



NORTHERN VALLEY SCHOOLS USD 212



ALMENA

MONTHLY MEETING
MONDAY, JULY 28, 2025, AT 6:30 PM
ALMENA HIGH SCHOOL
512 W BRYANT STREET
ALMENA, KS 67622
PHONE (785) 669-2445

LONG ISLAND

A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Monday, July 28, 2025, beginning at 6:30 PM in the Almena High School
512 W Bryant Street
Almena, KS 67622.

I. Call to Order	
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XI. Adjournment	



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DISTRICT OFFICE
512 WEST BRYANT PO BOX 217
ALMENA KS 67622



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LONG ISLAND

A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Monday, June 9, 2025, beginning at 6:30 PM in the Long Island Middle School, 627 Washington, Long Island, KS 67647.

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

Also in attendance were: Ken Tharman (HS Principal / Superintendent), Marvin Gebhard (PreK-8 Principal), and Amber Brown (Board Clerk).

I. Call to Order

II. Adoption of Agenda

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

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

Yea: 7, Nay: 0

III. Approval of Minutes

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

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

Yea: 7, Nay: 0

IV. Approval of Bills

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

Shanna Hammond: Yea
 Brandi Keith: Yea
 Christopher Rogers: Yea
 Laquita Smith: Yea



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Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 7, Nay: 0

V. Hearing of Visitors

VI. Old Business

A. Transportation

Mr. Tharman updated the board on the status of the green pickup, Bus #10, the Husqvarna Mower, and Van #4. All are on PurpleWave and will be closing out on Tuesday, June 10th.

B. Basketball Warm-ups

I recommend the board approve the basketball warm-up quotes as presented. This motion, made by Rich Wenzl and seconded by Shanna Hammond, Carried.

Shanna Hammond: Yea

Brandi Keith: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 7, Nay: 0

C. Graduation Cords

Board members discussed the pros and cons of allowing non-school organization honor cords at graduation. No decision was made at this time.

D. Norton Revitalization Program

The Norton County Revitalization Program was brought up again; the pros and cons were discussed. I recommend the board adopt the Resolution of the Norton County Neighborhood Revitalization Plan as presented. This motion, made by Steven Whitney and seconded by Christopher Rogers, Carried.

Shanna Hammond: Yea

Brandi Keith: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 7, Nay: 0

VII. Personnel

A. Staffing

I recommend the board go into executive session to discuss non-elected personnel matters to protect the privacy interests of the individual to be discussed; retaining Mr. Gebhard and Mr. Tharman and returning to open session in this room at 7:05 PM. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

Shanna Hammond: Yea

Brandi Keith: Yea

Christopher Rogers: Yea

Laquita Smith: Yea



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Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 7, Nay: 0

At 7:05 PM the board returned to open session; no action taken.

B. Teacher PDC Transcripts

I recommend the board approve the teachers' PDC transcripts as presented. This motion, made by Laquita Smith and seconded by Brandi Keith, Carried.

Shanna Hammond: Yea

Brandi Keith: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 7, Nay: 0

C. Supplemental

I recommend the board approve Dean Lewis for the Head HS Volleyball coach position. This motion, made by Steven Whitney and seconded by Shanna Hammond, Carried.

Shanna Hammond: Yea

Brandi Keith: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 7, Nay: 0

VIII. New Business

A. Negotiations

I recommend the board approve the Negotiated Agreement items ratified by the Northern Valley Education Association. This motion, made by Shanna Hammond and seconded by Christopher Rogers, Carried.

Shanna Hammond: Yea

Brandi Keith: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 7, Nay: 0

B. Summer Projects

Mr. Tharman went over several of the items that are going on this summer: New carpet in HS Social Studies and FACS classroom/ Exterior concrete repairs in Long Island and in front of the HS cafeteria/ epoxy coating and flecks in bathrooms and ramp and steps at auditorium/ GS gyms scraping off plaster



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and adding sheeting to walls/ boiler updates and repairs/ Classroom cleaning/ touch up paint/ new breaker box in MS band room/ New phone system/ Cat 6 cable pulls.

C. Science Curriculum

I recommend the board approve the K-5 and JH & HS Science Curricula as presented. This motion, made by Shanna Hammond and seconded by Steven Whitney, Carried.

- Shanna Hammond: Yea
- Brandi Keith: Yea
- Christopher Rogers: Yea
- Laquita Smith: Yea
- Hilary Van Patten: Yea
- Rich Wenzl: Yea
- Steven Whitney: Yea

Yea: 7, Nay: 0

D. End of the Fiscal Year Meeting

I recommend the board approve Mr. Tharman to make the necessary end-of-the-year transfers without a special board meeting. This motion, made by Laquita Smith and seconded by Rich Wenzl, Carried.

- Shanna Hammond: Yea
- Brandi Keith: Yea
- Christopher Rogers: Yea
- Laquita Smith: Yea
- Hilary Van Patten: Yea
- Rich Wenzl: Yea
- Steven Whitney: Yea

Yea: 7, Nay: 0

IX. Administrative Reports

A. Superintendent / 9-12 Principal Report

Mr. Tharman shared the following: Morning basketball camps/ weightlifting/ KIDS training/ Driver's Education complete (7 passing)/ working on Cardiac Emergency Response Plan - Due at the July meeting/ Budget meeting (June 18th).

B. K-8 Principal Report

Mr. Gebhard went over the following: Graduation went well (Congratulations to the 8th graders and thank you to Mrs. Lowry and Mrs. Mordecai)/ Funday was very windy but went well/ Used a different company for the book fair but it went well; Inservice had a lot of productive teacher collaboration/ Staff and bus driver check-outs finishing up.

X. Reports of Board Members

XI. Adjournment

I recommend the board adjourn. This motion, made by Shanna Hammond and seconded by Laquita Smith, Carried.

- Shanna Hammond: Yea
- Brandi Keith: Yea
- Christopher Rogers: Yea
- Laquita Smith: Yea
- Hilary Van Patten: Yea
- Rich Wenzl: Yea
- Steven Whitney: Yea

Yea: 7, Nay: 0



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Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2024 to 06/30/2025.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
NVHS	Northern Valley High School							
A	ATHLETICS							
	1010		HIGH SCHOOL ATHLETICS	10,618.44	19,604.25	20,777.09	0.00	9,445.60
	3040		High School Girls Basketball	0.00	1,336.00	0.00	0.00	1,336.00
	A Totals:			10,618.44	20,940.25	20,777.09	0.00	10,781.60
B	CLUBS & ORGANIZATIONS							
	2010		STUDENT COUNCIL	9,479.63	2,857.00	1,558.79	0.00	10,777.84
	2020		KAY	3,910.96	3,796.73	3,345.11	0.00	4,362.58
	2050		HUSKY MUSIC CLUB	1,924.33	236.00	0.00	0.00	2,160.33
	2060		FFA	13,137.25	14,272.73	19,425.42	0.00	7,984.56
	2070		SCHOLARS BOWL	88.77	0.00	0.00	0.00	88.77
	2080		DANCE AND CHEER	4,227.41	4,744.71	6,369.11	0.00	2,603.01
	2090		FORENSICS	2,130.36	90.00	280.40	0.00	1,939.96
	3000		TECHNOLOGY CLUB	828.76	0.00	0.00	0.00	828.76
	3010		Food Science	66.10	0.00	0.00	0.00	66.10
	3020		VOLLEYBALL CLUB	2,117.88	2,415.00	3,244.55	0.00	1,288.33
	3030		FACS	914.82	1,071.00	661.59	0.00	1,324.23
	3050		Interactive Media	-22.66	115.00	0.00	0.00	92.34
	B Totals:			38,803.61	29,598.17	34,884.97	0.00	33,516.81
C	GRADUATING CLASSES							
	3119		CLASS OF 2019	2,003.91	0.00	0.00	0.00	2,003.91
	3121		CLASS OF 2021	1,767.59	0.00	0.00	0.00	1,767.59
	3125		CLASS OF 2025-Seniors	6,860.18	387.08	7,247.76	27.50	27.00
	3126		CLASS OF 2026-Juniors	2,954.83	24,406.98	20,954.44	0.00	6,407.37
	3127		Class Of 2027- Sophmores	1,380.50	693.75	420.78	0.00	1,653.47
	3128		Class of 2028- Freshmen	249.26	2,360.00	206.49	0.00	2,402.77
	3129		Class of 2029	0.00	122.67	0.00	0.00	122.67
	C Totals:			15,216.27	27,970.48	28,829.47	27.50	14,384.78
D	DISTRICT MONIES							
	4020		HIGH SCHOOL PETTY CASH	1,125.00	0.00	0.00	0.00	1,125.00
	D Totals:			1,125.00	0.00	0.00	0.00	1,125.00
E	YEARBOOK							
	7000		YEARBOOK	13,597.27	6,831.50	8,268.79	0.00	12,159.98
	E Totals:			13,597.27	6,831.50	8,268.79	0.00	12,159.98
F	MISC							
	7030		GREENHOUSE	41.47	0.00	0.00	0.00	41.47
	7060		BOX TOPS FOR EDUCATION	256.51	3,404.84	2,108.17	0.00	1,553.18
	8011		Interest Paid To Account	812.81	115.38	0.00	0.00	928.19
	F Totals:			1,110.79	3,520.22	2,108.17	0.00	2,522.84

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2024 to 06/30/2025.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
G	SALES TAX							
	8010		SALES TAX	-85.62	0.00	0.00	0.00	-85.62
	G Totals:			-85.62	0.00	0.00	0.00	-85.62
	NVHS Activity Totals:			80,385.76	88,860.62	94,868.49	27.50	74,405.39

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
NVHS Checking:			88,860.62	94,868.49		
NVHS Investment:						
NVHS Bank Balances:	80,385.76		88,860.62	94,868.49	27.50	74,405.39

Report Activity Totals:	80,385.76	88,860.62	94,868.49	27.50	74,405.39
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USD 212

Check Listing Report

Accounting Cycle: FY 24-25; Begin Date: 06/10/2025; End Date: 07/10/2025; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/10/2025 11:58:14 AM

Voucher Number	Bank Name	Account Number	Check Number
Bills paid 6/12/2025	First National Bank & Trust	003174	66695
Vendor	PO Number	Invoice #	Account Code
Amber Brown	24-4279	Bills paid 6/12/2025	06-1000-290-00-01
Amber Brown	24-4288	2- Bills paid 6/12/2025	06-2300-890-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills paid 6/12/2025	First National Bank & Trust	003174	66696
Vendor	PO Number	Invoice #	Account Code
Cash-Wa Distributing Co Inc	24-4292	Bills paid 6/12/2025	24-3100-630-01-00
Cash-Wa Distributing Co Inc	24-4292	Bills paid 6/12/2025	24-3100-630-03-00
Cash-Wa Distributing Co Inc	24-4292	Bills paid 6/12/2025	24-3100-680-01-00
Cash-Wa Distributing Co Inc	24-4292	Bills paid 6/12/2025	24-3100-680-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills paid 6/12/2025	First National Bank & Trust	003174	66697
Vendor	PO Number	Invoice #	Account Code
ComplianceOne	24-4290	Bills paid 6/12/2025	06-2720-890-00-17
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills paid 6/12/2025	First National Bank & Trust	003174	66698
Vendor	PO Number	Invoice #	Account Code
Dealers First Financial L.L.C.	24-4274	Bills paid 6/12/2025	16-1000-700-01-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills paid 6/12/2025	First National Bank & Trust	003174	66699
Vendor	PO Number	Invoice #	Account Code
Dean Lewis	24-4282	Bills paid 6/12/2025	06-1000-290-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills paid 6/12/2025	First National Bank & Trust	003174	66700
Vendor	PO Number	Invoice #	Account Code

First Dakota Indemnity Company	24-4272	Bills paid 6/12/2025	06-1000-890-00-04
Sub Total			
Voucher Number Bills paid 6/12/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66701
Vendor First National Bank in Long Island	PO Number 24-4291	Invoice # Bills paid 6/12/2025	Account Code 16-4700-450-03-00
Sub Total			
Voucher Number Bills paid 6/12/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66702
Vendor Hardy Electric L.L.C.	PO Number 24-4278	Invoice # Bills paid 6/12/2025	Account Code 08-2600-300-00-01
Sub Total			
Voucher Number Bills paid 6/12/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66703
Vendor Harlan County Journal	PO Number 24-4285	Invoice # Bills paid 6/12/2025	Account Code 06-2300-590-00-02
Sub Total			
Voucher Number Bills paid 6/12/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66704
Vendor Ideal Linen & Uniform	PO Number 24-4287	Invoice # Bills paid 6/12/2025	Account Code 08-2600-610-00-02
Sub Total			
Voucher Number Bills paid 6/12/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66705
Vendor Jessica Ledbetter	PO Number 24-4281	Invoice # Bills paid 6/12/2025	Account Code 06-1000-290-00-01
Sub Total			
Voucher Number Bills paid 6/12/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66706
Vendor Jill Gebhard	PO Number 24-4283	Invoice # Bills paid 6/12/2025	Account Code 06-1000-610-02-03
Sub Total			
Voucher Number Bills paid 6/12/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66707
Vendor KSHSAA	PO Number 24-4273	Invoice # Bills paid 6/12/2025	Account Code 08-3400-890-01-01

KSHSAA	24-4273	Bills paid 6/12/2025	08-3400-890-01-01
KSHSAA	24-4273	Bills paid 6/12/2025	08-3400-890-01-01
Sub Total			
Voucher Number Bills paid 6/12/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66708
Vendor	PO Number	Invoice #	Account Code
Matheson Tri-Gas Inc.	24-4277	Bills paid 6/12/2025	34-1000-610-00-01
Sub Total			
Voucher Number Bills paid 6/12/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66709
Vendor	PO Number	Invoice #	Account Code
Nita Lewis	24-4280	Bills paid 6/12/2025	06-1000-290-00-01
Sub Total			
Voucher Number Bills paid 6/12/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66710
Vendor	PO Number	Invoice #	Account Code
Ostmeyer Inc dba Culligan Soft Water Service	24-4284	Bills paid 6/12/2025	08-2600-411-01-00
Ostmeyer Inc dba Culligan Soft Water Service	24-4284	Bills paid 6/12/2025	08-2600-411-03-00
Sub Total			
Voucher Number Bills paid 6/12/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66711
Vendor	PO Number	Invoice #	Account Code
Phillips County Review	24-4286	Bills paid 6/12/2025	06-2300-590-00-02
Sub Total			
Voucher Number Bills paid 6/12/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66712
Vendor	PO Number	Invoice #	Account Code
PowerSchool Group LLC	24-4289	Bills paid 6/12/2025	08-2300-500-00-00
Sub Total			
Voucher Number Bills paid 6/12/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66713
Vendor	PO Number	Invoice #	Account Code
Prairie Land Electric Cooperative, Inc.	24-4276	Bills paid 6/12/2025	06-2600-622-01-00
Prairie Land Electric Cooperative, Inc.	24-4276	Bills paid 6/12/2025	06-2600-622-03-00
Prairie Land Electric Cooperative, Inc.	24-4276	Bills paid 6/12/2025	34-2600-622-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number

Bills paid 6/12/2025	First National Bank & Trust	003174	66714
Vendor	PO Number	Invoice #	Account Code
The Norton Telegram Norton	24-4275	Bills paid 6/12/2025	06-2300-590-00-02
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills paid 6/12/2025	First National Bank & Trust	003174	66715
Vendor	PO Number	Invoice #	Account Code
US Foods	24-4293	Bills paid 6/12/2025	24-3100-630-03-00
US Foods	24-4293	Bills paid 6/12/2025	24-3100-680-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Visa Bill Partial June 2025	First National Bank & Trust	003174	66716
Vendor	PO Number	Invoice #	Account Code
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	06-1000-610-02-02
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	06-1000-610-02-03
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	06-1000-610-02-04
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	06-1000-610-03-01
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	06-1000-610-03-02
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	06-1000-890-01-01
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	06-1000-890-01-09
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	06-2300-590-00-01
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	06-2300-890-00-00
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	06-2400-890-00-00
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	06-2720-626-00-00
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	06-2720-626-00-14
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	06-2720-626-00-15
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	08-1000-610-03-02
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	08-1000-890-01-01
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	08-2600-610-00-01
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	08-3400-890-01-01
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	55-1000-644-00-01
VISA (VISA1)	24-4312	Visa Bill Partial June 2025	55-1000-644-00-02
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills paid 6/19/2025	First National Bank & Trust	003174	66717
Vendor	PO Number	Invoice #	Account Code
Carpet One	24-4316	Bills paid 6/19/2025	16-1000-700-01-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills paid 6/19/2025	First National Bank & Trust	003174	66718

Vendor	PO Number	Invoice #	Account Code
NCKSEC	24-4318	Bills paid 6/19/2025	30-1000-564-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills 6/26/25 End of FY	First National Bank & Trust	003174	66743
Vendor	PO Number	Invoice #	Account Code
AFPLANSERV	24-4322	Bills 6/26/25 End of FY	06-2300-300-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills 6/26/25 End of FY	First National Bank & Trust	003174	66744
Vendor	PO Number	Invoice #	Account Code
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2600-626-00-01
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-626-00-01
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-626-00-03
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-626-00-06
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-626-00-07
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-626-00-11
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-626-00-12
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-626-00-15
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-626-00-19
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-626-00-20
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-626-00-22
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-629-00-11
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-629-00-19
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-730-00-11
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-730-00-18
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-890-00-07
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-890-00-11
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-890-00-19
Almena Lumber & Supply	24-4305	Bills 6/26/25 End of FY	06-2720-891-00-12
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills 6/26/25 End of FY	First National Bank & Trust	003174	66745
Vendor	PO Number	Invoice #	Account Code
Belinda Thalheim	24-4326	Bills 6/26/25 End of FY	06-1000-120-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills 6/26/25 End of FY	First National Bank & Trust	003174	66746
Vendor	PO Number	Invoice #	Account Code
Bomgaars Supply	24-4323	Bills 6/26/25 End of FY	08-2600-430-00-00

Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66747
Vendor BSN Sports, LLC	PO Number 24-4310	Invoice # Bills 6/26/25 End of FY	Account Code 08-1000-890-01-01
Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66748
Vendor Cash-Wa Distributing Co Inc	PO Number 24-4304	Invoice # Bills 6/26/25 End of FY	Account Code 24-3100-630-01-00
Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66749
Vendor CDW Government, Inc.	PO Number 24-4314	Invoice # Bills 6/26/25 End of FY	Account Code 16-1000-700-00-00
Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66750
Vendor City Of Long Island	PO Number 24-4311	Invoice # Bills 6/26/25 End of FY	Account Code 08-2600-411-03-00
City Of Long Island	24-4311	Bills 6/26/25 End of FY	08-2600-412-03-00
City Of Long Island	24-4311	Bills 6/26/25 End of FY	08-2600-421-03-00
Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66751
Vendor Dealers First Financial L.L.C.	PO Number 24-4313	Invoice # Bills 6/26/25 End of FY	Account Code 16-1000-700-02-00
Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66752
Vendor Garth Gebhard	PO Number 24-4303	Invoice # Bills 6/26/25 End of FY	Account Code 08-2600-300-00-01
Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66753
Vendor Hardy Electric L.L.C.	PO Number 24-4325	Invoice # Bills 6/26/25 End of FY	Account Code 08-2600-300-00-02

Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66754
Vendor Hinklel Termite and Pest Control	PO Number 24-4319	Invoice # Bills 6/26/25 End of FY	Account Code 08-2600-425-00-00
Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66755
Vendor HMH Education Company	PO Number 24-4297	Invoice # Bills 6/26/25 End of FY	Account Code 55-1000-644-00-02
Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66757
Vendor Kacie Yocum	PO Number 24-4298	Invoice # Bills 6/26/25 End of FY	Account Code 06-2300-890-00-01
Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66758
Vendor Kansas Association of Rural Education	PO Number 24-4307	Invoice # Bills 6/26/25 End of FY	Account Code 06-1000-590-00-00
Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66759
Vendor KICS	PO Number 24-4327	Invoice # Bills 6/26/25 End of FY	Account Code 08-2200-300-00-00
Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66760
Vendor Kowpoke Supply	PO Number 24-4329	Invoice # Bills 6/26/25 End of FY	Account Code 08-2600-430-00-01
Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66761
Vendor KSHSAA	PO Number 24-4301	Invoice # Bills 6/26/25 End of FY	Account Code 06-1000-890-03-01
Vendor KSHSAA	PO Number 24-4302	Invoice # 2-Bills 6/26/25 End of FY	Account Code 06-1000-890-03-09

Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66762
Vendor	PO Number	Invoice #	Account Code
Long Island Feed and Grain, LLC	24-4315	Bills 6/26/25 End of FY	06-2600-626-00-02
Long Island Feed and Grain, LLC	24-4315	Bills 6/26/25 End of FY	06-2720-626-00-14
Long Island Feed and Grain, LLC	24-4315	Bills 6/26/25 End of FY	06-2720-626-00-18
Long Island Feed and Grain, LLC	24-4315	Bills 6/26/25 End of FY	06-2720-626-00-20
Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66763
Vendor	PO Number	Invoice #	Account Code
McGraw Hill School Education Holdings, LLC	24-4296	Bills 6/26/25 End of FY	55-1000-644-00-01
Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66764
Vendor	PO Number	Invoice #	Account Code
NCKSEC	24-4306	Bills 6/26/25 End of FY	06-1000-590-00-00
Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66765
Vendor	PO Number	Invoice #	Account Code
NEX-Tech Wireless	24-4324	Bills 6/26/25 End of FY	06-2720-890-00-17
Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66766
Vendor	PO Number	Invoice #	Account Code
Robert Brooke and Associates	24-4299	Bills 6/26/25 End of FY	16-2600-700-00-00
Sub Total			
Voucher Number Bills 6/26/25 End of FY	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66767
Vendor	PO Number	Invoice #	Account Code
School Specialty	24-4321	Bills 6/26/25 End of FY	06-1000-610-01-07
School Specialty	24-4321	Bills 6/26/25 End of FY	06-1000-610-02-01
School Specialty	24-4321	Bills 6/26/25 End of FY	06-1000-610-02-02
School Specialty	24-4321	Bills 6/26/25 End of FY	06-1000-610-02-03
School Specialty	24-4321	Bills 6/26/25 End of FY	06-1000-610-02-05
School Specialty	24-4321	Bills 6/26/25 End of FY	06-2400-890-00-00

School Specialty	24-4328	2-Bills 6/26/25 End of FY	06-1000-610-03-03
School Specialty	24-4328	2-Bills 6/26/25 End of FY	06-1000-610-03-05
School Specialty	24-4321	Bills 6/26/25 End of FY	11-1000-610-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills 6/26/25 End of FY	First National Bank & Trust	003174	66768
Vendor	PO Number	Invoice #	Account Code
Unifirst Corporation	24-4320	Bills 6/26/25 End of FY	08-2600-610-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills 6/26/25 End of FY	First National Bank & Trust	003174	66769
Vendor	PO Number	Invoice #	Account Code
WoodRiver Energy LLC	24-4300	Bills 6/26/25 End of FY	06-2600-621-01-00
WoodRiver Energy LLC	24-4300	Bills 6/26/25 End of FY	06-2600-621-02-00
WoodRiver Energy LLC	24-4300	Bills 6/26/25 End of FY	06-2600-621-03-00
WoodRiver Energy LLC	24-4300	Bills 6/26/25 End of FY	34-2600-621-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Hop-a-long New Mn. Pay. 6/26/25	First National Bank & Trust	003174	66771
Vendor	PO Number	Invoice #	Account Code
Hop-A-Long IT Services	24-4331	Hop-a-long New Mn. Pay. 6/26/25	08-2300-500-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Hop-a-long Fix Payment 6/26/25	First National Bank & Trust	003174	66772
Vendor	PO Number	Invoice #	Account Code
Hop-A-Long IT Services	24-4330	Hop-a-long Fix Payment 6/26/25	06-1000-610-01-11
Hop-A-Long IT Services	24-4330	Hop-a-long Fix Payment 6/26/25	08-1000-300-00-00
Sub Total			
Grand Total			

