dealt with in the same manner as if the violation had occurred during school hours.
5. Before going on the trip, each student will have to meet certain eligibility requirements. Eligibility will be based upon first semester grades and discipline referrals. To be eligible academically, a student must have met the standards as prescribed by the Kansas State High School Activities Association. In addition, students who have been discipline problems during the school year will have their situation reviewed to determine the advisability of allowing them to take part in this activity.
6. All students will make up all of their work in advance. Special assignment sheet will be circulated to all teachers who have students going, and copies will be made available to each student. All work not completed may be recorded as a 0%.

**SENIOR END OF YEAR POLICY**

In order for Seniors to earn an early release at the end of the school year, each senior must meet the following conditions:

1. demonstrate good behavior,
2. follow the attendance (NO Senior Skip Day) and tardy policies, and
3. maintains acceptable classroom behavior.

The earned early release may be up to five days prior to the regularly scheduled end of the school year. The day for early release will be determined by the superintendent. Individual seniors failing to comply with this policy can still walk at graduation but may have their diplomas held until they have met the attendance requirements set by the superintendent.

**6 – 12 HANDBOOK AWARENESS STATEMENT**

My Signature below indicates that I have received and read the Student Handbook, Activity Handbook, the Consent and Warning to Athlete and Parent/Guardian, and the Code of Conduct found on pages \_\_\_\_\_ of the Student Handbook.

**INSURANCE AWARENESS**

I also recognize that interscholastic activities involve the risk of injury to the participant, which on occasion could be serious. The school does have accident insurance; however, all expenses incurred must first be submitted to the parent/guardian's insurance company for payment. Expenses not covered by the parent/guardian's insurance can then be referred to the insurance carrier of the school district (Student Assurance Services, Inc.). **Expenses not covered by either will become the final responsibility of the parent/guardian. Accidents or injury must be reported in a timely manner. The school insurance will not cover expenses for injuries, which occur as a result of horseplay or fighting. In case of accident or injury, coaches/sponsors and other certified school personnel are hereby authorized to provide first aid and arrange for such other emergency treatment they consider necessary.**

Parents should inform the school of changes in residence, custody, phone, work and emergency telephone numbers.

Student Name (PRINT) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

**STUDENT COMPUTER/INTERNET USAGE AGREEMENT**

My signature below indicates that I have received and read the Computer Usage policy found on page \_\_\_\_\_ of the Student Handbook.

**Please check the appropriate response:**

\_\_\_\_ My student may use the computers/Internet while at school pursuant to board policy, and agrees to abide by the rules of the policy.

\_\_\_\_ My student may not use the computers/Internet while at school.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Name (PRINT) \_\_\_\_\_

Student Signature \_\_\_\_\_

PLEASE RETURN THIS SIGNED FORM PAGE TO YOUR FIRST PERIOD TEACHER THE FIRST WEEK OF SCHOOL.

**Northern Valley 6 - 12 Transportation Waiver  
Not Required for Parent(s) or Legal Guardian(s)**

Date: \_\_\_\_\_

This to certify that \_\_\_\_\_ has my permission to ride from the  
(Student Name)  
\_\_\_\_\_ activity contest on \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_  
(Activity) (Date) (Location)

I certify that I have made arranged transportation with \_\_\_\_\_ for this student.

**(Non-student** Adult transportation)

I understand that the Northern Valley 6 - 12 Activity Rules require students to ride the bus or transportation to and from all activity events and departure from this requirement will release the Northern Valley School District from all liability for any adverse results that may occur.

I agree to release the Northern Valley School District and its employees and administrators from all liability with reference to the above-stated transportation.

This form must be on file with the Activity Director prior to the dismissal of school on the day of the contest.

**(Parent/Guardian must sign this form; phone call requests will not be accepted)**

Parents will be called to verify permission.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Parent Phone Number

\_\_\_\_\_  
**Signature of Athletic/Activity Administrator**

\_\_\_\_\_  
Approved -- Not Approved

Parent called \_\_\_\_\_  
Initials

Parent not called \_\_\_\_\_ Reason: \_\_\_\_\_  
Initials

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Athletics	<b>Coach</b>	<b>Athletic Director</b>	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>
Curriculum/Academic / Instruction	<b>Teacher</b>	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>	
Discipline	<b>Teacher</b>	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>	
Facilities	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>		
Guidance	<b>Student Success Coord.</b>	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>	
Special Education	<b>Teacher</b>	<b>Principal</b>	NCKSEC	<b>Supt.</b>	<b>Board of Education</b>
Student Concerns	<b>Teacher</b>	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>	
Computer / Technology	<b>Teacher</b>	<b>Technology Director</b>	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>
Transportation	<b>Driver</b>	<b>Transportation Director</b>	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>
Custodial / Maintenance	<b>Principal</b>	<b>Supt.</b>	<b>Board of Education</b>		

Lines of Effective Communication



# Northern Valley Schools



## Northern Valley High

512 Bryant St  
Almena KS 67622  
(785) 669-2445  
Fax (785) 669-2263

## Northern Valley Junior High

627 Washington St  
Long Island KS 67647  
(785) 854-7681  
Fax (785) 854-7684

## Northern Valley Elementary

504 Bryant St  
Almena KS 67622  
(785) 664-2446  
Fax (785) 664-4060

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April 26, 2021

At Northern Valley Schools we feel that school readiness begins at birth. Healthy children with involved families and supportive communities enter kindergarten ready to succeed. Parents are a child's first teacher. Every environment is a learning environment that can either help or hinder the skills, knowledge and abilities a child gains in his or her five years of life. Everything a child experiences impacts lifelong learning. School readiness is the result of the early learning years. To assist with this belief, we provide the following programs.

**Early Learning Program:** Representatives from the school will meet with families either at their home or at an alternate agreed upon location. The school representatives will provide:

- Information about our school and community
- Contacts to additional services if needed
- Resources and information in regards to Early Childhood Development

**Preschool Program:** Any student that is 3 years old by August 31<sup>st</sup> of the current school year may attend our Preschool program. The program is divided into 2 sections, a 4-year-old section, which is in session on Monday – Thursday from 8:00am to 11:45am and then a 3-year-old section, which is in session Tuesday – Thursday from 1:00pm to 4:00pm.

The number of students enrolled in each section will be capped at 18. With first priority given to students under the following condition:

- Student lives in USD #212 boundaries
- Student qualifies for an Individualized Education Plan (IEP) or is identified as At-Risk
- Student has a Kindergarten – 12<sup>th</sup> Grade sibling that attends USD #212
- Student is under guardianship of a USD #212 staff member

Students living outside the district may attend with the approval of the Board of Education. Those students will be required to pay a \$200 monthly fee for attendance. The fees collected will be credited and used toward future enrollment fees and lunch bills. Fees will be waived if any of the conditions outlined above our met.

Fees collection will be done by one of the following outlined below. No refunds will be given.

- 9 months paid in full with a 10% discount = \$1,620 (paid in August)
- 4 ½ months paid in full = \$900 (paid in August & in January)

**Kindergarten Transition Program:** To qualify for Kindergarten, a student must be 5 years old on or before August 31 of the year of entrance. Students that qualify for Kindergarten based on age, but are not Kindergarten ready may enter into the Kindergarten Transition Program. This program is designed for students that are not quite ready for Kindergarten, but get accustomed to the all day school setting. Every school day these students will be placed in the Preschool 4-year-old section, once that session ends they will attend the Kindergarten class. After one year of being part of the Kindergarten Transition program, the student will then be enrolled in the Kindergarten class full time the following year.

We feel these programs serve the students in our communities and give families more options in helping to prepare their children to be Kindergarten ready. If you have any questions or need additional information for any of the programs, please feel free to contact the school.

*Marvin J. Gebhard - PreK-8<sup>th</sup> Principal*

**WKLL**  
**2022-2023 SCHEDULE OF ACTIVITIES**

August 23, 2022	Administrators Meeting at Oakley – 10 AM
September 28, 2022	Administrator’s Meeting in Oakley – 10 AM
October 11, 2022	HS All-League Volleyball Nominations Due
October 15, 2022	HS Volleyball Tournament at Colby – TBD
October 20, 2022	JH Volleyball Tournament at Colby – 9 AM (Logan, Palco, & N. Valley)
Nov. 1, 2022	HS All-League Volleyball Selection at Oakley – 6 PM Supper & 6:30 meeting
November 2, 2022	Administrator’s Meeting at Rexford – 10:00 AM
Nov. 28 – Dec. 2, 2022	HS Scholarship Test at member school sites
January 18, 2023	HS Scholars’ Bowl at Ransom – 12 PM (Administrators Meeting – 1 PM)
Jan. 31, 2023	HS Basketball Tournament Quarterfinals at Colby – 3 PM (Wheatland/Grinnell, Cheylin, G. Plains)
Feb. 3, 2023	HS Basketball Tournament Semifinals Finals at Colby – 3 PM (Wheatland/Grinnell, Cheylin, G. Plains)
Feb. 4, 2023	HS Basketball Tournament Consolations & Championships @ Colby- 3 PM (Wh./Grin, Cheylin, G. Plains)
February 9, 2023	JH Basketball Tournament at Colby – 10 AM (HOSTS NEEDED may need to start at 9:30?)
February 11, 2023	JH Basketball Tournament at Brewster – 10 AM (HOSTS NEEDED)
February 15, 2023	JH Scholars Bowl at Healy – 12 PM
February 25, 2023	HS All-League Basketball Nominations Due
March 6, 2023	HS All-League Basketball Selection at Oakley – 7:00 Supper & 7:30 PM meeting
March 8, 2023	Administrators Meeting at Oakley – 1 PM
March 23, 2023	JH & HS Music Contest at Colby Community College – TBD (Logan & Korte’s)
April 5, 2023	HS Speech and Drama Contest at Almena – 9 AM
April 26, 2023	Administrators Meeting at Oakley – 10 AM
May 11, 2023??	JH Track Meet at Logan – 10 AM & HS Track Meet at TBD – 3 PM

**ALL TIMES ARE CENTRAL**

# Northern Valley School Calendar

August

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	(18	19
22	23	24	25	26
29	30			

September

Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October

Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
(17	18	19	20	21
24	25	26	27	28
31				

November

Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December

Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### Special Days

Aug 15 & 16 --- **Teacher In-service**

Aug 17 ----- **Teacher Workday**

Aug 18 ----- **First Day of School**

Sept 5 ----- **(No School)** Labor Day

Sept 9 ----- **Make up for Monday**

Oct 13 ----- **End of 1<sup>st</sup> Nine weeks (37 days)**

Oct 17 ----- **Start of 2<sup>nd</sup> Nine weeks**

Oct 24 & 25 --- **Parent/Teacher Conf. 4:30-8:00**

Nov 23 – 25 --- **(No School)** Thanksgiving

**Dec 21 ----- End of 1<sup>st</sup> Sem. (75 Days)**

Dec 22 – Jan 2 **(No School)** Christmas break

Jan 3 ----- **Teacher Workday**

Jan 4 ----- **First Day 2<sup>nd</sup> Semester**

Feb 24 ----- **Teacher In-service**

Mar 6 & 7 ----- **Student Led Conf. (4:30 – 8)**

Mar 8 ----- **Teacher Collaboration (4:30 – 8)**

Mar 9 ----- **End of 3<sup>rd</sup> nine weeks (41 days)**

Mar 13 - 16 -- **Spring Break**

March 20 ----- **Start of 4<sup>th</sup> Nine Weeks**

April 5 ----- **Teacher Workday**

May 11 ----- **Last Day for Seniors**


May 14 ----- **High School Graduation**


May ?? ----- **8<sup>th</sup> Grade Graduation**


**May 17 ----- End of 2<sup>nd</sup> Sem. Dismiss @ noon (77 Days)**

May 18 ----- **Teacher In-service**

**11** Last Day for Seniors

 Teacher Workday No School

 Beginning and End of Nine Weeks

 **Make up Snow Days**

**152 (7 hrs. 30 min/day) Stud. Cont. Hrs. = 1140 hr**  
**8 AM – 4:00 PM**

146.5 (8.50 hrs./day) **7:45 AM – 4:15 PM** = 1245.25  
+ 7 (8 hrs./day) =  
56 (Total =1301.25 Teacher Contract Hrs.)  
(163 Contract Days)

January

Mo	Tu	We	Th	Fr
2	3	(4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February

Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March

Mo	Tu	We	Th	Fr
		1	2	
6	7	8	9	10
13	14	15	16	17
(20	21	22	23	24
27	28	29	30	31

April

Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	
24	25	26	27	28

May

Mo	Tu	We	Th	Fr
1	2	3	4	
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		



Ken Tharman &lt;ktharman@nvhuskies.org&gt;

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## Transition to Normal Child Nutrition Operations- Resources Now Available

1 message

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**Craig Neuenswander** <cneuenswander@ksde.org>  
Reply-To: Craig Neuenswander <cneuenswander@ksde.org>  
To: SUPS@listserv.ksde.org

Fri, May 6, 2022 at 8:18 AM

### 2022-23 School Year - Transitioning to Normal Child Nutrition Operations and Applications

The Child Nutrition and Wellness team has developed two resources to help communicate the transition to the previous processes for free and reduced meal applications and identifications (see attached):

- School Meal Highlights for School Year 2022-23
- School Meals for School Year 2022-23 - Questions and Answers.

These two resources are also available online at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs website, as well as the "What's New" link on the School Finance website.

Please forward this information to your Food Service Coordinator or other appropriate personnel. These resources may also be shared with school board members and administrators.



900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212

Cheryl Johnson, MS, RD, LD

Director

Child Nutrition & Wellness

(785) 296-2276

[csjohnson@ksde.org](mailto:csjohnson@ksde.org)

[www.kn-eat.org](http://www.kn-eat.org)

[www.ksde.org](http://www.ksde.org)

*Kansas leads the world in the success of each student.*

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

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### 2 attachments

**SY22-23\_Admin\_School\_Board\_Messaging\_Q&A-Final.pdf**  
159K



## School Meal Highlights for School Year 2022-23

Congress did not extend federal school meal waivers and school meals will no longer be available to ALL students free of charge effective at the start of School Year (SY) 2022-23.

### Free and Reduced Price Meal Applications

Schools must make available and resume processing free and reduced price meal applications from households for SY 2022-23.

- This ensures students in qualifying households receive free or reduced priced meal benefits and schools receive Kansas At-Risk funding.
- Applications cannot be distributed to households prior to July 1, 2022.
- Applications must be made available to all households, but completion is not required.
- The SY 2021-22 Household Economic survey cannot be used to provide a 30-day carryover for students for SY 2022-23.
- Continue to directly certify students to reduce paperwork for families.
- A Kansas Online Application for Free and Reduced Priced Meals can be used by Sponsors free of charge or Sponsors can be approved to use an existing online application.

### School Meal Reimbursement

- Schools receive reimbursement for each free, reduced, and paid meal that is served.
- Reimbursement rates differ based on the eligibility status and are set at the federal level.
- Reimbursement rates for SY 2022-23 are typically released by mid-July.

### Pricing School Meals

Students who do not qualify for free meals will be charged for each meal they take effective at the start of SY 2022-2023.

- Local school boards are required to set and approve student and adult meal prices annually.
  - The student cost for a full price meal may vary by grade level.
- Reduced price can be no more than 30 cents per breakfast meal and 40 cents per lunch meal.
  - Schools can charge less or even waive the cost of reduced price meals, which is an allowable cost to the food service fund.
- Universal free lunch is not allowable due to the paid lunch equity tool requirements.
- Schools choosing to serve adults must price adult meals to cover the entire cost of the meal.

### Written Meal Charge Policy

- All schools must have a written policy to address situations when a student does not have sufficient funds on hand or in their account to pay for a reimbursable meal.
- The written policy approved by the local school board must:
  - Address how students are impacted by having insufficient funds.
  - Include information regarding the collection of delinquent meal charge debt.
  - Be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year.
  - Be communicated to all staff responsible for enforcing any aspect of the policy.



For more information, contact:  
 Cheryl S. Johnson  
 Director, Child Nutrition & Wellness  
 (785) 296-2276  
[www.kn-eat.org](http://www.kn-eat.org)  
[csjohnson@ksde.org](mailto:csjohnson@ksde.org)

Kansas State Department of Education  
 900 S.W. Jackson Street, Suite 102  
 Topeka, Kansas 66612-1212  
 (785) 296-3201  
[www.ksde.org](http://www.ksde.org)

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## School Meals for School Year 2022-23

### Questions and Answers

#### **Free and Reduced Price Meal Applications**

##### **Q: Will school meals be free of charge for ALL students in school year (SY) 2022-23?**

**A:** No, Congress did not extend school meal waivers and school meals will no longer be available to ALL students free of charge. The waiver authority to provide free meals for all students will be expiring at the end of SY 2021-22. Students that do not qualify for free meals will be charged for each meal they take at the beginning of SY 2022-2023.

##### **Q: Will schools be required to make available and collect free and reduced price meal applications from households for SY 2022-23?**

**A:** Yes. Collecting free and reduced price applications is essential to ensure that students that qualify can receive free or reduced priced meals and schools receive Kansas At-Risk funding. Applications cannot be distributed to households prior to July 1, 2022.

##### **Q: Are there other ways in which households can qualify for free or reduced price meal benefits besides applying with a free and reduced price meal application?**

**A:** Yes. Households can also qualify for free and reduced price meals and be eligible for At-Risk Funding through a process called Direct Certification. Another way in which households can receive free meal benefits is if a school qualifies and has elected to participate in the Community Eligibility Provision.

##### **Q: What is direct certification?**

**A:** Direct Certification is a process conducted by the school to certify eligible children for free or reduced price meals without the need for household applications to students who are already eligible to receive Food Assistance (FA), Temporary Assistance to Families (TAF), are Foster Children, or, new for SY 2022-23, receive certain Medicaid benefits.

##### **Q: What is the Community Eligibility Provision?**

**A:** The Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows the nation's highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications. Instead, schools that adopt CEP are reimbursed using a formula based on the percentage of students categorically eligible for free meals based on their participation in other specific means-tested programs, such as Food Assistance (FA) and Temporary Assistance to Families (TAF).

##### **Q: Can schools require households to complete the free and reduced price meal application?**

**A:** No. Households cannot be required to complete a free and reduced price application but it must be made available to all households.

##### **Q: Is there a way for households to apply online for free and reduced price meal benefits?**

**A:** A USDA Technology Grant has made it possible for KSDE Child Nutrition & Wellness to develop an Online Application for Free and Reduced Price Meals. It will be available free of charge to sponsors to use for SY 2022-2023. Sponsors can also be approved to use an existing online application. Sponsors opting to use the Kansas Online Application for Free and Reduced Price Meals are not required to complete the Request to Use Electronic Transactions in Child Nutrition Programs form. Contact Julie Henry at [jhenry@ksde.org](mailto:jhenry@ksde.org) for more information.

**Q: Is there a reason why making online applications should be offered?**

**A:** Offering online applications may increase the number of families who complete them and can reduce stigma. If online applications are available, make a paper application easily available, too, as many families may not have consistent internet access. Make sure the application is available in all languages spoken in the school district.

**Q: When can applications for free and reduced price meals be distributed to households?**

**A:** Applications for free and reduced price meals cannot be distributed to households prior to July 1, 2022.

**Q: Can the Household Economic Survey that was used in SY 2021-2022 be used to qualify students for free and reduced price meals?**

**A:** No. The Household Economic survey that was used in SY 2021-2022 cannot be used to qualify students for free and reduced price meals.

**Q: Can schools carryover the eligibility status for households that completed the Household Economic Survey in SY 2021-22 for Child Nutrition Benefits?**

**A:** No. The Household Economic survey that was used in SY 2021-2022 cannot be used to qualify students for free and reduced price meals and cannot be used to provide 30-day carryover for students for SY 2022-23 for Child Nutrition Benefits.

**Q: Can schools carryover eligibility status from students directly certified in SY 2021-22?**

**A:** Yes. For up to 30 operating days into the new school year (or until a new eligibility determination is made, whichever comes first) an individual child's eligibility status determined through Direct Certification will continue.

**School Meal Reimbursement****Q: Do schools receive federal reimbursement for free, reduced and paid meals?**

**A:** Yes. Schools receive reimbursement for each free, reduced, and paid meal that is served. Reimbursement rates differ based on the eligibility status.

**Q: Have the reimbursement rates for SY 2022-23 been released?**

**A:** No, reimbursement rates are set at the federal level using the consumer price index (CPI) for May and are expected by mid-July.

**Pricing School Meals****Q: When will households start being charged for meals?**

**A:** Students that do not qualify for free meals will be charged for each meal they take at the beginning of SY 2022-2023.

**Q: Is there a maximum meal price that schools can charge for reduced price meals?**

**A:** Yes. Households that qualify for reduced price meals can be asked to pay no more than 30 cents per breakfast and 40 cents for lunch.

**Q: Can schools choose to charge less or even waive reduced price charges for students?**

**A:** Yes. Schools can choose to charge less or even waive reduced price charges for both breakfast and lunch for students, which is an allowable expense to the food service fund.

**Q: Can schools choose to waive paid price charges for students?**

**A:** It depends. Schools may choose to:

- Provide universal free breakfast for all students.
  - Covering the cost of breakfast meals served to students certified for reduced price or paid meals is an allowable use of the nonprofit school food service account as long as the school food authority has sufficient funds to do so.
  - Prior to implementing this option, school food authorities are advised to conduct a thorough analysis of their current and projected operating costs to ensure that they are able to maintain operations and meal quality without the revenue generated from charging students for paid and reduced price breakfast meals.
- Allow students who qualify for reduced price meals to eat free of charge for both breakfast and lunch. Universal free lunch is not allowable due to the paid lunch equity tool requirements.

**Q: Are schools required to review their paid lunch prices to ensure compliance with the paid lunch equity requirement using the USDA Paid Lunch Equity Tool (PLE)?**

**A:** Only School Food Authorities with a negative balance in the nonprofit food service account as of December 31, 2021 are required to establish a price for paid lunches served through the National School Lunch Program that complies with the paid lunch equity provisions during SY 2022-23.

**Q: Who determines the meal price for paid meals?**

**A:** Local school boards are required to set and approve student and adult meal prices annually.

**Q: What should local school boards consider when setting meal prices?**

**A:** Local school boards should consider food, labor and other costs, the impact of price on program participation, general fund subsidies and federal and state reimbursement rates. The student cost for a full price meal may vary by grade level. Increased food, supply and labor costs over the past few years may mean that schools need to increase the paid student meal price to help ensure that food service operations can cover the costs of operation.

**Q: How are adult meal prices set?**

**A:** Schools can choose to serve adults and must price adult meals so that the adult payment covers the entire cost of the meal. While adults will receive the same meal and quantity of food that a student receives, adults may pay more out of pocket for a lunch than a paid student because the school will receive some federal reimbursement for the paid student meal while no reimbursement is received for an adult meal.

**Written Meal Charge Policy****Q: Are schools required to have a policy addressing unpaid meal charges?**

**A:** Yes. All schools must have a policy in place to address how students who pay the full or reduced price cost of a reimbursable meal are impacted by having insufficient funds on hand or in their account to purchase a meal.

**Q: How should schools handle students with a previous negative balance?**

**A:** Schools should refer to their local meal charge policy.



**Q: What are schools required to have in a written meal charge policy.**

**A:** The written meal charge policy must:

- Be approved by the local school board.
- Address how students who pay the full or reduced price cost of a reimbursable meal are impacted by having insufficient funds on hand or in their account to purchase a meal and include information regarding the collection of delinquent meal charge debt.
- Be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. This can be in student handbooks, school newsletters, enrollment materials, the reverse side of the menu calendar or other written communications.
- Be communicated to all district/school staff responsible for enforcing any aspect of the policy.
- Be maintained in records including the written policy and how it is communicated to households and staff.

**Q: What should local school boards consider when developing a meal charge policy?**

**A:** In developing a meal charge policy, local school boards should consider adoption of policies that:

- allow children to receive the nutrition they need to stay focused during the school day,
- minimize identification of children with insufficient funds to pay for school meals,
- maintain the financial integrity of the nonprofit school food service account and prevent or limit unpaid meal charges, and
- address previous negative balances.

Policies may allow students to charge all types of available reimbursable meals, offer alternate meals at the cost to the school district, impose a limit on charges, or allow neither meal charges nor offer alternate meals. Additionally, policies may be consistent for all students or vary based on student grade levels.

**School Meal Service Options**

**Q: Will students be required to consume School Nutrition Program meals on the school campus during SY 2022-23?**

**A:** Yes, meals must be consumed by students on the school campus during SY 2022-23.



For more information, contact:  
 Cheryl S. Johnson  
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*Kansas leads the world in the success of each student.*

## JUNE 2022 UPDATED KASB POLICIES AND FORMS

The KASB June 2022 policy updates are now available, which means the 2021-2022 school year has finally ended. The following policy recommendations have been edited and revised by the KASB Legal/Policy Services staff. The table below explains in detail the changes in policies. A few policies listed have only technical and grammatical changes. Most of these changes were made to provide additional local control and to reflect what most districts have chosen to adopt when given an option. While you may not be required to make any changes to your version of these policies, please review and compare these updates with what you have adopted to ensure you have the most up-to-date KASB recommended policies.

Finally, you may notice that the policies look a little different. The KASB policies have undergone a facelift. The font and spacing has been updated to 11 pt. Times New Roman with 1.5 inches between lines. If you have any questions concerning these policy updates, please direct them to Leslie Garner, KASB’s Policy Specialist/Legal Coordinator, at [lgarner@kasb.org](mailto:lgarner@kasb.org) or at 1-800-432-2471.

	RATIONALE FOR RECOMMENDED REVISION OR ADDITION	RECOMMENDED ACTION
BBE Attorney (revised)	The phrase “referred by the board” was removed for clarification and ease of use.	Review and adopt if preferred to old policy
BDA Developing, Adopting, Amending, and Repealing Board Policy (revised) (title change)	This policy was updated with pertinent provisions of deleted policy CMA added to have one policy outlining how policy matters are addressed in the district. Language was also updated to better reflect current district practices.	Review and adopt if preferred to old policy
BG Memberships (revised)	Technical change. We removed the “shall” option.	Review and adopt if preferred to old policy
CEC Superintendent Recruitment (revised)	Technical changes. Language was amended for clarification and ease of use, including removing the “shall” option regarding professional search services. It also includes more flexibility if the district prefers to offer the position to an internal candidate.	Review and adopt if preferred to old policy
CM Policy Implementation (revised)	Technical change. We removed the cross-reference to the CMA policy, which has been deleted.	Review and adopt if CMA is deleted
CMA Administrative Rules and Regulations (deleted)	Pertinent parts of this policy were added to policy BDA, and policy CMA was deleted.	Delete and adopt new BDA
DB Budget Planning (revised)	This policy was revised to specify that districts shall conduct an assessment of educational needs to	Review and adopt to promote compliance

	be used when approving the budget. This change is necessitated by the passage of Senate Substitute for HB 2567. See Section 12 of the bill. Read this in concert with the changes to policy DC and policy KBA.	with state law effective July 1, 2022
DC Annual Operating Budget (revised)	Language was added to this policy to include additional requirements for the budgeting process that must be met in accordance with Senate Substitute for HB 2567. See Section 12 of the bill.	Review and adopt to promote compliance with state law effective July 1, 2022
DFAB Standard of Conduct for Federally Funded Contracts (revised)	This policy was revised to add that receipt of meals and/or accepting free product samples having a retail value of no more than \$100.00 is not a violation of the policy or standard of conduct.	Review and adopt if preferred to old policy
DFAC Federal Fiscal Compliance (revised)	This is a technical change. We removed the cross-reference to the CMA policy, which has been deleted.	Review and adopt if deleting CMA
DJFAB Administrative Leeway (revised)	This is a technical change. We removed the cross-reference to the CMA policy.	Review and adopt if deleting CMA
EBA Insurance Program (revised)	This policy was revised to include language stating, “The board may also purchase insurance covering loss resulting from student participation in a work-based learning program authorized by the district.” Senate Bill 91 shifts liability for loss related to student work-based learning opportunities to school districts. This change in policy authorizes the district to purchase liability insurance coverage for these endeavors if a policy becomes available.	Review and adopt
ED Student Transportation Management (revised)	This policy was revised to specify that districts may provide student transportation using any of the methods outlined by law. See K.S.A 72-6486; K.S.A. 72-6487.	Review and adopt
EDAA School Buses and Vehicles (revised) (title change).	We specified Buses in the title. This policy was revised to clarify that use of buses and other school vehicles used by the district shall conform to current law, including K.S.A. 72-6486, <i>et seq.</i>  Flexibility was built in throughout to allow the superintendent’s designee to perform some of the functions of transportation management instead of the superintendent and to update language to conform more to present district practice.	Review and adopt if preferred to old policy

	The language of Option 2 of this policy was revised for clarification and ease of use.	
FC Memorials, Funerals, and Naming of District Facilities (revised)	This policy was revised to clarify the types of memorials allowed in the school setting and to allow local boards to name district facilities after a living person, if preferred. Removal of some references to “permanent” memorials should help clarify that memorials, even temporary ones, are generally not to be visible in the schools.	Review and adopt if preferred to old policy
GAA Goals and Objectives (revised)	This was a technical change. We removed the cross-reference to the CMA policy, which was deleted.	Review and adopt if deleting CMA
GBRJ Substitute Teaching (revised)	This policy was revised by adding “or the superintendent’s designee” in addition to some technical changes for clarification, ease of use, and to reflect current practices. Given the staffing shortages you all are experiencing, we built in flexibility to only provide substitutes with necessary information to performance of their duties and deemphasizing requirements for advance training and handbook language.	Review and adopt if preferred to old policy
GCIA Evaluation of Coaches and Sponsors (revised)	This policy was updated to specify coaches or sponsors are to be evaluated annually.	Review and adopt if preferred to old policy
GCRG Leaves (revised) (Title change)	Districts provide various numbers of days and types of leave, so we revised the policy to state leave shall be provided “in accordance with handbook language.” We did not want to maintain policy language that may be in conflict with your local handbook language and/or practice.	Review and adopt if preferred to old policy
IB School Site Councils (revised)	The wording to this policy was amended for clarification and ease of use. The meaning of the policy did not change substantially.	Review and adopt if preferred to old policy
IDAE Student Privacy Policy (revised)	This policy was revised to reflect changes in the Kansas Student Data Privacy Act brought about by Senate Substitute for HB 2567, specifically its Section 27. The ability of districts to survey students has become substantially more limited, and there are requirements for advance notice and access to the surveys. Parents must opt-in in most cases, and students may opt-out. This policy	Review and adopt to be in compliance with new law effective July 1, 2022

	specifies how advanced notification shall be handled and how written consent shall be accepted.	
IF Textbooks Instructional Materials and Media Centers (revised)	This policy was revised to specify who can file a complaint about textbooks, media center or other instructional materials, and to clarify the review process and timelines.	Review and adopt if preferred to old policy
IIA Performance-Based Credit (revised)	This policy was revised to add alternative educational opportunities language to policy in order to help districts comply with Section 7 of Senate Substitute for House Bill 2567 regarding partnerships with sponsoring entities. The language added explains the provisions of law applicable, eligibility requirements, the process, the criteria, state reporting, and determining the course credits if a district wishes to partner with sponsoring entities to provide these opportunities.	Review and adopt to help ensure compliance with state law effective July 1, 2022
IIBGB Online Learning Opportunities (revised)	Technical changes were made. This policy reflects that the practice is generally to allow the administrators to make decisions regarding credit award, rather than the board's role.	Review and adopt if preferred to old policy
ING Animals and Plants in the School (revised)	This policy was revised to reflect the requirement of permitting service animals in school in accordance with federal law, including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. While Kansas has law regarding service animals, it is in conflict with the federal law. Since federal law trumps state law in this instance, we want to ensure districts know which requirements to follow. We also specified that therapy animals are not considered service animals. Therefore, permission would have to be sought and received to bring them into the school setting.	Review and adopt
JA Goals and Objectives (revised)	This is a technical change. We removed the cross-reference to the CMA policy, which was deleted.	Review and adopt if deleting CMA
JBC Enrollment (revised)	This policy was revised by adding language allowing certain part-time students to attend the district in accordance with Senate Substitute for HB 2567, Section 14.	Review and adopt to help ensure compliance with law effective July 1, 2022
JBE Truancy (revised)	This policy was revised by adding language to help enforce Senate Substitute for HB 2567, Section 14. The change builds in more flexibility to exempt students from truancy requirements if they have a	Review and adopt to help ensure compliance with law effective July 1, 2022

	high school equivalency credential; are attending a private, denominational, or parochial school, or have a court order providing they should be exempt.	
JCAC Interrogation and Investigations (revised)	We made some adjustments to this policy to reflect that district staff are legally required to meet with law enforcement on a regular basis and to bring the policy more in line with K.S.A. 38-2209(d) regarding when we should not share with parents that their child has been in contact with officials regarding a child abuse investigation.	Review and adopt
JGCD Health Screenings (revised)	This policy was revised to reflect changes made to Kansas law regarding health screenings for students. Some of these changes were the result of Senate Bill 62.	Review and adopt to help ensure compliance with law effective July 1, 2022
JGFF Student Transportation (revised) (title change)	The word “Regulation” was removed from the title and replaced in the policy with “procedures” to better reflect its purpose and clarify scope. Language providing the superintendent must develop procedures regulating student transportation was changed to say that the superintendent may do so.	Review and adopt if preferred to old policy
JGG Transportation (revised)	The word “bus” was removed from this policy to ensure the policy encompassed different transportation services utilized by districts. This is brought about, in part, by legislation authorizing the use of private transportation providers to transport students.	Review and adopt to better reflect state law effective July 1, 2022
JHC Student Organization (revised)	This policy was revised to specify that the adult identified to supervise a non-school sponsored student club shall be named in the facility use request. It would not necessarily have to be a staff member.	Review and adopt if preferred to old policy
KB Public Information Programs (revised)	This was a technical change. We removed the “shall” option, so that the superintendent could delegate public communication authority to others.	Review and adopt if preferred to old policy
KBA District or School Websites (revised)	The changes to this policy simplified the process of identifying the individual within the district responsible for maintaining and updating the district and school websites. It also incorporated some legislative changes requiring posting of items on district websites.	Review and adopt to help ensure compliance with law effective July 1, 2022

KGA Use of District Personal Property and Equipment (revised)	Definition of “district personal property” was added for clarity. The use of “personal property” when describing district property had caused some confusion since the last update. As “personal property” and “real property” are legal terms in general use, we defined the term to try to clear up any misconceptions.	Review and adopt if preferred to old policy
KGC Bullying by Parents (revised)	This is a technical change. We removed the “shall” option and provide that the district’s bullying policy and plan may be posted on the district’s website.	Review and adopt if preferred to old policy
<b>FORM UPDATED</b>		
GAAF ESI Documentation Form	The Kansas statute previously referenced in the policy expired, and terms are now defined in K.A.R. 91-42-1 through K.A.R. 91-42-7.	Review and adopt
TOTALS =	Existing Policy Revisions – 36 Existing Form Revision - 1 Deleted Policy – 1 Existing Table of Contents – B, C, D, E, F, G, I, J, K	

**Attorney**

**BBE**

The board shall appoint an attorney to handle legal matters ~~referred by the board~~.

Approved:

KASB Recommendation – 1/01; 4/07; 6/22

## Developing, ~~and~~ Adopting, Amending, and Repealing Board Policy

BDA

(See CM, ~~CMA~~, GAA, and JA)

The board shall adopt all ~~new~~ policies, regulations, and handbooks, all of which are deemed to be board policy and delete or modify existing policies. Board policies, ~~rules and~~ regulations, and handbooks may be amended or repealed at any board meeting by a majority vote of the board. ~~All handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules.~~

### Drafting Policy

The superintendent shall ~~recommend~~ draft all recommended policy changes, ~~including new policy recommendations~~. The superintendent may involve appropriate staff members, patrons, community members, or students when revising or drafting new policy.

### Attorney Involvement

Board policies or recommended changes thereto and rules ~~{shall/may}~~ be submitted to ~~the~~ legal counsel to determine their legality before they are submitted to the board.

### Policy Dissemination

Changes in board policy shall be disseminated as appropriate. The superintendent shall ~~develop a procedure to~~ ensure appropriate dissemination of current policy and ~~the destruction or~~ removal of obsolete policies from the board's policy system. ~~At least one~~ One current hard copy policy manual ~~book~~ shall be accessible ~~kept~~ in the central business office. ~~If appropriate, the superintendent may also designate additional staff members who shall be furnished a policy book.~~ Current board-approved policies ~~{shall/may}~~ be posted on the district website, or other website designated by the board. Board members, district staff, patrons and others will be encouraged to use the web-site to access current board policy.

### Historical Policy Files

The clerk shall keep an historical set of board policies which will reflect all revisions, amendments or other actions pertaining to every policy.

### Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

### Action Allowed When No Policy Exists

In an emergency, when action must be taken but present policy does not dictate appropriate action, the superintendent shall have authority to act. Any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident may have created.

Approved:

KASB Recommendation 1/01; 4/07; 6/10; 6/22

## Memberships

**BG**

The board ~~{shall/may}~~ maintain membership in the Kansas Association of School Boards and, if a member of KASB, may join and participate in the activities of the National School Boards Association.

Approved:

KASB Recommendation –1/01; 4/07; 6/22

## Superintendent Recruitment

CEC

The superintendent search presents the board with an opportunity to recruit individuals who will implement the board's goals. The board shall establish an orderly procedure for employing a superintendent that conforms to generally accepted ethical and legal standards and minimizes misunderstanding in the community. The process should allow the board ample opportunity to evaluate ~~the qualification of a number of~~ candidate's qualifications whose professional training and experience meet district needs. The board may solicit applications from qualified staff members and may list the vacancy with placement offices.

The board ~~shall~~ may select a professional search service who shall screen all applications and recommend finalists to the board for interviews. The board shall interview selected candidates. Board members may visit each finalist's district.

Approved:

KASB Recommendation – 01/02; 4/07; 12/14; 6/22

## Policy Implementation

CM

(See BDA, CGK, ~~CMA~~, GAA, and JA)

Administrative employees who fail to implement board policies may, by board action, be suspended without pay, demoted, placed on probation, nonrenewed, or terminated.

Approved:

KASB Recommendation – 6/00; 01/02; 4/07; 6/19; 6/22

## ~~Administrative Rules and Regulations~~

~~CMA~~

~~(See BDA, CM, DJFAB, GAA and JA)~~

~~The superintendent is responsible for recommending rules and regulations necessary to carry out board policy and to operate the district's schools. These rules and regulations shall constitute the administrative handbooks governing the schools and shall be considered for approval, modification or disapproval by the board. No administrative rule shall conflict with board policy.~~

~~The superintendent shall review all proposed rules before they are submitted to the board. The administrative staff shall review all administrative rules recommended by the superintendent before being submitted to the board for their consideration.~~

### Staff Involvement

~~The superintendent {shall/may} include representatives of those employees who will be affected at the planning stage.~~

### Community Involvement

~~The superintendent may involve district patrons on committees or study groups whenever necessary and appropriate.~~

### Student Involvement

~~The superintendent may consider students' opinions concerning rules which affect them.~~

### Rules Drafting

~~All proposed rules {shall/may} be submitted to the legal counsel to determine their legality before they are submitted to the board.~~

### Disseminating Rules

~~All employees who play a role in enforcing the rules or who will be affected by any rule changes shall be given copies of the pertinent rules and any revisions.~~

### Reviewing Rules

~~Administrative rules adopted by the board shall be subject to regular review by the administrative staff. Proposed changes shall be submitted to the board.~~

### Action Allowed When No Policy Exists

~~In an emergency when action must be taken, the superintendent shall have authority to act. Any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident may have created.~~

Approved:

KASB Recommendation — 01/02; 4/07

## Budget Planning

DB

(See DC and KBA)

A planned, systematically prepared budget is essential in the management of the district. The board delegates to the superintendent the authority to develop a budget for the board's consideration.

In planning the budget, sufficient moneys shall be allocated in a manner reasonably calculated such that all students may achieve the capacities set forth in K.S.A. 72-3218(c).

### Needs Assessment

Each year, the board shall conduct an assessment of the educational needs of each attendance center in the district. Such assessment shall be published on the school district's website. Information obtained from the needs assessment shall be used by the board when approving the budget of the school district to ensure improvement in student academic performance.

The board shall annually review state assessment results and, as part of such review, shall document the following:

- The barriers that must be overcome to have all students achieve proficiency above level 2 for grade level academic expectations on such assessments;
- Any budget actions, including, but not limited to, recommendations on reallocation of resources that should be taken to address and remove such barriers; and
- The amount of time the board estimates it will take for all students to achieve proficiency above level 2 for grade level academic expectations on the state assessments if such budget actions are implemented.

The board shall also prepare a summary of the budget. The budget, the summary of the proposed budget, the needs assessment, and the state assessment documentation shall be on file at the administrative offices of the school district and available on the school district's website. Notice of the hearing on the budget shall include a statement that the budget(s), the summary of the proposed budget, the needs assessment, and state assessment documentation is on file at the administrative offices of the district and available on the school district's website.

Approved:

KASB Recommendation - 4/07; 6/22

## Annual Operating Budget

DC

(See DB and KBA)

The district budget shall be prepared by the superintendent in cooperation with selected district employees and shall reflect the district's educational goals, including improvement in student academic performance as described in board policy DB and state law.

The superintendent shall follow the adopted budget.

The district shall fund the operating budget according to approved fiscal and budgetary procedures required by the State of Kansas.

### Budget Forms

Budget forms used shall be those prepared and recommended by the Kansas State Department of Education. Budget summary documents shall be prepared on forms provided by the Kansas State Department of Education.

### Priorities

The board will establish priorities for the district on a short-term, intermediate, and long-range basis, taking into consideration the requirements for budgeting.

### Deadlines and Schedules

Deadlines and time schedules shall be established by the board, unless otherwise provided by state law.

### Encumbrances

An encumbrance shall be made when a purchase is made or when an approved purchase order is processed. All encumbrances shall be charged to a specific fund. All necessary encumbrances shall be made by the superintendent.

### Recommendations

Recommendations of the superintendent and professional staff concerning the district's budget allocations will be presented to the board prior to submission of the tentative draft budget.

### Preliminary Adoption Procedures

The superintendent will be responsible for developing the budget cover letter. It is recommended that the letter include a restatement of the goals and objectives of the district and a list of budget priorities. An explanation of line-item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the district and enhances completion of priority programs. A preliminary draft of the district's budget will be

submitted by the superintendent within a timeframe that allows the district to comply with all statutory deadlines.

## **Annual Operating Budget**

**DC-2**

### Hearings and Reviews

The board shall conduct budget hearings according to state law. The minutes of the meeting at which the board approves its annual budget shall state a needs assessment was provided to the board in accordance with board policy DB and state law, the board evaluated such assessment, and the manner in which the board used such assessment in the approval of the district's budget.