Payee	Amount	Type
Amber Brown	\$119.94	Accounts Payable
Description	Issue Date	Amount
Over payment for flex bill	06/12/2025	\$75.00
June Board Meeting	06/12/2025	\$44.94
		\$119.94
Payee	Amount	Type
Cash-Wa Distributing Co Inc	\$3,122.95	Accounts Payable
Description	Issue Date	Amount
May Invoices	06/12/2025	\$2,267.56
May Invoices	06/12/2025	\$701.21
May Invoices	06/12/2025	\$147.18
May Invoices	06/12/2025	\$7.00
		\$3,122.95
Payee	Amount	Type
ComplianceOne	\$36.00	Accounts Payable
Description	Issue Date	Amount
Number: 328744	06/12/2025	\$36.00
		\$36.00
Payee	Amount	Type
Dealers First Financial L.L.C.	\$490.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 201230	06/12/2025	\$490.00
		\$490.00
Payee	Amount	Type
Dean Lewis	\$50.00	Accounts Payable
Description	Issue Date	Amount
Over payment on flex bill	06/12/2025	\$50.00
		\$50.00
Payee	Amount	Type
First Dakota Indemnity Company	\$11,821.00	Accounts Payable
Description	Issue Date	Amount

Quote Num: 434979	06/12/2025	\$11,821.00
		\$11,821.00
Payee	Amount	Type
First National Bank in Long Island	\$44,434.64	Accounts Payable
Description	Issue Date	Amount
Lease Purchase Agreement plus interest	06/12/2025	\$44,434.64
		\$44,434.64
Payee	Amount	Type
Hardy Electric L.L.C.	\$1,041.95	Accounts Payable
Description	Issue Date	Amount
Invoice: 274923 and 974924	06/12/2025	\$1,041.95
		\$1,041.95
Payee	Amount	Type
Harlan County Journal	\$380.00	Accounts Payable
Description	Issue Date	Amount
May Invoices	06/12/2025	\$380.00
		\$380.00
Payee	Amount	Type
Ideal Linen & Uniform	\$78.30	Accounts Payable
Description	Issue Date	Amount
Invoice: 22194343	06/12/2025	\$78.30
		\$78.30
Payee	Amount	Type
Jessica Ledbetter	\$50.00	Accounts Payable
Description	Issue Date	Amount
Over Payment on Flex bill	06/12/2025	\$50.00
		\$50.00
Payee	Amount	Type
Jill Gebhard	\$236.00	Accounts Payable
Description	Issue Date	Amount
2025-2026 School Supplies. She wanted her supplies before we were going to order.	06/12/2025	\$236.00
		\$236.00
Payee	Amount	Type
KSHSAA	\$132.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 25-9391	06/12/2025	\$50.00

Invoice: 25-9744	06/12/2025	\$10.00
Invoices: 25-9052	06/12/2025	\$72.00
		\$132.00
Payee	Amount	Type
Matheson Tri-Gas Inc.	\$274.35	Accounts Payable
Description	Issue Date	Amount
Invoice: 52514470	06/12/2025	\$274.35
		\$274.35
Payee	Amount	Type
Nita Lewis	\$25.00	Accounts Payable
Description	Issue Date	Amount
Over Payment on Flex bill	06/12/2025	\$25.00
		\$25.00
Payee	Amount	Type
Ostmeyer Inc dba Culligan Soft Water Service	\$87.50	Accounts Payable
Description	Issue Date	Amount
Invoices: 464303 and 463296	06/12/2025	\$64.50
Invoices: 464303 and 463296	06/12/2025	\$23.00
		\$87.50
Payee	Amount	Type
Phillips County Review	\$155.71	Accounts Payable
Description	Issue Date	Amount
May Invoices	06/12/2025	\$155.71
		\$155.71
Payee	Amount	Type
PowerSchool Group LLC	\$4,954.81	Accounts Payable
Description	Issue Date	Amount
Quote Number: 143468-1	06/12/2025	\$4,954.81
		\$4,954.81
Payee	Amount	Type
Prairie Land Electric Cooperative, Inc.	\$2,360.32	Accounts Payable
Description	Issue Date	Amount
Account: 3353354512	06/12/2025	\$1,652.69
Account: 3353354512	06/12/2025	\$588.84
Account: 3353354512	06/12/2025	\$118.79
		\$2,360.32
Payee	Amount	Type

The Norton Telegram Norton	\$520.80	Accounts Payable
Description	Issue Date	Amount
May 2025 Statement	06/12/2025	\$520.80
		\$520.80
Payee	Amount	Type
US Foods	\$127.71	Accounts Payable
Description	Issue Date	Amount
Invoice: 5673148	06/12/2025	\$83.65
Invoice: 5673148	06/12/2025	\$44.06
		\$127.71
Payee	Amount	Type
VISA (VISA1)	\$12,796.16	Accounts Payable
Description	Issue Date	Amount
June 2025 Partial Bill	06/17/2025	\$187.85
June 2025 Partial Bill	06/17/2025	\$745.35
June 2025 Partial Bill	06/17/2025	\$43.60
June 2025 Partial Bill	06/17/2025	\$273.85
June 2025 Partial Bill	06/17/2025	\$567.30
June 2025 Partial Bill	06/17/2025	\$3,276.12
June 2025 Partial Bill	06/17/2025	\$616.74
June 2025 Partial Bill	06/17/2025	\$141.00
June 2025 Partial Bill	06/17/2025	\$397.80
June 2025 Partial Bill	06/17/2025	\$219.60
June 2025 Partial Bill	06/17/2025	\$58.35
June 2025 Partial Bill	06/17/2025	\$64.40
June 2025 Partial Bill	06/17/2025	\$35.68
June 2025 Partial Bill	06/17/2025	\$1,730.11
June 2025 Partial Bill	06/17/2025	\$2,121.06
June 2025 Partial Bill	06/17/2025	\$313.35
June 2025 Partial Bill	06/17/2025	\$705.44
June 2025 Partial Bill	06/17/2025	\$279.75
June 2025 Partial Bill	06/17/2025	\$1,018.81
		\$12,796.16
Payee	Amount	Type
Carpet One	\$4,885.00	Accounts Payable
Description	Issue Date	Amount
Remaining Balance for carpet installation	06/19/2025	\$4,885.00
		\$4,885.00
Payee	Amount	Type
NCKSEC	\$9,542.00	Accounts Payable

Description	Issue Date	Amount
Sped Flow through	06/19/2025	\$9,542.00
		\$9,542.00
Payee	Amount	Type
AFPLANSERV	\$12.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 25053163020	06/26/2025	\$12.00
		\$12.00
Payee	Amount	Type
Almena Lumber & Supply	\$2,815.01	Accounts Payable
Description	Issue Date	Amount
May 2025 Fuel Charges	06/26/2025	\$186.55
May 2025 Fuel Charges	06/26/2025	\$305.73
May 2025 Fuel Charges	06/26/2025	\$172.49
May 2025 Fuel Charges	06/26/2025	\$219.70
May 2025 Fuel Charges	06/26/2025	\$141.16
May 2025 Fuel Charges	06/26/2025	\$338.19
May 2025 Fuel Charges	06/26/2025	\$153.70
May 2025 Fuel Charges	06/26/2025	\$58.66
May 2025 Fuel Charges	06/26/2025	\$230.74
May 2025 Fuel Charges	06/26/2025	\$178.81
May 2025 Fuel Charges	06/26/2025	\$63.97
May 2025 Fuel Charges	06/26/2025	\$185.66
May 2025 Fuel Charges	06/26/2025	\$66.36
May 2025 Fuel Charges	06/26/2025	\$291.68
May 2025 Fuel Charges	06/26/2025	\$30.00
May 2025 Fuel Charges	06/26/2025	\$5.02
May 2025 Fuel Charges	06/26/2025	\$151.55
May 2025 Fuel Charges	06/26/2025	\$15.04
May 2025 Fuel Charges	06/26/2025	\$20.00
		\$2,815.01
Payee	Amount	Type
Belinda Thalheim	\$120.00	Accounts Payable
Description	Issue Date	Amount
April 20th-May 10th 9 Hours	06/26/2025	\$120.00
		\$120.00
Payee	Amount	Type
Bomgaars Supply	\$109.66	Accounts Payable
Description	Issue Date	Amount
In: 99346261	06/26/2025	\$109.66

		\$109.66
Payee	Amount	Type
BSN Sports, LLC	\$4,515.04	Accounts Payable
Description	Issue Date	Amount
GBB And BBB Warm ups	06/26/2025	\$4,515.04
		\$4,515.04
Payee	Amount	Type
Cash-Wa Distributing Co Inc	\$297.52	Accounts Payable
Description	Issue Date	Amount
IN: 14611713 and 14603814	06/26/2025	\$297.52
		\$297.52
Payee	Amount	Type
CDW Government, Inc.	\$9,005.62	Accounts Payable
Description	Issue Date	Amount
Samsung Smart Boards	06/18/2025	\$9,005.62
		\$9,005.62
Payee	Amount	Type
City Of Long Island	\$378.95	Accounts Payable
Description	Issue Date	Amount
June 2025 City Bill	06/26/2025	\$312.06
June 2025 City Bill	06/26/2025	\$40.00
June 2025 City Bill	06/26/2025	\$26.89
		\$378.95
Payee	Amount	Type
Dealers First Financial L.L.C.	\$295.00	Accounts Payable
Description	Issue Date	Amount
Invoice:201622	06/26/2025	\$295.00
		\$295.00
Payee	Amount	Type
Garth Gebhard	\$165.04	Accounts Payable
Description	Issue Date	Amount
Invoice: 97	06/26/2025	\$165.04
		\$165.04
Payee	Amount	Type
Hardy Electric L.L.C.	\$2,567.07	Accounts Payable
Description	Issue Date	Amount
Invoices: 274930 and 274931	06/26/2025	\$2,567.07

		\$2,567.07
Payee	Amount	Type
Hinklel Termite and Pest Control	\$135.75	Accounts Payable
Description	Issue Date	Amount
Invoices: 63491 and 63507	06/26/2025	\$135.75
		\$135.75
Payee	Amount	Type
HMH Education Company	\$9,715.69	Accounts Payable
Description	Issue Date	Amount
6-12 Science Curriculum	06/13/2025	\$9,715.69
		\$9,715.69
Payee	Amount	Type
Kacie Yocum	\$348.40	Accounts Payable
Description	Issue Date	Amount
Mileage Reimbursement for Salina and Osborne Meetings	06/26/2025	\$348.40
		\$348.40
Payee	Amount	Type
Kansas Association of Rural Education	\$400.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 2025-2026	06/26/2025	\$400.00
		\$400.00
Payee	Amount	Type
KICS	\$85,347.79	Accounts Payable
Description	Issue Date	Amount
July 2025- July 2026	06/26/2025	\$85,347.79
		\$85,347.79
Payee	Amount	Type
Kowpoke Supply	\$853.86	Accounts Payable
Description	Issue Date	Amount
June Invoices	06/26/2025	\$853.86
		\$853.86
Payee	Amount	Type
KSHSAA	\$344.97	Accounts Payable
Description	Issue Date	Amount
Invoice: 25-10304	06/26/2025	\$144.97
Invoice: 25-10303	06/26/2025	\$200.00

		\$344.97
Payee	Amount	Type
Long Island Feed and Grain, LLC	\$742.51	Accounts Payable
Description	Issue Date	Amount
May 2025 invoices	06/26/2025	\$161.88
May 2025 invoices	06/26/2025	\$135.16
May 2025 invoices	06/26/2025	\$363.18
May 2025 invoices	06/26/2025	\$82.29
		\$742.51
Payee	Amount	Type
McGraw Hill School Education Holdings, LLC	\$8,924.77	Accounts Payable
Description	Issue Date	Amount
K-5ht Science Curriculum	06/13/2025	\$8,924.77
		\$8,924.77
Payee	Amount	Type
NCKSEC	\$266.00	Accounts Payable
Description	Issue Date	Amount
License	06/26/2025	\$266.00
		\$266.00
Payee	Amount	Type
NEX-Tech Wireless	\$109.01	Accounts Payable
Description	Issue Date	Amount
In: 11153172	06/26/2025	\$109.01
		\$109.01
Payee	Amount	Type
Robert Brooke and Associates	\$2,824.28	Accounts Payable
Description	Issue Date	Amount
Invoice: 349969	06/26/2025	\$2,824.28
		\$2,824.28
Payee	Amount	Type
School Specialty	\$1,676.83	Accounts Payable
Description	Issue Date	Amount
School Specialty orders for summer 2025	06/26/2025	\$83.99
School Specialty orders for summer 2025	06/26/2025	\$76.71
School Specialty orders for summer 2025	06/26/2025	\$72.87
School Specialty orders for summer 2025	06/26/2025	\$23.64
School Specialty orders for summer 2025	06/26/2025	\$78.22
School Specialty orders for summer 2025	06/26/2025	\$953.67

Emily and Ellen	06/26/2025	\$105.72
Emily and Ellen	06/26/2025	\$217.83
School Specialty orders for summer 2025	06/26/2025	\$64.18
		\$1,676.83
Payee	Amount	Type
Unifirst Corporation	\$95.71	Accounts Payable
Description	Issue Date	Amount
In: 1940112795, 1940112798, 1940114248	06/26/2025	\$95.71
		\$95.71
Payee	Amount	Type
WoodRiver Energy LLC	\$87.33	Accounts Payable
Description	Issue Date	Amount
Invoice: 451059	06/26/2025	\$42.60
Invoice: 451059	06/26/2025	\$22.58
Invoice: 451059	06/26/2025	\$21.30
Invoice: 451059	06/26/2025	\$0.85
		\$87.33
Payee	Amount	Type
Hop-A-Long IT Services	\$7,500.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 3098	06/26/2025	\$7,500.00
		\$7,500.00
Payee	Amount	Type
Hop-A-Long IT Services	\$2,183.31	Accounts Payable
Description	Issue Date	Amount
Invoice: 4485 and left over 3098	06/26/2025	\$1,999.98
Invoice: 4485 and left over 3098	06/26/2025	\$183.33
		\$2,183.31
		\$239,559.26

USD 212

Check Listing Report

Accounting Cycle: FY 24-25; Begin Date: 06/10/2025; End Date: 07/10/2025; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/10/2025 11:58:15 AM

Check Date	Check Number	Payee	Type	Amount
06/12/2025	66695	Amber Brown	Accounts Payable	\$119.94
06/12/2025	66696	Cash-Wa Distributing Co Inc	Accounts Payable	\$3,122.95
06/12/2025	66697	ComplianceOne	Accounts Payable	\$36.00
06/12/2025	66698	Dealers First Financial L.L.C.	Accounts Payable	\$490.00
06/12/2025	66699	Dean Lewis	Accounts Payable	\$50.00
06/12/2025	66700	First Dakota Indemnity Company	Accounts Payable	\$11,821.00
06/12/2025	66701	First National Bank in Long Island	Accounts Payable	\$44,434.64
06/12/2025	66702	Hardy Electric L.L.C.	Accounts Payable	\$1,041.95
06/12/2025	66703	Harlan County Journal	Accounts Payable	\$380.00
06/12/2025	66704	Ideal Linen & Uniform	Accounts Payable	\$78.30
06/12/2025	66705	Jessica Ledbetter	Accounts Payable	\$50.00
06/12/2025	66706	Jill Gebhard	Accounts Payable	\$236.00
06/12/2025	66707	KSHSAA	Accounts Payable	\$132.00
06/12/2025	66708	Matheson Tri-Gas Inc.	Accounts Payable	\$274.35
06/12/2025	66709	Nita Lewis	Accounts Payable	\$25.00
06/12/2025	66710	Ostmeyer Inc dba Culligan Soft Water Service	Accounts Payable	\$87.50
06/12/2025	66711	Phillips County Review	Accounts Payable	\$155.71
06/12/2025	66712	PowerSchool Group LLC	Accounts Payable	\$4,954.81
06/12/2025	66713	Prairie Land Electric Cooperative, Inc.	Accounts Payable	\$2,360.32
06/12/2025	66714	The Norton Telegram Norton	Accounts Payable	\$520.80
06/12/2025	66715	US Foods	Accounts Payable	\$127.71
06/17/2025	66716	VISA (VISA1)	Accounts Payable	\$12,796.16
06/19/2025	66717	Carpet One	Accounts Payable	\$4,885.00
06/19/2025	66718	NCKSEC	Accounts Payable	\$9,542.00
06/26/2025	66743	AFPLANSERV	Accounts Payable	\$12.00
06/26/2025	66744	Almena Lumber & Supply	Accounts Payable	\$2,815.01
06/26/2025	66745	Belinda Thalheim	Accounts Payable	\$120.00
06/26/2025	66746	Bomgaars Supply	Accounts Payable	\$109.66
06/26/2025	66747	BSN Sports, LLC	Accounts Payable	\$4,515.04
06/26/2025	66748	Cash-Wa Distributing Co Inc	Accounts Payable	\$297.52
06/26/2025	66749	CDW Government, Inc.	Accounts Payable	\$9,005.62
06/26/2025	66750	City Of Long Island	Accounts Payable	\$378.95
06/26/2025	66751	Dealers First Financial L.L.C.	Accounts Payable	\$295.00
06/26/2025	66752	Garth Gebhard	Accounts Payable	\$165.04
06/26/2025	66753	Hardy Electric L.L.C.	Accounts Payable	\$2,567.07
06/26/2025	66754	Hinklel Termite and Pest Control	Accounts Payable	\$135.75
06/26/2025	66755	HMH Education Company	Accounts Payable	\$9,715.69

06/26/2025	66757	Kacie Yocum	Accounts Payable	\$348.40
06/26/2025	66758	Kansas Association of Rural Education	Accounts Payable	\$400.00
06/26/2025	66759	KICS	Accounts Payable	\$85,347.79
06/26/2025	66760	Kowpoke Supply	Accounts Payable	\$853.86
06/26/2025	66761	KSHSAA	Accounts Payable	\$344.97
06/26/2025	66762	Long Island Feed and Grain, LLC	Accounts Payable	\$742.51
06/26/2025	66763	McGraw Hill School Education Holdings, LLC	Accounts Payable	\$8,924.77
06/26/2025	66764	NCKSEC	Accounts Payable	\$266.00
06/26/2025	66765	NEX-Tech Wireless	Accounts Payable	\$109.01
06/26/2025	66766	Robert Brooke and Associates	Accounts Payable	\$2,824.28
06/26/2025	66767	School Specialty	Accounts Payable	\$1,676.83
06/26/2025	66768	Unifirst Corporation	Accounts Payable	\$95.71
06/26/2025	66769	WoodRiver Energy LLC	Accounts Payable	\$87.33
06/26/2025	66771	Hop-A-Long IT Services	Accounts Payable	\$7,500.00
06/26/2025	66772	Hop-A-Long IT Services	Accounts Payable	\$2,183.31
Sub Total				\$239,559.26

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Check Listing Report

Accounting Cycle: FY 24-25; Begin Date: 06/10/2025; End Date: 07/10/2025; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/10/2025 11:58:15 AM

Check Date	Check Number	Payee	Description	Type
06/26/2025	66743	AFPLANSERV	Invoice: 25053163020	Accounts Payable
06/26/2025	66744	Almena Lumber & Supply	May Fuel Charges	Accounts Payable
06/12/2025	66695	Amber Brown	June Board Meeting Reimbursement	Accounts Payable
06/12/2025	66695	Amber Brown	Over Payment on Flex bill	Accounts Payable
06/26/2025	66745	Belinda Thalheim	April 20th- May 10th	Accounts Payable
06/26/2025	66746	Bomgaars Supply	Invoice: 99346261	Accounts Payable
06/26/2025	66747	BSN Sports, LLC	GBB AND BBB Warm up	Accounts Payable
06/19/2025	66717	Carpet One	Inv: Bills paid 6/19/2025	Accounts Payable
06/12/2025	66696	Cash-Wa Distributing Co Inc	May Invoices	Accounts Payable
06/26/2025	66748	Cash-Wa Distributing Co Inc	IN: 14611713 and 14603814	Accounts Payable
06/26/2025	66749	CDW Government, Inc.	Samsung Smart Boards	Accounts Payable
06/26/2025	66750	City Of Long Island	June 2025 City Bill	Accounts Payable
06/12/2025	66697	ComplianceOne	Number: 328744	Accounts Payable
06/12/2025	66698	Dealers First Financial L.L.C.	Invoice: 201230	Accounts Payable
06/26/2025	66751	Dealers First Financial L.L.C.	Invoice: 201622	Accounts Payable
06/12/2025	66699	Dean Lewis	Over payment on Flex bill	Accounts Payable
06/12/2025	66700	First Dakota Indemnity Company	Quote Number: 434979	Accounts Payable
06/12/2025	66701	First National Bank in Long Island	Lease Purchase Agreement and Interest	Accounts Payable
06/26/2025	66752	Garth Gebhard	Invoice: 97	Accounts Payable
06/12/2025	66702	Hardy Electric L.L.C.	Invoices: 274923 and 974924	Accounts Payable
06/26/2025	66753	Hardy Electric L.L.C.	Invoices: 274930 and 274931	Accounts Payable
06/12/2025	66703	Harlan County Journal	May Invoices	Accounts Payable
06/26/2025	66754	Hinklel Termite and Pest Control	Invoices: 63491 and 63507	Accounts Payable
06/26/2025	66755	HMH Education Company	6-12 Science Curriculum	Accounts Payable
06/26/2025	66771	Hop-A-Long IT Services	Hop-a-long New Mn. Pay. 6/26/25	Accounts Payable
06/26/2025	66772	Hop-A-Long IT Services	Inv: Hop-a-long Fix Payment 6/26/25	Accounts Payable
06/12/2025	66704	Ideal Linen & Uniform	Invoice: 22194343	Accounts Payable
06/12/2025	66705	Jessica Ledbetter	Over payment on Flex bill	Accounts Payable
06/12/2025	66706	Jill Gebhard	2025-2026 School Supplies	Accounts Payable
06/26/2025	66757	Kacie Yocum	Mileage Reimbursment	Accounts Payable
06/26/2025	66758	Kansas Association of Rural Education	Invoice: 2025-2026	Accounts Payable
06/26/2025	66759	KICS	July 2025- July 2026	Accounts Payable
06/26/2025	66760	Kowpoke Supply	June Invoices	Accounts Payable
06/12/2025	66707	KSHSAA	Invoices: 25-9391, 25-9052, and 25-9744	Accounts Payable
06/26/2025	66761	KSHSAA	Invoice: 25-10303	Accounts Payable
06/26/2025	66761	KSHSAA	Invoice: 25-10304	Accounts Payable
06/26/2025	66762	Long Island Feed and Grain, LLC	May 2025 Invoices	Accounts Payable

06/12/2025	66708	Matheson Tri-Gas Inc.	Invoices: 52514470	Accounts Payable
06/26/2025	66763	McGraw Hill School Education Holdings, LLC	K-5th Science Curriculum	Accounts Payable
06/19/2025	66718	NCKSEC	Inv: Bills paid 6/19/2025	Accounts Payable
06/26/2025	66764	NCKSEC	License	Accounts Payable
06/26/2025	66765	NEX-Tech Wireless	Invoices: 11153172	Accounts Payable
06/12/2025	66709	Nita Lewis	over payment on Flex bill	Accounts Payable
06/12/2025	66710	Ostmeyer Inc dba Culligan Soft Water Service	Invoices: 464303 and 463296	Accounts Payable
06/12/2025	66711	Phillips County Review	May Invoices	Accounts Payable
06/12/2025	66712	PowerSchool Group LLC	Quote: 143468-1	Accounts Payable
06/12/2025	66713	Prairie Land Electric Cooperative, Inc.	Account: 3353354512	Accounts Payable
06/26/2025	66766	Robert Brooke and Associates	Invoice: 349969	Accounts Payable
06/26/2025	66767	School Specialty	Emily and Ellen	Accounts Payable
06/26/2025	66767	School Specialty	Invoices: for summer 2025 Orders	Accounts Payable
06/12/2025	66714	The Norton Telegram Norton	May 2025 Statement	Accounts Payable
06/26/2025	66768	Unifirst Corporation	In: 194112795,194112798,1940114248	Accounts Payable
06/12/2025	66715	US Foods	Invoice: 5673148	Accounts Payable
06/17/2025	66716	VISA (VISA1)	Inv: Visa Bill Partial June 2025	Accounts Payable
06/26/2025	66769	WoodRiver Energy LLC	Invoice: 451059	Accounts Payable
Sub Total				