District budgets, the summary of the proposed budget, the needs assessment, and the state assessment documentation described in board policy DB shall be on file at the administrative offices of the district and available on the district's website.

### Budget Transparency

The district shall comply with the requirements of the Kansas Uniform Financial Accounting and Reporting Act and rules and regulations promulgated by the Kansas State Board of Education thereunder in maintaining, reporting, publishing on the district's website, and making available to the public specified budgetary records, forms, and information.

### Management of District Assets/Accounts

The superintendent shall establish and maintain accurate, financial management systems to meet the district's fiscal obligations, produce useful information for financial reports, and safeguard district resources. The superintendent shall ensure the district's accounting system provides ongoing internal controls. The superintendent shall review the accounting system with the board.

Approved:

KASB Recommendation - 7/03; 4/07; 6/07; 6/09; 6/15; 6/18; 6/21; 6/22

## Standard of Conduct for Federally Funded Contracts

DFAB

The following standard of conduct shall be followed by board members, district employees, officers, and their agents in an effort to eliminate conflicts of interest and to govern actions while engaged in the selection, award, and administration of contracts on behalf of the district.

No board member, employee, officer, or agent may participate in the selection, award, or administration of a contract supported by Federal funds if he or she has a real or apparent conflict of interest concerning the contract.

For the purposes of this policy, a conflict of interest would include any instance when a board member, employee, officer, or agent; any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or receives or would receive a tangible personal benefit from a firm considered for a contract.

Unless otherwise provided herein, no board member, employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from vendors, contractors, or parties to subcontracts. Therefore, these individuals would be prohibited from accepting offers for free entertainment which would otherwise cost the individual, lodging, transportation, gifts, or meals. However, accepting meals offered by a sponsor and consumed by such individual at school, a school sponsored activity, or a related event and/or accepting free product samples having a retail value no greater than ~~\$~~\$100.00 will not be a violation of this policy or standard of conduct.

Employees, officers, and agents of the district found to be in violation of this policy and standard of conduct shall be subject to disciplinary action, up to and including suspension or termination for employees and denial of access to district property and activities and/or the severing of the officer or agency relationship with the district, as appropriate.

Approved:

KASB Recommendation – 12/16; 6/22

## Federal Fiscal Compliance

DFAC

(See ~~CMA~~, CN, DFAA, and DFAB)

The board shall ensure federal funds received by the district are administered in accordance with federal requirements, including but not limited to the federal Uniform Grant Guidance. This policy outlines the district's responsibilities when federal funding is considered. The board designates the \_\_\_\_\_ as the federal programs coordinator and district contact for all federal programs and funding.

The \_\_\_\_\_ shall establish and maintain a sound fiscal management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants and to track costs and expenditures of funds associated with grant awards. The superintendent, to assist in the proper administration of federal funds and implementation of this policy, may recommend additional procedures and regulations be adopted to supplement this policy.

The district's fiscal management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all fiscal management system requirements are met. Fiscal management standards and procedures shall assure that the following responsibilities are fulfilled:

- Identification – The district must identify, in its accounts, all federal awards received and expended and the federal programs under which they were received.
- Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).
- Accounting Records – The district must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.
- Internal Controls – Effective control and accountability must be maintained for all federal funds, real and personal property purchased therewith, and other assets acquired with federal funding. The district must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
- Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
- Cash Management – The district shall maintain written procedures to implement the cash management requirements found in EDGAR.
- Allowability of Costs – The district shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

Time and Effort Reporting by Employees

All district employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.

Recordkeeping

The district shall develop and maintain a records management plan and related board policy, administrative regulations, and/or procedures for the retention, retrieval, and disposition of print and electronic records, including emails.

The district shall ensure the proper maintenance of federal fiscal records documenting:

- Amount of federal funds,
- How funds are used,
- Total cost of each project,
- Share of total cost of each project provided from other sources,
- Other records to facilitate an effective audit,
- Other records to show compliance with federal program requirements, and
- Significant project experiences and results.

All records must be retrievable and available for programmatic or financial audit.

The district shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other district records which are pertinent to the federal award. The district shall also permit timely and reasonable access to the district's personnel for interview and discussion related to such documents.

Records shall be retained for a minimum of three (3) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in federal law or in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action has been taken.

The district shall ensure that all personally identifiable data protected by statute or regulation is handled in accordance with the requirements of applicable law, regulations, board policy, administrative regulations, and procedures.

Subrecipient Monitoring

If the district awards subgrants, the district shall establish procedures to:

- Assess the risk of noncompliance.
- Monitor grant subrecipients to ensure compliance with federal, state, and local laws and board policy, regulations, and procedures.
- Ensure the district's records are adjusted to cure recordkeeping issues discovered through the subrecipient's audits, on-site reviews, or other monitoring.

Compliance Violations

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations, or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.

Approved:

KASB Recommendation – 6/17; 6/22

## **Administrative Leeway**

**DJFAB**

(See ~~CMA~~, DJEG and DJEJ)

In an emergency, the superintendent shall have the authority to make expenditures necessary to prevent additional damage to district property, to keep the schools open or to reopen schools. Emergency purchases shall be ratified by the board at the next regular or special board meeting.

Approved:

KASB Recommendation - 4/07; 6/22

## Insurance Program

EBA

All district-owned property, real and personal, will be insured to cover losses from natural causes, fire, vandalism, and other casualties. Insurance shall also cover theft of district monies.

### Liability Other Than for Vehicles

To the extent permitted by law, the board may insure all employees against legal action arising out of the performance of any authorized duties. The board may also purchase insurance covering loss resulting from student participation in a work-based learning program authorized by the district. The board may authorize the district to join a group-funded pool to provide insurance coverage for the district.

The district may designate one or more insurance agents of record. The superintendent may work with the insurance agent of record or group-funded pool to develop adequate insurance programs and/or proposals covering the district's employees and property.

Approved:

KASB Recommendation - ~~04/07~~; 6/22

## Student Transportation Management

ED

(See EDDA and JGG)

~~Use of buses by the district shall conform to current state law. At times it may be expedient to pay mileage to parents who transport their child to a specified point to meet the bus, or to provide private transportation in lieu of providing bus service. Mileage payments to parents may be made only with board approval.~~  
The district will provide transportation to students as required by law. Student transportation can be provided through any of the methods outlined by law.

~~Except as may be permitted elsewhere in policy, district buses shall not be available for use by outside groups.~~

~~{Add additional local language here as needed.}~~

Approved:

KASB Recommendation—7/96; 4/07; 6/10; 6/22

## School Buses and Vehicles ~~(District-Owned Buses)~~

EDAA

(See ED, JBCA, and JGG)

Use of buses and other school vehicles by the district shall conform to current law. School buses and other school vehicles will not be loaned, leased, or subcontracted to any person, groups of persons, or organizations except as allowed by law, subject to board approval.

### Liability

All school vehicles will be adequately insured.

### Safety

For the purposes of this policy, “school transportation provider” is defined to include school bus drivers, school passenger vehicle drivers, and other school employees who may transport students.

Every school transportation provider shall have a valid driver’s license. Such drivers shall have full authority and responsibility for the passengers riding in school vehicles.

Students or other persons riding in school buses or school vehicles who violate district policy or bus and/or school vehicle rules will be reported to the proper ~~administrator~~administrative official. Violations of these policies and/or rules may result in disciplinary action by school officials or reports to law enforcement as appropriate.

### Speed Limits

The board may set speed limits for district vehicles, which may be lower than state-allowed maximum speed limits.

### Safety Inspection

The superintendent or the superintendent’s designee shall be responsible for bus and other transportation inspections.

Defects found in school vehicles shall be repaired as soon as possible. The director of transportation shall be responsible for keeping school vehicles in good operating condition.

### Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent or the superintendent’s designee.

Bus and transportation schedules and routing maps will be updated annually prior to the start of school.

### Records

Every school transportation provider will keep accurate records pertaining to each assigned vehicle. The types of records shall be developed by the superintendent or the superintendent’s designee.

Any record developed by the administration for the purpose of monitoring vehicle use will include, but may not be limited to, the following information: miles driven each trip, gas and oil usage, ~~School Vehicles~~EDAA-2

purpose of the trip, destination, time of departure, and time of return. Such records will be signed by each driver at the conclusion of each trip and submitted to the person responsible for collection of these records. An annual summary report will be used in the compilation of the district's budget. A copy of the annual report may be given to the board on or before the regular board meeting in June or upon request.

Licensing of Drivers

It shall be the responsibility of all school transportation providers provide proof of a valid driver's license appropriate for the vehicle(s) to be driven for the district to the superintendent or the superintendent's designee at the beginning of each school year to register with the superintendent annually the validity of license certification by the Kansas Department of Revenue. If a school transportation provider's license is suspended or revoked at any time, the suspension or revocation shall be reported to the superintendent, and the employee shall immediately cease driving a school vehicle and transporting students.

School transportation providers shall be provided access to receive a copy of this policy annually on registering their driving certification with the superintendent.

Housing of School Vehicles

All school vehicles shall be housed in areas designated by the superintendent. Buses may be housed in the district's central storage area or assigned to a designated driver who may then house the bus as directed.

If district ~~vehiclesears or vans~~ are assigned to designated employees, the employee shall be responsible for the proper care, maintenance, and housing of the vehicle ~~either~~ at a district-owned site, while on school business, or at the employee's residence.

Transportation to Summer Athletic Events

*Option 1:*

The board does not authorize the use of school buses or other school vehicles in transporting district students to summer athletic activities such as, but not limited to, camps, 7-on-7, and summer league games. Unauthorized use of district buses or other school vehicles for this purpose may result in appropriate discipline of district staff, up to and including suspension and/or termination from employment.

*Option 2:*

The board authorizes the superintendent to approve the use of school buses or other school vehicles in transporting district students to summer athletic activities such as, but not limited to, camps, 7-on-7, and summer league games.

Any staff requests for such use shall be submitted to the superintendent or the superintendent's designee at least on or before \_\_\_\_\_ days prior to the activity and shall include information concerning the time, date, and duration of trip; the purpose of the

School Vehicles EDAA-3

transportation; the projected number of students requiring transportation for such event; the type of bus(es) or vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such trips; and whether or not additional school transportation providers would be required to provide such transport.

The superintendent may grant or deny such requests after taking into consideration the following factors:

- the expense of providing requested transport;
- the availability of funds for such purpose;
- the availability of adequate school staff to chaperone and/or provide transportation;
- the availability of and/or the coverage of liability insurance for this purpose;
- priority of assignment and availability of necessary vehicles;
- Title IX and other fairness considerations in granting use or repeated use to a particular group of student participantsathletes; and
- other good cause as determined by the superintendent or the superintendent's designee.

Approved:

KASB Recommendation – 7/03; 4/07; 6/10; 12/13; 6/15; 6/22

## Memorials, Funerals, and Naming of District Facilities

FC

(See KG)

Requests to use district buildings and/or facilities for displaying ~~permanent~~ memorials, hosting funeral or memorial services, or honoring a person with its name shall be considered in accordance with the following provisions.

### Memorials

As places designed primarily to support learning, school sites should not serve as the main venue for ~~permanent~~ memorials for students or staff. Permanent memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships for district students.

Any permanent memorials in existence before the adoption of this policy can only be removed by board action.

### Funerals and Memorial Services in District Facilities

Use of school facilities for funerals or memorial services is discouraged. If requests are made to hold funeral or memorial services at district facilities, such requests will only be considered if any services are scheduled after school has dismissed for the day or on weekends.

The superintendent shall handle requests for funeral and memorial services ~~and shall report the disposition of those requests to the board.~~

### Naming of Facilities

The board will consider requests from school and community groups to name an athletic or other school activity facility, building, or a portion thereof for a person provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system ~~and has been deceased for at least {10} years.~~ The board shall consider naming requests after they are recommended by the superintendent.

Approved:

KASB Recommendation - 6/13/ 6/16; 6/22

## Goals and Objectives

GAA

(See BDA, CM, ~~CMA~~ and JA)

The goal of the personnel policies set forth in this policy section is to create the best possible educational climate for the students of the school district. To this end, these personnel policies are designed to prevent misunderstanding by the district's personnel of their duties, responsibilities, and privileges.

All employees shall follow all applicable board policies, rules, regulations, and supervisory directives.

All personnel handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules.

Approved:

KASB Recommendation – 2/98; 4/07; 12/13; 6/19; 6/22

# GAAF – ESI DOCUMENTATION FORM

## Emergency Safety Intervention Documentation

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

The purpose of this letter is to inform you that on \_\_\_\_\_, at \_\_\_\_\_ (a.m./p.m.)  
(date) (time)

the need for the use of an Emergency Safety Intervention was required for  
\_\_\_\_\_  
(name of student)

***K.S.A. 72-6152 provides K.A.R. 91-42-1 through 92-42-7 provide that emergency safety intervention (hereafter “ESI”) is defined to include the use of seclusion or physical restraint but not the use of time-out or physical escort. Whenever an ESI is used, the parent(s)/guardian(s) must be informed of the use the day it happens. This notice requirement is deemed satisfied if the school attempts at least two methods of contact to reach the parent or guardian. By the day following the ESI use, written notification of the following shall be provided to the parent or guardian.***

Type of ESI used: Seclusion \_\_\_\_\_ Restraint \_\_\_\_\_ Duration of seclusion/restraint: \_\_\_\_\_ (minutes)  
Location: \_\_\_\_\_

Name of staff member(s) who participated in or supervised the ESI:

\_\_\_\_\_  
\_\_\_\_\_

Did the student have an Individualized Education Program (“IEP”), Section 504 Plan, or a Behavior Intervention Plan at the time of the incident? \_\_\_\_\_ If so, specify which: \_\_\_\_\_

\_\_\_\_\_

Description of events leading up to the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student behaviors necessitating the ESI:

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Steps taken to transition the student back into the educational setting:

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Parents or guardians of the above-named student are invited and strongly encouraged to schedule a meeting to discuss the ESI and how to prevent future ESI use. Please contact the following staff member at the email address and/or phone number listed below to schedule such a meeting or if you have any questions regarding this use of ESI.

(Staff Member Name) \_\_\_\_\_

(Staff Member Email Address) \_\_\_\_\_

(Staff Member Phone Number ) \_\_\_\_\_

\_\_\_\_\_  
(Signature of person completing report) \_\_\_\_\_ (Date)

\*Parent(s)/guardian(s) notified of this incident on \_\_\_\_\_ by \_\_\_\_\_.

Please feel free to provide feedback or comments concerning this ESI use below and email or deliver them to the staff member specified above.

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\*Original provided to Building Principal

\*Copy provided to (Parents/Guardians, Administrative Office)

## Substitute Teaching

GBRJ

Qualified substitute teachers shall be secured for the district.

The superintendent or the superintendent's designee (shall/may) meet with potential substitutes before the start of each school year.

The ~~superintendent and~~ principals shall compile a list of available substitute teachers, and each principal shall have a current list copy.

Principals (or other designated employees) shall be responsible for obtaining substitute teachers from the list and employing them as needed.

~~———— The superintendent shall be responsible for developing a substitute's handbook.~~

The board shall establish the rate of pay for substitute teachers ~~each (fill in month)~~ annually.

Candidates will be given information regarding expectations in performance of their job duties ~~receive a substitute's handbook, an explanation of the substitute program, application forms, and necessary tax forms and other records to be completed.~~

~~———— The handbook shall include information on when and how candidates should apply to be substitutes, the rates of pay, the time of the morning or day that substitutes can expect to be called for duty, instructions on where to report for all district attendance centers, maps of the school district and of each attendance center, a current copy of the school calendar, a copy of the board's educational philosophy (see IA), suggestions for working with students, a statement of expectations the district has for substitutes, a list of tasks the substitute must complete before leaving for the day and a sample report form for reporting incidents that may take place during the day.~~

Substitutes are encouraged to prepare, in advance, for the subjects in which they are most likely to substitute in case lesson plans are not available.

~~———— Each principal shall file a report with the superintendent listing the substitutes used in the building during each pay period.~~

~~———— The superintendent shall meet with principals and review the performance of substitutes.~~

Approved:

KASB Recommendation - 9/97; 2/98; 4/07; 6/22

## Evaluation of Coaches and Sponsors

GCIA

All employees contracted to coach or sponsor an activity shall be evaluated ~~{at least annually once a year/on a schedule approved by the board}~~. Evaluation documents will be on file with the clerk of the board.

Coaches and sponsors shall be evaluated by the supervisor to whom they are assigned. Evaluations shall be based on the employee's personal qualities, their commitment to duty, their work skills, and other appropriate issues related to the activity sponsor/coach job description. A copy of the completed evaluation shall be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Approved:

KASB recommendation 6/09; 6/22

## Leaves ~~and Absences~~

GCRG

(See GBRH)

### Paid Leave

Full-time employees will be credited with ~~10 days of~~ paid leave in accordance with handbook language approved by the board on the first day of the fiscal year. ~~Unused leave will be accumulated to a maximum of 60 days. The annual credit of 10 days will be first applied to employee absences. The maximum number of days available in any fiscal year is 70 days. The paid leave may be used as sick leave, bereavement leave or personal leave.~~

~~———— Sick leave is available for the personal illness of the employee or the illness of the employee's spouse, child, grandchild, parent or the parent or child of the employee's spouse. The superintendent shall have the right to receive verification of any illness or disability.~~

~~———— Bereavement leave is paid leave in the event of the death of a member of the family covered by sick leave. Bereavement leave is limited to three days per occurrence. Bereavement leave will be deducted from available paid leave.~~

~~———— Personal leave is for the purpose of conducting personal activities that may not be completed outside the workday. Personal leave is not limited but will be deducted from paid leave allowed. Requests for personal leave must be given to the employee's supervisor at least one week in advance of the period of leave.~~

~~———— If the employee leaves the employment of the district for any reason, no payment will be made for unused sick leave.~~

### Unpaid Leave

The board may grant a period of unpaid leave as determined by the board. The period of leave and reason for unpaid leave shall be determined by the board unless otherwise prescribed by law. The board shall not be required to pay any salary or benefits during periods of unpaid leave except as may be required by law.

### Jury Leave

Any employee called to jury duty will be granted paid leave and such leave will not be deducted from the employee's credited paid leave.

Approved:

KASB Recommendation - 4/07; 6/22

## School Site Councils

IB

(See KA)

A site council shall be established in each district building. Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods that may be employed at the school site to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions.

The membership of each council shall include, at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

~~{Each principal shall submit, for the board's consideration, names of individuals to be considered for appointment to the site council. The board shall appoint site council members.}~~ The principal shall recommend site council members for board approval.

Each site council shall establish meeting schedules ~~that shall be subject to board approval.~~ Each council shall report to the board at least \_\_\_\_ times a year.

Approved:

KASB Recommendation—7/96; 6/04; 4/07; 6/14; 6/22

## Student Privacy Policy

IDAE

(See BCBK, ICA, ICAA, II, and JR et seq.)

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

### Student Data Restrictions

Any student data submitted to and maintained by a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (“FERPA”).

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian’s signature; and 2) shall state student data submitted to and maintained by a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope, and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

## **Student Privacy Policy**

**IDAE-2**

\*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations.

Destruction shall comply with the NISTSP800-88 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

### Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

### Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. "Biometric data" includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Select Student Surveys

No nonacademic test, questionnaire, survey, or examination containing any questions about the a student's or the student's parents' or guardians' personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day on issues such as sex, family life, morality, or religion shall be administered to any kindergarten through 12<sup>th</sup> grade student unless:

- the parent or guardian is notified in writing not more than four months in advance of the administration of such test, questionnaire, survey, or examination that such is to be administered; and
- the parent or guardian of the student gives ~~written permission~~ consent through a written or electronic signature or, in the event of an immediate need, gives verbal consent for the student to participate.

Advance notification to a parent or guardian must include:

- A copy of the test, questionnaire, survey, or examination that is to be administered;
- Information on how the parent or guardian may provide written consent to authorize the student to take such test, questionnaire, survey, or examination;
- The name of the company or entity that produces or provides the test, questionnaire, survey, or examination to the school; and
- Whether the school will receive or maintain the resulting data and an explanation of how the school intends to use and maintain such data.

For written consent to be accepted, timely notice in compliance with the requirements of this policy must be provided, and the parent or guardian must have had an opportunity to review the information contained in the notice. Written consent must be provided separately for each individual test, questionnaire, survey, or examination that is to be administered. Prior to administering any such test,

questionnaire, survey, or examination, a copy of it must be posted and maintained on the district's website.

A student has the right to refuse to take any test, questionnaire, survey, or examination as described herein at any time, regardless of receipt of parent or guardian consent to participate. Prior to administering any such test, questionnaire, survey, or examination, each student shall be informed that such student has the right to refuse to take it and that the student will not suffer any adverse consequences based on refusal to participate.

No personally identifiable student data shall be collected through any such test, questionnaire, survey, or examination.

Except as otherwise provided in this policy, the provisions of this subsection shall apply to any test, questionnaire, survey, or examination as described herein that is administered or proposed to be administered to any student by any employee of a school district, including, but not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse.

If, however, any district employee becomes aware that a student may be at risk of suicide by a credible report from the student, the student's peers, or another school district employee, the school personnel who are designated to administer a suicide risk assessment or screening tool may administer such risk assessment or screening tool in accordance with the provisions of this subsection to determine whether the student could be at risk for suicide. Such designated school personnel may include, but is not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse. Prior to the administration of any such risk assessment or screening tool, the designated staff member shall verbally notify the parent or guardian before the administration of such risk assessment or screening tool and obtain the consent of the parent or guardian.

If the designated staff member is unable to verbally notify the parent or guardian of the student and obtain consent after reasonable attempts to do so, the designated staff member may administer the risk assessment or screening tool without such consent. If a risk assessment or screening tool is administered without the parent or guardian's consent, as soon as contact with the parent or guardian is made, the designated staff member shall notify the parent or guardian of the administration of such assessment or screening tool and provide to the parent or guardian all information obtained from the risk assessment or screening tool administered to the student.

~~Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device~~

~~which is not owned by the school district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.~~

~~Students may be questioned:~~

- ~~• in the provision of psychological services,~~
- ~~• conducting of student threat assessments,~~
- ~~• completing student disciplinary investigations or hearings, or~~
- ~~• conducting child abuse investigations.~~

~~Collection of such information in these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.~~

Approved:

KASB Recommendation – 7/03; 6/04; 4/07; 6/14; 6/16; 6/22

(See IKD and KN)

All textbooks, instructional materials and the selection criteria for district media center materials shall be subject to board approval.

Textbooks and instructional materials shall support the district's instructional program. Media center materials shall support and supplement the curriculum, promote wise use of leisure time, develop literary discrimination and appreciation, and encourage students to become productive citizens.

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

An effective education for all students;

Factual knowledge, literary appreciation, aesthetic values, and ethical standards;

Practice for students to develop abilities in critical thinking, communication, mathematics, and science skill;

Information which helps students develop an appreciation of American cultural, ethnic and racial diversity, and balanced views concerning international, national, state, and local issues and problems; and

Sufficient flexibility for meeting the special needs of individuals and groups.

The superintendent shall develop selection procedures which meet the above criteria, which shall include a review of available material by appropriate staff members.

Selection Criteria: Media Center Materials

Materials shall be chosen for accuracy, artistic quality, format, and authoritativeness.

Materials shall be chosen on various reading levels presenting different points of view, including current issues.

Books and other media materials shall be evaluated before purchase, either through direct examination or by using reputable, unbiased, professionally prepared selection tools.

The media center(s) shall obtain, process, and circulate materials and equipment and provide references and other services to students and faculty. Media specialists shall work toward providing resources so that students have an opportunity to achieve high levels of performance.

Collection Development

The media collection shall be developed systematically, be well balanced in coverage of subjects, and include various types of materials and a variety of diverse content in multiple various formats.

The collection shall reflect, enhanceenrich, and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in classrooms for extended periods of time.

### Challenges of Materials

Any student, parent, or legal guardian of a student currently enrolled in the district person having a complaint about textbooks, media center, or other instructional materials shall meet with the teacher, media specialist, or principal. If the concern is addressed to a teacher or media specialist, they shall report the matter to the principal. If the matter cannot be resolved, the principal shall notify the superintendent and ask the complainant to completeuse a request for review form which is available through building principals or at the district office. After receiving the completed form, the superintendent shall review and consider meet with the complainant to discuss the complaintrequest.

If the complaint issue outlined in the request is not resolved after review by at the meeting with the superintendent, the complainant-requestor may seek review by the boardrequest that the board consider the complaintrequest. If the board chooses to consider the complaintrequest, it shall forward all appropriate written materials to a review committee.

### Review Committee

#### Composition of Review Committee

When a review committee is established by the board to handle complaints-requests for review concerning textbooks, media center, or instructional materials, the review committee shall be composed of:

The building principal, library media specialist, two subject area specialists, and two community members, and one student. If the request for review proposes that the material is inappropriate for minors, the student representative may be left off the committee. The superintendent shall be responsible for appointing review committee members, unless otherwise determined by the board on a case-by-case basis.

#### Purview of Review CommitteeThe committee's charge shall be:

The review committee shall examine and evaluate the material as a whole; consider the district's policy, procedures, and philosophy for selection of textbook, instruction materials, and media center materials; and weigh strengths and weaknesses; and form opinions based upon the selection criteria.

#### Written Report

To Within 30 days of receiving access to the challenged materials, the review committee shall review the material and prepare a written report containing conclusions and recommendations for the board of educationwithin 30 days;

- ~~— To direct a written report to the board; and~~
- ~~— To send the complainant a copy of the report.~~

The Review Committee Shall:

- ~~— Examine and evaluate the material as a whole; consider the district’s policy, procedure and philosophy for selection of textbook, instructional materials and media center materials; and~~
- ~~— Weigh strengths and weaknesses and form opinions based upon the selection criteria.~~
- ~~— If the complainant is dissatisfied with the committee’s recommendation, an appeal of the decision may be made to the board for a hearing and final decision. If an appeal is requested by the complainant, the superintendent shall request that the board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the board’s study.~~

~~— If the board receives simultaneous challenges of multiple material or if circumstances render the 30-day timeline impracticable, the board may extend the committee’s deadline to complete its review.~~

~~— No reviews will be conducted during summer break or when school is not in session for one week or longer. The timeline for any review shall be tolled during such breaks.~~

~~**Textbooks, Instructional Materials and Media Centers**~~ ~~IF-3~~

Board Review and Action

~~The board shall review the recommendation of the review committee within 30 days of receipt thereof and may accept the review committee’s recommendation, reject the review committee’s recommendation, or make its own determination regarding the challenged book or material.~~

~~The decision of the board is final.~~

Removing Challenged Materials

~~Challenged materials ~~may~~shall not be removed from use during the review period at the discretion of the superintendent.~~

Impact of Simultaneous Requests

~~If more than one request for review is received simultaneously, or, if one or more requests for review is received while another review is pending, timelines established in this policy may be extended by the superintendent or the board to allow the requests to be processed in turn. When more than one request for review is received on the same book or material, such requests may be consolidated to reduce redundancy in review at any stage of this process.~~

Approved:

KASB Recommendation – 6/04; 4/07; 6/22

## Performance-Based Credits

IIA

A student may earn credits towards high school graduation by demonstrating mastery of the course outcomes through a performance instrument. The standards for designing and passing the performance instrument shall be set sufficiently high to ensure credits earned by such means shall be equivalent to those offered in the framework of the Carnegie unit.

A written request to “test out” of a class must be submitted prior to the beginning of each semester/year. A student may not request to “test out” of a class in which he or she is currently enrolled or has been enrolled.

The request is to be evaluated within 30 school days by a review committee composed of: a building administrator, a school counselor, a faculty member appointed by the principal, and the students’ parent(s) or guardian(s).

If the request is approved, the course instructor will have 30 school days to design a performance instrument that reflects mastery of all course outcomes. Commercially available instruments may be used if they cover all course objectives. A performance instrument shall be approved by the principal. The principal, in consultation with the instructor, will determine the setting and the timelines for the administration of the instrument, as well as the criteria for successful completion of those tasks.

The student has 10 school days in which those designated tasks developed by the teacher and approved by the administration must be performed.

Credit for such classes shall be awarded only on a pass/fail basis. Students will be allowed only one opportunity to “test out” of any particular class. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student. However, the outcomes, as noted in the district curriculum guide, and class syllabus will be made available.

### Graduation Credit Through Integrated Coursework

The board may allow graduation credit for integrated academic or career and technical education course work. The teacher awarding academic credit shall be fully licensed and may work collaboratively with another instructor to develop a course plan for instruction. The teacher shall monitor the student's progress and level of achievement. The plan will be reviewed periodically to maintain rigor and relevance.

### Credit Through Alternative Educational Opportunities

Students enrolled in grades six through twelve may earn course credits through alternative educational opportunities with sponsoring entities. For the purposes of this policy, terms have the following meanings.

- “Alternative educational opportunity” means instruction that primarily occurs outside the classroom with a sponsoring entity.
- “Sponsoring entity” means a business, not-for-profit organization, nonprofit organization, trade association, parent of a student, teacher, or administrator that partners with a school district to provide an alternative educational opportunity to students.

Eligibility Requirements for Sponsoring Entities

The board may accept a proposal from a sponsoring entity if the alternative educational opportunity provided by the sponsoring entity provides an additional learning opportunity for students through a work-based, pre-apprenticeship, apprenticeship, internship, industry certification, or community program; and either the proposal is approved by the state board of education as an alternative educational opportunity, or it complies with the requirements of this policy regarding such opportunities.

Requirements for the Provision of Alternative Educational Opportunities

Each approved alternative educational opportunity with a sponsoring entity shall be managed and directed by a licensed teacher employed by the school district. The teacher may work collaboratively with the principal, the sponsoring entity, or another teacher to develop a course plan for instruction with learning outcomes identified. The teacher shall monitor the student’s progress and level of achievement based on this plan. The plan will be reviewed periodically and adjusted as needed to promote a quality learning experience. The principal shall provide a report annually, or as requested, to the superintendent evaluating the additional educational opportunity provided to participating students and making recommendations to the superintendent on continuation, termination, or modification of the opportunity.

Processes for Submitting a Proposal for an Additional Educational Opportunity

Sponsoring entities wishing to partner with the district to provide additional educational opportunities to students, shall submit a proposal to the superintendent outlining the contact information and credentials of the person(s) that would be working directly with the student participants in this experience; educational goals for the partnership; any time, place, manner, and number of participant restrictions regarding how the learning opportunity would be provided; proposed learning outcomes for participating students; and any details regarding prerequisite coursework, certification, or experience a candidate for this experience should possess prior to entering the program.

Criteria for Evaluating Such Proposals

Prior to making a recommendation to the board on whether the district should partner with or continue to partner with a sponsoring entity, the superintendent shall review the proposed alternative educational opportunity in comparison with the board approved curriculum and goals, consulting other

staff members as necessary in that process. Before recommending action to continue such partnership from year-to-year, the superintendent may seek and shall review any available reports on the opportunity provided by the principal in accordance with this policy.

The board should consider the recommendation of the superintendent in determining whether to partner with or continue partnership with a sponsoring entity. In order for the board to partner with a sponsoring entity and to maintain such partnership, the sponsoring entity must first meet the eligibility requirements as outlined in this policy.

Additional considerations weighing into the decision to partner with a sponsoring entity may include, but may not be limited to: whether the learning experience meets the curricular, rigor, and relevance needs of the student and/or the district; qualifications, experience, reputation, and responsibility of the sponsoring entity and/or individuals that would be working directly with students; related costs for the district, regarding the provision of transportation, equipment, human resources to monitor the experience, etc.; space and time constraints if the experience will be provided in district facilities; student and staff safety; the need for and/or availability of insurance coverage, as applicable; effect on other district course offerings and activities; and student interest. As the welfare of students is of paramount importance to the board, the district reserves the right to complete background checks on any individuals working directly with students on behalf of the sponsoring entity and to base decisions on entering or exiting such a partnership, in whole or in part, on the results thereof.

Determining the Course Credit that May Be Earned Through These Opportunities

The superintendent may develop procedures for review of the experience and the award of credit in accordance with board approved curriculum. The superintendent may award credit for the experience as deemed appropriate for district elective offerings based on meeting local standards for those offerings. In order for any alternative educational experience to be approved for credit in a state-required course, such experience must meet all applicable statutory, regulatory, and Kansas State Board of Education approved standards for award of such credit.

State Reporting Requirements

The superintendent or the superintendent's designee shall make reports to the Kansas State Department of Education as required thereby. Such reports will include information regarding the alternative educational opportunities offered at each school, the names of sponsoring entities, the number of students participating in such opportunities, and credits earned.

Approved:

KASB Recommendation – 7/02; 6/04; 4/07; 12/21

## Online Learning Opportunities

IIBGB

### Application

Students may apply for permission to enroll in an online course for credit. Applications for the next academic year shall be submitted to the principal no later than {April 20}. The student and the student's parents shall be informed of the ~~{board's/administrator's}~~ decision in writing no later than {June 1}.

Students {may/ may not} enroll in an online course as an alternative to any course offered by the high school {./, except as an attempt to earn credit for a class already attempted but failed by the student.}

### Guidelines

The following guidelines shall be used by the ~~{board/administration}~~:

1. Only ~~{board/administration}~~ approved courses shall be posted on student transcripts.
2. Approval of any course shall be based upon the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor, and other appropriate factors.
3. Enrollment in an online course will be allowed only if an appropriately certified staff member is available and willing to supervise the student's participation in the course.
4. Suspended or expelled students may also apply for permission to enroll in online course work.

### Other Regulations or Guidelines

Approval ~~by the {board/administration}~~ of online coursework shall be based on the requirements of Kansas law, Kansas State Department of Education regulations, and board credit requirements and/or guidelines in effect at the time the student request is made.

Approved:

KASB Recommendation – 7/02; 6/04; 4/07; 6/12; 6/22

## Animals and Plants in the School

ING

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes.

If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

### Service Animals in the Schools

Service animals ~~may be~~ are permitted in the schools and on school property in accordance with ~~board-approved guidelines and may be used by employees, patrons, and students~~ federal law. In order for the district to accommodate the health and safety of our students and staff while maintaining our educational services, programs, and activities, employees and students are encouraged to notify their building administrator prior to bringing a service animal to school for the first time. Patrons or individuals attending functions or having short term business on school property are not required to provide advance notice to school staff in order to be accompanied by a service animal on school property.

Access to school buildings will not be denied to a service animal as long as the animal is individually trained and required to do work or perform tasks for the benefit of an individual with a disability. Such work or tasks must be directly related to the individual's disability. District staff shall not be responsible to provide care or control of a service animal, and any service animal which is out of control or is not housebroken may be excluded by district staff.

For the purpose of this ~~This~~ policy, "service animals" is not deemed to include ~~does not apply to~~ animals provided by the school for instructional purposes or for therapy or comfort ~~dogs~~ animals.

Approved:

KASB Recommendation – 1/13; 6/22

## Goals and Objectives

JA

(See BDA, CM, ~~CMA~~, GAA and JCDA)

These student policies are designed to prevent misunderstanding by students about their rights and responsibilities. The ideas and recommendations of students shall be considered when adopting policies, rules, and regulations governing the conduct of students and their rights and responsibilities.

All student handbooks shall be consistent with board policy, approved by the board, and adopted, by reference, as a part of these policies and regulations.

Approved:

KASB Recommendation—7/96; 4/07; 12/15; 6/22

## **Enrollment**

**JBC**

(See IIBGB, JBCA, JBCB, and JQKA)

### Resident Students

A “resident student” is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are “homeless” as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, “parent” means the natural parents, adoptive parents, step-parents, and foster parents. For purposes of this policy, “person acting as a parent” means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

### Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy, and students residing outside of the state of Kansas may be denied enrollment or continued enrollment based on out-of-state residency.

### Non-resident Student Continued Enrollment

Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria: whether the student made academic progress; residence in the state of Kansas; regularity and punctuality of attendance; and disciplinary record, specifically whether the student complied with the student conduct code and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problem.

Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student’s ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of any administrative decision on non-resident student applications no later than \_\_\_\_\_.

### Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times, and communication to parents and to the public.

Part-Time Students

The board allows any child to enroll part-time in the school district to allow the student to attend any courses, programs, or services offered by the school district if the child:

- Is also enrolled in a nonaccredited private elementary or secondary school or in any other private, denominational, or parochial school as required by law;
- requests to enroll part-time in the school district; and
- meets the age of eligibility requirements for school attendance.

District administrators shall make a good faith attempt to accommodate scheduling requests of students enrolling in the school district in these situations but shall not be required to make adjustments to accommodate every such request.

Part-time students, other than those specified previously in this policy may enroll with the ~~(board's/~~administration's) permission if they complete all paperwork in a timely fashion and are in attendance no later than \_\_\_\_\_. (Insert date) ~~Such part-time~~Part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and the students follow the district's student conduct policies and rules.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

#### Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

#### Assignment to a School Building, Grade Level, or Classes

Unless otherwise provided herein, the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

#### **Enrollment**

**JBC 3**

If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area. (For definition of "school of origin", see regulations for JBCA and JBCB.)

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

#### Transferring Credit

In {middle school/junior high} and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

#### Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Approved:

KASB Recommendation – 6/01; 4/07; 6/13; 12/14; 6/15; 12/15; 12/16; 6/19; 6/22

## Truancy

JBE

(See AEB, IDCE, JBD, and JQ)

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made. The building principal (or \_\_\_\_ ) shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. Truancy shall not apply to students who have attained a high school diploma, a general educational development credential, or a high school equivalency credential or any child who is determined to be an exceptional child, except for an exceptional child who is determined to be a gifted child, under the provisions of the special education for exceptional children act. Exceptions also exist for students attending the Kansas academy of mathematics and science and for students who are part of a recognized church or religious denomination objecting to a regular public high school education under circumstances specified in state law.

For truancy purposes, being enrolled and continuously attending a public school; a private, denominational, or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational, or parochial school is located; or a combination of attendance in both a public school and a private, denominational, or parochial school may satisfy compulsory attendance requirements. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be given an unexcused absence for truancy accounting purposes considered truant.

Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

### Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if:

- The student is regularly enrolled in and attending a program recognized by the board as an approved alternative educational program;
- the parent(s) or person acting as parent provides written consent to allow the student to be exempt from the compulsory attendance requirement and the student and the student's parent or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form;

- if the student is not subject to truancy law in accordance with law or this policy earns a GED;
- the child is regularly enrolled and continuously attending school as required by law and is concurrently enrolled in a postsecondary educational institution; or
- if the student is exempt from compulsory attendance requirements pursuant to a court order.

#### Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian, or to another location designated by the board to address truancy issues.

#### Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

#### Dual Enrollment Students

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school, or Washburn University.

Approved:

KASB Recommendation – 7/96; 9/97; 8/98; 7/02; 6/04; 6/06; 4/07; 6/10; 6/12; 11/12; 1/13; 6/16; 6/22

## Interrogation and Investigations

JCAC

(See EBC, GAAD, JCABB, JCEC and JHCAA)

Building administrators, school security officers, and/or others designated by the superintendent may conduct investigations and question students about violation of school rules, the student conduct code, and/or law. Unless otherwise provided herein, such investigators shall not be required to contact the student's parent, guardian, or representative prior to questioning and may request law enforcement, school resource officer(s), and/or school security officer(s) for assistance in conducting the investigations.

If there is reason to believe a violation of a criminal law has been committed, the building administrator, the superintendent's designee, and/or school security officer with authorization of the superintendent or the superintendent's designee shall notify the appropriate law enforcement agency of criminal conduct as provided in law and/or board policy and may request further investigation of the alleged violation.

When a school resource officer or campus police officer initiates an investigation of a potential violation of criminal law by a student on the officer's own initiative and not at the behest of a building administrator or the designee of the superintendent, such officer will notify the building administrator and will make a reasonable attempt to contact the student's parent, guardian, or representative prior to initiating questioning.

### Coordination with Law Enforcement

School administrators and/or school security officers ~~{shall/may}~~ meet at least annually ~~periodically~~ with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district and reporting of potential criminal acts at school or school activities.

### Notification of Investigations Conducted by Law Enforcement Officers

When law enforcement officers initiate an investigation involving questioning of a student on a topic unrelated to a report of child abuse or neglect or to the identity of the student during school hours, the building administrator shall make a reasonable attempt to contact a parent, guardian, or representative of the student(s) prior to such questioning. Notification or attempted notification of a parent, guardian, or representative shall be documented by the administrator involved. If a student's parent, guardian, or representative is not present during such questioning of a student, the principal may be present unless otherwise specified in law or board policy.

### Child Abuse and Identity Investigations Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse or neglect or concerning the student's identity. For any

## **Interrogation and Investigations**

**JCAC-2**

investigations concerning known or suspected child abuse or neglect, school staff shall follow the procedures outlined in board policy GAAD instead of the requirements of this policy.

### Law Enforcement Initiated Investigations at School

In cases not involving the investigation of known or suspected child abuse or neglect or involving the student's identity, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to the building administrator for such purpose, or in demonstrated emergency situations. If a demonstrated emergency is found, the building administrator shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the building administrator is not satisfied with either the identification or the reason, the request shall not be granted. The building administrator shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

### Taking Students Into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement, school resource officers, campus police officers, or Department for Children and Families ("DCF") authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy, a reasonable effort shall be made to notify the student's parent, guardian, or representative when students are removed from school for any reason. Parents shall not be notified by school officials when their child is taken into custody by DCF, school resource officers, campus police officers, and/or law enforcement as a result of allegations of abuse or neglect and there is reason to believe sharing the information may lead to harm of the child or others. Except as provided above and/or as specified in a court order or arrest warrant, if a student is taken into custody by a law enforcement officer, school resource officer, or campus police officer, building administrators shall make a good-faith effort to contact the student's parent or guardian. Notification efforts shall be documented.

When a student has been taken into custody or arrested on school premises without prior notification to the building administrator, the school staff present shall ask the law enforcement officer to notify the building administrator of the circumstances as quickly as possible and shall themselves contact the building administrator with any information they have regarding the child being taken into custody. School resource officers and campus police officers are expected to contact the building administrator as soon as practicable after taking a student into custody.

## **Interrogation and Investigations**

**JCAC-3**

### Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances at school and, if necessary, to take students or other persons into custody.

### Definition

For the purposes of this policy, “campus police officer” is a school security officer employed by and designated by the board to aid and supplement law enforcement agencies of the state, city, and/or county in which the school district is located.

For the purposes of this policy, students will not be deemed to be “taken into custody” when they are being questioned by a school resource officer, school security officer, and/or campus police officer about a violation of state law, county resolutions, city ordinances, board policy or regulation, and/or school rules on property owned, occupied, or operated by the school district or at the site of a function sponsored by the school district.