Amount
\$12.00
\$2,815.01
\$44.94
\$75.00
\$120.00
\$109.66
\$4,515.04
\$4,885.00
\$3,122.95
\$297.52
\$9,005.62
\$378.95
\$36.00
\$490.00
\$295.00
\$50.00
\$11,821.00
\$44,434.64
\$165.04
\$1,041.95
\$2,567.07
\$380.00
\$135.75
\$9,715.69
\$7,500.00
\$2,183.31
\$78.30
\$50.00
\$236.00
\$348.40
\$400.00
\$85,347.79
\$853.86
\$132.00
\$200.00
\$144.97
\$742.51

\$274.35
\$8,924.77
\$9,542.00
\$266.00
\$109.01
\$25.00
\$87.50
\$155.71
\$4,954.81
\$2,360.32
\$2,824.28
\$323.55
\$1,353.28
\$520.80
\$95.71
\$127.71
\$12,796.16
\$87.33
\$239,559.26

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Check Listing Report

Accounting Cycle: FY 25-26; Begin Date: 06/10/2025; End Date: 07/25/2025; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/25/2025 1:11:12 PM

Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66801
Vendor	PO Number	Invoice #	Account Code
Advocate Of Phillips Co., The	25-0024	Bills For July 7/17/2025	06-2300-590-00-02
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66802
Vendor	PO Number	Invoice #	Account Code
AG Valley Coop- Norton	25-0030	Bills For July 7/17/2025	08-2600-400-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66803
Vendor	PO Number	Invoice #	Account Code
Almena Lumber & Supply	25-0018	Bills For July 7/17/2025	06-2600-626-00-01
Almena Lumber & Supply	25-0018	Bills For July 7/17/2025	06-2720-626-00-06
Almena Lumber & Supply	25-0018	Bills For July 7/17/2025	06-2720-626-00-07
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66804
Vendor	PO Number	Invoice #	Account Code
BSN Sports, LLC	25-0034	2- Bills For July 7/17/2025	06-1000-890-01-01
BSN Sports, LLC	25-0004	Bills For July 7/17/2025	08-3400-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66805
Vendor	PO Number	Invoice #	Account Code
Carquest	25-0015	Bills For July 7/17/2025	06-2720-890-00-17
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66806
Vendor	PO Number	Invoice #	Account Code
CDW Government, Inc.	25-0035	Bills For July 7/17/2025	06-1000-610-01-11

Sub Total			
Voucher Number Bills For July 7/17/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66807
Vendor	PO Number	Invoice #	Account Code
City Of Almena	25-0023	Bills For July 7/17/2025	08-2600-411-01-00
City Of Almena	25-0023	Bills For July 7/17/2025	08-2600-411-02-00
City Of Almena	25-0023	Bills For July 7/17/2025	08-2600-412-01-00
City Of Almena	25-0023	Bills For July 7/17/2025	08-2600-412-02-00
City Of Almena	25-0023	Bills For July 7/17/2025	08-2600-421-01-00
City Of Almena	25-0023	Bills For July 7/17/2025	34-2600-411-00-00
Sub Total			
Voucher Number Bills For July 7/17/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66808
Vendor	PO Number	Invoice #	Account Code
ComplianceOne	25-0016	Bills For July 7/17/2025	06-2720-890-00-17
Sub Total			
Voucher Number Bills For July 7/17/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66809
Vendor	PO Number	Invoice #	Account Code
Dealers First Financial L.L.C.	25-0011	Bills For July 7/17/2025	16-1000-700-02-00
Sub Total			
Voucher Number Bills For July 7/17/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66810
Vendor	PO Number	Invoice #	Account Code
Downtown Car Wash	25-0012	Bills For July 7/17/2025	06-2720-890-00-07
Sub Total			
Voucher Number Bills For July 7/17/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66811
Vendor	PO Number	Invoice #	Account Code
Harlan County Journal	25-0002	Bills For July 7/17/2025	06-2300-590-00-02
Sub Total			
Voucher Number Bills For July 7/17/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 66812
Vendor	PO Number	Invoice #	Account Code
Hinklel Termite and Pest Control	25-0027	Bills For July 7/17/2025	08-2600-425-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number

Bills For July 7/17/2025	First National Bank & Trust	003174	66813
Vendor	PO Number	Invoice #	Account Code
Hop-A-Long IT Services	25-0033	Bills For July 7/17/2025	08-2300-500-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66814
Vendor	PO Number	Invoice #	Account Code
Ideal Linen & Uniform	25-0013	Bills For July 7/17/2025	08-2600-610-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66815
Vendor	PO Number	Invoice #	Account Code
KANSAS ASSOCIATION OF SCHOOL BOARDS	25-0020	Bills For July 7/17/2025	06-2300-300-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66816
Vendor	PO Number	Invoice #	Account Code
Ken Tharman	25-0031	Bills For July 7/17/2025	06-2300-890-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66817
Vendor	PO Number	Invoice #	Account Code
Kowpoke Supply	25-0021	Bills For July 7/17/2025	08-2600-430-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66818
Vendor	PO Number	Invoice #	Account Code
Landry Gebhard	25-0029	Bills For July 7/17/2025	06-2600-120-00-02
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66819
Vendor	PO Number	Invoice #	Account Code
Leo Graham Construction	25-0003	Bills For July 7/17/2025	08-2600-300-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66820
Vendor	PO Number	Invoice #	Account Code

Mapes & Miller, CPA, LLP	25-0026	Bills For July 7/17/2025	06-2300-300-00-03
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66821
Vendor	PO Number	Invoice #	Account Code
Matheson Tri-Gas Inc.	25-0014	Bills For July 7/17/2025	34-1000-610-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66822
Vendor	PO Number	Invoice #	Account Code
Nex-Tech (Nex-Tech)	25-0022	Bills For July 7/17/2025	06-2400-532-00-00
Nex-Tech (Nex-Tech)	25-0022	Bills For July 7/17/2025	06-2400-532-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66823
Vendor	PO Number	Invoice #	Account Code
Northwestern Office Supplies	25-0019	Bills For July 7/17/2025	06-1000-610-01-11
Northwestern Office Supplies	25-0019	Bills For July 7/17/2025	06-1000-610-02-09
Northwestern Office Supplies	25-0019	Bills For July 7/17/2025	06-1000-610-03-09
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66824
Vendor	PO Number	Invoice #	Account Code
Ostmeyer Inc dba Culligan Soft Water Service	25-0006	Bills For July 7/17/2025	08-2600-411-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66825
Vendor	PO Number	Invoice #	Account Code
Phillips County Review	25-0005	Bills For July 7/17/2025	06-2300-590-00-02
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66826
Vendor	PO Number	Invoice #	Account Code
Prairie Land Electric Cooperative, Inc.	25-0010	Bills For July 7/17/2025	06-2600-622-01-00
Prairie Land Electric Cooperative, Inc.	25-0010	Bills For July 7/17/2025	06-2600-622-03-00
Prairie Land Electric Cooperative, Inc.	25-0010	Bills For July 7/17/2025	34-2600-622-00-00
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66827
Vendor	PO Number	Invoice #	Account Code
Quality Stage Curtains	25-0001	Bills For July 7/17/2025	16-1000-700-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66828
Vendor	PO Number	Invoice #	Account Code
SAVVAS Learning Company LLC	25-0008	Bills For July 7/17/2025	06-1000-610-01-06
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66829
Vendor	PO Number	Invoice #	Account Code
Scholastic Inc.	25-0025	Bills For July 7/17/2025	06-1000-610-02-09
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66830
Vendor	PO Number	Invoice #	Account Code
School Specialty	25-0009	Bills For July 7/17/2025	06-1000-610-01-02
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66831
Vendor	PO Number	Invoice #	Account Code
Unifirst Corporation	25-0017	Bills For July 7/17/2025	08-2600-610-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66832
Vendor	PO Number	Invoice #	Account Code
VISA (VISA1)	25-0028	Bills For July 7/17/2025	06-1000-610-01-05
VISA (VISA1)	25-0028	Bills For July 7/17/2025	06-1000-610-01-06
VISA (VISA1)	25-0028	Bills For July 7/17/2025	06-1000-610-02-01
VISA (VISA1)	25-0028	Bills For July 7/17/2025	06-1000-610-02-05
VISA (VISA1)	25-0028	Bills For July 7/17/2025	06-1000-610-02-09
VISA (VISA1)	25-0028	Bills For July 7/17/2025	06-1000-610-03-01
VISA (VISA1)	25-0028	Bills For July 7/17/2025	06-2300-890-00-00
VISA (VISA1)	25-0028	Bills For July 7/17/2025	08-2600-610-00-01
VISA (VISA1)	25-0028	Bills For July 7/17/2025	08-2600-700-00-01
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
Bills For July 7/17/2025	First National Bank & Trust	003174	66833
Vendor	PO Number	Invoice #	Account Code
WoodRiver Energy LLC	25-0007	Bills For July 7/17/2025	06-2600-621-01-00
WoodRiver Energy LLC	25-0007	Bills For July 7/17/2025	06-2600-621-02-00
WoodRiver Energy LLC	25-0007	Bills For July 7/17/2025	06-2600-621-03-00
WoodRiver Energy LLC	25-0007	Bills For July 7/17/2025	34-2600-621-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills #2 7/17/2025	First National Bank & Trust	003174	66834
Vendor	PO Number	Invoice #	Account Code
Ken Tharman	25-0032	Bills #2 7/17/2025	06-2300-890-00-01
Sub Total			
Grand Total			

Payee	Amount	Type
Advocate Of Phillips Co., The	\$122.00	Accounts Payable
Description	Issue Date	Amount
June Classifieds	07/14/2025	\$122.00
		\$122.00
Payee	Amount	Type
AG Valley Coop- Norton	\$144.72	Accounts Payable
Description	Issue Date	Amount
Invoice: 947669	07/14/2025	\$144.72
		\$144.72
Payee	Amount	Type
Almena Lumber & Supply	\$218.81	Accounts Payable
Description	Issue Date	Amount
Inv: 14162	07/14/2025	\$53.03
Inv: 14162	07/14/2025	\$115.15
Inv: 14162	07/14/2025	\$50.63
		\$218.81
Payee	Amount	Type
BSN Sports, LLC	\$8,633.59	Accounts Payable
Description	Issue Date	Amount
Basketball, Football, Volleyball and Sports meds Carts	07/17/2025	\$3,708.18
Inv: 930083253	07/14/2025	\$4,925.41
		\$8,633.59
Payee	Amount	Type
Carquest	\$16.83	Accounts Payable
Description	Issue Date	Amount
Invoice: 479755	07/14/2025	\$16.83
		\$16.83
Payee	Amount	Type
CDW Government, Inc.	\$211.50	Accounts Payable
Description	Issue Date	Amount
Invoice Number: AE74G7A	07/17/2025	\$211.50

		\$211.50
Payee	Amount	Type
City Of Almena	\$686.64	Accounts Payable
Description	Issue Date	Amount
June City bill 2025	07/14/2025	\$76.00
June City bill 2025	07/14/2025	\$215.60
June City bill 2025	07/14/2025	\$70.13
June City bill 2025	07/14/2025	\$140.78
June City bill 2025	07/14/2025	\$75.00
June City bill 2025	07/14/2025	\$109.13
		\$686.64
Payee	Amount	Type
ComplianceOne	\$36.00	Accounts Payable
Description	Issue Date	Amount
Number 329939	07/14/2025	\$36.00
		\$36.00
Payee	Amount	Type
Dealers First Financial L.L.C.	\$490.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 202093	07/14/2025	\$490.00
		\$490.00
Payee	Amount	Type
Downtown Car Wash	\$10.98	Accounts Payable
Description	Issue Date	Amount
Invoice: 2375	07/14/2025	\$10.98
		\$10.98
Payee	Amount	Type
Harlan County Journal	\$157.00	Accounts Payable
Description	Issue Date	Amount
Inv: 61090,61091,61113,61114,	07/14/2025	\$157.00
		\$157.00
Payee	Amount	Type
Hinklel Termite and Pest Control	\$241.84	Accounts Payable
Description	Issue Date	Amount
Invoice: 65189	07/14/2025	\$241.84
		\$241.84
Payee	Amount	Type

Hop-A-Long IT Services	\$7,500.00	Accounts Payable
Description	Issue Date	Amount
Invoice:3160	07/17/2025	\$7,500.00
		\$7,500.00
Payee	Amount	Type
Ideal Linen & Uniform	\$78.30	Accounts Payable
Description	Issue Date	Amount
Invoice: 22197180	07/14/2025	\$78.30
		\$78.30
Payee	Amount	Type
KANSAS ASSOCIATION OF SCHOOL BOARDS	\$3,250.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 27962	07/14/2025	\$3,250.00
		\$3,250.00
Payee	Amount	Type
Ken Tharman	\$188.27	Accounts Payable
Description	Issue Date	Amount
Budget Review Milage claim	07/17/2025	\$188.27
		\$188.27
Payee	Amount	Type
Kowpoke Supply	\$93.97	Accounts Payable
Description	Issue Date	Amount
state for June 2025	07/14/2025	\$93.97
		\$93.97
Payee	Amount	Type
Landry Gebhard	\$1,540.00	Accounts Payable
Description	Issue Date	Amount
Student Work Release Reimbursement	07/14/2025	\$1,540.00
		\$1,540.00
Payee	Amount	Type
Leo Graham Construction	\$3,840.71	Accounts Payable
Description	Issue Date	Amount
Invoice:381190 and 381195	07/14/2025	\$3,840.71
		\$3,840.71
Payee	Amount	Type
Mapes & Miller, CPA, LLP	\$9,520.00	Accounts Payable
Description	Issue Date	Amount

Invoice: 24087	07/14/2025	\$9,520.00
		\$9,520.00
Payee	Amount	Type
Matheson Tri-Gas Inc.	\$265.95	Accounts Payable
Description	Issue Date	Amount
Invoice: 52527743	07/14/2025	\$265.95
		\$265.95
Payee	Amount	Type
Nex-Tech (Nex-Tech)	\$131.94	Accounts Payable
Description	Issue Date	Amount
June 2025 bill	07/14/2025	\$95.67
June 2025 bill	07/14/2025	\$36.27
		\$131.94
Payee	Amount	Type
Northwestern Office Supplies	\$376.18	Accounts Payable
Description	Issue Date	Amount
Invoice: 159775	07/14/2025	\$139.85
Invoice: 159775	07/14/2025	\$29.27
Invoice: 159775	07/14/2025	\$207.06
		\$376.18
Payee	Amount	Type
Ostmeyer Inc dba Culligan Soft Water Service	\$55.25	Accounts Payable
Description	Issue Date	Amount
June 2025 Statement	07/14/2025	\$55.25
		\$55.25
Payee	Amount	Type
Phillips County Review	\$172.80	Accounts Payable
Description	Issue Date	Amount
June Statement	07/14/2025	\$172.80
		\$172.80
Payee	Amount	Type
Prairie Land Electric Cooperative, Inc.	\$2,068.22	Accounts Payable
Description	Issue Date	Amount
June 2025 Charges	07/14/2025	\$1,412.03
June 2025 Charges	07/14/2025	\$530.22
June 2025 Charges	07/14/2025	\$125.97
		\$2,068.22

Payee	Amount	Type
Quality Stage Curtains	\$1,339.10	Accounts Payable
Description	Issue Date	Amount
Last Payment for Stage Curtains	07/14/2025	\$1,339.10
		\$1,339.10
Payee	Amount	Type
SAVVAS Learning Company LLC	\$2,080.00	Accounts Payable
Description	Issue Date	Amount
Quote Number: Q-179218	07/14/2025	\$2,080.00
		\$2,080.00
Payee	Amount	Type
Scholastic Inc.	\$536.20	Accounts Payable
Description	Issue Date	Amount
Grade School Teacher Classroom magazines	07/14/2025	\$536.20
		\$536.20
Payee	Amount	Type
School Specialty	\$127.14	Accounts Payable
Description	Issue Date	Amount
School Orders	07/14/2025	\$127.14
		\$127.14
Payee	Amount	Type
Unifirst Corporation	\$40.41	Accounts Payable
Description	Issue Date	Amount
Invoice:1940115619	07/14/2025	\$40.41
		\$40.41
Payee	Amount	Type
VISA (VISA1)	\$2,583.46	Accounts Payable
Description	Issue Date	Amount
June 2025 Visa Bill- second part	07/14/2025	\$175.00
June 2025 Visa Bill- second part	07/14/2025	\$52.38
June 2025 Visa Bill- second part	07/14/2025	\$222.93
June 2025 Visa Bill- second part	07/14/2025	\$274.00
June 2025 Visa Bill- second part	07/14/2025	\$13.16
June 2025 Visa Bill- second part	07/14/2025	\$242.32
June 2025 Visa Bill- second part	07/14/2025	\$56.78
June 2025 Visa Bill- second part	07/14/2025	\$134.53
June 2025 Visa Bill- second part	07/14/2025	\$1,412.36
		\$2,583.46

Payee	Amount	Type
WoodRiver Energy LLC	\$50.28	Accounts Payable
Description	Issue Date	Amount
Inv:455529	07/14/2025	\$22.58
Inv:455529	07/14/2025	\$17.47
Inv:455529	07/14/2025	\$9.80
Inv:455529	07/14/2025	\$0.43
		\$50.28
Payee	Amount	Type
Ken Tharman	\$26.33	Accounts Payable
Description	Issue Date	Amount
Budget review Meal Claim	07/17/2025	\$26.33
		\$26.33
		\$46,834.42

USD 212

Check Listing Report

Accounting Cycle: FY 25-26; Begin Date: 06/10/2025; End Date: 07/25/2025; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/25/2025 1:11:13 PM

Check Date	Check Number	Payee	Type	Amount
07/17/2025	66801	Advocate Of Phillips Co., The	Accounts Payable	\$122.00
07/17/2025	66802	AG Valley Coop- Norton	Accounts Payable	\$144.72
07/17/2025	66803	Almena Lumber & Supply	Accounts Payable	\$218.81
07/17/2025	66804	BSN Sports, LLC	Accounts Payable	\$8,633.59
07/17/2025	66805	Carquest	Accounts Payable	\$16.83
07/17/2025	66806	CDW Government, Inc.	Accounts Payable	\$211.50
07/17/2025	66807	City Of Almena	Accounts Payable	\$686.64
07/17/2025	66808	ComplianceOne	Accounts Payable	\$36.00
07/17/2025	66809	Dealers First Financial L.L.C.	Accounts Payable	\$490.00
07/17/2025	66810	Downtown Car Wash	Accounts Payable	\$10.98
07/17/2025	66811	Harlan County Journal	Accounts Payable	\$157.00
07/17/2025	66812	Hinklel Termite and Pest Control	Accounts Payable	\$241.84
07/17/2025	66813	Hop-A-Long IT Services	Accounts Payable	\$7,500.00
07/17/2025	66814	Ideal Linen & Uniform	Accounts Payable	\$78.30
07/17/2025	66815	KANSAS ASSOCIATION OF SCHOOL BOARDS	Accounts Payable	\$3,250.00
07/17/2025	66816	Ken Tharman	Accounts Payable	\$188.27
07/17/2025	66817	Kowpoke Supply	Accounts Payable	\$93.97
07/17/2025	66818	Landry Gebhard	Accounts Payable	\$1,540.00
07/17/2025	66819	Leo Graham Construction	Accounts Payable	\$3,840.71
07/17/2025	66820	Mapes & Miller, CPA, LLP	Accounts Payable	\$9,520.00
07/17/2025	66821	Matheson Tri-Gas Inc.	Accounts Payable	\$265.95
07/17/2025	66822	Nex-Tech (Nex-Tech)	Accounts Payable	\$131.94
07/17/2025	66823	Northwestern Office Supplies	Accounts Payable	\$376.18
07/17/2025	66824	Ostmeyer Inc dba Culligan Soft Water Service	Accounts Payable	\$55.25
07/17/2025	66825	Phillips County Review	Accounts Payable	\$172.80
07/17/2025	66826	Prairie Land Electric Cooperative, Inc.	Accounts Payable	\$2,068.22
07/17/2025	66827	Quality Stage Curtains	Accounts Payable	\$1,339.10
07/17/2025	66828	SAVVAS Learning Company LLC	Accounts Payable	\$2,080.00
07/17/2025	66829	Scholastic Inc.	Accounts Payable	\$536.20
07/17/2025	66830	School Specialty	Accounts Payable	\$127.14
07/17/2025	66831	Unifirst Corporation	Accounts Payable	\$40.41
07/17/2025	66832	VISA (VISA1)	Accounts Payable	\$2,583.46
07/17/2025	66833	WoodRiver Energy LLC	Accounts Payable	\$50.28
07/17/2025	66834	Ken Tharman	Accounts Payable	\$26.33
Sub Total				\$46,834.42

USD 212

Check Listing Report

Accounting Cycle: FY 25-26; Begin Date: 06/10/2025; End Date: 07/25/2025; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/25/2025 1:11:13 PM

Check Date	Check Number	Payee	Description	Type
07/17/2025	66801	Advocate Of Phillips Co., The	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66802	AG Valley Coop- Norton	Invoice 947669	Accounts Payable
07/17/2025	66803	Almena Lumber & Supply	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66804	BSN Sports, LLC	Inv: 2- Bills For July 7/17/2025	Accounts Payable
07/17/2025	66804	BSN Sports, LLC	In: 930083253	Accounts Payable
07/17/2025	66805	Carquest	in: 479755	Accounts Payable
07/17/2025	66806	CDW Government, Inc.	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66807	City Of Almena	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66808	ComplianceOne	329939	Accounts Payable
07/17/2025	66809	Dealers First Financial L.L.C.	In:202093	Accounts Payable
07/17/2025	66810	Downtown Car Wash	Invoice:2375	Accounts Payable
07/17/2025	66811	Harlan County Journal	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66812	Hinklel Termite and Pest Control	Invoice: 65189	Accounts Payable
07/17/2025	66813	Hop-A-Long IT Services	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66814	Ideal Linen & Uniform	In:22197180	Accounts Payable
07/17/2025	66815	KANSAS ASSOCIATION OF SCHOOL BOARDS	In: 27962	Accounts Payable
07/17/2025	66816	Ken Tharman	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66834	Ken Tharman	Inv: Bills #2 7/17/2025	Accounts Payable
07/17/2025	66817	Kowpoke Supply	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66818	Landry Gebhard	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66819	Leo Graham Construction	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66820	Mapes & Miller, CPA, LLP	Invoice 24087	Accounts Payable
07/17/2025	66821	Matheson Tri-Gas Inc.	In: 52527743	Accounts Payable
07/17/2025	66822	Nex-Tech (Nex-Tech)	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66823	Northwestern Office Supplies	Invoice:159775	Accounts Payable
07/17/2025	66824	Ostmeyer Inc dba Culligan Soft Water Service	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66825	Phillips County Review	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66826	Prairie Land Electric Cooperative, Inc.	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66827	Quality Stage Curtains	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66828	SAVVAS Learning Company LLC	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66829	Scholastic Inc.	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66830	School Specialty	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66831	Unifirst Corporation	In: 1940115619	Accounts Payable
07/17/2025	66832	VISA (VISA1)	Inv: Bills For July 7/17/2025	Accounts Payable
07/17/2025	66833	WoodRiver Energy LLC	Inv: 455529	Accounts Payable
Sub Total				

Amount
\$122.00
\$144.72
\$218.81
\$3,708.18
\$4,925.41
\$16.83
\$211.50
\$686.64
\$36.00
\$490.00
\$10.98
\$157.00
\$241.84
\$7,500.00
\$78.30
\$3,250.00
\$188.27
\$26.33
\$93.97
\$1,540.00
\$3,840.71
\$9,520.00
\$265.95
\$131.94
\$376.18
\$55.25
\$172.80
\$2,068.22
\$1,339.10
\$2,080.00
\$536.20
\$127.14
\$40.41
\$2,583.46
\$50.28
\$46,834.42

NORTHERN VALLEY USD#212

512 W. Bryant PO Box 217

Almena, KS 67622

Email: ktharman@nvhuskies.org

Personal Information

APPLICATION FOR EMPLOYMENT

Name (Last Name First) <i>Joppa - Diane</i>			
Present Address <i>609 P. ST</i>		City <i>Beavercity</i>	State <i>NE</i>
Present Address		City	Zip <i>68926</i>
Are 18 Years Old Or Older? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Phone <i>308-655-8314</i>		

Desired Employment

Position <i>COOK</i>		Date You Can Start
Are You Employed Now? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If So May We Contact You Current Employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO	
Have You Ever Worked For Northern Valley USD212 Before? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO	When?	What Position Did You Hold?
Reason For Leaving		
Name Of Last Supervisor At Northern Valley USD212		

High School

Name And Location of School <i>Washington High School Wa. 98444</i>	Diploma <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Not, GED <input type="checkbox"/> Yes <input type="checkbox"/> No
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Post Secondary Education

Name and Location of School	Credits Earned	Degree	Major
<i>Cosmetology School Kearney</i>			

General

Special Training or Skills Relevant to This Position

- Have you ever been convicted of, or currently charged with, a crime other than a minor traffic violation?
 Yes No
- Have you ever been charged with a crime involving dishonesty? Yes No
- Have you ever been charged with a crime involving a controlled substance? Yes No
- Have you ever been involved with a crime involving a child? Yes No
- Have you ever entered into a diversion agreement after being charged with any crime described in questions 1 - 4 above? Yes No
- Are criminal charges pending against you in any state involving any of the offenses described in questions 1 - 4 above? Yes No

Employment History

LIST BELOW START WITH THE MOST RECENT EMPLOYER

Name of Previous Employer Logan manor			
Address 415 N. Washington ST.		City Logan	State KS
Start Date June 2024	End Date Still there	Job Title Cook (Kitchen Help)	
Starting Salary (Please Indicate Yearly / Weekly / Hourly) 14.50	Ending Salary (Please Indicate Yearly / Weekly / Hourly) N/A	May We Contact Your Supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Name Of Supervisor Tearsa mcComb mcComb		Title	Phone 218-791-4607
Duties Cook for residents, ³ Keep kitchen up keep.			
Reason For Leaving Still there.			