Approved:

KASB Recommendation—7/96; 6/04; 4/07; 6/07; 10/12; 1/13; 6/18; 12/18; 6/22

## Health Screenings

JGCD

Vision, ~~and~~ hearing, ~~and dental~~ screenings will be conducted in the district as part of the overall health services program. ~~Frequency of the Vision-Such~~ screenings will be ~~administered~~ in accordance with state law. When appropriate, other screenings deemed beneficial to students, ~~such as dental screenings~~, may be performed in the school health program.

When these screenings cannot be performed by district staff, the board authorizes the superintendent to identify healthcare service providers to provide them. Such healthcare service providers shall be required to enter into a contract with the district prior to providing any screenings or other services to students in the school setting.

### Vision Screenings

~~Each year vision screening procedures will be conducted for students new to the district, including kindergarteners. Such procedures will be provided for other students at a frequency of not less than once every two years unless otherwise specified by state law. Students known to have vision difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level. Basic vision screenings shall be provided to students without charge according to the following schedule:~~

- ~~• Annually for every child participating in IDEA part B programs;~~
- ~~• At least once each school year for students in kindergarten and grades one, two, three, five, seven, and ten;~~
- ~~• Within the first year of enrollment in the district;~~
- ~~• Upon request by the parent or guardian of a student enrolled in an accredited nonpublic school who resides in the school district.~~

~~These basic vision screenings shall be performed by a vision screener designated by the board, who shall follow current state vision screening guidelines for performing the screenings. The results of the screening and, if necessary, referral for an examination by an ophthalmologist or optometrist shall be reported to the parents or guardians of the student. Any referral shall not show a preference in favor of any particular ophthalmologist or optometrist to provide an additional examination.~~

~~While not part of the board provided vision screening program, each student needing assistance in achieving mastery of basic reading, writing, and mathematics skills shall be encouraged to obtain an eye examination by an optometrist or ophthalmologist to determine if the student suffers from conditions impairing the ability to read. Expense for such an examination, if not reimbursed through Medicaid, private insurance, or any other governmental or private program, shall be the responsibility of the student's parent or guardian.~~

### Hearing Screening

Each year hearing screening procedures will be conducted for students in their first year of school attendance in new to the district, ~~including kindergarteners~~. Such procedures will be provided for other students at a frequency of not less than once every three years unless otherwise specified by state law. Students known to have hearing difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

Under certain conditions, hearing screening services are provided for students residing within district boundaries who are enrolled in accredited non-public schools. These services are coordinated between the administration of the accredited nonpublic school and district administration and require a request from the student's parent or guardian. Implementation of the program for nonpublic school students follows the same guidelines as for district students.

The results of the test and, if necessary, the desirability of examinations by a qualified physician shall be reported to the parents or guardians of students screened.

### Dental Screenings

Free dental inspections will be ~~offered-provided~~ to students annually, planned for by designated school staff, and conducted by appropriate dental care providers. Students presenting a certificate from a legally qualified dentist providing that a dental examination was completed in the three months prior to the school dental inspection need not be provided with an inspection.

A certificate of the result of a school dental inspection, together with suggestions of requirements for the curing of any defects found, shall be made by the dental care provider making such inspection. One copy of this certificate is to be furnished to the child examined, and another will be filed with the clerk of the board. No dental work other than the inspection and provision of the certificate shall be performed by the examining dental care provider without the consent of the parents or guardian of the child.

### Selected Screenings

Other screening procedures may be deemed appropriate and beneficial to students. Designated staff will assist in the planning and implementation of other screening programs following standard procedures.

### **Health Screenings**

**JGCD-2**

Screening results, and referrals, when necessary, will be communicated to parents.

In accordance with state law, the parent or guardian of any child entering school for the first time shall be informed of the availability of sickle cell screening and of the location of the nearest facility providing blood tests for sickle cell trait and sickle cell anemia.

Approved:

KASB Recommendation – 6/16: 6/22

## Student Transportation ~~Regulation~~

JGFF

(See JGG)

### Use of Vehicles and Bicycles

The superintendent ~~shall~~may develop procedures regulating to the driving, parking, and use of vehicles and the use and parking of bicycles or other similar equipment during the school day. Failure to observe district ~~regulations~~rules and/or procedures may result in disciplinary action.

Rules and ~~regulations~~procedures concerning use of vehicles and bicycles on school property ~~shall be approved by the board and {shall/may}~~ be included in the student and/or other district handbooks.

### Walkers

Students who walk to and from school are urged to become familiar with traffic safety laws governing such activities, to be alert to their surroundings, and to exercise caution while crossing streets in high traffic areas.

### Notice

At the beginning of each school year, district staff will provide students with appropriate notice of the rules and ~~regulations pertinent to this policy~~ procedures relevant to their use of transportation to school and school-related activities.

Approved:

KASB Recommendation – 6/13; 6/22

## Transportation

JGG

(See ED and EDDA)

~~Bus-School-provided~~ transportation shall be ~~provided~~available to and from school for those students who qualify. Transportation may be provided by the district for all school activities.

Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

~~Bus drivers~~Drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian.

All rules shall be published in the student handbook.

Approved:

KASB Recommendation—7/96; 4/07; 12/15; 6/22

## Student Organizations

JHC

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The building principal and the board shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

### Student Clubs

The administrator shall establish regulations for the operation of school sponsored clubs, and for the use of school facilities by non-school- sponsored clubs.

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. If non-curriculum related school sponsored clubs are allowed to meet on school property during non-instructional time, then non-school sponsored student clubs may also meet on school property at such times.

### Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities and have such request granted prior to using the facilities. ~~A faculty member (or other adult approved in advance) (may/shall) attend the meetings as a supervisor but (may/shall) not participate in the group's activities.~~ The non-school sponsored club shall specify in its facility use request the adult who will provide supervision of the activity.

### Student Government

Student councils under the direct control of the building principal or designated faculty representative may be established. Student councils may exercise only the authority expressly delegated to them by the building principal.

Approved:

KASB Recommendation—7/96; 4/07; 12/15; 6/22

## Public Information Programs

KB

(See CEE, CEF, and KBA)

The board shall keep the public informed about the school system's functions and operations.

### Newsletters and other Media

The board ~~{may/shall}~~ issue a patron newsletter. The superintendent or the superintendent's designee shall be responsible for the content of the district newsletter and other district-sponsored media or publications.

The superintendent shall direct the dissemination of district information and report to the board as requested.

When approved by the principal, attendance center announcements or school-related information may be sent home with students.

Approved:

KASB Recommendation – 3/00; 7/03; 4/07; 6/07; 6/22

## District or School Websites

KBA

(See [DB](#), DC, ECH, [IDAE](#), II, IIBG, [JBC](#), JR et seq., and KB)

The board may establish a district website and may allow creation of websites for individual schools. ~~A district website shall be under the control of \_\_\_\_\_, and school websites shall be supervised by the principal (or \_\_\_\_\_)~~The district website shall be maintained and updated as directed by the superintendent or the superintendent's designee. The school websites shall be maintained and updated as directed by the principal or the principal's designee.

### Website Rules

Detailed rules relating to websites are found in appropriate handbooks or in documents approved by the board and filed with the clerk and/or principals.

Website rules shall include the following areas:

- data privacy and FERPA regulations;
- copyright rules, relating to access and use of materials and the property rights of the district, students, and employees who create material;
- instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, but may not be limited to:
  - a copy of Kansas State Department of Education's Form 150 estimating the legal maximum general fund budget as well as the budget summary for the current school year and actual expenditures for the immediately preceding two school years showing total net dollars of transfers and dollars per pupil as specified in Kansas law, using the full-time equivalent enrollment of the school district for such required calculations;
  - district budgets, the summary of the proposed budget, the needs assessment, and the state assessment documentation described in board policy DB;
  - the board's policy for the part-time enrollment of students; and
  - a copy of any nonacademic test, questionnaire, survey, or examination containing any questions about the personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day in accordance with board policy IDAE.
- the ~~boards~~board's and administration's right to determine website content and monitor use by employees and students.

District and school websites are maintained to support the public relations and educational programs of the district and/or the schools. Websites may be modified or terminated at any time by board action.

Approved:

KASB Recommendation – 6/00; 7/03; 4/07; 6/15; [6/22](#)

## Use of District Personal Property and Equipment

KGA

Requests for use of district personal property or equipment by outside tax-exempt organizations shall be submitted to the superintendent or the superintendent's designee. Any request shall be granted or denied pursuant to guidelines for using personal property or equipment ~~developed by the administrator~~ ~~and~~ approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of ~~school-district~~ personal property or equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal (or/ \_\_\_\_\_) and will be refunded when the property or equipment is returned in working order.

### Lost, Stolen, or Damaged Property or Equipment

No request for use of ~~school-district~~ personal property or equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any district personal property or equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the district personal property or equipment. If ~~school-district~~ personal property or equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such personal property or equipment. The district may also require the purchase of insurance.

### Personal Use

No district personal property or equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of {the superintendent; the building principal; or \_\_\_\_\_}. No district personal property or equipment shall be used by the superintendent for personal reasons at school or away from its designated location without the prior approval of the board of education.

### Definition

District personal property means any property other than property that is land, buildings and property that is physically attached to land or buildings which is owned by or under the control of the school district.

Approved:

KASB Recommendation – 3/00; 4/07; 6/12; 12/21; 6/22

## **Bullying by Parents**

**KGC**

(See EBC, GAAE, JDDC, KGD)

The board of education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying plan ~~shall~~ may be posted on the district’s website, and copies of such documents shall be made available to parents of current students upon request.

Approved:

KASB Recommendation – 6/13; 12/15; 6/22

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**AN ACCIDENT INSURANCE QUOTE FOR:**

Northern Valley USD #212

**PRESENTED TO:**

Arthur J. Gallagher Risk Management Services, Inc. (Kalamazoo Office)

**UNDERWRITTEN BY:**

Berkley Life and Health Insurance Company and/or StarNet Insurance Company

**THIS QUOTE IS VALID FOR 90 DAYS**



## Renewal Quote

Based on the information provided Berkley Accident and Health is pleased to offer a Renewal Quote for Northern Valley USD #212.

**Policy Number:** KSA L219020157102

**Renewal Policy Effective Date**

August 1, 2022

to

**Renewal Policy Expiration Date**

August 1, 2023

**Name of Policyholder:** Northern Valley USD #212

**Address:** 512 West Bryant Street

**City:** Alma

**State:** KS **Zip Code:** 67622

**Eligibility:**

**Class 1:**

- All registered students of the Policyholder.

**Class 2:**

- All registered student athletes of the Policyholder.

**Covered Activities:**

**Class 1:**

- This policy covers each Covered Person during the policy period while he or she is:
  - A) participating in school related activities;
    - 1) sponsored by the Policyholder; and
    - 2) on the premises designated and supervised by the Policyholder; or
  - B) traveling with a group in connection with the activities under the direct supervision of the Policyholder; and
  - C) while participating as a member of a team in intramural, club or interscholastic competitive sports activities sponsored and supervised by the Policyholder.

**Class 2:**

- Interscholastic Sports: Play, practice and conditioning

**Premium:**

Funding Option		
1. Fully Insured	Premium Amount: \$12,941.00 Premium Mode: Annual	

<b>BENEFIT</b>	<b>LIMIT</b>
Accidental Death and Dismemberment	<b>Applies to All Classes</b> Principal Sum: \$10,000
Aggregate Limit of Liability per Covered Accident	\$500,000
Accident Medical and Dental Expense	<b>Applies to All Classes</b> Accident Medical Expense: \$25,000 Dental Sub-limit: Sound natural teeth: \$500 per tooth per Covered Accident <ul style="list-style-type: none"> <li>• Co-Insurance 100%</li> <li>• Deductible \$0 Corridor</li> <li>• Terms of Payment Full Excess</li> <li>• Loss Period (first Covered Accident Expenses must be incurred within) 60 days after the date of the Covered Accident</li> <li>• Benefit Period 52 weeks</li> </ul>
Covered Medical Expense Sub-limits	
	<b>Applies to All Classes</b> <ul style="list-style-type: none"> <li>• Hospital Room &amp; Board per day per Covered Accident</li> <li><b>Applies to All Classes</b> • Ancillary Hospital Expenses \$1,000 per Covered Accident</li> <li><b>Applies to All Classes</b> • Emergency Room \$300 per day per Covered Accident</li> <li><b>Applies to All Classes</b> • Physician Non-Surgical Visits \$50 for the first visit, \$50 for each subsequent visit up to a maximum of 10 visits per Covered Accident</li> </ul>

	<p><b>Applies to All Classes</b></p> <ul style="list-style-type: none"> <li>• Physician Second Opinion (Surgical)</li> </ul> <p><b>Applies to All Classes</b></p> <ul style="list-style-type: none"> <li>• Physiotherapy</li> </ul> <p><b>Applies to All Classes</b></p> <ul style="list-style-type: none"> <li>• X-Ray Expenses</li> </ul> <p><b>Applies to All Classes</b></p> <ul style="list-style-type: none"> <li>• Diagnostic Imaging (MRI/CT/CAT)</li> </ul> <p><b>Applies to All Classes</b></p> <ul style="list-style-type: none"> <li>• Ambulance</li> </ul> <p><b>Applies to All Classes</b></p> <ul style="list-style-type: none"> <li>• Durable Medical Equipment</li> </ul> <p><b>Applies to All Classes</b></p> <ul style="list-style-type: none"> <li>• Prescription Drugs</li> </ul>	<p>\$400 per Covered Accident</p> <p>\$50 for the first visit, \$25 for each subsequent visit up to a maximum of 8 visits per Covered Accident</p> <p>\$600 including costs for reading per Covered Accident</p> <p>\$600 including costs for reading per Covered Accident</p> <p>\$800 per air and ground ambulance per Covered Accident limited to one trip</p> <p>\$150 per Covered Accident</p> <p>\$6,000 per Covered Accident</p>
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## CLAIMS ADMINISTRATION

Your Claims Service Provider is: First Agency

Claim forms are available at: <https://www.1stagency.com/index.php>

If you have any questions please call: (269) 381-6630

### First Agency

First Agency has been servicing programs of Student Accident and Health coverage since 1959, and is recognized by agents and educational institutions for their expertise in this market. All claims are processed in Kalamazoo, Michigan by their in-house claims staff. The average experience of their administrative and claims staff is over 14 years. A specific Claims Adjustor is assigned to each account so they can familiarize themselves and develop a more understanding and personal relationship with each client. For quick and accurate reporting and processing, online claim submission is available as well as real-time review of claim status.

The main goal in the claims administration process is cost control and savings, which are utilized in a number of ways, such as: utilizing a national network of PPO's in the claims administration process on a passive basis, allowing access to provider discounts without dictating medical providers. In addition to utilizing passive or blind PPO's, First Agency claims adjustors also utilize a process of self-negotiation. For claims that are not eligible for network discounts, adjustors have had success negotiating directly with providers. The claims system is custom-developed and fully automated, resulting in quick and accurate claims service. Average claims processing time is less than five days when all necessary information has been submitted.

Capitalized terms in this New Business Proposal will have the meaning as defined within the policy.

**ACCIDENTAL DEATH AND DISMEMBERMENT BENEFIT**

If Injury to the Covered Person results in any of the Covered Losses shown below, within 365 days of the date of the accident that caused the Injury, the Company will pay the percentage of the Principal Sum shown below for that loss. If multiple losses occur, only one Benefit, the largest, will be paid for all Covered Losses due to the same Covered Accident.

<u>Loss of:</u>	<u>Benefit:</u> (Percentage of Principal Sum)
Life.....	100%
Two or More Members.....	100%
One Member.....	50%
Thumb and Index Finger of the Same Hand.....	25%
Four fingers of the Same Hand.....	25%

“Member” means Hand or Foot, Arm or Leg, Sight, Speech and Hearing. “Loss of a hand or foot” means complete severance through or above the wrist or ankle joint. “Loss of Arm or Leg” means complete severance through or above the elbow or knee joint. “Loss of sight” means total and permanent loss of sight of one/both eyes that is irrecoverable, including by surgical and artificial means. “Loss of speech” means total and permanent loss of audible communication that is irrecoverable by natural, surgical or artificial means. “Loss of hearing” means permanent total deafness in both ears such that it cannot be corrected by any aid or device. “Loss of thumb and index finger of the same hand” means complete severance of each through or above the metacarpophalangeal joint of both digits of the same hand. Severance means the complete separation and dismemberment of the part from the body.

**Aggregate Limit of Liability**

The maximum amount the Company will pay on behalf of all Covered Persons for all covered Accidental Death and Dismemberment losses resulting from the same Accident will not exceed the Aggregate Limit of Liability as described in this New Business Proposal.

## **ACCIDENT MEDICAL AND DENTAL EXPENSE BENEFIT**

If a Covered Person suffers an Injury that requires him or her to be treated by a Physician within the Loss Period, the Company will pay up to the Accident Medical and Dental Expense Benefits maximum amount for Covered Medical Expenses incurred by the Covered Person that result directly, and from no other cause, from all Injuries caused by the covered accident. These benefits are subject to the Deductibles, Coinsurance Factors, and Benefit Periods outlined in the New Business Proposal above.

Accident Medical Expense Benefits are only payable:

- 1) for Usual and Customary Charges incurred after the Deductible, if any, has been met;
- 2) for those Medically Necessary Covered Expenses incurred by or on behalf of the Covered Person;
- 3) for Covered Medical Expenses incurred within the designated Benefit Period after the date of the Covered Accident.

No benefits will be paid for any expenses incurred that are in excess of Usual and Customary Charges.

**Covered Medical Expenses** include:

- 1) Hospital room and board expenses: the daily room rate when a Covered Person is Hospital Confined and general nursing care is provided and charged for by the Hospital. In computing the number of days payable under this benefit, the date of admission will be counted, but not the date of discharge.
- 2) Ancillary Hospital expenses: services and supplies including operating room, laboratory tests, anesthesia and medicines (excluding take home drugs) when Hospital Confined.
- 3) Daily Intensive Care Unit/Cardiac Care Unit Expenses: the daily room rate when a Covered Person is Hospital confined in a bed in the Intensive Care Unit/Cardiac Care Unit and nursing services other than private duty nursing services.
- 4) Registered Nurse Services Expenses for private duty nursing while a Covered Person is Hospital Confined, when services are ordered by a Physician.
- 5) Medical Emergency Care (room and supplies) expenses incurred within 72 hours of a Covered Accident and including the attending Physician's charges, x-rays, laboratory procedures, use of the emergency room and supplies.
- 6) Outpatient surgery expenses, including Ambulatory Surgical Center.
- 7) Outpatient surgical room and supply expenses for use of the surgical facility.
- 8) Outpatient diagnostic x-rays, laboratory procedures and test expenses.
- 9) Physician non-surgical treatment/examination expenses (excluding medicines) including the Physician's initial visit, each necessary follow-up visit and consultation visits when referred by the attending Physician.
- 10) Second surgical opinion expenses.
- 11) Physician surgical expenses. If an Injury requires multiple surgical procedures through the same incision, We will pay only one benefit, the largest of the procedures performed. If multiple surgical procedures are performed during the same operative session, but through different incisions, We will pay for the most expensive procedure and 50% of Covered Expenses for the additional surgeries.
- 12) Assistant Surgeon expenses when Medically Necessary.
- 13) Anesthesiologist expenses for pre-operative screening and administration of anesthesia during a surgical procedure whether on an inpatient or outpatient basis.
- 14) Outpatient laboratory test expenses.
- 15) Physiotherapy (physical medicine) expenses on an inpatient or outpatient basis limited to one visit per day; expenses include treatment and office visits connected with such treatment when prescribed by a Physician, including diathermy, ultrasonic, whirlpool, heat treatments, chiropractic, adjustments, manipulation, massage or any form of physical therapy.
- 16) Post-surgical physical medicine expenses and office visits connected with such treatment when prescribed by a Physician.
- 17) X-ray expenses (including reading charges) not including dental x-rays.

- 18) Diagnostic imaging expenses including magnetic resonance imaging (MRI) and CAT scans.
- 19) Dental expenses including dental x-rays for the repair or treatment of each injured tooth that is whole sound and a natural tooth at the time of the Covered Accident.
- 20) Dental expenses related to the installation of crowns, caps, bridges and dentures; oral surgery and endodontics and repair or replacement of caps and crowns that existed prior to the Covered Accident.
- 21) Outpatient registered nurse services if ordered by a Physician.
- 22) Ambulance expenses for transportation from the Accident site to the Hospital.
- 23) Rehabilitative braces or appliances prescribed by a Physician. It must be durable medical equipment that is primarily and customarily used to serve a medical purpose and can withstand repeated use and generally is not useful to a person in the absence of Injury. No benefits will be paid for rental charges in excess of the purchase price.
- 24) Prescription drug expenses prescribed by a Physician and administered on an outpatient basis.
- 25) Medical equipment rental expenses for a wheelchair or other medical equipment that has therapeutic value for the Covered Person. We will not cover computers, motor vehicles or modifications to a motor vehicle, ramps and installation costs.
- 26) Medical services and supplies for blood and blood transfusions; oxygen and its administration.
- 27) Eyeglasses, contact lenses and hearing aids when damage occurs in a Covered Accident that requires medical treatment.
- 28) Artificial limbs, eyes and larynx for initial acquisition and fitting. We will not pay for repair or replacement of artificial limbs, eyes or larynx.
- 29) Extended Care Facility expenses for confinement if it begins within 5 straight days after a Covered Person is Hospital Confined as a result of a Covered Accident. We will pay for treatment if a Physician visits the Covered Person at least once every 30 days and certifies the confinement is Medically Necessary.