Name of Previous Employer Arapahoe school			
Address 1010 Walnut ST.		City Arapahoe	State NE
Start Date Aug	End Date April	Job Title Salad Bar	
Starting Salary (Please Indicate Yearly / Weekly / Hourly) 14.00	Ending Salary (Please Indicate Yearly / Weekly / Hourly) 14.00	May We Contact Your Supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Name Of Supervisor Teresa Shearer		Title Head Cook.	Phone 308-962-5458 308-962-4455
Duties prep. salad bar, Clean, Sub when needed.			
Reason For Leaving Had surgery on hand ³ Had problem Healing. I didn't feel right, to hold my spot.			

Name of Previous Employer The King hair shaft			
Address 911 O' street		City Beaver city	State NE
Zip 68926			

Start Date Sept 3, 2019	End Date June 1, 2022	Job Title Cosmetologist
Starting Salary (Please Indicate Yearly / Weekly / Hourly) Hourly		Ending Salary (Please Indicate Yearly / Weekly / Hourly) hourly
Name Of Supervisor Myself		Title Phone 308-655-8314
Duties Clean, ^{keeping} Booken, money manggment, ordering, cutting clients Hair		
Reason For Leaving Covid		

Name of Previous Employer				
Address		City	State	Zip
Start Date	End Date	Job Title		
Starting Salary (Please Indicate Yearly / Weekly / Hourly)	Ending Salary (Please Indicate Yearly / Weekly / Hourly)	May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name Of Supervisor		Title	Phone	
Duties				
Reason For Leaving				

References

PLEASE PROVIDE NAMES OF THREE INDIVIDUALS WHO ARE NOT RELATED TO YOU AND YOU HAVE KNOWN AT LEAST THREE YEARS

Name Lena Jackson	Address	Title COOK	Phone 720-297-8338
Name Elsa Williams	Address	Title CNA, MA	Phone 402-366-4901
Name Cheyenne Hedlund	Address	Title	Phone 308 655-8231

AUTHORIZATION

YEARS

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION. I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE."

Signature Deane Goppa	Date June 9, 2025
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You will be required to sign them application when you are interviewed for this position.

Emily Lowry
1369 West Highway 36
Prairie View, KS 67664

July 7, 2025

Northern Valley Schools
512 Bryant Street
Almena, KS 67664

Subject: Assistant High School Girls' Volleyball Coach

Dear Mr. Tharman and the Northern Valley School Board:

Please accept this letter as notice of my resignation from the position of Assistant High School Girls' Volleyball Coach. I understand this is short notice with respect to the upcoming season, but I think there is an opportunity the high school girls need to have. Nita Lewis has more experience and knowledge of volleyball and, when asked, expressed interest in assisting next year. I think this would be a great opportunity to take our volleyball program to the next level.

If, for some reason, Mrs. Lewis does not apply for the position and you would be willing, I will gladly take the position back.

Thank you for the time and effort you put in to making our school the best it can be,

A handwritten signature in blue ink that reads "Emily Lowry". The signature is written in a cursive style with a large, looping initial "E".

Emily Lowry

Board Committees

BBC

(See CF)

The board shall act at all times as a committee of the whole.

The board may establish subcommittees or subordinate groups as provided herein. Any subcommittee or other subordinate group created by the board shall be subject to the open meetings law whenever a majority of the subcommittee or subordinate group meets.

Subcommittees or subordinate groups of the board shall consist of no more than three board members.

The function of each subcommittee or subordinate group shall be dictated by district needs.

No financial assistance shall be furnished to any subcommittee or subordinate group without prior board approval. Upon request, each subcommittee or subordinate group shall provide a progress report in writing to the superintendent and/or the board.

The board may dissolve any subcommittee or subordinate group at any time. No such subcommittee or subordinate group shall exist longer than one year unless reestablished or reappointed by board action.

Approved:

KASB Recommendation – 1/01; 4/07; 11/12; 6/13; 6/25

Public Records

CN

(See BE, CNA, ECA, HAI, IDAE, II, JGGA, and JR et seq.)

The board designates {the superintendent/other title} as its Freedom of Information Officer. The Freedom of Information Officer shall have the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws. The board further assigns {the clerk/or ____} to handle requests for records and to serve as the custodian of the records. The custodian shall prominently display and distribute or otherwise make available to the public a brochure concerning record access in the form prescribed by the local Freedom of Information Officer.

Types of Records

A public record means any recorded information, regardless of form or characteristics, which is made, maintained, kept by, or in the possession of the district, including those exhibited at public board meetings.

Central Office Records

Records maintained by the superintendent shall include, but may not be limited to, the following: financial, personnel, and property (both real and personal) owned by the district.

Building Records

Records maintained by the building principals shall include, but may not be limited to, the following: activity funds, student records, and personnel records. (See JR et seq.)

Public Access

All records, except those subject to exception by the Kansas Open Records Act, shall be open to inspection by the general public during regular office hours of any school or the district office. The superintendent will establish procedures for making records available on normal business days when district offices are closed. The district may charge and require advance payment of a fee for providing access to or furnishing copies of public records.

Requests for access to open records shall be made in writing to an official custodian of district records. The official custodian shall examine each request to determine whether the record requested is an open record or is subject to an exception of the Kansas Open Records Act that would allow the record to remain closed. The custodian may also refuse to provide access to a public record or to permit inspection if a request places an unreasonable burden in producing public records or if the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the district. The custodian shall either grant or deny each request.

If the custodian does not grant the request, the person requesting the record shall receive a written explanation of the reason for the denial within three days of the request, if an explanation is requested. If the requester disagrees with the explanation, the freedom of information officer shall settle the dispute.

Each request for access to a public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date that the request is received. If the request is not acted on immediately, the custodian shall inform the requester, within the three-day window, when and where the open record will be made available.

Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

Copies of Records

Copies of open records shall be available upon written request, unless otherwise specified in Kansas or federal law. Requestors may only make abstracts or obtain copies of public records to which they have access under the Kansas Open Records Act. The district shall not be required to provide copies of radio or recording tapes or discs, video tapes, films, pictures, slides, graphics, illustrations, or similar audio or visual items or devices, unless such items or devices were shown or played during open session of a district board meeting. Similarly, the district shall not be required to provide such items or devices which are copyrighted by a person other than the board. Furthermore, nothing in the Kansas Open Records Act requires the district to electronically make copies available by allowing a requestor to obtain copies by inserting, connecting, or otherwise attaching an electronic device provided by the requestor to the computer or other electronic device of the district.

Advance payment of the expense of providing access to or furnishing copies of open records shall be borne by the requestor. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

The board may prescribe reasonable fees for providing access to or furnishing copies of public records, subject to the following:

- In the case of fees for copies of records, the fees shall not exceed the actual cost of furnishing the requested records, including the cost of staff time required to make the information available. Actual costs may include the cost to review and redact the requested records but shall not include incidental costs incurred by the district that are not attributable to furnishing the requested records.
- In the case of fees for providing access to records maintained on computer facilities, the fees shall include only the cost of any computer services, including staff time required.

- If the district incurs costs for staff time to provide access to or furnish copies of public records, the district shall use in good faith the lowest-cost category of staff reasonably necessary to provide access to or furnish copies of public records. Charges for staff time shall be based on the employee's salary or hourly wage but shall not include the costs of employee benefits.
- Upon request, the district shall provide to the person requesting access to or copies of public records an itemized statement of costs incurred by the district and charged to such requester. Such itemized statement shall include, but not be limited to, the hourly rates charged for each employee involved in making the requested records available and an itemized list of any other fees charged to provide access to or furnish copies of the requested records.
- When the staff time needed to respond to a records request will exceed five hours or the estimated actual cost for staff time needed to fill the request exceeds \$200, the district shall make reasonable efforts to contact the requester and engage in interactive communication about mitigating costs to fill the request. The requester is not obligated to mitigate costs.

If the district has made reasonable efforts to contact the requester in such a case and the requester has failed to respond by the end of the third business day, the records request will be deemed to be withdrawn until a subsequent contact has been made by the requester to the district.

As used in this policy, "reasonable efforts to contact the requester" means contacting the requester through the means of communication that the requester provided to be used by the district to respond to the request.

Fees received by the district for fees charged in accordance with this policy shall be remitted to the treasurer for deposit in the district's general fund.

Disposition

All district office records shall be kept for at least the minimum length of time required by law.

The clerk {or ___} is designated as the official custodian of all board and district office records maintained by the district. Each building principal {or ___} is designated as official custodian of all records maintained at the building level. In addition to those records required by law, the {clerk} shall be responsible for preparing and keeping other records necessary for the district's efficient operation.

District employees shall follow the guidelines found in the student records policies. (See IDAE and JR through JRD)

Approved:

KASB Recommendation – 6/00; 01/02; 4/07; 6/07; 12/16; 12/18; 6/19; 6/25

Investment of Funds

DFE

The investment of school district monies shall be the responsibility of the superintendent, business manager, and/or the district treasurer.

Any monies not immediately required for the purposes for which the monies were collected or received may be invested as provided by current statute.

Posting Securities

All investments of district monies shall be secured to 100% of the amount of district monies by F.D.I.C. coverage, a pledge of direct federal obligations, or direct guaranteed federal agency deposits in accordance with requirements of state law. Exceptions to the required posting of securities shall be only as provided by law and with approval of the board.

All offerings of monies for investment shall state the amount to be invested and the maturity date of each investment.

All banks and savings and loan associations (hereafter “financial institution(s)”) with main or branch offices located within the district and the county or counties in which part of the district is located shall be given an opportunity to respond to requests for proposals on monies offered for investment. The depository institution shall have two business days to respond to the request for proposals with respect to savings deposits, demand deposits, time deposit, open accounts, certificates of deposit or time certificates of deposit with maturities of not more than two years. All responses shall be directed to the superintendent and shall be specified on the basis of simple interest.

Distribution of monies for investment shall be as follows:

The district treasurer or other person designated by the board shall inform each eligible financial institution of the total amount of money to be invested on a specified date and the maturity date of the investment. Each financial institution responding shall submit a single proposal of the rate of interest it would pay on all or part of the funds to be invested.

Monies shall be invested with the financial institution offering the highest interest rate in such amount as the financial institution will accept, and any remaining amounts shall be invested with the financial institution(s) offering the next highest interest rates in such amounts as it will accept until all funds offered for investment are invested. No financial institution shall be eligible to receive any funds in the same offering at a rate lower than its proposal rate.

No proposal less than the most recently determined investment rate as defined in K.S.A. 12-1675a shall be accepted unless otherwise authorized by K.S.A. 12-1675.

Investment of Funds

DFE-2

Any monies not otherwise invested in eligible financial institutions located in the district due to their inability, for whatever reason, to accept the funds, shall be invested in secured deposits in financial institutions which have offices located in counties in which a part of the school district is located.

Any monies not invested in financial institutions in the district or located in counties in which a part of the school district is located may be invested as authorized by Kansas law.

Monies available for reinvestment as a result of maturities may be reinvested with the financial institution holding such monies provided the financial institution agrees to pay the same or higher rate as that offered by the highest proposal at the time the requests for proposals were accepted.

In the event of identical high proposals, the allocation of monies to be invested between the financial institutions offering the high proposals shall be at the discretion of the superintendent.

The district treasurer shall record the following information: the date of each request for proposal; the name of each financial institution notified; the name of the officer notified; the proposal; the amount of monies the financial institution is willing to accept at the rate proposed.

To be eligible to receive invested funds or deposits from the district, any otherwise eligible financial institution shall have on file in the office of the district treasurer a letter requesting its inclusion in any request for proposal and providing proper assurance of compliance with requirements of applicable laws and board policy relating to maintenance of proper security and assurance of its membership in good standing consistent with current federal regulations. The superintendent shall report monthly to the board on the district's investments.

Approved:

KASB recommendation 6/06; 4/07; 6/18; 12/19; 6/20; 6/25

Fundraising Activities

DFH

Fundraising activities at school, on school property, or at school-sponsored events are prohibited except as provided in this policy.

Faculty and student participation in fundraising shall be strictly voluntary. At no time shall participation in fundraising impact a student's grade or membership, participation time or standing on a team, club, or group. Door-to-door sales are strongly discouraged. Faculty and sponsors shall not require or promote door-to-door sales.

The district will manage, restrict, or decline funds, gifts, or fundraising activities to assure that fundraising and expenditures comply with applicable district, state, and federal law and guidelines, including, but not limited to, Title IX and Kansas State High School Activities Association (KSHSAA) rules and regulations.

Fundraising activities must be pre-approved by the superintendent or designee, and adhere to the following guidelines:

- Fundraising activities shall not interfere with instructional time, infringe upon or detract from the classroom activities, or the educational process as determined by the superintendent or designee.
- Online fundraising, utilizing websites such as DonorsChoose or GoFundMe, must comply with this policy, district rules and regulations concerning fundraising, and the rules governing the fundraising site.
- Approval of fundraising requests shall depend on factors including, but not limited to:
 - Compatibility with the district's educational program, mission, vision, core values, and beliefs;
 - Compatibility with any terms, conditions, and requirements of grants or other specific funding sources;
 - Compatibility with existing district technology;
 - Congruence with the district and school goals that positively impact student performance;
 - The district's instructional priorities;
 - The manner in which donations are collected and distributed;
 - Equity in funding; and
 - Other factors deemed relevant or appropriate by the district.

Fundraising Activities

DFH-2

- If approved, the requestor shall be responsible for preparing all materials and information related to the fundraising campaign and keeping district administration apprised of the campaign's status. The requestor is responsible for compliance with all state and federal laws, the rules governing the fundraising site, and other relevant district policies and procedures, as well as the following:
 - Fundraising proceeds shall not be deposited into a staff member's personal bank account or peer to peer payment network.
 - Money raised or items secured by a fundraising campaign by a person or entity acting on behalf of the school or the district will be the property of the district.
 - All items and money generated on behalf of the district are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees without the express written consent of the superintendent.
 - Pictures of students in conjunction with fundraising activities shall not occur unless parents of students have consented in writing to the use of the picture for this specific purpose.
 - Fundraising activities must comply with all board policies, including, but not limited to, policies governing the privacy rights of students.

Nothing in this policy is intended to prohibit an employee from using online fundraising campaigns for personal items or reasons outside of the school or work time. In such cases, the employees shall not be acting on behalf of the district or school, identify themselves as employees of the district, or suggest the fundraising campaign is for the benefit of students, classrooms or schools of the school district.

For purposes of this section, "acting on behalf of the district or the school" means an employee holding oneself out as an employee of the district and/or seeks donations for the benefit of the district, a particular school, classroom, or student.

Personal Business Interest

Neither students nor employees are permitted to promote personal business, commercial, or private financial interests either through direct sales or through promotion of the sale of goods or services at school, on school property, or at school-sponsored events. Such activities are not fundraising and are prohibited.

Fundraising Activities

DFH-3

Approved:

KASB Recommendation – 12/24; 6/25

Employee Whistleblower

GAACB

(See DE)

No disciplinary action shall be taken against a district employee because the employee:

- Discussed the operations of the district or other matters of public concern, including matters relating to public health, safety, and welfare either specifically or generally, with any member of the board or any auditing agency;
- reported a violation of state or federal law or any policies and regulations adopted pursuant to such laws to any person, agency, or organization;
- failed to give notice to the employee's supervisor or the board prior to making any report as described in the above paragraph; or
- disclosed malfeasance or other misappropriation of money held by the district to any person, agency, or organization.

The above shall not be construed to:

- Prohibit a supervisor or the board from requiring that an employee inform their supervisor or the district compliance coordinator regarding governing body or auditing agency requests for information submitted to the district or the substance of testimony made, or to be made, by the employee to members of the board or the auditing agency on behalf of the district;
- permit an employee to leave the employee's assigned work areas during normal work hours without following applicable rules and regulations and policies pertaining to employee leave unless the employee is requested by a member of the board to appear before the board or by an auditing agency to appear at a meeting with officials of the auditing agency;
- authorize an employee to represent the employee's personal opinions as the opinion of the district; or
- prohibit disciplinary action of an employee who discloses information that:
 - the employee knows to be false or that the employee discloses with reckless disregard for the truth or falsity of such information;
 - the employee knows to be exempt from required disclosure under the open records act;
 - is confidential or privileged under state or federal law or court rule; or
 - is disclosed due to a corrupt motive rather than a good faith concern for a wrongful activity.

Copies of this policy shall be prominently posted in each school and district building in a location where it can reasonably be expected to come to the attention of all employees of the district.

Employee Whistleblower

GAACB-2

As used in this policy, auditing agency means:

- The legislative post auditor;
- any employee of the division of post audit;
- any firm performing audit services pursuant to a contract with the post auditor;
- any state agency or federal agency or authority performing auditing or other oversight activities under authority of any provision of law authorizing such activities; or
- the inspector general established in state law.

Approved:

KASB Recommendation – 6/25

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.

The principal shall recommend site council members for superintendent approval.

Each site council shall establish meeting schedules. Each council may make recommendations and proposals to the board.

Approved:

KASB Recommendation—7/96; 6/04; 4/07; 6/14; 6/22; 6/25

Enrollment

JBC

(See IIBGB, JBCA, JBCB, JBCC, 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.

Nonresident Students

Details concerning the enrollment and continued enrollment process for nonresident students may be found in board policy JBCC.

Military Students

Details concerning the enrollment and attendance of military students, as defined in state law, may be found in board policy JBCE.

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.

Enrollment

JBC-2

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 administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than _____. (Insert date) Such 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; 6/23; 6/25

Enrollment of Military Students

JBCD

(See IIBGB, JBC, JBCA, JBCB, JBCC, and JQKA)

For the purposes of this policy, the following terms will be defined as follows:

“Military student” is a person who is a dependent of a full-time active duty member of the military service or a dependent of a member of any of the United States military reserve forces who has been ordered to active duty under 10 U.S.C. §§ 12301, 12302, or 12304, or ordered to full-time active duty for a period of more than 30 consecutive days under 32 U.S.C. §§ 502(f) or 512 for the purposes of mobilizing for war, international peacekeeping missions, national emergency, or homeland defense activities.

“Parent” means the natural parents, adoptive parents, step-parents, and foster parents.

“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.

Enrollment of Military Students in Grades K-12

If evidence is provided that a military student’s parent or person acting as a parent will be stationed at a military installation in Kansas during the current or immediately succeeding school year, the district shall enroll any military student in kindergarten or any of the grades one through 12 prior to the military student physically residing in this state, and no proof of address shall be required at the time of enrollment. Residency within the district may be required for attendance if the district does not have open seats at the time of enrollment as determined by board policy JBCC and Kansas law.

Enrollment of Military Students in District Pre-K Programs

If the district offers a pre-kindergarten program, it shall enroll any military student in a pre-kindergarten program if the military student is eligible to participate in the program and the military student or the military student’s parent or person acting as a parent provides evidence that the military’s parent or person acting as parent will be stationed at a military installation in Kansas during the current or immediately succeeding school year. If the district has no open seats for the program, then the military student shall be placed on a waiting list for enrollment. Proof of address shall not be required at the time of enrollment, but proof may be required for attendance.

Special Education and Section 504 Services

If the military student has an individualized education program (IEP) or a 504 plan, the district shall take appropriate measures to ensure the military student will receive the required education and related service upon attending school in the district.

Enrollment of Military Students

JBCD-2

Approved:

KASB Recommendation – 6/25

Supervision of Medications

JGFGFB

(See JGFGBA)

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 drugs 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. No medications shall be dispensed or administered if prohibited by state law.

In certain circumstances when medication is necessary for the student to remain in school, the school may cooperate with 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 parents 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 parents.

The medication shall be examined by the school employee administering it to determine that it appears to be in the original container, to be properly labeled, and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist.

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

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

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

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

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

Supervision of Medications

JGFGB-2

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.

Approved:

KASB Recommendation—9/96; 6/04; 4/07; 12/15; 6/25

Student Activities

JH

(See DK, JGFB, JM and KG)

The principal shall be responsible for organizing and approving all student activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Eligibility for Activities

Unless otherwise provided herein, students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

Participation in Kansas State High School Activity Association Activities

Any student who meets the requirements outlined below shall be permitted to participate in any activities, including any district-sponsored events, ceremonies, programs, or other functions directly related to such district activity, offered by the district that are regulated, supervised, promoted and developed by the Kansas State High School Activities Association (“KSHSAA”).

The board may require a student who participates in an activity pursuant to this policy, including, but not limited to, virtual school students, to enroll in or complete a particular course as a condition of participation, if such requirement is imposed upon all other students who participate in a particular KSHSAA activity.

Except as provided in this policy regarding modified academic eligibility requirements for home school students, any student who seeks to participate in an activity pursuant to this policy shall be subject to any tryout or other participation requirements that are otherwise applicable to all other students for participation in activity.

Virtual School or Nonpublic Elementary or Secondary School Students

Any student meeting the following requirements shall be permitted to participate in any district sponsored KSHSAA activities. The requirements include:

- Being a resident of the school district;
- being enrolled and attending a virtual school as defined in state law or a nonpublic elementary or secondary school;
- complying with the statutory health certification and inoculation requirements prior to participation in any such activity;
- meeting applicable age and eligibility requirements required by KSHSAA;

- paying any fees required by the district for participation in such activity, if such fees are generally imposed upon all other students who participate in the activity; and
- seeking participation at the appropriate school of the district that corresponds to where the student resides within the school district's respective school attendance boundaries established by the board.

Except as otherwise provided in this policy, any student attending a virtual school, who seeks to participate in an activity in the student's resident school district shall not be required to enroll in or attend a minimum number of courses at such school district.

Any student attending a home school, who is a resident of the district and seeks to participate in a KSHSAA activity sponsored by the district, shall be deemed to meet any academic eligibility requirements established by KSHSAA for participation in such activity if:

- The student is maintaining satisfactory progress towards achievement or promotion to the next grade level; and
- the parent, teacher, or organization that provides instruction to the student submits an affidavit or transcript to KSHSAA indicating the student meets these academic eligibility requirements.

Upon submission of an affidavit, the student attending a home school shall be deemed to meet any academic eligibility requirements established by KSHSAA and shall retain such academic eligibility during the activity season for which the affidavit was submitted.

Any student who withdraws from the district and subsequently enrolls in an accredited private school, a nonpublic elementary or secondary school or a virtual school shall not be eligible for full participation in any activities offered by the district immediately following the student's withdrawal in accordance with KSHSAA's academic eligibility policies, unless the student was eligible for full participation in any such activities pursuant to the eligibility policies of the district and KSHSAA on the date of withdrawal and the student participates in such activities at the school from which such student withdrew. The student may be permitted limited participation in any such activities in accordance with the eligibility policies of the district and KSHSAA.