#### **TERMS OF PAYMENT FOR ACCIDENT MEDICAL AND DENTAL EXPENSE BENEFIT**

**Full Excess:** Covered Medical Expenses incurred by a Covered Person, subject to any cost containment limits set out in the Summary above, will be paid on an excess basis after any other valid and collectible insurance payments.

#### **EXCLUSIONS**

The Policy does not cover any loss resulting in whole or part from, or contributed to by, or as a natural or probable consequence of any of the following even if the immediate cause of the loss is an accidental bodily Injury, unless otherwise covered under the policy by Additional Benefits:

1. Suicide, self-destruction, attempted self-destruction or intentional self-inflicted Injury while sane or insane.
2. War or any act of war, declared or undeclared.
3. Service or Active Duty in the armed forces, National Guard, military, naval or air service or organized reserve corps of any country or international organization.
4. Sickness, disease or any bacterial infection, except one that results from an accidental cut or wound or pyogenic infections that result from accidental ingestion of contaminated substances.
5. Disease or disorder of the body or mind.
6. Asphyxiation from voluntarily or involuntarily inhaling gas and not the result of the Covered Person's job.
7. Voluntarily taking any drug or narcotic unless the drug or narcotic is prescribed by a Physician.
8. Intoxication or being under the influence of any drug or narcotic.
9. Violation or in violation or attempt to violate any duly-enacted law or regulation, or commission or attempt to commit an assault or felony, or that occurs while engaged in an illegal occupation.
10. Conditions that are not caused by a Covered Accident.
11. Covered Expenses for which the Covered Person would not be responsible in the absence of this Policy.
12. Injuries paid under Workers' Compensation, Employer's liability laws or similar occupational benefits or while

engaging in activity for monetary gain from sources other than the Policyholder.

13. Travel or activity outside the United States.
14. Participation in any motorized race or speed contest.
15. Aggravation or re-injury of a prior Injury that the Covered Person suffered prior to his or her coverage Effective Date, unless We receive a written medical release from the Covered Person's Physician.
16. Heart attack, stroke or other circulatory disease or disorder, whether or not known or diagnosed, unless the immediate cause of Loss is external trauma.
17. Any Injury requiring treatment which arises out of, or in the course of fighting, brawling assault or battery.
18. Injury caused by, contributed to or resulting from the Covered Person's use of alcohol, illegal drugs or medicines that are not taken in the dosage or for the purpose as prescribed by the Covered Person's Physician.
19. Services or treatment rendered by a Physician, Nurse or any other person who is employed or retained by the Policyholder; or an Immediate Family member of the Covered Person.
20. Treatment of a hernia whether or not caused by a Covered Accident.
21. Treatment of Osgood-Schlatter's disease, osteochondritis, appendicitis, osteomyelitis, cardiac disease or conditions, pathological fractures, congenital weakness, whether or not caused by a Covered Accident.
22. Treatment of a detached retina unless caused by an Injury suffered from a Covered Accident.
23. Pregnancy, childbirth, miscarriage, abortion or any complications of any of these conditions.
24. Mental or nervous disorders, except as specifically provided in this policy.
25. Damage to or loss of dentures or bridges or damage to existing orthodontic equipment, except as specifically provided in this Policy.
26. Expense incurred for treatment of temporomandibular or craniomandibular joint dysfunction and associated myofacial pain, except as specifically provided in this Policy.
27. Loss resulting from participation in any activity not specifically covered by this Policy.
28. Any treatment, service or supply not specifically covered by this Policy.
29. Practice or play in any sports activity, including travel to and from the activity and practice, unless specifically provided for in the Policy.
30. Travel or flight in or on any vehicle for aerial navigation, including boarding or alighting from:
  - i. While riding as a passenger in any aircraft not intended or licensed for the transportation of passengers; or
  - ii. While being used for any test or experimental purpose; or
  - iii. While piloting, operating, learning to operate or serving as a member of the crew thereof; or
  - iv. while traveling in any such aircraft or device which is owned or leased by or on behalf of the Policyholder of any subsidiary or affiliate of the Policyholder, or by the Covered Person or any member of his household.

Except as a fare paying passenger on a regularly scheduled commercial airline.

**IMPORTANT INFORMATION:**

This Renewal Quote presents only a summary of the benefits, terms, conditions, limitations and exclusions provided under insurance policy form series AH51051 and is based on the information submitted and rates in effect on the Quote Date. Please refer to the actual policy for a complete description of all the coverages and benefits along with all the conditions, limitations and exclusions applicable under the policy. If there is a conflict between this Renewal Quote and the issued policy, the issued policy will prevail.

The insurance described in this Renewal Quote provides limited benefits. Limited benefits plans are insurance products with reduced benefits intended to supplement comprehensive health insurance plans. This insurance is not an alternative to comprehensive coverage. It does not provide major medical or comprehensive medical coverage and is not designed to replace major medical insurance. Further, this insurance is not minimum essential benefits as set forth under the Patient Protection and Affordable Care Act.

This Renewal Quote does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit us from offering or providing insurance. To the extent any such provisions apply, this Renewal Quote is void. If any of the information submitted for this Renewal Quote is altered or if material new information is received, we reserve the right to change this quote accordingly. *Coverage under the policy may not be available in all states.*

*Insurance coverage offered by Berkley Accident and Health is underwritten by Berkley Life and Health Insurance Company (domiciled in Iowa - California Certificate of Authority #08527) and/or StarNet Insurance Company (domiciled in Delaware - California Certificate of Authority #6978), 2445 Kuser Road, Suite 201, Hamilton Square, NJ 08690, both member companies of W. R. Berkley Corporation and both rated A+ (Superior) by A.M. Best*

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Thank you for giving Berkley Accident & Health the opportunity to provide you with a Renewal Quote, please do not hesitate to contact your sales representative or underwriter with any questions.

Sincerely,

John Griesbach  
Area Vice President  
First Agency, a Gallagher Company  
269-775-3730

### ACCEPTANCE OF RENEWAL QUOTE

Policyholder Name: Northern Valley USD #212

Renewal Policy Effective Date: August 1, 2022

This Renewal Quote provides a summary of the Policy features only and does not cover all the terms, conditions and limitations. The Policy will contain the actual terms, conditions and limits of the coverage to be provided. If there is any conflict between the summary in this Renewal Quote and the Policy, the Policy will govern in all cases. Acceptance of this Renewal Quote is contingent upon and subject to the actual terms of the Policy as issued. **Please note that this quote is valid for 90 days (the valid period of 90 days does not extend beyond the expiration date of the current policy period).**

To bind coverage for this risk, simply complete the below acceptance of this Renewal Quote and remit via e-mail to [John\\_Griesbach@AJG.com](mailto:John_Griesbach@AJG.com).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

*Insurance coverage offered by Berkley Accident and Health is underwritten by Berkley Life and Health Insurance Company (domiciled in Iowa - California Certificate of Authority #08527) and/or StarNet Insurance Company (domiciled in Delaware - California Certificate of Authority #6978), 2445 Kuser Road, Suite 201, Hamilton Square, NJ 08690, both member companies of W. R. Berkley Corporation and both rated A+ (Superior) by A.M. Best.*

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**Insured** 50826  
USD 212 Northern Valley  
PO Box 217 512 W Bryant  
Almena, KS 67622  
(785) 669-2445

Quote No. 320806  
Effective Date: 6/30/2022  
Expiration Date: 6/30/2023  
Quote Date: 5/11/2022  
Quote Good Through: 6/30/2022

**Agent** 968-1571  
Iron Insurance Partners, LLC  
PO Box 517  
Garden City, KS 67846

**Employers Liability**  
Bodily Injury By Accident \$1,000,000 Each Accident  
Bodily Injury By Disease \$1,000,000 Policy Limit  
Bodily Injury By Disease \$1,000,000 Each Employee

**Proposal Summary**

Policy Unit	Remuneration	Total Estimated Premium and Surcharges
1 - USD 212 Northern Valley - Kansas	\$2,232,829	\$9,220
<b>Grand Total</b>	<b>\$2,232,829</b>	<b>\$9,220</b>

This is an estimate only and based on information received at the time prospected. If an installment payment plan is offered, a \$5 service charge per invoice will apply.

Please see the following page(s) for detailed Unit information.



**FIRST DAKOTA INDEMNITY  
COMPANY**

**Insured**

USD 212 Northern Valley  
PO Box 217 512 W Bryant  
Almena, KS 67622  
(785) 669-2445

Effective Date: 6/30/2022  
Expiration Date: 6/30/2023  
Quote Date: 5/11/2022  
Quote Good Through: 6/30/2022

**Agent**

Iron Insurance Partners, LLC  
PO Box 517  
Garden City, KS 67846

**Employers Liability**

Bodily Injury By Accident \$1,000,000 Each Accident  
Bodily Injury By Disease \$1,000,000 Policy Limit  
Bodily Injury By Disease \$1,000,000 Each Employee

Unit 1 - USD 212 Northern Valley	Kansas
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Rating Period: 6/30/2022 - 6/30/2023

Classifications	Code No.	Premium Basis Total Estimated Remuneration	Rate Per \$100 of Remuneration	Estimated Premium
DRIVERS, CHAUFFEURS, MESSENGERS AND THEIR HELPERS NOC-COMMERCIAL	7380	\$49,067	3.31	\$1,624
COLLEGE: PROFESSIONAL EMPLOYEES & CLERICAL	8868	\$1,945,887	0.35	\$6,811
COLLEGE: ALL OTHER EMPLOYEES	9101	\$237,875	2.55	\$6,066
Total Manual Premium				\$14,501
\$1,000,000/1,000,000/1,000,000		1.1%		\$160
Subject Premium				\$14,661
Unmodified Premium				\$14,661
Experience Mod		0.82		(\$2,639)
Modified Premium				\$12,022
Schedule Credit/Debit		25%		(\$3,006)
Standard Premium				\$9,016
Premium Discount		4.9%		(\$442)
Expense Constant				\$200
Terrorism Act		1%		\$223
DTEC Act		1%		\$223
Policy Premium				\$9,220

**Total Premium and Surcharge(s):**

**\$9,220**

**Sliding Scale Dividend Plan A Ver 1**

This is a quotation only and is not a binder of insurance or a guarantee of insurability.



**Insured** 50826  
USD 212 Northern Valley  
PO Box 217 512 W Bryant  
Almena, KS 67622  
(785) 669-2445

Quote No. 320806  
Effective Date: 6/30/2022  
Expiration Date: 6/30/2023  
Quote Date: 5/11/2022  
Quote Good Through: 6/30/2022

**Agent** 968-1571  
Iron Insurance Partners, LLC  
PO Box 517  
Garden City, KS 67846

**Employers Liability**  
Bodily Injury By Accident \$1,000,000 Each Accident  
Bodily Injury By Disease \$1,000,000 Policy Limit  
Bodily Injury By Disease \$1,000,000 Each Employee

**Billing Unit 1 - USD 212 Northern Valley**

**Billing Payment Mode:** 100% Down

**Initial Payment Total to Remit** \$9,220.00

**Installment Schedule:**

Post Date	Due Date	Description	Amount
6/10/2022	6/30/2022	Installment	\$9,220.00

This is a quotation only and is not a binder of insurance or a guarantee of insurability.



**Sliding Scale Dividend Plan "A"**

**Plan Eligibility**

- Insured must have earned premium of \$5,000 or more (after allowance for any applicable premium discount).
- Policy must be in effect for full term.
- The application of the dividend will not reduce the retained earned premium below \$5000.
- Cancelled policies will not be eligible unless re-written by FDI. Policies cancelled by the Company for non payment of premium will not be eligible for a dividend. Policies cancelled by the insured will not be eligible for a dividend.

**Dividend Eligibility**

- FDI will pay dividends as outlined in the schedule based on earned premium and losses.
- All premiums must be paid in full, including audit premium, endorsements or any other premium charges.
- Insured must provide all necessary information for completion of audit.
- Final premium audit must be completed.
- Any dividend provided is specific to this policy and is independent of any other policy issued by the Company.

**Computation and Payment**

- FDI will pay dividends as outlined in the schedule based on earned premium and losses.
- The sliding scale dividend calculation will be computed approximately 6 months after the expiration of the policy.
- Losses will be valued and any dividend will be paid no earlier than 6 months after the policy term has expired.
- Losses include all paid indemnity, medical, rehabilitation, managed care and legal expenses and reserves for future payments of claims.
- The Company's determination of losses and reserves shall be conclusive and binding upon the insured.
- Once calculated, the dividend plan will be considered closed and final.

**Dividends cannot be guaranteed and are payable at the discretion of the Board of Directors.**

**First Dakota Indemnity Sliding Scale Dividend Plan "A"**

Incurred Loss Ratio	\$5,000 to \$10,000	10,001 to \$25,000	\$25,001 to \$50,000	\$50,001 to \$100,000	\$100,001 and Over
0% to 5.0%	10%	12%	16%	21%	26%
5.1% to 10%	8%	10%	13%	17%	22%
10.1% to 15%	6%	8%	10%	13%	18%
15.1% to 20%	5%	6%	7%	9%	12%
20.1% to 25%	4%	5%	6%	7%	10%
25.1% to 30%	3%	4%	5%	6%	8%
30.1% to 35%	2%	3%	3%	4%	6%
35.1% to 40%	0%	2%	2%	2%	3%
40.1% to 45%	0%	1%	1%	1%	2%
>45%	0%	0%	0%	0%	0%

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

**2022-2023 Negotiations Proposal #1**

Bargaining Item: Salary

- A. We propose staff receive their vertical and horizontal movements on the salary schedule.
  
- B. We propose a raise in the base salary of \$1,000 from \$33,500 to \$34,500.

*Alissa Kraft* 5-17-22  
*Hilary VanPatten* 5/17/22

## 2022-2023 Negotiations Proposal #2

### Bargaining Item: Hours and Amounts of Work

- A. We propose the language in the Negotiated Agreement (Article 1, Section 1, 5<sup>th</sup> Paragraph) be changed from:

Original: "Each professional employee shall be assigned a duty-free period each contract duty day for the purpose of eating lunch and having a brief respite period. This time shall be equal to the time allowed students for a lunch break."

to:

Proposed: "Each professional employee shall be assigned a duty-free period each contract duty day for the purpose of eating lunch and having a brief respite period. This time shall be equal to the time allowed students for a lunch break. **Staff members will be provided a free lunch, if they eat in the cafeteria to help monitor students for the lunch period.**"

### 2022-2023 Negotiations Proposal #3

#### Bargaining Item: Supplementals

A. We propose adding a new supplemental for Summer Weights. This would create the following:

- a. Summer Weightlifting-Boys 4.00%
- b. Summer Weightlifting-Girls 4.00%

*open position now*

B. We propose the following changes for the Athletic Director- High School position:

- a. 12.5% with 2 class periods provided daily as the schedule allows  
or
- b. 18% with 1 class period provided daily as the schedule allows

C. We propose changing the High School Level Track positions to match the current hiring plan.

*2 heads, 1 asst - in agreement?  
Δ to 1 head, 2 asst - current?*

*Spring Break = 4 school days  
(not 5)*

**~~2019~~—~~2022-2023~~ Negotiated Agreement**



**Between**

**Northern Valley USD # 212**

*(Approved by the Board of Education, ~~June 13<sup>th</sup>, 2022~~ ~~July 8<sup>th</sup>, 2019~~)*

**And**

**The Northern Valley Education Association**

*(Ratified by the members of NVEA, ~~May 17<sup>th</sup>, 2022~~ ~~June 5<sup>th</sup>, 2019~~)*

# USD 212 – Northern Valley – ~~2019~~ – 2022 - 23

## ARTICLE 1-DEFINITIONS AND GENERAL AGREEMENTS

### Section 1

#### **Duty Day**

The normal duty day shall be eight and one-half (8.5) hours for contact days and eight (8) hours for all other days as determined and scheduled by the Board. The Board shall have the right to determine the number of periods, length of periods, length of instructional time and the right to change the components of the duty day. The duty day may be extended to include open houses, parent-teacher conferences and special education staffing as determined by the administrators. In the event the extension for staffing extends into a scheduled activity of a teacher, the meeting shall be rescheduled to a more appropriate time.

Teachers are expected to be on duty for all days identified on the adopted calendar for the duty day period of eight hours and thirty minutes as scheduled by the Board. An exception to this shall occur when a partial school day is scheduled immediately prior to all holiday breaks, in which case teachers will be expected to remain on duty until dismissed by their building administrators. In no event shall a teacher be required to remain on duty more than 30 minutes after the student's early dismissal time.

The administrator will determine the duty day for teachers when school is dismissed early for the scheduling of special events.

When school is cancelled due to inclement weather teachers are not expected to report for duty. If the day that is cancelled must be made up, teachers will be expected to report for the make-up day(s) as scheduled by the Board.

Each professional employee shall be assigned a duty-free period each contract duty day for the purpose of eating lunch and having a brief respite period. This time shall be equal to the time allowed students for a lunch break. Staff members will be provided a free lunch, if they eat in the cafeteria to help monitor students for the lunch period.

### Section 2

#### **Duty Year**

The basic duty year will not exceed 170 days (*based on an 8.5 hr. contact day*) as determined and scheduled by the Board.

### Section 3

#### **Payroll Dates**

Pay day for teachers shall be the 5<sup>th</sup> day of each month beginning in September. If such date falls on a weekend (Saturday or Sunday) or a holiday, paychecks will be delivered on the last working (contract) day before the 5<sup>th</sup>.

### Section 4

#### **Preparation Time**

Teachers will be assigned a planning period to be used for class preparations, planning and record keeping. The planning time is defined as a minimum of 40 minutes in length and will be scheduled by the principal.

### Section 5

#### **Grant Writing**

The board will provide training for grant writing during the school year. Seven percent of the grant awarded will be given to the writer.

### Section 6

#### **School Calendar**

The Board of Education shall adopt the school calendar each year. The Board, in adopting the school calendar shall include the following holidays, with the minimum number of days designated:

Labor Day	-	1 school day
Thanksgiving Vacation	-	2 school days
Winter Break	-	10 calendar days

## **School Calendar (Cont.)**

Spring Break	-	4 school days
Good Friday	-	1 school day

The Board shall have the right to change the number of vacation days in developing the school calendar. The administration and a teacher representative shall meet together to discuss and make calendar recommendations to the board. Any recommendations should be presented to the Board on or before the January meeting.

## **Section 7**

### **Early Termination of Contract**

The following paragraph shall be included as part of the individual contract for each teacher and shall be stated as follows;

The board will accept a teacher's resignation received after the resignation notification date set by state law upon receipt of liquidated damages in the amount of:

1. 1% of the teacher's total contract salary for a resignation received up to 20 calendar days following the resignation notification date set by law inclusive,,
2. 2% of the teacher's total contract salary for a resignation received between the 21<sup>st</sup> through the 40<sup>th</sup> calendar day following the resignation notification date set by law inclusive,
3. 3% of the teacher's total contract salary for a resignation received between the 41<sup>st</sup> through the 60<sup>th</sup> calendar following the resignation notification date set by law inclusive,
4. 4% of the teacher's total contract salary for a resignation received after the 61<sup>st</sup> calendar day following the resignation notification date set by law.

The Board reserves the right to waive the required payment while still accepting the resignation.

## **Section 8**

### **Reproduction of Agreement**

Copies of the agreement shall be granted at Board expense (Electronic or Hard Copies) within seven working days after the agreement is ratified and provided to all teachers upon request.

## **Section 9**

### **Savings Clause**

If any clause, paragraph, sub-article or article of this agreement shall be held invalid, it shall be conclusively presumed that the parties would have agreed to the remainder of the agreement without the invalid portion.

## **Section 10**

### **Duration of Agreement**

This agreement shall become effective July 1, 20192022, provided it is ratified by a majority of the Board and a majority of the members of the negotiating unit and shall expire June 30, 20202023.

## **Section 11**

### **Supervision of Student Teachers**

Supervision of a student teacher shall be voluntary on the part of the teacher.

## **Section 12**

### **Administering Medication to Students**

No professional employee shall be required to administer medications or first aid to students unless licensed or trained to do so.

## **Section 13**

### **Access to Teacher Files**

A teacher shall have the right to review their individual files during normal business hours. If staff is busy with other duties, a time will then be established to review the file. The teacher shall have the right to have any documents except confidential college placement files reproduced. Confidential College placement files shall not be available for review or reproduction by the teacher. The teacher may respond in writing to any material contained in the teacher's personnel file. Any written material that is placed in a teacher's personnel file will also be provided to the teacher.

## ***ARTICLE 2-SALARY AND BENEFITS***

## **Section 1**

### **Salary Schedule Placement**

1. Teachers new to the district will be granted credit for all prior teaching experience and credit for the last degree and hours earned after the last degree. At the time of initial employment, the Board may pay a salary in addition to the schedule amount if determined necessary by the Board.
2. Horizontal movement is allowed at the hiring schedule rate.
3. Column movement shall be allowed for earning the degree and/or hours required by the hiring schedule columns. Hours above the last degree are hours earned after the granting of the last degree. Additional college hours must be graduate hours in the teacher's field of study or hours approved in advance by the Superintendent with a grade of "C" or above or "P" in a pass/fail course. The teacher shall provide suitable evidence in the form of an official transcript of the additional hours, or may provide a letter from the instructor indicating the successful completion of a course in place of an official transcript by September 10, to receive credit for the current school year. The letter from the instructor does not replace the official transcript in the teacher's personnel file. Official transcripts must be provided no later than November 1.
4. Teachers shall normally qualify for advancement of one step for each year of public school teaching experience; however, the district board reserves the right to freeze step placement. If there is no freeze on steps, teachers will be paid according to their years' of experience on the vertical steps.
5. Professional development points will count toward salary schedule movement. (20 PDC points = 1 hour college credit). PDC points may not count for more than ½ of the hours needed for column movement on the salary schedule, prior to the earning of a master's degree. After earning a master's degree, full PDC credit shall be given for salary schedule movement.