Kansas Academy of Mathematics and Science Students

Any student who meets the following requirements shall be permitted to participate in any district-sponsored KSHSAA activities. The requirements include:

- Being enrolled in and attending the Kansas academy of mathematics and science;

- complying with the statutory health certification and inoculation requirements prior to participation in any such activity;
- meeting applicable age and eligibility requirements required by KSHSAA;
- paying any fees required by the district for participation in such activity, if such fees are generally imposed upon all other students who participate in the activity; and
- seeking participation at the appropriate school of the district that corresponds to where the postsecondary educational institution designated by the state board of regents for the Kansas academy of mathematics and science program.

Adding or Eliminating Activities

Administrative recommendations to add or eliminate specific activities {shall/may} be considered by the board. Individual patrons or groups of patrons may request the addition or elimination of activities using rules approved by the board and filed with the clerk.

Activity Fund Management

The building principals shall maintain an accurate record of all student activity funds in the respective attendance centers. A monthly report to the board on the revenue and expenditures of the activity fund shall be made. No funds shall be expended from these accounts except in the support of the student activity program.

Receipts shall be issued for all revenue taken into the activity fund of each attendance center. All payments from the activity fund shall be by checks provided for that purpose.

Approved:

KASB Recommendation – 6/00; 4/07; 11/12; 12/15; 6/23; 6/24; 6/25

Media Relations and Usage

KBC

(See KGB)

Upon presentation of proper credentials, members of the press on assignment will be admitted free of charge to all school extra-curricular activities. To the extent possible, space will be provided at sporting and special events for members of the working media to cover extra-curricular activities.

Broadcasting, Livestreaming, and Recording

The superintendent is authorized to establish rules and regulations for broadcasting, livestreaming, and recording district activities in accordance with any relevant law and KSHSAA rules governing any particular event.

The appropriate building principal shall be responsible for determining eligibility, ensuring proper security protocols, and issuing passes to press members on assignment to cover school events. Members of the broadcast media are encouraged to notify the superintendent or building principal prior to the event they wish to cover, so arrangements may be made to accommodate their equipment.

The board is not obligated to broadcast, livestream, or record its board meetings. However, if the board elects to livestream any board meeting on television, the internet, or any other medium, all aspects of any such open meeting will be available through the selected medium for the public to observe, absent any unintentional technological failure or action taken by the provider of the medium disrupting or preventing the livestream.

News Releases

News and information concerning building events and programs may be released to the media with the approval of the principal. District news releases prepared for public distribution by district employees or students shall have the superintendent's approval prior to release. The superintendent shall, upon request, prepare official district news releases for the board.

Conferences and Interviews

News conferences and interviews shall be scheduled so they do not disrupt regular educational activities. Representatives of the news media seeking to interview a student during school hours must first have the principal's approval and permission from the student's parent or guardian.

Approved:

KASB Recommendation – 3/00; 4/07; 6/25

Concealed Observations

KGB

(See JGGA)

Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with JGGA; the recording or livestreaming of open meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

Approved:

KASB Recommendation –6/16; 6/25

Visitors to the School

KM

The board encourages patrons and parents to visit district facilities. Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

In accordance with Kansas law, off-duty law enforcement officers identifying themselves as such upon entry into a district building cannot be requested or required to provide or record personal information such as their email address, home phone number, or home address. Nor shall such officers be required to wear any item identifying them as a law enforcement officer or as being armed.

The principal has authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy may be subject to the state trespass law.

Approved:

KASB Recommendation – 3/00; 4/07; 6/25

Complaints

KN

(See BCBI, DE, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)

General Complaints

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. If the investigation and determination procedures of a complaint are not regulated in another board policy or the negotiated agreement, as applicable, it will be designated a general complaint subject to processing under this policy. Whenever a general complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution pursuant to the procedures outlined in this policy.

Informal Procedures

The building principal shall attempt to resolve general complaints in an informal manner at the building level. Any school employee who receives a general complaint shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. Upon becoming aware of a complaint, the building principal shall, within a reasonable time, but without delay, discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution and forward this record to the district compliance coordinator.

If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

- A formal complaint shall be filed within 10 school days of the conclusion of the informal procedures. The formal complaint shall be in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity

- to submit written or oral evidence relevant to the complaint and to provide the names of potential witnesses who may have useful information.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator and forwarded to the complainant and the respondent. If the investigator anticipates a determination will not be issued within 45 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion.
 - If the investigation results in a recommendation that a student or staff member be subject to discipline, the specifics will not be included in the written determination provided to the parties to protect the privacy rights of the student or staff member.
 - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
 - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.
 - Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

Appeal Procedures

The complainant or respondent may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or superintendent, or by the board itself. The request to appeal the determination shall be made within 20 days after the date of the written determination of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. Whenever an appeal officer is appointed to review an appeal, the appeal officer will prepare a written report to the board within 30 days after the appeal is submitted for decision. The board shall render its decision not later than the next regularly scheduled meeting of the board following the receipt of the report and provide the parties with notice of the result of the appeal. Any matter determined by the board in accordance with this process shall be valid to the same extent as if the matter were fully heard by the board without an appeal officer.

Complaints

KN-3

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

If it is determined at any level that a violation of board policy or school rules occurred, the district will take prompt, remedial action to prevent reoccurrence. The district prohibits retaliation or discrimination against any person for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints Against the Superintendent

A complaint against the superintendent shall be filed in writing with the clerk of the board of education as soon as possible after the conduct occurs that led to filing a complaint but not later than 20 days after the complainant becomes aware of the alleged violation, unless the conduct forming the complaint is ongoing. If appropriate, the board, or the board's designee, shall investigate the complaint. If the board appoints a designee to conduct the investigation, the designee shall submit a report of the designee's findings upon which the board will decide the complaint. The board shall review the report and decide the matter as soon as reasonably possible but not later than sixty (60) days after the complaint is filed. After the board has reviewed the report, it may, in its sole discretion, request a meeting with the investigator or any party. The board may extend the timeframe for issuing a decision by providing the complainant with written notice of the proposed decision date. There is no appeal from the board's decision.

Complaints About Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC, for staff, and JGEC, for students, and shall be directed to the Title IX Coordinator at (Position or name, address, email address, and phone number of Title IX Coordinator).

Complaints About Discrimination or Discriminatory Harassment Not on the Basis of Sex

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. (Position, address, email address, and phone number of the district compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with

Complaints

KN-4

Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

For more information regarding what qualifies as discrimination or harassment on the basis of race or disability, see board policies GAACA applying to staff members and JGECA applying to students.

For information regarding the investigation or resolution process for complaints of discrimination or discriminatory harassment not involving sex-based conduct or district child nutrition programs, see board policies GAAB for staff members and JCE for students.

Complaints Concerning Child Nutrition Programs

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting. See board policy IF for complaints dealing with textbooks and instructional materials.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent promptly after receiving the complaint. See board policy IF.

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

Complaints About School Rules

Complaints

KN-5

Any student may file a complaint with the principal concerning a school rule or regulation that applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Approved:

KASB Recommendation – 9/97; 8/98; 3/00; 4/07; 6/13; 6/15; 6/20; 7/20; 12/22; 6/23; 12/24; 6/25

JUNE 2025 UPDATED KASB POLICIES

The KASB June 2025 policy updates are now available. The following policy recommendations have been made by the KASB Legal/Policy Services staff. The table below explains the changes in recommended policies. Please review and compare these updates with what you have adopted to ensure you have the most up to date KASB recommended policies.

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 or at 1-800-432-2471.

	RATIONALE FOR RECOMMENDED REVISION, ADDITION, OR DELETION	RECOMMENDED ACTION
<p>BBC Board Committees (revised)</p>	<p>House Bill 2134 (“HB 2134”) amended K.S.A. 75-4318 to provide as follows in new subsection (h).</p> <p><i>When a subcommittee or other subordinate group is created by a public body or agency, whenever a majority of such subcommittee or other subordinate group meets, such subcommittee or other subordinate group shall be subject to the requirements of this act.</i></p> <p>This language will ensure that when a board has reduced the number of board members working on an issue by creating a subcommittee of the body or when it has established a subordinate group to perform a function on the part of the board, that those bodies will also be subject to the requirements of notice and openness that the Kansas Open Meetings Act (“KOMA”) requires in K.S.A. 75-4317 <i>et seq.</i></p> <p>Language providing that more than three board members should not serve on those bodies at one time remains in this policy, both so that the board cannot “act” outside of its official meetings and so that other aspects of KOMA and meetings law applicable to school boards are not implicated by board committee work.</p>	<p>Review and adopt based upon HB 2134</p>
<p>CN Public Records (revised)</p>	<p>House Bill 2134 amended K.S.A. 45-219 with focus on what fees may be charged when a public agency provides copies or otherwise furnishes records to a requester pursuant to a Kansas open records act request. Revisions to this policy reflect those legislative developments, and the policy now more accurately reflects the law as it will be upon publication in the statute book (generally July 1st).</p>	<p>Review and adopt based upon HB 2134</p>

DFE Investment of Funds (revised)	<p>Substitute for House Bill 2152 changes the law regarding what financial investment options are available to governmental units. Some of these changes will not fully take effect until January 1, 2026, but the changes you will note in the policy before you are effective with the passage of the law.</p> <p>We anticipate that there will be updated guidance on investing idle funds that becomes available for districts through the state agencies in the near future to help navigate your investment activities.</p> <p>Please do note that there has been a development regarding a complaint process of which you all should be aware. The process geared toward determining whether the district and other governmental units are following the law on investment of idle funds. Section 5 of this bill provides, in part, as follows.</p> <p><i>If a bank, savings and loan association or savings bank has a good faith reason to believe that a governmental unit has not acted in compliance with K.S.A. 12-1675, 12-1677a or 12-1677b, and amendments thereto, the eligible financial institution may file a complaint with the state treasurer in writing and signed by an executive officer of the eligible financial institution. The complaint shall be submitted in the form prescribed by the state treasurer.</i></p> <p>If the state treasurer’s office finds a violation, the complaint can be made public, training can be required, and penalties of up to \$500 can be assessed against the board by the attorney general.</p>	Review and adopt based upon Sub. for HB 2152
DFH Fundraising Activities (revised)	<p>Language was added to clarify that students and employees cannot promote personal business, commercial, or private financial interests, either through direct sales or promotion of the sale of goods or services at school, on school property, or at school-sponsored events are prohibited.</p>	Review and adopt if preferred to previous language
GAACB Employee Whistleblower (NEW)	<p>House Bill 2160 brought about the Kansas Municipal Employee Whistleblower Act. Although districts already have a policy in place with some whistleblower elements that is required for federal funds, the specifics of this law require its own standalone policy, and the policy must be prominently posted where employees will see it in district buildings.</p>	Review and adopt based upon HB 2160

IB School Site Councils (revised)	As KOMA, as amended by HB 2134, will now make any subgroups created by the board subject to the act, and the law regarding school site councils in K.S.A. 72-5170 does not require the board to approve the creation of each school site council, we removed this element of our board policy. In this way, appointments to the councils can be made administratively, without board involvement.	Review and adopt if preferred (based on changes caused by HB 2134)
JBC Enrollment (revised)	We simply added a section referring policy users with enrollment questions regarding military students to new policy JBCD.	Review and adopt based upon HB 2102
JBCD Enrollment of Military Students (NEW)	A new policy has been added to address House Bill 2102 that passed during the 2025 legislative session. This policy provides advance enrollment of a military student whose parent or person acting as a parent will be stationed in this state in the succeeding school year. No proof of address shall be required at the time of enrollment.	Review and adopt based upon HB 2102
JGFGB Supervision of Medications (revised)	Senate Bill 63, which was first vetoed, but for which the veto was overridden, puts restrictions in place on use of state funds, the provision of healthcare and related services, and the dispensing of certain medications to minors commonly used with gender transitioning. While the bill is geared more toward state employees than school district employees, we did want to add a portion to our medication administration policy to note that school staff members should not be handing out any medications that are illegal in this state.	Review and adopt based upon SB 63
JH Student Activities (revised)	Senate Bill 114 focused on home school, virtual school, and nonpublic school participation in school related activities. This policy is revised to reflect those changes in the law, which are already in effect upon publication in the Kansas Register.	Review and adopt based upon SB 114
KBC Media Relations and Usage (revised – new title)	Edits to this media policy are proposed both to refresh some out-of-date language and to incorporate language from HB 2134 stating that, if you elect to livestream your board meeting, the whole of that meeting is to be made available through that medium. Please note that livestreaming board meetings still is not a legal requirement. However, if you stream any part of it, the law says you now have to stream it all.	Review and adopt if preferred to previous language

KGB Concealed Observations (revised)	This policy is being updated with the understanding that persons/boards may legally record or livestream the open portions of board meetings, so this is noted as an exception to our concealed observations policy.	Review and adopt if preferred to previous language
KM Visitors to the School (revised)	During the 2025 legislative session, House Bill 2052 was passed concerning possession of firearms. Language was added to the visitors to the school policy as a result, stating that off-duty law enforcement officers identifying themselves as such upon entry into a district building cannot be requested or required to provide or record personal information such as their email address, home phone number, or home address. Nor shall such officers be required to wear any item identifying themselves as a law enforcement officer or as being armed.	Review and adopt based upon HB 2052
KN Complaints (revised)	This tweak, although very minor, was made to give the board some flexibility to determine whether each and every complaint made against the superintendent must be investigated. Sometimes complaints express frustrations by an individual that do not necessarily suggest a violation of law or policy. This addition would give the board the ability to determine if it is appropriate in a given circumstance to authorize an investigation into the matter.	Review and adopt if preferred to previous language
TOTALS =	Existing Policy Revisions – 12 New Policies – 2 Existing Table of Contents – B, D, G, J, K	

Northern Valley
USD 212



K – 12 Handbook

Approved by the USD 212 Board of Education on
~~July 14th, 2021~~ ~~July 13th, 2021~~

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-12th 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 TharmanSuperintendent & HS Principal
 Marvin Gebhard.....Pre-K – 8 Principal
 Amber BrownClerk
 Kacie YocumKinze CoxTreasurer & HS Secretary
 Sommer Yocum.....Junior High Secretary
 Kenzi SheleyKenzi Sheley Sheri SammonsElementary School Secretary

TEACHING STAFF

Jim ColeMax BoehlerK – 128 PE / Junior High Athletic DirectorMS Technology
 Mitch Pugh.....MS/JH/HS Social Science
 Amy McKinney9-12 Computers & Business
 Nita Lewis ??????? Hannah Mongeau9-12 English / KAY / Student Success Coordinator
 Jessie Thalheim.....5 – 12 Science / HS Activities Director
 Emily Lowry.....6- 12 Math
 Cindy MordecaiSarah RuddHS Vocal & Band / K-12 Music 5 – 12 Band4 Music / Student Success
 Coordinator5-12 Instrumental / HS Technology
 Ellen KuhlCindy Mordecai6-8 Language Arts / 5K – 8 Vocal & Band
 Ross Cole9 – 12 PE / HS Technology
 (PT) Dean LewisEd SchurmanAlissa Krafft9-12 Vocational Agriculture & FFA / FACS
 Katie GroteK – 4 Title Jessica Reeves 9-12 Science / Student Success Coordinator
 Suzanne BrooksSandra DolePreschool
 Shelby PrestonAngie KnuthKindergarten
 Angela KnuthTammy VincentFirst Grade
 Melinda Davis Katie GroteSecond Grade
 Jill Gebhard.....Third Grade
 Amy Chandler.....Fourth Grade
 Kirsten Baird.....Fifth Grade
 Kelli Hueneke5PreK-6th Title I / 6-8 Social Studies / At Risk
 Terry Logemann5-12 Interrelated Teacher
 Adriana AnkenmanTami DuboisK-4th Interrelated Teacher
 John Vincent.....Library Media Tech
 Brandi SheltonNurse
 Ryan HopkinsTechnology Coordinator

CUSTODIANS

CAFETERIA STAFF

Noah HansenAlan Brown Hal Hansen (ES)Becky DelimontKenzi Sheley, Food Service
 Supervisor & CookDirector
 Silvia MarquezKassandra Speer & Laurie Alsdurf ?????????? (JH)Monica Bach, Head Cook
 Clayton PattersonNoah Hansen (HS / Almena Maint.)Jacque Horacek, Cook
 Dean Lewis – Maintenance Director (PT) Diane Joppa, Cook

BOARD MEMBERS

Hilary Van PattenLaquita Smith
 Christopher RogersShanna Hammond
 Rich WenzlSteven Whitney
 Brandi Keith

SCHOOL TELEPHONE NUMBERS

Almena High School – 785-669-2445

Long Island Junior High School – 785-669-6497/854-7681
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

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

9th-12th 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

6th-12th 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, Almena, 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 6th
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 11th 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	SECTION 504 & ADA COORDINATOR
Ken Tharman	Ken Tharman
Almena, KS 67622	Almena, KS 67622
785-669-2445	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 11th
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.

EMERGENCY SAFETY INTERVENTIONS

[Policy may be found on the school website/ documents/district information](#)

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	Coach	Athletic Director	Principal	Supt.	Board of Education
Curriculum/Academic / Instruction	Teacher	Principal	Supt.	Board of Education	
Discipline	Teacher	Principal	Supt.	Board of Education	
Facilities	Principal	Supt.	Board of Education		
Guidance	Student Success Coord.	Principal	Supt.	Board of Education	
Special Education	Teacher	Principal	NCKSEC	Supt.	Board of Education
Student Concerns	Teacher	Principal	Supt.	Board of Education	
Computer / Technology	Teacher	Technology Director	Principal	Supt.	Board of Education
Transportation	Driver	Transportation Director	Principal	Supt.	Board of Education
Custodial / Maintenance	Principal	Supt.	Board of Education		

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

Valley Hope Alcoholism Treatment Center Main Office W. Hwy 36 Norton, KS 67654 785-877-5101	High Plains Mental Health Norton Office 211 S. Norton Norton KS 67654 785-877-5141
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High Plains Mental Health Phillipsburg Office 783 7 th Street Phillipsburg, KS 67661 785-543-5284	High Plains Mental Health Center 208 E. 7 th St. Hays, KS 67601 785-628-2871 or 1-800-432-0333
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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, Almena, 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 development delays or special needs, contact the administrator in your district or [Cher Greving 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.

For 2028 graduates and after ... there are changes to the requirements:

<u>4 units of English</u> <u>Language Arts</u>	<u>Communications (4)</u> <u>3.5 - ELA (reading, writing, literature, technical)</u> <u>.5 - Communications (speech, debate, forensics, journalism, public speaking)</u>
<u>3 units of history & government</u> <u>1 unit of fine arts</u>	<u>Society & Humanities (4)</u> <u>NO CHANGE</u> <u>3.0 - Social studies (world, US, government)</u> <u>1.0 - Fine Arts (music, dance, art, theater, etc.)</u>
<u>3 units of science</u> <u>3 units of math</u>	<u>STEM (7)</u> <u>3 - Math (algebraic and geometric concepts)</u> <u>3 - Science (physical, biological, earth/space)</u> <u>1 - STEM elective (computer science, advanced math, advanced science, robotics, advanced CTE, advanced technology, agriculture, etc.)</u>
<u>1 unit of PE</u> <u>6 units of electives</u>	<u>Employability & Life Skills (6)</u> <u>.5 - Physical education</u> <u>.5 - Health</u> <u>.5 - Financial literacy</u> <u>4.5 - IPS choices (emphasis on CTE/Pathway courses)</u>

Students shall have completed the following courses:	
9th Grade English I – 1 credit Earth Science – 1 credit PE/Wellness – 1 credit - Algebra I – 1 credit Graphic Design – 1 credit Business Essentials -1 credit Intro to Human Services – ½ credit Intro to Agriculture – ½ credit	10th Grade 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)
11th Grade American History – 1 credit English III – 1 credit Science elective – 1 credit Algebra II – 1 credit	12th Grade Government – 1 credit English IV/English Comp. – 1 credit
9th-12th Grade 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.

Participants who are absent the day before a game scheduled for a non-school day shall not be eligible to participate in that activity unless the absence was due to illness or other extenuating circumstances. In such cases, approval to play must come from the Athletic Director or Superintendent. It is the responsibility of the student sponsor, or coach to secure the approval (a note or a call from the parent(s) / guardian(s)).

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 1st-12th:

100-90% = A

69-60% = D

89-80% = B
79-70% = C

59% and below = F

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 6th-8th student's, grades are averaged for Math, Language Arts, Computers, Science and Social Studies. For 9th-12th 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 Salutatorian 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 Salutatorian should result in a difference of less than .01 of a point, then co-awards shall be made for Valedictorian or Salutatorian.

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
2. Family & Consumer Science
3. General Shop (All Levels)
4. Art (All Levels)
8. Journalism & Yearbook
9. Computer Sciences
10. Physical Education
11. Vocal Music

- 5. Lab Science (Biology, Physics, Chemistry, etc.)
- 6. Band
- 7. Business Education (Keyboarding, Office Practice, Accounting, etc.)
- 12. Driver Education

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.....	\$395.00
Grades 9-12.....	\$4035.00

This covers workbook and textbook usage.

OTHER FEES

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

LUNCHES

Grades K-4.....	\$3.350
Grades 5-8.....	\$3.550
Grades 9-12.....	\$3.650
Adults.....	\$4.7000
Reduced.....	\$.40

BREAKFAST

Grades K-4.....	\$2.550
Grades 5-12.....	\$2.650
Adults.....	\$32.1550
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.

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.

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.

~~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-4th 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-4th 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.**~~

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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:

- 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-4th 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 – 5th 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. 1st Offense – Staff member turns cell phone into office and student may pick up after serving 30 minute detention. 2nd Offense – Staff member turns cell phone into office and student may pick up after serving 60 minute detention & parent/guardian is notified. 3rd 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 (6th-12th 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. 1st Offense – Staff member turns cell phone into office and student may pick up after serving 30 minute detention. 2nd Offense – Staff member turns cell phone into office and student may pick up after serving 60 minute detention & parent/guardian is notified. 3rd 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.

Offense	Points	Penalty
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 rd 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 st Offense)	0	2 Hours Detention
Unexcused Absences All Day (2 nd Offense)	1	4 to 6 Hours Detention
Unexcused Absences All Day (3 rd Offense)	2	2 Days ISS
Unexcused Absences All Day (4 th Offense)	3	5 Days ISS
Unexcused Absences From Class or Activity (1 st Offense)	0	Time Missed During Detention
Unexcused Absences From Class or Activity (2 nd Offense)	1	Double Time Missed During Detention
Unexcused Absences From Class or Activity (3 rd Offense)	2	1 Days ISS
Unexcused Absences From Class or Activity (4 th 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

9th-12th 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	Coach	Athletic Director	Principal	Supt.	Board of Education
Curriculum/Academic / Instruction	Teacher	Principal	Supt.	Board of Education	
Discipline	Teacher	Principal	Supt.	Board of Education	
Facilities	Principal	Supt.	Board of Education		
Guidance	Student Success Coord.	Principal	Supt.	Board of Education	
Special Education	Teacher	Principal	NCKSEC	Supt.	Board of Education
Student Concerns	Teacher	Principal	Supt.	Board of Education	
Computer / Technology	Teacher	Technology Director	Principal	Supt.	Board of Education
Transportation	Driver	Transportation Director	Principal	Supt.	Board of Education
Custodial / Maintenance	Principal	Supt.	Board of Education		

Lines of Effective Communication

CONSENT CALENDAR JULY 14th, 2025

1. Adopt the resolution to hold Board Meetings for the 2025 – 26 term as stated, the second Monday each month.
2. Appoint the following District Officers –
 - a. Clerk, Amber Brown
 - b. Deputy Clerk, Kenzi Sheley
 - c. Treasurer, Kacie Yocum
 - d. Attorney, Use KASB
 - e. Truancy Officers, Marvin Gebhard, Pre K-8
Ken Tharman, 9-12
 - f. KPERS Designated Agent, Amber Brown
 - g. ADA Compliance Coordinator, Ken Tharman
 - h. Freedom of Information Officer, Ken Tharman
 - i. Point of Contact for Background Checks, Ken Tharman
 - j. Reporting Truant Children, (K.S.A.72-3121) Ken Tharman (HS) / Marvin Gebhard (Pre K-8 Principal)
 - k. Homeless Children Liaison, Ken Tharman
 - l. Foster Care Liaison, Ken Tharman
 - m. Title IX Coordinator, Ken Tharman
3. Designate Depositories for District Funds – All banks of Norton and Phillips Counties with Equity Bank and the First National Bank of Long Island as principal depositories. Bank Signature Holders – Hilary Van Patten, Amber Brown, Kacie Yocum, & Ken Tharman (K.S.A.9 – 1401)
4. Official Newspaper for the district shall be the Phillips County Review. (K.S.A. 64-101)
5. Request the right to waive GAAP-prescribed financial statements and General Fixed assets accounting for the 2025 – 26 terms. (K.S.A. 75-1120a)
6. Appoint the following officials for School Food Service Program & all Federal Programs for 2025 – 26.
 - Authorized Representative – Kenzi Sheley
 - Free & Reduced Meal Applications –
 1. Determining Official – Kenzi Sheley
 2. Hearing Official – Ken Tharman
7. Authorize participation in the School Food Service Program for school lunches, breakfast, Cash or Commodities and Bonus Commodities.
8. Adopt the 1,116-hour school term for the 2025 – 26 school year.