## **Section 2**

### **Supplemental Salary**

The current supplemental salary schedule shall be included in the 2022-2023 agreement.

## **Section 3**

### **Contract Extension**

The Board has the authority to offer extensions to the negotiated duty year. Pay for the extended contracts will be equal to the annual salary schedule amount divided by the number of normal contract days in the normal duty year. The calculated amount shall be paid for each day above the normal contract. (168 days determined by 158 days x 8.5 hours per day = 1343 hours divided by 8 hours = 167.875 days.)

## **Section 4**

### **Activity Pass**

Passes for all in-district athletic events and activities shall be given to each teacher and their spouse.

## **Section 5**

### **Fringe Benefits**

- A. **Defined Benefit**  
The Board will pay in addition to salary, a fringe benefit for full-time certified teachers in the amount of \$400.00 per month to be applied to the cost of the district's group health insurance plan. Upon termination or non-renewal of the teacher's contract of employment for any reason all board payments of fringe benefits shall terminate on the date employment with the district ceases.
- B. **Retiree Insurance**  
Retired employees and their dependents shall be entitled to continue coverage under the district-sponsored group health insurance program, provided the retired employee makes written application with the clerk of the board of education for such continued coverage within thirty (30) days following the retirement of the employee. Retired

### **Salary and Benefits (Cont.)**

employees electing continued coverage shall be required to make the monthly premium payment for such continued coverage in advance of the due date of the premium to the carrier. The premium amount will be determined by the carrier. Such payment shall be made to the board of education or directly to the insurance carrier, as may be determined by the Board. The coverage under the group health-care benefits will cease at such time as (1) the retired employee attains the age of 65 years of age, (2) the retired employee fails to make their required premium payments on a timely basis, or (3) the retired employee becomes covered or is eligible to be covered under a group plan of another employer.

- C. **Insurance Refunds**

Any insurance refunds shall first be used to reduce the cost of future insurance premiums. If, for any reason, the district receives a cash refund for group health insurance, the amount of refund shall be distributed to the participating employees (including employees not subject to this agreement) and the Board in proportion to the contribution of each. Any payroll deduction or salary reduction amount shall be considered employee contribution. Any amount paid as a defined benefit shall be Board contribution. The employees entitled to a distribution shall be those employees participating in the district plan in the year the refund is actually received by the generated.

- D. Mileage will be paid at a rate of \$0.56 per mile to those teachers that start their day teaching in either Long Island or Almena, and then commute to the alternate town, to teach, as part of their duty day. Teachers will be required to turn in those days, said travel occurred, to the district office at the end of the semester in order to get reimbursed for mileage.

## **Section 6**

### **Salary Deduction**

Whenever a teacher is absent from work for reasons other than those covered by paid time off, professional work, or other approved reasons, there shall be a deduction made for each day of absence at the teacher's daily salary rate. This deduction will be made whether a substitute is hired or not.

## **Section 7**

### **Voluntary Tax Sheltered Annuities**

The Board shall provide the opportunity for teachers to execute a voluntary salary reduction agreement for tax sheltered annuities to the extent allowed by federal law. Teachers may make the election to contribute to the voluntary tax sheltered annuity or modify the annuity agreement in a thirty (30) day period prior to September 1 and March 1 of each year. The companies allowed for execution of a tax sheltered annuity agreement shall be limited to three and agreed to by both parties.

## **Section 8**

### **Dues Deduction**

Upon receipt of a written authorization by a teacher, the Board will provide for the payroll deduction for association dues for the recognized representative of the teachers. The written authorization shall be filed with the superintendent within ten (10) days of the beginning of the contractual obligations. Once authorized, the deduction will continue until revoked in writing by the teacher.

The amount of the monthly deduction shall be provided to the Board by the association. The amount of the deduction must be supplied by the association within ten (10) days of the beginning of the teacher's contractual obligations. The association agrees that the Board will not be held responsible in any manner for the collection or payment of teacher association dues or the amount of the dues.

The Board will pay the amount of dues deducted each month to the treasurer of the teacher association.

## ***ARTICLE 3-LEAVE***

All leave will be adjusted in .25 increments. (may be taken in 30 minute increments; 2012)

0-2 hours = .25 day  
2-4 hours = .50 day  
4-5 hours = .75 day  
6-8 hours = 1 day

### **Leave (Cont.)**

#### **Section 1**

##### **Paid Time Off (PTO)**

All full-time teachers are entitled to twelve (12) days paid time off annually, accumulating to sixty (60) days.

Accumulated PTO will be determined at the end of each contract year. Assignment of additional annual PTO will be made on the first day of duty by the teacher in each contract year.

After an absence of two consecutive (2) days, a doctor's certificate may be required.

All teachers who have sixty (60) days of PTO available on the first day of the contract year shall be paid for days over forty-eight (48) at the end of the school year, at the rate of one-half (1/2) the daily rate for substitute teachers. Calculation and payment will be made at the end of the contract year.

Teachers have the option to request pay out of PTO in excess of five (5) days at one-half the daily rate for substitutes teachers by submitting request in writing to Board Clerk by the payroll cutoff date for December payroll (Thanksgiving). No other payment will be made to the teacher for unused PTO.

Upon the teacher ending employment with the district, the teacher will be paid for all unused PTO days at the rate of one-half (1/2) the daily rate for substitute teachers. If a teacher does not fulfill their contract or is suspended during the school year, then no sick pay will be redeemed.

PTO will not be allowed on those days immediately preceding or immediately following vacation or holidays, professional meetings, summer, or other school dismissals, unless prior permission is obtained from the Board of Education.

## **Section 2**

### **Funeral and Bereavement Leave**

An employee who is absent during his/her regularly scheduled work week due to the death of a spouse/significant other, child or stepchild, or parent or stepparent, may receive payment for reasonable and customary days absent, not to exceed five (5) regularly scheduled workdays for bereavement in conjunction with attending the funeral. An employee who is absent for funeral and bereavement during his/her regularly scheduled work week due to the death of a grandparent, grandparent-in-law, grandchild, parent-in-law, foster parent, brother, sister, brother-in-law, sister-in-law, daughter-in-law, or son-in-law may receive payment for reasonable and customary days absent, not to exceed three (3) regularly scheduled work days.

An employee may be required to furnish verification of the reason for the absence upon request of his/her supervisor or the Office.

## **Section 3**

### **Annual Leave Accounting**

At the end of the contract year, the Board will report to each teacher a status report of accumulated personal time off.

## **Section 4**

### **Jury Duty**

USD #212 teachers who are called to serve on a jury shall receive his or her regular pay while involved in such service. The teacher shall retain the jury service fee and all mileage, meals, and housing reimbursement.

## **Section 5**

### **Professional Leave**

Professional leave may be granted by the superintendent. Requests for professional leave must be presented to the superintendent at least one (1) week prior to the planned activity. All obligations for expenses must be approved in advance of the planned activity. If an administrator requests a teacher to attend a conference or meeting, the actual cost of registration, travel, housing and meals will be paid by the district.

## **Leave (Cont.)**

## **Section 6**

### **Military Leave**

A Certified Staff employee who is a member of the National Guard or a reserve component of the U.S. Armed Forces shall be granted a leave with pay for active duty or active duty training for a period not to exceed 30 work days in any two (2) consecutive calendar years. *With prior approval of the Superintendent.*

Annual military active duty leave must be requested in advance. A copy of active duty orders must accompany the request.

## **Section 7**

### **Unpaid Leave**

A teacher may be granted unpaid leave subject to the prior approval of the Board.

## **Section 8**

### **Covering Classes**

When the office requests a teacher to cover a class, during their planning time for another teacher, the teacher covering will have the option to be paid at a rate equal to the current substitute pay rate or receive the same amount of time as PTO. If the teacher substitutes for one full period, they will be paid one-eighth (1/8) of the substitute

daily pay rate or one hour of PTO. If the teacher substitutes for one-half (1/2) of a period, they will be paid one-sixteenth (1/16) of the substitute daily pay rate or one-half hour of PTO. The teacher and the period they cover needs to be listed on the absentee sheet.

## **Section 9**

### **Salary Reduction Plan**

The Board shall establish a salary reduction fringe benefit plan to comply with Section 125 of the Internal Revenue Code. The Board shall provide the opportunity for each teacher to execute a salary reduction agreement within ten (10) days of the beginning of the contractual obligations to cover all premiums for the employees selected benefits. Once the annual allocation for each selected benefit is made, the only change which will be allowed is as result of a change in family status as provided by federal statute or regulations.

Each teacher executing a salary reduction agreement for elected benefits may allocate an annual sum not to exceed the cost of the benefits selected to be used for the purchase of:

1. Group Health Insurance
2. Cancer Insurance
3. Salary Protection Insurance
4. Medical Reimbursement Plan
5. Dependent Care Reimbursement Plan
6. Hospital Insurance
7. Dental Insurance
8. Accident Insurance

Any unexpended money committed by the election of the teacher for any of the salary reduction benefits that may remain at the end of the plan year shall revert to the Board of Education.

Each teacher may execute a salary reduction election once each plan year within. After the annual election is made each year, the only changes which will be allowed in the election are for the fluctuations in the insurance premium amount or in the change in family status as defined by the Internal Revenue Code.

## ***ARTICLE 4-EVALUATION***

### **Section 1**

#### **Evaluation Procedure**

1. Every teacher in the first two years of employment shall be evaluated at least once each semester by the sixtieth (60<sup>th</sup>) school day of the semester. Every teacher in the third and fourth year of employment shall be evaluated at least once each school year by February 15. Every teacher employed five (5) or more years shall be evaluated at least once every three (3) years and by February 15 of the year evaluated.
2. One formal evaluation and pre-observation conference shall be scheduled in advance by the evaluator. A post-observation conference will be held and a copy of the administrator's observation notes will be provided within five (5) school days. Further evaluation observations may be scheduled or unscheduled as determined by the evaluator. The teacher may request the formal observation be videotaped.
3. The number of evaluations as stated in paragraph 1 are a minimum. The administration has the right to conduct more frequent evaluations and observations. Observations will be done openly, and all observations for evaluation purposes will be done openly and with the knowledge of the teacher.
4. The evaluator shall complete written observation notes for all scheduled and unscheduled observations and a copy will be given to the teacher.
5. The evaluations shall be completed by the administrative staff.
6. Prior to completion of the formal evaluation, the evaluator shall observe the teacher for at least two class periods or two 30-minute sessions.
7. The evaluator shall meet with the teacher for completion of the formal evaluation prior to the due date.
8. The teacher may make a written response to the evaluation within two (2) weeks of the presentation of the evaluated document. The teacher's response will be filed with the evaluation document.
9. The Board and Association shall form an Evaluation Committee to review the current evaluation procedure and evaluation instrument in consideration of any changes in Board approved criteria. The committee shall include three (3) teachers and two (2) administrators. Any recommendations for change shall be provided to the Board and Association. The NVEA and the USD 212 Board of Education have agreed to use the KEEP evaluation instrument designed by the Kansas State Department of Education.

### **Section 2**

#### **Evaluation Instrument**

The evaluation instrument is not included. It is available for review on the KSDE website. The Board retains the right to modify, add, change or delete the evaluation descriptions contained in the evaluation document.

### **Section 3**

#### **Plan of Assistance**

In the event a teacher's evaluation indicates the need for corrective action or change of performance, the administrator may place the teacher on a plan of assistance.

Any plan of assistance shall be in writing and shall include:

- a. The assistance to be provided to the teacher by the administration.
- b. The actions or improvements to be achieved by the teacher.
- c. Identification of outside resources that may be available, if any.
- d. The time and criteria for future evaluation of the completion of the plan of assistance.

Written documents of the plan of assistance will be maintained in the same manner as evaluation documents.

The plan of assistance will be developed by the administration for any teacher prior to non-renewal by the board.

✚

## ***ARTICLE 5-TEACHER GRIEVANCE PROCEDURE***

### **Section 1**

#### **Teacher Grievance Procedure**

##### **A. Purpose**

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which from time to time arise affecting teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. This procedure includes the Americans with Disabilities Act.

##### **B. Procedure**

###### **1. Level One**

The aggrieved person should request an informal conference with his principal or other immediate superior within a reasonable time after he becomes aware of the grievance. At this conference the aggrieved person, either directly, or through the Association's grievance representative and the supervisor, will seek to resolve the matter informally.

###### **2. Level Two**

- (a) If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance in writing simultaneously with the Association President and the Principal within ten (10) days after the decision at Level One or fifteen (15) school days after the grievance was presented, whichever is sooner.
- (b) Within five (5) days after receipt of the written grievance by the Principal, the Principal will meet with the aggrieved person and his representative of the Association in an effort to resolve it.

###### **3. Level Three**

- (a) If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance with the Association's officer for review and transmittal to the Superintendent of Schools within five (5) days after the decision at Level Two or fifteen school days after the grievance was presented, whichever is sooner.
- (b) Within five (5) days after the receipt of the written grievance by the Superintendent, the Superintendent and the Building Principal will meet with the aggrieved person and his representative from the Association in an effort to resolve it.

###### **4. Level Four**

- (a) If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance with the Association's officers for review and transmittal to the School Board within five (5) school days

after the decision at Level Three or ten (10) school days after he has met with the Superintendent, whichever is sooner.

- (b) Within five (5) school days after receipt of the written grievance by the School Board, the School Board will meet with the aggrieved person and his representative from the Association in an effort to resolve it. (A quorum of the Board must be present for any official action to be taken.)
- (c) The Superintendent and Building Principal will be given a like meeting with the School Board. (A quorum of the Board must be present for any official action to be taken.)
- (d) The School Board will then render a decision in an effort to resolve the grievance.

#### **C. Rights of Teachers to Representations**

1. No reprisals of any kind will be taken by the Superintendent or by any member or representative of the administration, or the Board, against any aggrieved person, any party in interest, any Grievance Representative, and Association Officer, or any other participant in the grievance procedure by reason of such participation.
2. A teacher may be represented at all stages of the grievance procedure by himself, or at his option, by a Grievance Representative, selected by the Association. If a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

#### **D. Miscellaneous**

1. All documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.
2. Forms for filing grievance, serving notices, taking appeals, making reports and recommendations, and other necessary documents will be prepared jointly by the Superintendent and the Association, and given appropriate distribution by the Association so as to facilitate operation of the grievance procedure. The cost of preparing such forms shall be borne by the Board.

### ***ARTICLE 6-REDUCTION IN FORCE***

#### **Section 1**

##### **Reduction of Teaching Staff**

In the event the board decides the size of the teaching staff must be reduced, guidelines in the following proposal will be followed. Insofar as possible, reduction will be accomplished by attrition due to resignations and retirement.

The following steps will be utilized by the district's administrative staff:

To determine the number of teaching positions to be reduced, the administrative staff will ascertain the educational program for the district to meet the educational goals established by the board. The number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals as determined by the board.

All teachers will be evaluated in relation to the educational goals of the district. Individual qualifications and specific skill areas or disciplines shall be ascertained and applied to the teacher needs of the district. Evaluation forms, instruments or tools will be used to measure each staff member's teaching ability.

In the event two or more teachers have similar qualifications, skills and teaching abilities in a teaching area deemed necessary to fulfill the district's educational goals, the superintendent shall recommend a more experienced teacher before recommending a less experienced teacher for the position in question.

Any certified employee who has not been re-employed as a result of reduction of the teaching staff shall be considered for re-employment if a vacancy exists for which the teacher would qualify. The superintendent will recommend to the board reinstatement of any such teacher whom he deems qualified and able to serve the best interests of the district. The board shall not be required to consider reinstatement of any such teacher after a period of one year from the date of non-renewal.

### **ARTICLE 7 -DISCIPLINE, SUSPENSION AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES**

#### **I. PURPOSE**

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly. The district wishes to retain, recruit, and equip

staff who model professionalism, continued personal growth, and whose skills are utilized appropriately to benefit the district's students.

## **II. GENERAL STATEMENT OF POLICY**

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

## **III. DISCIPLINE**

A. Violation of District Policies or Laws: The form of discipline imposed for violations of district policies or laws may range from an oral reprimand to termination of employment or discharge or non-renewal of contract depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful, and whether the employee has been the subject of prior disciplinary action of the same or a different nature. District policies and laws to which this provision applies include:

1. All policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance: An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge or non-renewal of contract. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by a measurable plan of improvement. The plan of improvement will be collaboratively developed, but the final decision on the plan rests with the designated administrator. This administrator will also provide guidance, help, and encouragement to improve. The employee will be given a reasonable time for correction of the employee's deficiency.

C. Misconduct: Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

## **IV. FORMS OF DISCIPLINE**

A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. oral warning;
2. written warning or reprimand;
3. probation;
4. disciplinary suspension, demotion or leave of absence with pay;
5. disciplinary suspension, demotion or leave of absence without pay; and

6. dismissal/termination or discharge non-renewal from employment.

B. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

#### **V. PROCEDURES FOR ADMINISTERING POLICY**

A. In an instance where any form of discipline is imposed, the employee's supervisor will:

1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
2. Provide directives to the employee to correct the conduct or performance.
3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
5. Specify the expected level of performance or modification of conduct to be required from the employee.

B. The school district retains the right to immediately discipline, terminate or discharge non-renewal an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

#### **VI. RIGHTS OF EMPLOYEES RECOMMENDED FOR TERMINATION OR NON-RENEWAL**

A. After three complete years of service, employees recommended for termination or non-renewal of contract have a right to:

1. Provide written information to the board regarding the termination or non-renewal
2. Meet with the board in executive session to hear the reason for the proposed termination or non-renewal, and to respond

**UNIFIED SCHOOL DISTRICT NO. 212**

**GRIEVANCE REPORT FORM**

Procedure: Level II – Principal \_\_\_ Level III – Superintendent \_\_\_\_\_ Level IV – Board \_\_\_\_\_ Date Filed \_\_\_\_\_

(Check one to indicate level of grievance)

Name of Grievant

Building

Assignment

\_\_\_\_\_

A. Date cause of grievance occurred: \_\_\_\_\_

B. Relevant contract provisions: \_\_\_\_\_

\_\_\_\_\_

C. Statement of grievant's claim (statement of facts upon which grievance is based – use additional pages if necessary.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. Relief Desired: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

.....  
Date Received: \_\_\_\_\_

E. Disposition by the appropriate administrator (attach additional pages if necessary)

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Unified School District No. 212**  
**“B” Supplemental Salary Schedule for Teachers**  
**2022 - 2023**

The salaries for each position are computed by multiplying the listed percentage by the base of the regular teachers’ salary schedule.

**Athletics (A)**

**A. Basketball**

High School Level

Head Coach – Boys (1)	11.50%
Head Coach-Girls (1)	11.50%
Assistant Coach-Boys (1)	8.00%
Assistant Coach-Girls (1)	8.00%

Middle School Level

Head Coach-Boys (1)	8.00%
Head Coach-Girls (1)	8.00%
Assistant Coach-Boys (1)	6.25%
Assistant Coach-Girls (1)	6.25%

**B. Cheerleading**

High School Level

Head Coach (1)	8.00%
----------------	-------

Middle School Level

Head Coach (1)	6.25%
----------------	-------

**C. Cross Country**

High School Level

Head Coach (1)	9.75%
----------------	-------

**D. Dance Team**

High School Level

Head Coach (1)	6.25%
----------------	-------

**E. Football**

High School Level

Head Coach (1)	11.50%
Assistant Coach (2)	8.00%

Middle School Level

Head Coach (1)	8.00%
Assistant Coach (1)	6.25%

**F. Golf**

High School Level

Head Coach (1)	9.75%
----------------	-------

**G. Track**

High School Level

Head Coach (1)	11.50%
Assistant Coach-Boys/Girls (2)	8.00%

Middle School Level

Head Coach-Boys (1)	8.00%
Head Coach-Girls (1)	8.00%
Assistant Coach-Boys/Girls (1)	6.25%

**H. Volleyball**

High School Level

Head Coach (1)	11.50%
Assistant Coach (1)	8.00%

Middle School Level

Head Coach (1)	8.00%
Assistant Coach (1)	6.25%

**I. Other**

High School Level

Summer Weightlifting-boys	4.00%
Summer Weightlifting-girls	4.00%

(A)– See attached schedule for determination of percentages

**Class and Activity Sponsorships**

High School Level

Student Council Sponsor (1)	6.25%
KAY Sponsor (1)	6.25%
Concession Sponsor (1)	11.00%
Prom/Banquet Sponsor (1)	4.00%
In-service Secretary (1)	4.00%
National Honor Society Sponsor (1)	4.00%
Scholars Bowl (Class II)	6.25%
Senior Class Sponsor	2.00%

Middle School Level

Service Club (1)	4.00%
Scholars Bowl (Class I)	4.5%

**Administrative and Special Assignments**

General Fund (Administration):

Athletic Director-High School (1)	18.00%
With one (1) class period provided daily as the schedule allows	
Jr. High Athletic Director	6.00%
Head Teacher	8.00%
Driver Education	10.00%
Transportation Director	4.00%

**Chairman of the Sit Team**

\$40 per Referral

**Curricular Contract Extensions**

Vocal & Instrumental Music	11.9%
FFA	13.0%
Yearbook Sponsor & Photo	11%

**Unified School District No. 212  
Almena, Kansas**

***Salary Schedule for Coaches***

<b>Class I</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Class V</b>
4.50	6.25	8.00	9.75	11.50

**Class Definitions:**

Class I – J.H. Scholars Bowl Coach

Class II – Middle School Assistants, Middle School Cheer, HS Dance Team, KAY Sponsor & HS Scholars Bowl

Class III – High School Assistant Coaches-Volleyball, Football, Basketball, Track Middle School Head Coaches, HS Cheer

Class IV – High School Head Coaches Cross Country, Golf, & Forensics Coach

Class V – High School Head Coaches Basketball, Football, Volleyball, Track

USD #212 Teacher Hiring Schedule  
 2022-23 School  
 Year

Base	34500
Vertical	425
Horizontal	600
Masters	1500

Step	BA	BA+10	BA+20	BA+30	MA	MA+15
1	34500	35100	35700	36300	37800	38400
2	34925	35525	36125	36725	38225	38825
3	35350	35950	36550	37150	38650	39250
4	35775	36375	36975	37575	39075	39675
5	36200	36800	37400	38000	39500	40100
6	36625	37225	37825	38425	39925	40525
7	37050	37650	38250	38850	40350	40950
8	37475	38075	38675	39275	40775	41375
9	37900	38500	39100	39700	41200	41800
10	38325	38925	39525	40125	41625	42225
11	38750	39350	39950	40550	42050	42650
12	39175	39775	40375	40975	42475	43075
13	39600	40200	40800	41400	42900	43500
14	40025		41225	41825	43325	43925
15	40450		41650	42250	43750	44350
16	40875		42075	42675	44175	44775
17	41300		42500	43100	44600	45200
18			42925	43525	45025	45625
19			43350	43950	45450	46050
20			43775	44375	45875	46475
21				44800	46300	46900
22				45225	46300	46900
23				45650	46725	47325
24				46075	47150	47750
25				46500	47575	48175
26				46925	48000	48600
27				47350	48425	49025
28				47775	49275	49875
29				48200	49700	50300
30				48625	50125	50725
31				49050	50550	51150
32				49475	50975	51575
33				49900	51400	52000
34				50325	51825	52425
35				50750	52250	52850
36				51175	52675	53275
37				51600	53100	53700
38				52025	53525	54125
39				52450	53950	54550
40				52875	54375	54975



USD #212 Teacher Hiring Schedule  
 2022-23 School Year

Base	34500
Vertical	425
Horizontal	600
Masters	1500

Step	BA	BA+10	BA+20	BA+30	MA	MA+15
1	34500	35100	35700	36300	37800	38400
2	34925	35525	36125	36725	38225	38825
3	35350	35950	36550	37150	38650	39250
4	35775	36375	36975	37575	39075	39675
5	36200	36800	37400	38000	39500	40100
6	36625	37225	37825	38425	39925	40525
7	37050	37650	38250	38850	40350	40950
8	37475	38075	38675	39275	40775	41375
9	37900	38500	39100	39700	41200	41800
10	38325	38925	39525	40125	41625	42225
11	38750	39350	39950	40550	42050	42650
12	39175	39775	40375	40975	42475	43075
13	39600	40200	40800	41400	42900	43500
14	40025		41225	41825	43325	43925
15	40450		41650	42250	43750	44350
16	40875		42075	42675	44175	44775
17	41300		42500	43100	44600	45200
18			42925	43525	45025	45625
19			43350	43950	45450	46050
20			43775	44375	45875	46475
21				44800	46300	46900
22				45225	46300	46900
23				45650	46725	47325
24				46075	47150	47750
25				46500	47575	48175
26				46925	48000	48600
27				47350	48425	49025
28				47775	49275	49875
29				48200	49700	50300
30				48625	50125	50725
31				49050	50550	51150
32				49475	50975	51575
33				49900	51400	52000
34				50325	51825	52425
35				50750	52250	52850
36				51175	52675	53275
37				51600	53100	53700
38				52025	53525	54125
39				52450	53950	54550
40				52875	54375	54975

reason you will be gone. If you will need a substitute, show the time you will need to have covering the absence. In the event of an unforeseen absence, YOU are required to fill out the missing secretary. Paid Time Off will not be allowed on those days immediately preceding or following approval. One absentee form per week. Questions, please contact Lidia.

### USD #212 ABSENTEE FORM

*New contract*

NAME: Noah Hansen

DATE/DATES OF ABSENCE: July 5, 6, 7 + 8

TOTAL NUMBER OF DAYS: 4

Enter a number on this line from those shown in red in the list below.

ADMINISTRATIVE APPROVAL: \_\_\_\_\_

Gone From: \_\_\_\_\_ a.m./p.m. Until: \_\_\_\_\_ a.m./p.m. **less 30 minute lunch**

If you are gone during your normal 30 minute lunch period, you do not need to count that time in leave used.

**If you are gone a full day YOU ARE GONE A FULL DAY; you cannot count 30 minutes off for lunch!!!**

.5 hr	0.0625	2.5 hr	0.3125	4.5 hr	0.5625	6.5 hr	0.8125
1 hr	0.125	3 hr	0.375	5 hr	0.625	7 hr	0.875
1.5 hr	0.1875	3.5 hr	0.4375	5.5 hr	0.6875	7.5 hr	0.9375
2 hr	0.25	4 hr	0.50	6 hr	0.75	8 hr	1.00

I will need a **Substitute** to cover from: \_\_\_\_\_ a.m./p.m. to: \_\_\_\_\_ a.m./p.m.

This should be the time you have contact with your students.

#### Reason for Absence (check one)

Paid Time Off (PTO): \_\_\_\_\_

Without Pay: \_\_\_\_\_

Bereavement: \_\_\_\_\_ Relationship: \_\_\_\_\_

Professional: \_\_\_\_\_ Event: \_\_\_\_\_

In-service: \_\_\_\_\_ Event: \_\_\_\_\_

(requires an Appendix C form)

Vacation:  PCTAC Musical Prep/Director  
*(12 month Classified Employees only)*

Substitute: \_\_\_\_\_

Sub contracted for:  1/2 day  3/4 day  all day by: \_\_\_\_\_  
(For Sub Teachers only - Secretaries circle one) Secretary signature

Lesson Plans/Material Available for Substitute: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Substitute's work was: Excellent: \_\_\_\_\_ Satisfactory: \_\_\_\_\_ Unsatisfactory: \_\_\_\_\_

Comments: \_\_\_\_\_

Signed: Noah Hansen

Date: 6-7-22



# CUSTOM WALL PADDING

**MOUNTING STYLE:** HIDDEN MOUNT Z-TRACK

**VINYL:** 14 OZ VINYL - COLOR: KELLY GREEN

**ADDITIONAL NOTES:** 2" POLYURETHANE FOAM + 7/16" OSB PLYWOOD BACKER

**DRAWING:** HUSKIES-NV.WP2UGZW-4

**PROJECT:** NORTHERN VALLEY SCHOOLS

**DEALER:** LOU'S SPORTING GOODS

**PAGE:** 1 OF 1



**MODEL NUMBER:** WP2UGZW

**QUANTITY REQ:** 192 SQFT

**PRINT COLOR:** WHITE / BLACK / GRAY PMS 428C

**APPROVED:**

\* Colors are a computer representation and may vary from the actual vinyl and print colors.

\*\*The design depicted on this proof is the exclusive property of Bison Inc. and its various divisions. Use of this artwork without advance written permission for any purpose other than confirming an order with Bison et al. is forbidden and subject to a minimum payment of \$500 for artwork development.

# BUILDING NEEDS ASSESSMENT & STATE ASSESSMENTS REVIEW



## Guidance & Budget Usage

### INCORPORATING INTO THE BUDGET PROCESS

Section 12 of [2022 Senate Sub for HB 2567](#) amends [K.S.A. 72-1163](#) starting July 1, 2022, and each year after, as follows:

- the USD board of education shall publish the conducted needs assessment and state assessment review to the USD website; a copy of both should be kept on file at the USD administrative offices.
- The required notice to be published per [K.S.A. 79-2929](#) (Code 99), and amendments thereto, shall now also include a statement that the needs assessment and state assessment review is on file at the USD administrative offices.
- In the minutes of the meeting at which the USD board of education approves its annual budget, the following shall also be included:
  - that the needs assessment was provided to the USD board of education
  - that the needs assessment was evaluated by the USD board of education
  - how the USD board of education used the needs assessment in the approval of the USD budget.
- The USD board of education shall review state assessment results and, as a part of the review, shall document the following:
  - The barriers that must be overcome to have all students achieve proficiency above level 2 for grade level academic expectations on state assessments.
  - any budget actions, including, but not limited to, recommendations on reallocation of resources that should be taken to address and remove barriers identified in (A)
  - the amount of time the USD board of education estimates it will take for all students to achieve proficiency above level 2 for grade level academic expectations on the state assessments if such budget actions are implemented.

# BUILDING NEEDS ASSESSMENT & STATE ASSESSMENTS REVIEW



## Guidance & Budget Usage

INCORPORATING INTO THE BUDGET PROCESS

## Building Needs Assessment

### Requirements

The USD board of education must complete a needs assessment of each attendance center within the USD. A tracking document should be used (may use KSDE template) and should include important questions to monitor the data and progress of the building, evaluate curriculum, staffing and facility needs as well as other important items to consider for the continued growth of the school. Per [K.S.A. 72-1163](#), the needs assessment should also track the progress of the attendance center to meet the goal set forth in [K.S.A. 72-3218\(c\)](#) (State Board of Education's Outcomes and Educational Capacities aka Rose Capacities).

The Needs Assessment for each school must be used by the USD board of education when approving the annual Budget and must be available at the USD administrative offices and posted to the USD website.

The minutes of the meeting at which the board approves the annual Budget, should include that each building's needs assessments that the needs assessment was provided to, and evaluated by, the USD board of education and how the USD board of education used the needs assessment in the approval of the USD budget

### Suggestions

Leadership at each attendance center should evaluate their needs assessment through usual district procedures (i.e. Teacher Leadership Teams, Site Councils, Building Leadership Teams, Professional Learning Communities, etc.) and submit to district leadership for consideration. District leadership will use the needs assessment completed by each attendance center to create the USD official needs assessment by building that may then be shared with the USD board of education.

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**CAUTION:** If using local data, be sure there is no personally identifiable information within the needs assessment.

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### Resources

[KSDE's Data Central](#) will be the best resource. Please also reference the "Resources" tab on the [Excel Template](#) for more resources.

# BUILDING NEEDS ASSESSMENT & STATE ASSESSMENTS REVIEW



## Guidance & Budget Usage

INCORPORATING INTO THE BUDGET PROCESS

## State Assessments Review

### Requirements

The USD board of education should review state assessment results and document the following:

- (A) The barriers that must be overcome to have all students achieve proficiency above level 2 for grade level academic expectations on state assessment.
- (B) any budget actions, including, but not limited to, recommendations on reallocation of resources that should be taken to address and remove barriers identified in (A).
- (C) the amount of time the USD board of education estimates it will take for all students to achieve proficiency above level 2 for grade level academic expectations on the state assessment if such budget actions are implemented.

The USD board of education should review data on student performance and then consider the curriculum, staffing, building, student, family and community needs.

The State Assessments Review must be posted on the USD website and a copy should be kept on file at the USD administrative offices.

### Suggestions

Leadership at each attendance center may evaluate their buildings state assessments through normal district procedures (i.e. Teacher Leadership Teams, Site Councils, Building Leadership Teams, Professional Learning Communities, etc.) and submit to district leadership for consideration. District leadership will use the state assessments review from each attendance center to create the USD official state assessments review that may be shared with the USD board of education. The board will then adopt the USD official state assessment review.

### Resources

[KSDE's Data Central](#) will be the best resource, specifically the [Performance Accountability Report](#). Please refer to the "Resources" tab on the Excel Template for a list of all resources.

# BUILDING NEEDS ASSESSMENT & STATE ASSESSMENTS REVIEW



## Guidance & Budget Usage

INCORPORATING INTO THE BUDGET PROCESS

## Templates

KSDE has created a template for districts to use in order to help make these new requirements as easy as possible. USDs can download the template in [Excel](#) (Word & PDF coming soon). There are two parts to each template: Building Needs Assessment & State Assessments Review.

**Note:** If using the [Excel Template](#), users can fill out information on the District Info tab, which will fill-in throughout the template.

## Building Needs Assessment

The questions within the KSDE template are suggestions only, however, the following questions with a light green background are specifically mentioned in [K.S.A. 72-1163 \(3\)](#) as stated above. KSDE also suggests including the questions below with a light red/pink background to support Section 12, paragraph (2) (B) of [2022 Senate Sub for HB 2567](#). Otherwise, USDs can use some or all of the questions in the templates or may continue to use a Building Needs Assessment template they are already using.

o. Reviewing state assessment data, what steps are you taking for all students to maximize their scores?
p. Have you set targets/goals to move students out of proficiency Levels 1 and 2 on state assessments?
c. Is every child in your school provided at least the following capacities?
1. Sufficient oral and written communication skills to enable students to function in complex and rapidly changing civilization.
2. Sufficient knowledge of economic, social, and political systems to enable students to make informed choices.
3. Sufficient understanding of governmental processes to enable the student to understand the issues that affect his or her community, state and nation.
4. Sufficient self-knowledge and knowledge of his or her mental and physical wellness.
5. Sufficient grounding in the arts to enable each student to appreciate his or her cultural and historical heritage.
6. Sufficient training or preparation for advanced training in either academic or vocational fields so as to enable each child to choose and pursue life work intelligently.
7. Sufficient levels of academic or vocational skills to enable students to compete favorably with their counterparts in surrounding states, in academics or in job market.

Each attendance center within the district must have a needs assessment. If using the [Excel template](#), there will need to be a Needs Assessment worksheet tab for each school.

**Tip:** On the Excel template, it's suggested to edit the "Needs Assessment" tab to suit USD preference and then make a copy of the tab for each school.

# BUILDING NEEDS ASSESSMENT & STATE ASSESSMENTS REVIEW



## Guidance & Budget Usage

INCORPORATING INTO THE BUDGET PROCESS

### State Assessment Review

The KSDE template has fields to enter the attendance center name, grade levels served, barriers, budget actions and time for students to achieve. As suggested above, the leadership team at each building may organize their own state assessments review. The [Excel template](#) includes “Bldg 1 State Assessments Review”, which may be filled out by building leadership in order to help USD leadership complete the official State Assessments Review (“BOE State Assessments Review” tab on [Excel template](#)).

**Tip:** For Excel template, you may copy the “Bldg 1 State Assessments Review” tab so there is a separate tab for all attendance centers within the USD.

**Note:** Only one state assessment review report is *REQUIRED* to be completed by the USD board of education (this is the “BOE State Assessments Review” tab on the Excel template). It is up to the USD to decide if they want each buildings leadership team to complete a building level state assessments review (“Bldg 1 State Assessments Review” tab on Excel template) for district leadership to use when creating the USD official state assessments review (“BOE State Assessments Review” tab on the Excel template).

For more information, contact:

Dale Brungardt  
Director of School Finance

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[dbrungardt@ksde.org](mailto:dbrungardt@ksde.org)



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(785) 296-3201  
[www.ksde.org](http://www.ksde.org)

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# 2021-2022 School Year Building Needs Assessment for 2022-2023 Budget Considerations

District: _____	Grades Served: _____
School: _____	Bldg # _____

**Please consider the following questions as you complete the needs assessment for your building.**

SECTION 1: Student Needs	Notes
a. Student Headcount	
b. Percentage of students with an active IEP	
c. Percentage of students enrolled in English Language Learner (ELL) services	
d. Percentage of students identified as At-Risk (Free lunch)?	
e. Pupil-Teacher Ratio Average	
f. Pupil-Teacher Ratio Median	
g. Are the needs of Foster Care Students being met? If no, what supports are needed?	
h. Are there gaps in student success among race/ethnicity student subgroups?	
i. Is there a tiered system of support to target reading growth?	
j. Is there a tiered system of support to target math growth?	
k. Are there local assessments to measure reading growth?	
l. Are there local assessments to measure math growth?	
m. Are there learning opportunities for students to focus on academic needs outside the traditional classroom setting?	
n. Reviewing state assessment data, what steps are you taking for all students to maximize their scores?	
o. Are there set targets/goals to move students out of proficiency Levels 1 and 2 on state assessments?	

SECTION 2: State Board of Education Outcomes (please utilize your district KESA (accreditation) and Star Recognition plans/rubrics)	Notes
a. How is social/emotional growth being measured?	
b. What are the targets/goals related to social/emotional growth?	
c. How do you determine students are ready for Kindergarten? (only if building serves Kindergarteners)	
d. What are the targets/goals related to Kindergarten Readiness? (only if building serves Kindergarteners)	
e. How are successes of Individual Plans of Study being measured?	

## 2021-2022 School Year Building Needs Assessment for 2022-2023 Budget Considerations

District: \_\_\_\_\_

Bldg #

Grades Served:

School: \_\_\_\_\_

**Please consider the following questions as you complete the needs assessment for your building.**

f. What are the targets/goals related to postsecondary completion/attendance? (only if building serves Grade 12)

g. How are you ensuring students are civically engaged?

# 2021-2022 School Year Building Needs Assessment for 2022-2023 Budget Considerations

**District:** \_\_\_\_\_ **Bldg #** \_\_\_\_\_ **Grades Served:** \_\_\_\_\_

**School:** \_\_\_\_\_

Please consider the following questions as you complete the needs assessment for your building.	
<b>SECTION 3: Curriculum Needs</b>	Notes
a. What extended learning opportunities are provided (after school programs, summer school programs, etc.)?	
b. Are there appropriate and adequate instructional materials?	
c. Is current technology appropriate? If no, what technology is needed to support the curriculum?	
<b>SECTION 4: Educational Capacities (pursuant to K.S.A. 72-3218)</b>	Notes
b. Subjects and areas of instruction necessary to meet the graduation requirements adopted by the state board of education are taught. (only if building serves Grade 12)	
c. Is every child in your school provided at least the following capacities?	
1. Sufficient oral and written communication skills to enable students to function in complex and rapidly changing civilization.	
2. Sufficient knowledge of economic, social, and political systems to enable students to make informed choices.	
3. Sufficient understanding of governmental processes to enable the student to understand the issues that affect his or her community, state and nation.	
4. Sufficient self-knowledge and knowledge of his or her mental and physical wellness.	
5. Sufficient grounding in the arts to enable each student to appreciate his or her cultural and historical heritage.	
6. Sufficient training or preparation for advanced training in either academic or vocational fields so as to enable each child to choose and pursue life work intelligently.	
7. Sufficient levels of academic or vocational skills to enable students to compete favorably with their counterparts in surrounding states, in academics or in job market.	

# 2021-2022 School Year Building Needs Assessment for 2022-2023 Budget Considerations

District: \_\_\_\_\_

Bldg # \_\_\_\_\_

Grades Served: \_\_\_\_\_

School: \_\_\_\_\_

**Please consider the following questions as you complete the needs assessment for your building.**

**SECTION 5: Staff Needs**

- a. Is there adequate personnel/staff to meet the needs of the school and the needs of students under ESEA guidelines, which requires every classroom to contain an educator who is certified in the content area being taught in said classroom, and meet the goals of the school?
- b. How many classified support staff are currently employed?
- c. How many classified support staff are needed?
- d. Are there enough appropriately licensed support personnel such as counselors, librarians, nurses, etc.?
- e. Are principals & other key staff trained to provide instructional leadership and professional development to teachers?
- f. What staff development is necessary for teachers to support student success and meet the school improvement goals?

Notes

**SECTION 6: Facility Needs**

- a. Is there adequate space for student learning?
- b. Are there necessary repairs and/or adjustment to the existing space that need to be made?
- c. Are additional School Buses needed or any additional Routes needed?

Notes

**SECTION 7: Family Needs/Community Relations**

- a. Do you have regular events to engage parents with teachers?
- b. What types of caregiver training programs (teaching guardians how to give students help with homework, use technology that students will be required to use, etc.) are provided?
- c. Do you have an active Site Council?
- d. Do you have active PTO, PTA, Booster Club, or other organizations with parent leadership?
- e. What types of communication exists with families? Is it adequate?
- f. What types of communication/social media exists with your community? Is it adequate?

Notes



## 2020-2021 State Assessments Review for 2022-2023 Budget Considerations

**District:**

Based upon your schools Needs Assessment and State Assessment results, please identify the following:

- (A) The barriers that must be overcome for each student to achieve grade level proficiency on assessments
- (B) The budget actions that should be taken to address and remove those barriers
- (C) The amount of time the board estimates it will take for each student to achieve grade level proficiency on the state assessments if the budget actions would be implemented.

	Date
--	------

Board President

School	Grades Served	(A) Barriers Related to Student Needs	(B) Budget Actions	(C) Time for students to Achieve	Board Rationale/Comments
Building 1					
Building 2					
Building 3					
Building 4					

# 2020-2021 State Assessments Review for 2022-2023 Budget Considerations

District: \_\_\_\_\_

Bldg #

Grades Served:

School: \_\_\_\_\_

(A) Identify the barriers that must be overcome for each student to achieve grade level proficiency on assessments.

(B) Identify the budget actions that should be taken to address and remove those barriers.

2020-2021 State Assessments Review for 2022-2023 Budget Considerations

District: _____	Bldg #	Grades Served:
School: _____		

(C) Identify the amount of time the board estimates it will take for each student to achieve grade level proficiency on the state assessments if the budget actions would be implemented.

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# District Needs Assessment Budgeting Process Chart