Page 2 – Consent Calendar July 14th, 2025

9. Approve passes for Senior Citizens (age 65 to qualify) who are residents of USD 212.
10. Set district mileage rate at 70 cents per mile for reimbursement to employees for use of personal vehicles for authorized district business. (K.S.A. 75-3203)
11. Approve application for Title I, Title II, Title IV, Title V, and Students At Risk Funds for the 2025 – 26 school term. (local consolidated plan)
12. Petty cash funds will include LIPC at \$750, HSPC at \$1125, HSPC #2 at \$875 for a total of petty cash funds of \$2750. (K.S.A. 72-1177)
13. Follow early payment request policy (K.S.A. 12-105b)
14. Authorize the principals to oversee the gate receipts. (K.S.A. 72-1178)
15. Approve the Fees Schedule (K.S.A. 72-3353) for Textbook Rentals (K.S.A. 72-3346).

FEES (BOOKS, LUNCH, BREAKFAST & OTHER)

BOOK RENTAL

Grades K-8	\$35.00
Grades 9-12	\$40.00

This covers workbook and textbook usage.

OTHER FEES

Vocational Agriculture.....	\$15.00
FACS	\$15.00
Band – all students	\$5.00
Band Horn Rental	\$30.00
Percussion Rental.....	\$15.00

LUNCHESES

Grades K-4	\$3.35
Grades 5-8	\$3.55
Grades 9-12	\$3.65
Adults	\$4.70
Reduced.....	\$.40

BREAKFAST

Grades K-4	\$2.55
Grades 5-12	\$2.65
Adults	\$3.15
Reduced.....	\$.30

Seconds and extra milk will still be charged to all students.

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.

USD 212

Cash Summary Report

Accounting Cycle: FY 24-25; Beginning Period: Period 00 (05/01/2024 - 06/30/2024) ; Ending Period: Period 14 (08/01/2025 - 08/31/2025) ; Show Prior Year Expense/Encumbrance: Transactions after the Last Period: Yes; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 7/9/2025 1:23:17 PM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance
06	GENERAL FUND	\$0.06	\$1,853,512.90	(\$1,853,512.88)	\$0.00	\$0.08
07	FEDERAL FUNDS	\$3,699.93	\$111,063.00	(\$114,762.96)	\$0.00	(\$0.03)
08	SUPPLEMENTAL GENERAL FUND	\$30,680.51	\$778,621.95	(\$695,056.68)	\$0.00	\$114,245.78
11	FOUR YEAR OLD AT RISK FUND	\$33,836.54	\$30,000.00	(\$38,491.90)	\$0.00	\$25,344.64
13	K-12 AT RISK FUND	\$42,865.91	\$323,500.00	(\$340,833.73)	\$0.00	\$25,532.18
14	BILINGUAL EDUCATION	\$325.00	\$765.00	\$0.00	\$0.00	\$1,090.00
16	CAPITAL OUTLAY	\$424,191.19	\$249,701.37	(\$521,473.92)	\$0.00	\$152,418.64
18	DRIVER TRAINING	\$2,362.58	\$6,980.00	(\$3,986.75)	\$0.00	\$5,355.83
24	FOOD SERVICE	\$16,344.95	\$221,023.96	(\$184,575.54)	\$0.00	\$52,793.37
26	PROFESSIONAL DEVELOPMENT FUND	\$10,151.97	\$16,263.00	(\$15,621.22)	\$0.00	\$10,793.75
30	SPECIAL EDUCATION	\$33,378.96	\$362,390.64	(\$323,787.64)	\$0.00	\$71,981.96
34	VOCATIONAL EDUCATION	\$13,678.71	\$40,210.00	(\$17,479.51)	\$0.00	\$36,409.20
35	GIFTS/GRANTS	\$49,865.83	\$46,500.00	(\$29,441.88)	\$0.00	\$66,923.95
51	KPERS RETIREMENT CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
53	CONTINGENCY FUND	\$225,000.00	\$0.00	\$0.00	\$0.00	\$225,000.00
55	TEXTBOOK RENTAL	\$39,406.18	\$24,651.12	(\$25,189.97)	\$0.00	\$38,867.33
81	LIBRARY GRANT	\$911.02	\$0.00	\$0.00	\$0.00	\$911.02
85	KS COORDINATED SCHOOL HEALTH	\$1,958.14	\$0.00	\$0.00	\$0.00	\$1,958.14
Sub Total		\$928,657.48	\$4,065,182.94	(\$4,164,214.58)	\$0.00	\$829,625.84

No; Prior Year Ending Balance for Beginning Balance: Yes; Include

Encumbrances	Liabilities	Available
\$0.00	\$0.00	\$0.08
\$0.00	\$0.00	(\$0.03)
\$0.00	\$0.00	\$114,245.78
\$0.00	\$0.00	\$25,344.64
\$0.00	\$0.00	\$25,532.18
\$0.00	\$0.00	\$1,090.00
\$0.00	\$0.00	\$152,418.64
\$0.00	\$0.00	\$5,355.83
\$0.00	\$0.00	\$52,793.37
\$0.00	\$0.00	\$10,793.75
\$0.00	\$0.00	\$71,981.96
\$0.00	\$0.00	\$36,409.20
\$0.00	\$0.00	\$66,923.95
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$225,000.00
\$0.00	\$0.00	\$38,867.33
\$0.00	\$0.00	\$911.02
\$0.00	\$0.00	\$1,958.14
\$0.00	\$0.00	\$829,625.84

USD 212

Cash Summary Report

Accounting Cycle: FY 24-25; Beginning Period: Period 00 (05/01/2024 - 06/30/2024) ; Ending Period: Period 14 (08/01/2025 - 08/31/2025) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: Yes; Include Transactions after the Last Period: Yes; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 7/9/2025 1:23:17 PM

Fund	Description	Liabilities (Beginning)	Liabilities (Ending)	Cash Journal Entries	Other Total
06	GENERAL FUND	(\$192.00)	\$0.00	\$0.00	(\$192.00)
07	FEDERAL FUNDS	\$0.00	\$0.00	\$0.00	\$0.00
08	SUPPLEMENTAL GENERAL FUND	\$0.00	\$0.00	\$0.00	\$0.00
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
14	BILINGUAL EDUCATION	\$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
55	TEXTBOOK RENTAL	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total		(\$192.00)	\$0.00	\$0.00	(\$192.00)



INVOICE

**Kansas Educational Risk Management Pool, LLC (KICS)
Effective July 1, 2025 to July 1, 2026**

Member: Northern Valley USD 212

08-2200-300 -00-00

Local Representation: Conrade

	Renewal
Property	\$53,370.79
Equipment Breakdown	\$377.00
Crime	\$721.03
General Liability	\$8,923.75
School Board Legal Liability	\$5,487.62
Automobile	\$12,417.30
Cyber	\$3,299.43
Crisis Protect	\$228.66
Pollution	\$522.21
24-25 Adjustment	\$0.00
Pay this amount:	\$85,347.79

Taxes and Fees included, where applicable

Mailing Instructions:

Please make your check payable to **KICS** and remit to:

**KICS
PO BOX 781921
Wichita, KS 67278**

FY24 \$ 83,943.06
FY25 \$ 84,153.77
FY 26

ACH Instructions:

Beneficiary Account Name: KS ED Risk Management Insurance Pool, PO Box 4239, Clinton, IA, 52733-4239

Beneficiary Account Bank: Equity Bank, 345 N Andover Road, Andover KS, 67002

Beneficiary Account #: 37948406

Beneficiary Account Routing Number: 101105354

DUE BY: JULY 31, 2025

Client Authorization to Bind Coverage

After careful consideration of Gallagher Special Risk's proposal dated May 2025, we accept the following coverage(s). Please check the desired coverage(s) below:

Evidence of authorization to bind coverage is required to bind order.

Northern Valley USD 212

Effective Dates: 8/1/25 - 8/1/26	LINE OF COVERAGE	PREMIUM	CARRIER
<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject	Base Accident	\$15,785	Berkley Life and Health Ins. Co.

Carrier Name:	Berkley Life and Health Insurance Company
Carrier Rating:	A+ (Excellent), VIII (\$100 Million to \$250 Million)
Carrier Admitted Status:	Admitted

Thank you for giving Gallagher Special Risk the opportunity to provide this proposal. This proposal is valid for 90 days from the quote date indicated above or your effective date, whichever comes first.

Authorization to Bind Coverage:

By signing this proposal I confirm that I understand the coverage as outlined in this proposal and accept these terms. I am authorized to bind this coverage on behalf of this organization.

Signature: Amber Brown

Printed Name: Amber Brown

Title: Board Clerk

Date: 7-2-2025

2022 - 12,941
 2023 - 14,292
 2024 - 15,785

Cardiac Emergency Response Plan (CERP) Protocol

USD #212 / Northern Valley Schools

Sudden cardiac arrest events can vary greatly. All staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. One should also identify the closest appropriate medical facility that is equipped with advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

- 1) **Recognize the following signs of sudden cardiac arrest** and act quickly in the event of one or more of the following:
 - a. The person is not moving, unresponsive, or unconscious.
 - b. The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
 - c. The person may appear to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If the person is having a seizure without a sudden cardiac arrest an AED will not deliver a shock.
 - d. If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- 2) **Facilitate immediate access to professional medical help:**
 - a. Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the facility address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort emergency responders to the victim.
 - b. Immediately contact the members of the Cardiac Emergency
All CERP resources and materials are available at heart.org/CERP

Response Team (CERT) using your facility's designated communication system (i.e. Phones, runners, walkie talkies).

- c. If you are a CERT member, proceed immediately to the scene of the cardiac emergency.

3) **Start CPR as soon as possible.** The first person who can start CPR should begin immediately and, if additional bystanders are available, other tasks can be delegated.

- a. Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to the *Act Now. Save a Life.* (Simplified Adult Basic Life Support) graphic below.
- b. Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of at least 2 Inches (or 1/3rd the depth of the chest for children under 8 years old).
Follow the 9- 1-1 telecommunicator's instructions, if provided.
- c. If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.

4) **AED Access.** The person who can retrieve the AED the fastest (ideally in route to the scene) should get it to the site and leave the AED cabinet door open as a signal that the AED. was retrieved.

5) **Additional communication measures**

- a. Give the exact location of the emergency. ("Mr. /Ms. _ Classroom, Office or Room#, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter.
- b. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.

6) **Use the nearest AED.**

- a. When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram

All CERP resources and materials are available at heart.org/CERP

on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and be aware if you will need to press the shock button or if it will deliver automatically.

- i. *Note:* The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
- b. Minimize interruptions of compressions when placing AED pads to patient's bare chest.
- c. Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate individuals doing compression to avoid fatigue.
- d. Do not remove AED pads even if the patient regains consciousness - the pads should be left in place until handoff to EMS occurs. This precaution is necessary in case the patient has a relapse.
- e. If the AED is used, be sure to have a plan to download the data, store the data, and deliver to the patient's cardiology care team.

7) Transition care to EMS.

- a. Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
- b. Team focus should now be on assisting EMS safely out of the building / parking lot.
- c. Provide EMS a copy of the patient's emergency Information sheet.

8) Action to be taken by Office / Administrative Staff.

- a. Confirm the exact location and the condition of the patient.
- b. Activate the Cardiac Emergency Response Team and give the exact location.
- c. Confirm that the Cardiac Emergency Response Team has responded.
- d. Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- e. Assign a *staff* member to direct EMS to the scene.
- f. Perform "Crowd Control" -directing others away from the scene.

All CERP resources and materials are available at heart.org/CERP

- g. Notify other staff: school nurse, athletic trainer, athletic director, safety director, safety manager, leadership, sports facilities manager, etc.
- h. Plan for ongoing coverage following an emergency response in case a subsequent event occurs.
- i. Consider having the people (e.g., *staff*, students) stay in place (e.g., delaying class changes or hallway traffic, services provided, dismissal, recess, or other changes) to facilitate CPR and EMS functions.
- j. Designate people to cover the duties of the CPR responders.
- k. Copy the patient's emergency information for EMS.
- l. Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- m. Notify faculty and students, staff, employees, and sports attendees when to return to the normal schedule or services.
- n. Contact organization leadership (e.g., school district administration), human resources and/or other facility management (e.g., sports facility management).

9) Debrief

- a. Discuss the outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
- b. An evaluation of whether the CERP was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements to the Plan and in its implementation if the plan was not optimally suited for the specific Incident. The post-event review may include discussions with medical personnel (ideally through the organization's medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
- c. An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including crisis counselors.

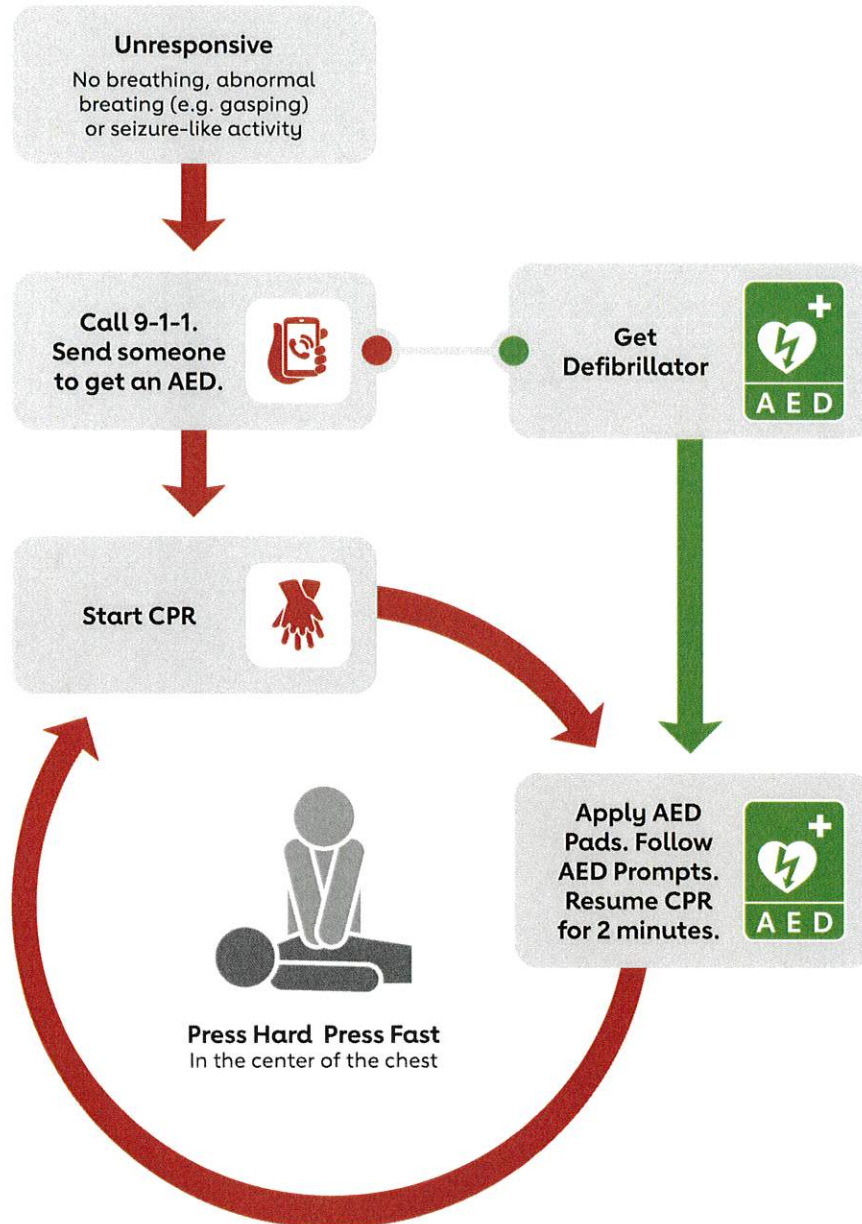
All CERP resources and materials are available at heart.org/CERP

Tips

This document should be posted everywhere, and everyone should be familiar with this as it summarizes the Cardiac Emergency Response Protocol.

Act Now. Save a Life.

Follow these steps to take action.



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Cardiac Emergency Response Plan (CERP) Summary **USD #212 Northern Valley Grade School**

Who is responsible for leading the efforts of cardiac emergency response in the organization? The Cardiac Emergency Response Team (CERT) is a group of staff members who have current CPR and AED training and are designated to respond to and provide basic life support during a cardiac emergency. They also plan, implement, and evaluate the Cardiac Emergency Response Plan (CERP).

CERT Coordinator: Ken Tharman (Superintendent / HS Principal / AEMT)

CERT Members:

- Angie Knuth
- Max Boehler
- Shelby Preston

Where are the Automatic External Defibrillators (AEDs) Located?

An automated external defibrillator (AED) is a portable device that helps people who have a sudden cardiac arrest. AEDs save lives. They are an important part of responding to cardiac arrest. There should be an AED within 3 minutes of any location.

Your Cardiac Emergency Response Team (CERT) and other staff or volunteers are trained and certified on how to use an AED. The CERT also coordinates the AED placement and maintenance.

The nearest AED to this location is: By the girls' bathroom in the cafeteria
Other AEDs are located:

- In the HS office, unless there is an away game (they take it with them)

Where can I find the complete Cardiac Emergency Response Plan?

The CERP is available to all staff annually and when updates are made. Please review the plan to be ready to respond to sudden cardiac arrest.

The complete Cardiac Emergency Response Plan and summary can be found here: Northern Valley Crisis Plan binder.

You can learn how to act and save a life with the posters located here:

- Northern Valley Crisis Plan binder.

Who should be trained and certified to do CPR and use an AED?

Everyone can save a life! Some staff or volunteers are trained in cardiopulmonary resuscitation (CPR) and in the use of an AED, such as the members of the Cardiac Emergency Response Team, but anyone can learn how to act during a cardiac emergency.

Person responsible for coordinating CPR and AED use staff training and certification: Ken Tharman (Superintendent HS Principal / AEMT)

If you are not trained and certified in CPR and AED use, below are some steps you can take to prepare for a cardiac emergency:

- Get to know the members of the Cardiac Emergency Response Team.
- Participate In scheduled drills.
- If you are required to, maintain your CPR and AED use certification.
- If you are not required to, be ready to act by calling 9-1-1 and pushing hard and fast in the center of the chest.

What local Emergency Medical Services Agency will help us respond to a cardiac emergency?

Emergency Medical Services (EMS), like fire or ambulance services, can quickly help in a cardiac emergency. They can also talk to other emergency responders, like fire, and police, to make the response more coordinated and efficient. Involving EMS in creating, practicing, and evaluating a cardiac emergency response plan makes the response to cardiac emergencies better and faster.

Our EMS partner: Norton County EMS (785) 877 - 5784

How do we practice our response to a cardiac emergency?

Doing regular AED drills is the best way to test your Cardiac Emergency Response Plan, your communication system and your response team's readiness. As many people as possible will be included once a year in practice drills.

If you would like more information about the upcoming drill, please contact the district office: (785) 669 - 2445.

How can we find ways to improve our plan to respond to a cardiac emergency?

Evaluating the cardiac emergency response is a crucial step to ensure that the plan is effective and up to date. We conduct an annual assessment that includes reviewing drills and response to cardiac emergencies during the year. By doing this, we can see what we are good at and what we can do better. If you have any suggestions on how to improve the organization's response, please contact the person below.

Person or team responsible for evaluation and documentation: [Ken Tharman](#)
([Superintendent HS Principal / AEMT](#))

What do I do when a cardiac emergency happens?

Sudden cardiac arrest events can vary greatly. All staff and Cardiac Emergency Response Team (CERT) members must be prepared to act. If you are part of the Cardiac Emergency Response Team, please be familiar with the Cardiac Emergency Response Protocol.

If you're not part of the Cardiac Emergency Response Team, please follow the steps in the next page.

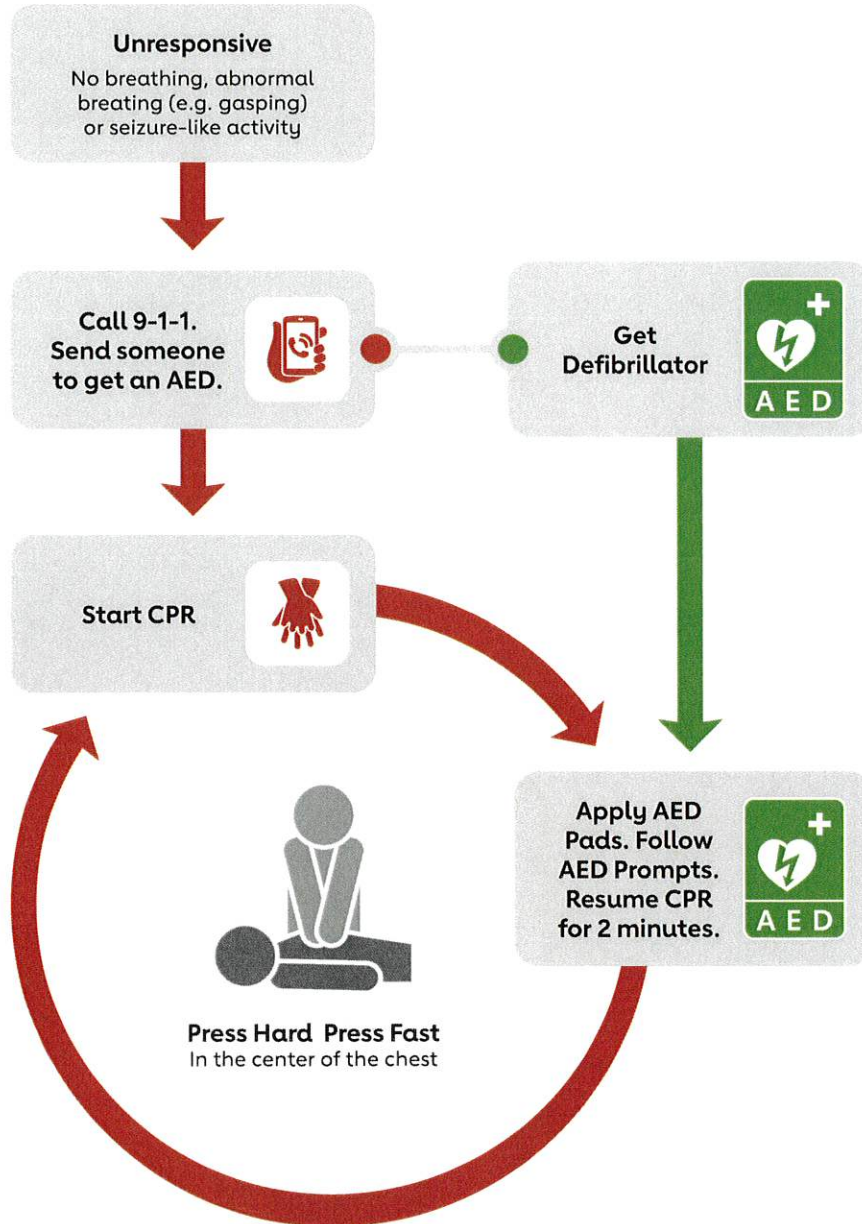
Tips

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Cardiac Emergency Response Plan (CERP) Summary USD #212 Northern Valley High School

Who is responsible for leading the efforts of cardiac emergency response in the organization? The Cardiac Emergency Response Team (CERT) is a group of staff members who have current CPR and AED training and are designated to respond to and provide basic life support during a cardiac emergency. They also plan, implement, and evaluate the Cardiac Emergency Response Plan (CERP).

CERT Coordinator: Ken Tharman (Superintendent / HS Principal / AEMT)

CERT Members:

- Amy McKinney
- Ross Cole
- Jessie Thalheim

Where are the Automatic External Defibrillators (AEDs) Located?

An automated external defibrillator (AED) is a portable device that helps people who have a sudden cardiac arrest. AEDs save lives. They are an important part of responding to cardiac arrest. There should be an AED within 3 minutes of any location.

Your Cardiac Emergency Response Team (CERT) and other staff or volunteers are trained and certified on how to use an AED. The CERT also coordinates the AED placement and maintenance.

The nearest AED to this location is: By the girls' bathroom in the cafeteria
Other AEDs are located:

- In the HS office, unless there is an away game (they take it with them)

Where can I find the complete Cardiac Emergency Response Plan?

The CERP is available to all staff annually and when updates are made. Please review the plan to be ready to respond to sudden cardiac arrest.

The complete Cardiac Emergency Response Plan and summary can be found here: Northern Valley Crisis Plan binder.

You can learn how to act and save a life with the posters located here:

- Northern Valley Crisis Plan binder.

Who should be trained and certified to do CPR and use an AED?

Everyone can save a life! Some staff or volunteers are trained in cardiopulmonary resuscitation (CPR) and in the use of an AED, such as the members of the Cardiac Emergency Response Team, but anyone can learn how to act during a cardiac emergency.

Person responsible for coordinating CPR and AED use staff training and certification: Ken Tharman (Superintendent HS Principal / AEMT)

If you are not trained and certified in CPR and AED use, below are some steps you can take to prepare for a cardiac emergency:

- Get to know the members of the Cardiac Emergency Response Team.
- Participate In scheduled drills.
- If you are required to, maintain your CPR and AED use certification.
- If you are not required to, be ready to act by calling 9-1-1 and pushing hard and fast in the center of the chest.

What local Emergency Medical Services Agency will help us respond to a cardiac emergency?

Emergency Medical Services (EMS), like fire or ambulance services, can quickly help in a cardiac emergency. They can also talk to other emergency responders, like fire, and police, to make the response more coordinated and efficient. Involving EMS in creating, practicing, and evaluating a cardiac emergency response plan makes the response to cardiac emergencies better and faster.

Our EMS partner: Norton County EMS (785) 877 - 5784

How do we practice our response to a cardiac emergency?

Doing regular AED drills is the best way to test your Cardiac Emergency Response Plan, your communication system and your response team's readiness. As many people as possible will be included once a year in practice drills.

If you would like more information about the upcoming drill, please contact the district office: (785) 669 - 2445.

How can we find ways to improve our plan to respond to a cardiac emergency?

Evaluating the cardiac emergency response is a crucial step to ensure that the plan is effective and up to date. We conduct an annual assessment that includes reviewing drills and response to cardiac emergencies during the year. By doing this, we can see what we are good at and what we can do better. If you have any suggestions on how to improve the organization's response, please contact the person below.

Person or team responsible for evaluation and documentation: Ken Tharman
(Superintendent HS Principal / AEMT)

What do I do when a cardiac emergency happens?

Sudden cardiac arrest events can vary greatly. All staff and Cardiac Emergency Response Team (CERT) members must be prepared to act. If you are part of the Cardiac Emergency Response Team, please be familiar with the Cardiac Emergency Response Protocol.

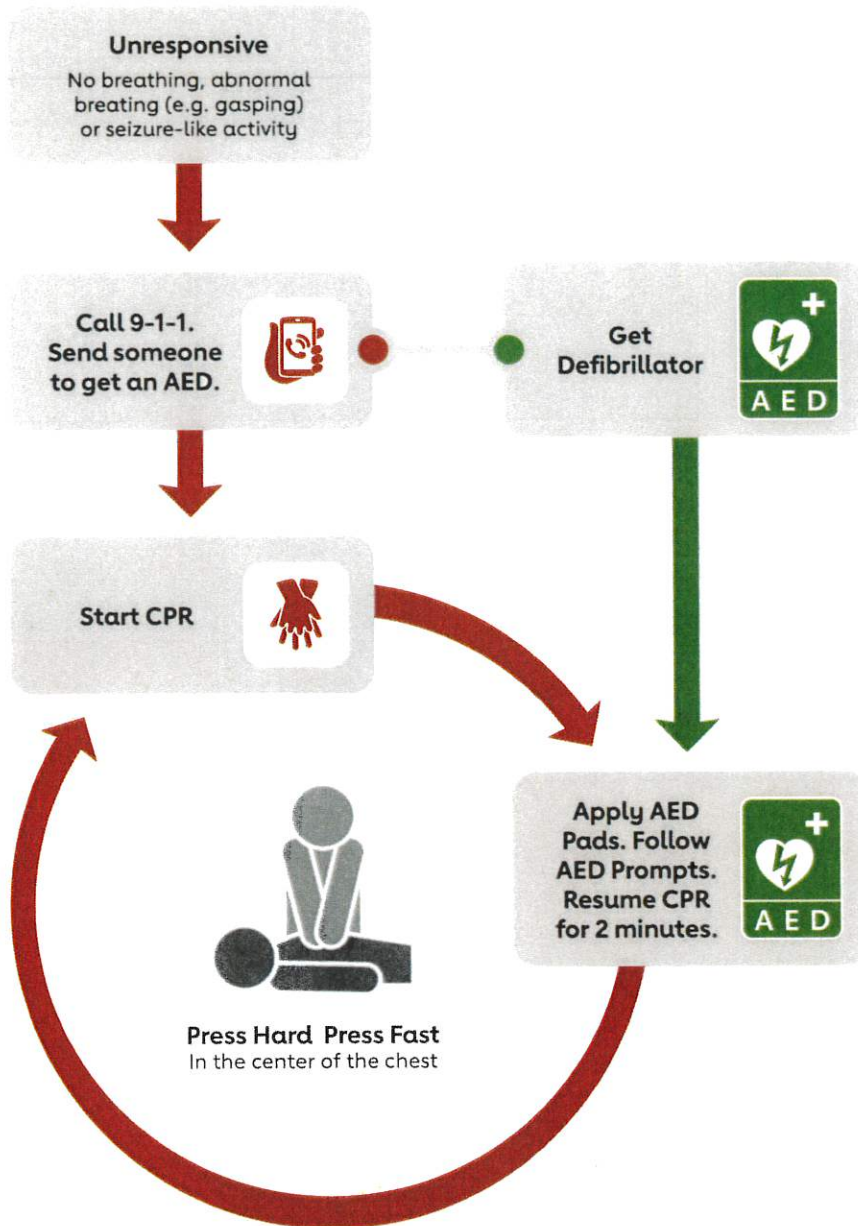
If you're not part of the Cardiac Emergency Response Team, please follow the steps in the next page.

Tips

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Cardiac Emergency Response Plan (CERP) Summary **USD #212 Northern Valley Middle School**

Who is responsible for leading the efforts of cardiac emergency response in the organization? The Cardiac Emergency Response Team (CERT) is a group of staff members who have current CPR and AED training and are designated to respond to and provide basic life support during a cardiac emergency. They also plan, implement, and evaluate the Cardiac Emergency Response Plan (CERP).

CERT Coordinator: Ken Tharman (Superintendent / HS Principal / AEMT)

CERT Members:

- Marvin Gebhard
- Emily Lowry
- Max Boehler

Where are the Automatic External Defibrillators (AEDs) Located?

An automated external defibrillator (AED) is a portable device that helps people who have a sudden cardiac arrest. AEDs save lives. They are an important part of responding to cardiac arrest. There should be an AED within 3 minutes of any location.

Your Cardiac Emergency Response Team (CERT) and other staff or volunteers are trained and certified on how to use an AED. The CERT also coordinates the AED placement and maintenance.

The nearest AED to this location is: Across the hall from the office

Other AEDs are located:

- In the HS office, unless there is an away game (they take it with them)

Where can I find the complete Cardiac Emergency Response Plan?

The CERP is available to all staff annually and when updates are made. Please review the plan to be ready to respond to sudden cardiac arrest.

The complete Cardiac Emergency Response Plan and summary can be found here: Northern Valley Crisis Plan binder.

You can learn how to act and save a life with the posters located here:

- Northern Valley Crisis Plan binder.

Who should be trained and certified to do CPR and use an AED?

Everyone can save a life! Some staff or volunteers are trained in cardiopulmonary resuscitation (CPR) and in the use of an AED, such as the members of the Cardiac Emergency Response Team, but anyone can learn how to act during a cardiac emergency.

Person responsible for coordinating CPR and AED use staff training and certification: Ken Tharman (Superintendent HS Principal / AEMT)

If you are not trained and certified in CPR and AED use, below are some steps you can take to prepare for a cardiac emergency:

- Get to know the members of the Cardiac Emergency Response Team.
- Participate In scheduled drills.
- If you are required to, maintain your CPR and AED use certification.
- If you are not required to, be ready to act by calling 9-1-1 and pushing hard and fast in the center of the chest.

What local Emergency Medical Services Agency will help us respond to a cardiac emergency?

Emergency Medical Services (EMS), like fire or ambulance services, can quickly help in a cardiac emergency. They can also talk to other emergency responders, like fire, and police, to make the response more coordinated and efficient. Involving EMS in creating, practicing, and evaluating a cardiac emergency response plan makes the response to cardiac emergencies better and faster.

Our EMS partner: Phillips County EMS (785) 543 - 6805

How do we practice our response to a cardiac emergency?

Doing regular AED drills is the best way to test your Cardiac Emergency Response Plan, your communication system and your response team's readiness. As many people as possible will be included once a year in practice drills.

If you would like more information about the upcoming drill, please contact the district office: (785) 669 - 2445.

How can we find ways to improve our plan to respond to a cardiac emergency?

Evaluating the cardiac emergency response is a crucial step to ensure that the plan is effective and up to date. We conduct an annual assessment that includes reviewing drills and response to cardiac emergencies during the year. By doing this, we can see what we are good at and what we can do better. If you have any suggestions on how to improve the organization's response, please contact the person below.

Person or team responsible for evaluation and documentation: Ken Tharman
(Superintendent HS Principal / AEMT)

What do I do when a cardiac emergency happens?

Sudden cardiac arrest events can vary greatly. All staff and Cardiac Emergency Response Team (CERT) members must be prepared to act. If you are part of the Cardiac Emergency Response Team, please be familiar with the Cardiac Emergency Response Protocol.

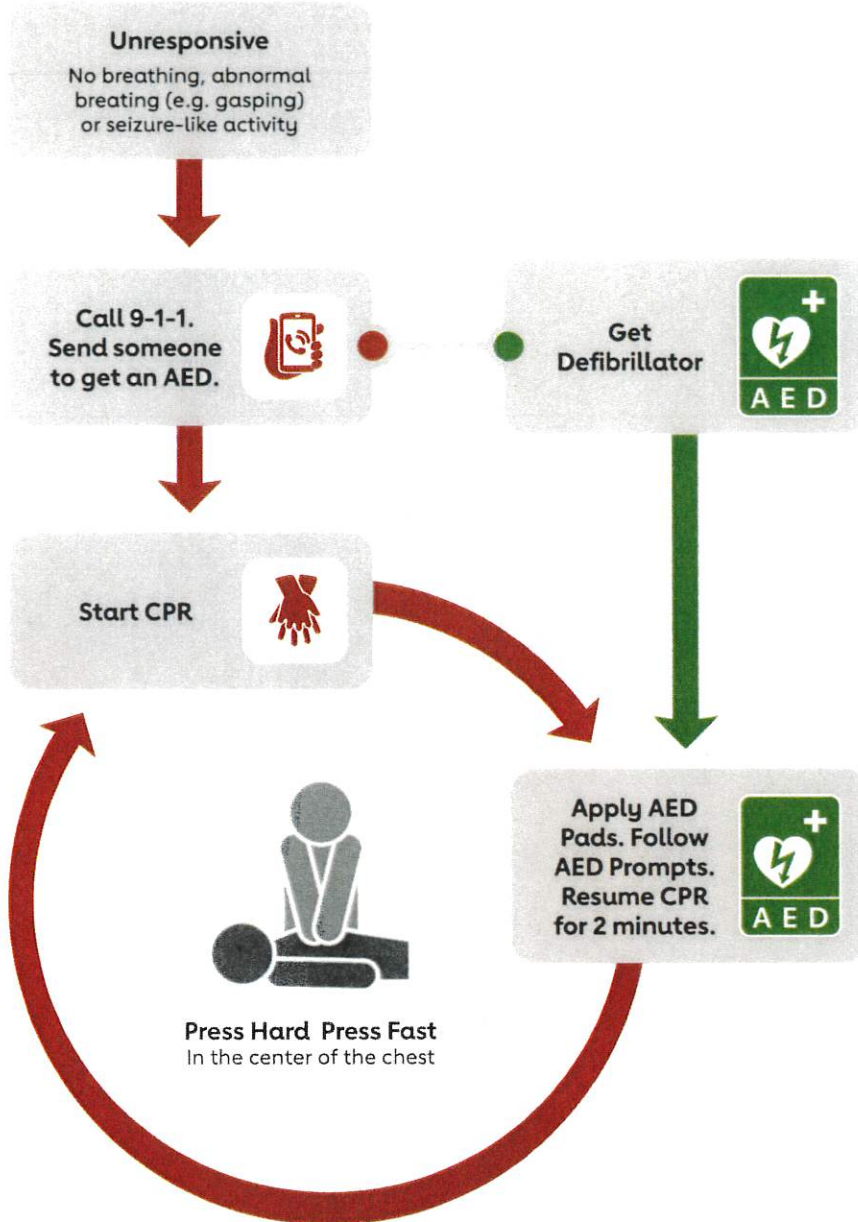
If you're not part of the Cardiac Emergency Response Team, please follow the steps in the next page.

Tip

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District:
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SECTION 4: E

a.

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SECTION 5: S

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SECTION 6:

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SECTION 7: F

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SECTION 8: S

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SECTION 9: C

a.

2024 - 2025 School Year Needs Assessment for

Elementary / Middle / High Schools

Consider the following questions as you complete the needs assessment for your building.

Student Needs

Student Headcount

Percentage of students with an active IEP

Percentage of students enrolled in English Language Learner (ELL) services

Percentage of students identified as At-Risk (Free lunch)?

Pupil-Teacher Ratio Average

Are there gaps in student success among race/ethnicity student subgroups?

Is there a tiered system of support to target reading growth?

Is there a tiered system of support to target math growth?

Are there local assessments to measure reading growth?

Are there local assessments to measure math growth?

Reviewing state assessment data, what steps are you taking for all students to maximize their scores?

Are there set targets/goals to move students out of proficiency Levels 1 and 2 on state assessments?

State Board of Education Outcomes (please utilize your district KESA (accreditation) and Star Recognition)

How is social/emotional growth being measured?

What are the targets/goals related to social/emotional growth?

How do you determine students are ready for Kindergarten? (only if building serves Kindergarteners)

What are the targets/goals related to Kindergarten Readiness? (only if building serves Kindergarteners)

How are successes of Individual Plans of Study being measured?

What are the targets/goals related to postsecondary completion/attendance? (only if building serves Grade 12)

How are you ensuring students are civically engaged?

Curriculum Needs

What extended learning opportunities are provided (after school programs, summer school programs, etc.)?

Are there appropriate and adequate instructional materials?

Is current technology appropriate? If no, what technology is needed to support the curriculum?

Educational Capacities (pursuant to K.S.A. 72-3218)

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)

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.

Staff Needs

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?

How many classified support staff are currently employed?

How many classified support staff are needed?

Are there enough appropriately licensed support personnel such as counselors, librarians, nurses, etc.?

What staff development is necessary for teachers to support student success and meet the school improvement goals?

Is there adequate space for student learning?

Are there necessary repairs and/or adjustment to the existing space that need to be made?

Are additional School Buses needed or any additional Routes needed?

Family Needs/Community Relations

Do you have regular events to engage parents with teachers?

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?

Do you have an active Site Council?

Do you have active PTO, PTA, Booster Club, or other organizations with parent leadership?

What types of communication exists with families? Is it adequate?

What types of communication/social media exists with your community? Is it adequate?

School Data

Building Attendance Rate

District Chronic Absenteeism Rate

District Graduation Rate

District Dropout Rate

What is our average comprehensive ACT score?

Other Data

Based on the building leadership team's analysis, what are the barriers your school faces with non-assessment related issues?

1. Can these be achieved with additional resources?

2025 - 2026 Budget Considerations

Bldg #	Grades Served:
0404 (ES) /0408 (MS) /0406 (HS)	PreK - 12

	Notes
ES - 78 / MS - 31/ HS -39	
ES - 23% / MS - 23% / HS - 13%	
N/A	There are no students enrolled in ELL services
ES - 51% / MS - 71% / HS - 44%	
ES - 8:1 / MS - 4:1 / HS - 4:1	
No	
Yes	Multi - Tiered Systems of Support for grades K - 8
Yes	Multi - Tiered Systems of Support for grades K - 8
Yes	Aims-Web for grades K - 8
Yes	Aims-Web for grades K - 8
Yes	Curriculum aligned with state standards and continued opportunities for professional development.
No	KESA Goal: Continue to implement a rigorous curriculum that provides academic success for all students. We do not have a measurable goal at this time.
tion plans/rubrics)	Notes
MS - behavior points / HS - Office referrals	
A more positive and open internal and external environment.	
ASQ / ASQE / Recommendation of PreK teacher	
Make sure kids are ready for kindergarten	
IPS progress presented at spring student-led conferences for grades 6 - 12.	
Follow-up to determine individual post-secondary success.	
Teachers provide a variety of opportunities (ie. Job shadowing, trips, and careers) at all grade levels.	
	Notes
Teachers are available before and after school, students can set up appointments on Friday (no School on Fridays), and summer school for some IEP students.	
Yes	
Yes	One - to - one district wide Laptops and / or iPads.
	Notes

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Yes	<p>Requirements for Graduation from Northern Valley High School Starting with the class of 2020.</p> <p>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:</p> <p>1. Four (4) units of English language arts, three units will be in English. 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.</p> <p>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.</p> <p>4. Three (3) units of Math. Prerequisite class Business Essentials to be completed prior to Accounting classes.</p> <p>5. One (1) unit of Physical Education, which will include one-half unit of health, safety, first aid, or physiology.</p> <p>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.</p> <p>7. One (1) unit of Fine Arts</p> <p>8. Two (2) units of Career Exploration, Business</p>
	Required classes that incorporate the following classes:
Yes	English Language Arts
Yes	Social Studies / Current Events / Business Essentials
Yes	Government / Social Studies / Current Events
Yes	Physical Education / Wellness / Family and Consumer Science classes
Yes	Music / Band / Art / Social Studies
Yes	Family and Consumer Science classes / Agriculture classes / Agriculture Business classes / Science classes.
Yes	Business classes / Entrepreneurship & Leadership classes / FACS / Ag classes / Ag Business classes / Science classes

	Notes
Certified - 18.5 / Classified - 18	We have a low student / teacher ratio.
Depends on the student population and needs	
Yes	Many of these services are provided one day a week through our Co-op.
Yearly in-service and collaboration.	
	Notes
Yes	
Yes	Continuous maintenance and repairs.
Yes	Some are closing in on their expiration dates.
	Notes
Yes	Fall & Spring conferences, Open House, Fun Day, Awards Banquets, Concerts, Community Pep Rallies, etc.
Kansas Reads to Preschoolers / Week of the Young Child ? Parenting is Hard presentation	
Yes	They meet a minimum of two times per year.
Yes	Booster Club, Post Prom
Yes it is adequate	Website, Textcasters, Facebook, SeeSaw, Email
Yes it is adequate	Facebook, and local newspapers
	Notes
92.0%	
8.0%	
95.0%	The high school graduation data for FY 2023 was 91%. The high school graduation data for FY 2024 was 100%.
4.2%	
16.9	
	Notes
Teacher Retention / Hiring	
Yes	Additional funding

s. 8. On and after July 1, 2021, K.S.A. 72-1163 is hereby amended to read as follows: 72-1163. (a) Each board of education of a school district shall conduct an assessment of the educational needs of each attendance center in the district. Information obtained from such needs-assessment shall be used by the board when preparing the budget of the school district to ensure improvement in student academic performance. The budget of the school district shall allocate sufficient moneys in a manner reasonably calculated such that all students may achieve the goal set forth in K.S.A. 72-1163(c), and amendments thereto. The board also shall prepare a summary of the budget for the school district. The budgets and summary shall be in the form prescribed by the director pursuant to K.S.A. 79-2926, and amendments thereto.

Northern Valley

USD 212
Activity Handbook



Students & Parents

Approved by the USD 212 Board of Education on

~~July 28th, 2025~~ ~~May 11th, 2022~~ ~~Date Board Approves~~

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Note:

Students will not be charged for admission to attend activities at Northern Valley.

Activities Handbook for Students and Parents

I. Introduction

It is the role of the Activity Department of Northern Valley 6 - 12 to make rules that govern the spirit of competition for the school. These rules need broad community support that is achieved through communication with the student and the parent. It is our hope to accomplish this objective with this Activity Handbook for Students and Parents.

A. To the Parents

This material is presented to you because your son/daughter has indicated a desire to participate in interscholastic activities and you have expressed your willingness to permit him/her to participate. Your family interest in our activity program is gratifying. We believe participation in interscholastic activities provides a wealth of opportunities and experiences for each of our students to grow and develop. We are concerned with the educational development of our students through activities and believe a properly controlled, well-organized activities program must meet the students' needs. It is our responsibility to maintain a program that is sound in purpose and will promote each student's personal growth. When your son/daughter chose to participate in our activity program, he/she committed our staff to certain responsibilities and obligations that are:

- (1) to provide adequate equipment and facilities;
- (2) to provide training in the fundamental skills of the activity;
- (3) to provide trained personnel to supervise the activity; and
- (4) to provide contests controlled by qualified officials.

As parents of students who have chosen to participate in the extracurricular activities of Northern Valley 6 - 12, you have also committed yourselves to certain responsibilities and obligations. Among those duties are:

- (1) to support your son/daughter;
- (2) to support the program and the coaching staff;
- (3) to support the training and behavior rules set forth in this handbook; and
- (4) to support the rules of Good Sportsmanship.

Remember, a student who elects to participate in activities is voluntarily choosing self-discipline and self-sacrifice. These are the reasons we stress good training habits and citizenship. Failure to comply with the rules of training and conduct means exclusion from the activity. The concepts of self-discipline and self-sacrifice are tempered by our responsibility to recognize the rights of the individual within the objectives of the activity. There is no place in Northern Valley 6 - 12 activities for students who will not discipline their minds and bodies to rigorous competition on the playing field, in a fine arts performance, and in the classroom. We are striving for excellence, and we must not compromise with mediocrity.

B. To the Students

Becoming a member of a Northern Valley 6-12 team is the fulfillment of many students' dreams. The attainment of this goal carries with it traditions and responsibilities. These traditions were not built

overnight; it takes the hard work of many people over a long period of time. As a member of the **“Huskies,”** you have inherited a great tradition, and we challenge you to uphold the tradition.

Our tradition is to play with **HONOR**. We desire to win, but only with Honor to our student body, our school, and our community. Such a tradition is worthy of the best efforts from all concerned. During the past, our teams have achieved their share of league and tournament championships and many individuals have set records and won individual honors. It will not be easy to contribute to this tradition. When you wear the green and white colors of Northern Valley, we want you to understand our traditions and be willing to assume the responsibilities that go with these traditions. The contributions you make should be an accomplishment that is satisfying to you and your family.

Responsibility to Responsibilities to yourself. The most important responsibility is to broaden yourself and develop strength and character. You owe it to yourself to develop the greatest possible good from your 6 - 12 experiences. Your academic studies and your participation in extracurricular activities will prepare you for your life as an adult.

Commented [KT1]: Responsibility (singular) ...the most important responsibility is to...In order to match, one of these needs to be changed. (Mrs. Rudd)

Responsibility to Responsibilities of your school. Northern Valley 6 -12 cannot maintain its position as an outstanding school unless you do your best in whatever activity you participate. When you participate to the maximum of your ability, you are contributing to the reputation of Northern Valley 6 - 12. You are providing leadership to the school and community when you participate in any activity. So make the school and community proud of you and your efforts.

Commented [KT2]: Responsibility to your school. "For" indicates the responsibility is the school's to others. "To" indicates the responsibility is ours to the school as an organization. (Mrs. Rudd)

You are a role model! Whether you want to be or not, you have become a role model...be a positive one, and set a good example for others to follow.

II. Activity/Athletic Department

A. Philosophy

The Northern Valley 6 - 12 Activity Program provides a variety of experiences to aid in the development of favorable habits, attitudes, and skills that will prepare students for adult life. The interscholastic program shall be conducted in accordance with existing USD #212 Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone “winning at any price.” It discourages any and all pressures, which are reflective of poor sportsmanship or bullying behaviors. At all times, the interscholastic program must be conducted in such a way as to justify the program as an educational activity.

B. Goal and Objectives

Goal-The student shall become an effective citizen.

Objectives-The student shall learn:

(1) To work with others - In society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desires.

(2) To be successful - Our society is very competitive. We do not always win, but we become successful by continuously striving to win. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.

(3). To develop sportsmanship - To accept any triumph or defeat like a true sportsman, knowing we have done our best, we must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability. If we win, but show poor sportsmanship, we lose. If we lose, but show good sportsmanship, we win.

(4) To improve - Improvement is essential to good citizenship. As a participant, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved, whether on the playing field or in the classroom.

(5) To enjoy participating in the activity- For the student to maximize their enjoyment from participating in the activity, it is necessary for the student to acknowledge all of the personal rewards to be derived from the activity, and to give sufficiently of themselves in order to preserve and improve themselves and the program.

(6) To develop desirable personal health habits - To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

III. Governances

A. Board of Education

The Board of Education is the ruling authority for the Northern Valley **Public** Schools. The Board of Education is responsible for the following:

- (1) Interpreting the needs of the community
- (2) Developing policies in accordance with State statutes and mandates and in compliance with the educational needs and wishes of the people of USD #212
- (3) Approving means by which the professional staff may make these policies effective
- (4) Evaluating the interscholastic activity program in terms of its educational value to the community

Commented [KT3]: Remove the word Public

B. Western Kansas Liberty League

Northern Valley 6 - 12 is a voluntary member of the Western Kansas Liberty League. The league was established for the primary purpose of promoting selected interscholastic activities among the member schools and assures such advantages as may be gained by a union of effort. The league encourages member schools to improve their co-curricular programs. League membership facilitates the arranging of schedules, equalizing competition, conducting league meets, and determining league championships. The league provides Northern Valley 6 - 12 the opportunity for competition in an effort to limit travel time, and with schools of similar size and athletic philosophy. Membership implies abiding by league schedules, rules, and regulations.

C. Kansas State High School Activities Association (KSHSAA)

All schools are voluntary members of KSHSAA. As a member school, Northern Valley 6 - 12 agrees to abide by and enforce all the rules and regulations established by the Association. The primary role of KSHSAA is to maintain rules and regulations that ensure equity in competition for the student participants and a balance with other educational programs. KSHSAA solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches' associations. KSHSAA attempts to enforce such rules that assure the greatest good for its members and competition is conducted in an appropriate manner.

IV. Eligibility Requirements

To be eligible to participate in interscholastic activities, the student must meet the following criteria:

A. Enrollment - a student must be enrolled in five or more subjects.

B. Age - any student who is nineteen prior to August 1st September 1st is ineligible, but can appeal.

Commented [KT4]: Need to change to August 1st to reflect update.

C. Physical Exams* -

- (1) A physical examination must be completed by a board-certified physician or mid-level practitioner each year.
- (2) The purpose of the physical is to certify that the student is physically fit to participate in athletics, activities, dance, and/or cheerleading.
- (3) If the physician or practitioner determines that the student is physically fit to participate, the student must request a signed statement certifying this assessment. A parent or guardian must also sign this form, indicating that they are providing permission for their student to participate.
- (4) A copy of the signed statement for the relevant school year must be provided to the school prior to participation in any activity. This form will be kept on file in the Activity Director's office.

D. Insurance

- (1) The student and parents must sign an Insurance Verification form before the student begins active participation in the activity or sport.
- (2) The school district carries catastrophic insurance coverage through KSHSAA.
 - a. This insurance covers school-time activities with a \$10,000 (ten thousand dollar) deductible.
 - b. Coverage is limited to catastrophic accidents.
 - c. ***The school insurance will not cover expenses for injuries that occur as a result of horseplay or fighting.***
- (3) Parents/guardians are required to have health insurance coverage on their student. They may choose to purchase activity-specific insurance, or they may opt for their student's existing health insurance to cover any potential accidents or injuries.
- (4) Accidents and injuries must be reported in a timely manner. Should an accident or injury occur during the course of sports participation, insurance claims shall be processed as follows:
 - a. **All expenses incurred must first be submitted to the parent/guardian's insurance company for payment.**
 - b. **Expenses not covered by the parent/guardian's insurance can then be referred to the insurance carrier of the school district. (United Healthcare).**
 - c. ***Expenses not covered by either will become the final responsibility of the parent/guardian.***
- (5) **Medical Release Form**
 - a. This form must be completed and signed prior to student participation in any activity.
 - b. The student will provide the school with a medical release form, signed by the parents with the insurance company, policy number, family doctor, and a contact telephone number. The medical release will allow the school administration and/or coaches/sponsors to obtain medical treatment if the parents are not available. This form is a requirement to participate in an interscholastic activity. The form will be filed in the

Commented [KT5]: Where is this form?

Commented [KT6]: Change to First Agency

Commented [VH7]: Should we just remove the name of the specific carrier, since this may change?

Activity Director's office and a copy will be carried by the coach and/or sponsor to each interscholastic contest.

E. Acknowledgement of Activities Policies - Upon entering the 6 - 12 or at the time the student tries out for an activity, he/she will be presented with this HANDBOOK containing all the necessary forms and information for participating in the activity.

- (1) Each parent or guardian shall read all of the enclosed material and sign the Interscholastic Activity Program Parent Permission and Student Contract form to certify that they understand the eligibility rules and policies of the school district.
- (2) The student shall also read the handbook and sign the Student Contract portion of the form.
- (3) This signed document will be filed in the Activity Director's office.

F. Number of Seasons - a student shall not have more than four seasons of possible eligibility in grades nine through twelve

G. Scholastic Eligibility (Set by KSHSAA and USD 212)

- (1) Each student must have passed at least five (5) new subjects of unit weight the previous semester or the last semester of attendance
 - a. Summer school does not count
 - b. Classes previously passed do not count
- (2) Students must maintain eligibility by failing and/or having an incomplete in no more than one class.

H. Residence and Attendance

- (1) A student who attends one class after enrolling is considered in attendance.
- (2) Should the student transfer to another district, then application for participation must be made to KSHSAA.
- (3) Upon entering 6 - 12 for the first time, the student is eligible.
- (4) If a student's parent(s) or legal guardian(s) make a bona fide move to a new residence in the vicinity of the new school to which the student transfers, the student is immediately eligible.

I. Student in Good Standing

- (1) In order to participate, the student must be a bona fide undergraduate of Northern Valley Schools and one who is eligible or has the possibility of eligibility.
- (2) A student who has poor attendance, is under penalty of suspension, or whose character brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.
- (3) They eligibility of any student(s) involved in ongoing legal action in which they are accused of a crime will be reviewed on a case-by-case basis by the administration and coaches involved.
- (4) **Chemical-Free Rules:** A student who uses any form of tobacco, [Electronic Nicotine Delivery System \(ENDS\) devices](#), illegal drugs, alcoholic beverages, etc., is **not** in good standing.
- (5) A student who uses anabolic steroids shall be ineligible for interscholastic competition until such time as medical evidence can be presented that his/her system is free of that drug.
- (6) A student shall not be permitted to make up work after the close of the semester for the purpose of becoming eligible. An "incomplete" shall count as a failure. However, should a student have an excused absence for day(s) missed, completing such work per school policy would not be considered as "make up" per semester. Summer School is not to be used for making up credit deficiencies for the purpose of becoming eligible.
- (7) If the student competes under an assumed name, he or she shall be ineligible in all activities.
- (8) The duration of ineligibility and any additional consequences for the behaviors resulting in ineligibility will be determined by the Northern Valley Administration.

Commented [KT8]: Insert electronic devices language from Rule 14 Art. 3 of KSHSAA handbook.

Commented [KT9]: Correct number order

J. Awards* - may be provided, but are limited to traditional letters, medals, ribbons, or certificates to the student for outstanding achievement. No student shall accept an award from outside agencies as it relates to interscholastic activities. No cash or merchandise may be given, nor can a student participate on a team in which the award is cash or merchandise. The outside agency can give medals, ribbons, or certificates similar to those awarded by KSHSAA.

K. Outside Competition* - a student who is a member of a school athletic, scholars' bowl, or debate squad effective Monday SCW #7 Tuesday following Labor Day through Friday preceding Memorial Day may not participate as a member of an outside team or as an independent competitor in the same sport, scholars' bowl or debate activity. No more than three (3) members can participate on the same team during the off season.

Commented [KT10]: Change to Monday SCW #7 to reflect update

Commented [VH11]: Items highlighted in green conflict with each other.

Commented [KT12R11]: After comparing the language from the KSHSAA manual, Rule #22 where this comes from ... they have removed the sentence you highlighted in K.

L. Seasons of Activities* - during the school year, a coach/sponsor/coach's aide may only be involved with his/her participants in an activity during the season. Prior to or after season, a coach/sponsor/coach's aide **may not**:

- a. Organize or conduct practices or competitions for his/her participants. However, a coach/sponsor may be involved in one organizational meeting for a non-school league to assure no more than three of his/her athletes in basketball, six in 11-Man football, five in 8-Man football, four in volleyball, six in soccer, five in baseball, or five in softball are on the same outside team
- b. Practice or compete with or against his/her athletes
- c. Attend clinics or camps with his/her athletes

Following the season of sport, seniors may receive instruction from their school coach, in the same sport.

M. Risk of Participation

All students and parents must realize the risk of serious injury that may be the result of athletic play. Northern Valley Schools will use the following safeguards to make every effort to minimize the risk of injury:

- (1) Prior to the start of the school year, parents and participants should be fully informed of the athletic policies in order to advise, caution, and warn parents/students of the potential for possible injury.
- (2) Coaching staff is knowledgeable in the most up-to-date techniques and skills to be taught in their assigned sport.
- (3) Students shall receive annual instruction about the dangers of participation in the particular sport, and in their responsibility to follow safety procedures.

N. Care of Equipment

The student is responsible for the proper care and security of equipment issued. The equipment is to be worn only for contests and/or practice. All equipment not returned in good condition at the end of the season will be subject to financial penalty.

*** Applies only to KSHSAA sponsored activities**

V. Northern Valley School District Activity Code of Conduct

The Northern Valley School Activity Department believes that athletics and other interscholastic activities are integral parts of the school's educational program, since they provide experiences that will help young people to grow physically, mentally, and emotionally. Emphasis is placed on educating students through athletics/activities as well as teaching athletic/activity skills.

Participation in activities is not only beneficial in terms of better health, physical fitness, and improved motor skills, but also is important in other intangible areas as well. The desire to succeed and to excel should be instilled in students as well as helping to develop better self-discipline and emotional maturity. Respect for authority, respect for the rights of others and developing high ideals of fairness in people-to-people relationships are desirable learning outcomes to be achieved through activity conduct.

Winning, involving the spirit of competition, is an immediate objective of all activity contests, but is not an end in itself. The desire to win can and should be used to stimulate the achievement of ultimate objectives (**Sportsmanship and Fair Play**).

Here at NVHS and NVMS, our main objective is to instill in our student participants the concept that success is brought about by hard work, commitment, sacrifice, preparedness, and doing the best that one can in any situation. We sincerely hope that these traits are carried over to not only classroom work, but also in later endeavors.

A. Interscholastic Activity Code of Conduct and Contract

The athletic/activity program is an integral and important part of the school's total educational program. Participation in the Interscholastic Activity Program is a privilege extended to NVHS and NVMS students. This is why we, as a school district, are looking for participants who are willing to make a commitment to the activity program.

We encourage role modeling by our participants in order to set positive examples for the younger students to follow. This is best accomplished by the strict adherence to all elements of the activity code of conduct, including avoidance of drugs and alcohol and displaying proper conduct and respect at all times.

In preparation for signing the activity contract, it is necessary to adhere to the responsibility of abstaining from drugs, tobacco, ENDS, and alcohol. Signing the activity contract indicates that you are agreeing to remain free of drugs, tobacco, and alcohol. This is a commitment you are making to yourself, your team, and your school.

Northern Valley Schools and its activity department wish all participants the best of luck during their athletic/activity career. We hope that it is an enjoyable and rewarding experience for you. We are proud to have you represent us in our Interscholastic Activity Program.

Commented [KT13]: Add electronic device language.

B. Interscholastic Activity Rules

This section describes the rules that participants must follow and parents should understand. Please keep this document for reference, and if there is a question about any rule, contact the Athletic Director for clarification.

C. Activities

The extra-curricular activities governed by this code of conduct are for students who represent NVHS and NVMS in competitions or performances in grades 6-12. Some of these activities could be considered co-curricular as well as extra-curricular but all activities are defined as extra-curricular for the purpose of this code of conduct. *Examples of activities covered by this code of conduct include, but are not limited to the following:*

KSHSAA Sanctioned Activities: Cross Country, Football, Volleyball, Basketball, Golf, Track and Field, Dance and Drill, Cheerleading, Forensics, Vocal, Band, Student Council, KAY, and Scholars Bowl

D. Enforcement of the Code of Conduct

The rules contained within the code of conduct apply to students in grades 6 -12. The rules contained in this code of conduct are in effect for the entire time a student is participating in an activity within the current school year. *During the time a student is participating in an extra-curricular activity, the code of conduct is in effect 24 hours a day, 7 days a week. The rules within the code of conduct are enforceable at all school and non-school activities and events.* The first meeting or practice in the current school year defines the beginning of the enforcement period for each activity. The last meeting, practice, formal activity, or competition defines the end of the enforcement period for each activity. A competition is generally defined as any formally scheduled game, match or meet between other teams or schools. Events include all formal performances or exhibitions by an extra-curricular or co-curricular group that occur outside the regular school day.

In the case of yearlong activities, the enforcement period is divided into two semester activity periods. Disciplinary consequences will carry over to the next semester when the consequence(s) cannot be served within the current semester (disciplinary consequences may include suspension of the student from a competition or event).

E. Guidelines for Administration of the Code of Conduct

Due Process

A student will be given the opportunity to respond to allegations that he/she has violated a rule contained in the code of conduct. When a school administrator has reasonable belief a student may have violated a condition of the Code of Conduct, the administrator or designee is responsible for investigating the allegations.

Documentation

School administrators are required to provide written notification to the student and parents/guardian when it has been determined that the student has violated a rule within this code of conduct. The notification will identify the rule that has been violated and the consequence given as a result of the violation. Copies of the notification will be provided to the director or coach of the student

F. PROCEDURES

1. When an incident is brought to the attention of an administrator by law enforcement, faculty, or staff, facts will be gathered and a determination of whether a violation has occurred will be made, and assessment of penalty, if appropriate, will be given.
2. The student and parent/guardian will be notified of the decision in person, if possible, or by telephone, with written confirmation to follow. The written confirmation will notify the student and his/her parent/guardian of the appeal procedure and will include a written statement of the violation.
3. The student or his/her parents may appeal the decision to a Review Board by submitting a written request to the Principal within five calendar days of the initial telephone or written notification. The Review Board will consist of an administrator (other than the person who initiated disciplinary action), the appropriate coach(es)/advisor(s) and the student success coordinator. The administrator presenting the

evidence and the student will attend. The student's parent/guardian will be invited to attend. The student and his/her parent/guardian will be notified of the date, time, and place for the Review Board meeting in person or by telephone, if possible, with confirmation in writing.

An appeal to the Review Board, made within the five-day limit, will temporarily stay the penalty until after the Review Board decision. School personnel, the student, and parents will cooperate so that the Review Board meeting can be held as quickly as possible and the matter can be resolved. If the Review Board affirms that a violation has occurred, the penalty will be implemented by the building administrator on the day the Review Board decision is announced.

A final appeal may be made to the Board of Education. The appeal must be submitted to the Superintendent in writing within five calendar days of verbal notification of the student's violation. There will be no stay of the penalty pending this appeal. The Board of Education may only remove the violation from the student's record and discontinue a penalty.

NOTE: The Board of Education will only review the procedures of the case including the Review Board appeal. It may or may not decide to hear an appeal before the Board based on its review of the case.

ANY VIOLATION OF THE CHEMICAL FREE RULES WILL AUTOMATICALLY RESULT IN THE LOSS OF YOUR RIGHTS TO CAPTAINCY AND ALL POST SEASON AWARDS. IF YOU MEET THE REQUIREMENTS FOR YOUR LETTER, YOU WILL RECEIVE IT.

G. Penalties for Violating the Chemical Free Rules

Penalties for violations outlined in the code of conduct for student activity participants are listed below. Generally, it will be the first practice of the school year or the beginning of the school year whichever is the earliest until the end of the school year or last competition whichever the latest is.

First Violation

For activities, which have a schedule of public playing dates, or activities, a first violation of the Chemical [Free rules Involvement Code](#) will result in removal from participation from all activities for one week or the next competition or performance, whichever is the greater penalty.

After a first violation and before the student is permitted to resume participation in activities, a conference will be held with the student and school representative(s). The purpose of this conference will include a review of school policy and expectations.

The student and parent(s) will be advised of the penalty for a second violation.

Second Violation

A second violation of the Chemical Free [rRules](#) will result in removal from participation in all activities for two school calendar months. The student will be allowed to practice during the removal period. Conferencing, as described above, is required before a student may resume participation.

Third Violation

If there is a third or subsequent violation of the Chemical Free [rRules](#), it will result in removal from participation in all activities for 18 weeks.

The student will be allowed to practice during the removal period.

H. VIOLATIONS

Violations of the [Chemical Free rules Involvement Code](#) will be cumulative throughout the student's high school career. Upon entering high school, violations will not be transferred to the high school. (A high school student will start at the high school level with zero violations.) Violations will be cumulative through the student's high school career (starting in ninth grade). After a period of

Commented [KT14]: Need consistent terminology for this and in the previous violation wording.

eighteen consecutive months, a student may petition the administration to clear his/her record of a violation if no subsequent violations on this policy have occurred during that period.

VI. Provisions of Participation:

You are aware that you are bound by all provisions in the [K – 12 NVHS and NVMS Student/Parent Handbook](#) and Code of Conduct.

Commented [KT15]: Change to K – 12 Handbook

You must fulfill the eligibility requirements set by the school district and KSHSAA if applicable.

You will be present at all team meetings, practices, scrimmages, and games unless you are ill or have been excused, in advance, by your coach/sponsor.

In order to practice or play in a game on any school day, you must be in school by ~~the last three hours of the school day~~ [\(9:00 AM-12:30 PM\)](#) and have a valid excuse; example (doctor's appointment).

Commented [KT16]: Possibly change to 9:30 AM Need something to help attendance.

Participants who are absent the day before a game scheduled for a non-school day shall not be eligible to participate in that activity unless the absence was due to illness or other extenuating circumstances. In such cases, approval to play must come from the Athletic Director or Superintendent. It is the responsibility of the student sponsor, or coach to secure the approval (a note or a call from the parent(s)/guardian(s)).

You will strive to do the best you can as a student in school and as a participant in the athletic/activity program. You will be aware of and obey any special individual team rules set by the coach/sponsor.

A. Authorized Transportation:

Team members will obey all rules set forth by the school, Athletic Director, coaches, sponsors, and bus drivers, involving away trips.

Team members (including managers, statisticians, and helpers) **are encouraged to ride** the bus provided for them, to and from activities.

Parent(s)/Guardian(s) may transport their own children from an athletic/activity event. Parent(s)/Guardian(s) are only required to sign out their child before leaving the event. A student may be allowed to ride from an event with another team member's parent/guardian or other non-student adult, once the first student's parent/guardian have signed a Transportation Waiver Form granting such permission. (Once parental permission is obtained the Athletic Director and/or Superintendent must approve the Transportation Waiver Form prior to the event).

Any team member, who does not return on the bus with the team without a reasonable excuse, parent/guardian signature, transportation waiver, or Administration approval may be suspended or removed from the team for the remainder of the season. This rule does not apply to the team members who have valid permission.

B. Responsibility for Equipment/Uniforms:

Equipment/Uniforms issued to each participant must be properly cared for and not abused. It is the responsibility of the participant to keep track of and store the gear in a secure location. All gear issued must be turned in after the last scheduled activity or within the first school week following the last scheduled contest.

All lost equipment/uniforms and equipment/uniforms returned in an unsatisfactory condition must be paid for by the participant. The participant **will not be permitted** to participate in further sports activities **until the above obligations are met.**

The participant also forfeits all awards in that sport for the season **until the above obligations are fulfilled.**

C. Appearance:

Participants who represent Northern Valley Schools should be neat and dress in good taste.

D. Language/Gestures:

Profanity and inappropriate gestures are not permitted at any time. The coach/sponsor will take whatever action is deemed appropriate.

E. Sportsmanship:

All participants and team members will conduct themselves in a mature and sportsmanlike manner at all times, **on and off** the field, as representatives of the team, athletic/activity program, and school.

F. Season Defined:

Parent(s)/Guardian(s) and the student will sign **one contract** that will cover the entire athletic/activity year. This will begin with the **first day** of practice for the Fall Season and end with the last day of school in May. **(A participant's contract will begin with the first activity he/she participates in.)**

Commented [KT17]: Indicates that this activity book agreement needs to be signed yearly Do we want to change wording?

G. Acknowledgement of Risk:

You and your parents/guardians recognize that participation in interscholastic activities involves a risk of injury. In the event of an accident or injury, coaches/sponsors and other school personnel are hereby authorized to provide first aid and arrange for such other emergency treatment that they consider necessary.

H. Rules for Teams and Clubs:

Coaches/sponsors may establish rules and regulations with the approval of the Athletic Director and/or the Principal. These rules pertaining to a particular activity will be given in writing by the coach/sponsor to all participants and explained fully at the start of the season. Penalties for violation of team rules will also be in writing and shall be administered by the coach/sponsor. **Copies of all additional team rules are on file in the Activities Director's office.**

VII. Basic Activity Policies

A. Dual Participation

1. The following points are recommended as policy for students who wish to participate in more than one activity in the same season: Parents must make a written request to the 6 - 12 principal. The student must make a primary commitment to one **activity/sport**; that is, in case of schedule conflicts, the student will participate without exception in the sport where the primary commitment is placed. Coaches of both sports in which the student shows interest must agree, in writing, to the dual participation of the student.
2. A student may participate in as many activities as they like as long as there is no conflict between the sport or activity according to the coach or sponsor.
3. Quitting a sport/activity should be discouraged, but if it is necessary the following procedure is to be used:

Commented [VH18]: Should we replace sport with activity? This might help with some of the tug-of-war in high school (e.g. FFA vs. Football), as it will then be the student, not the coach or sponsor, deciding which activity takes precedence.

- (1) consult with the head coach or sponsor of the activity
- (2) report your situation to the Activities Director
- (3) check in all equipment issued to you

4. Transferring from one sport to another during the season is discouraged but if the coaches/sponsors agree to the transfer, it will be approved.

5. ~~Equipment checked out by the student is the responsibility of the student. Lost and/or damaged equipment will be assessed at the replacement value.~~

6. ~~Attendance at practice is a must. If the student is going to be late or miss practice, he/she must contact the coach/sponsor of the activity. The coach/sponsor will assess the penalty for late arrival or missed practices.~~

7. ~~Squad members are expected to ride to activities in the bus, or whatever means of transportation is provided. A squad member must secure the approval of the coach before going or returning by another method of transportation and THEN ONLY WITH PARENTS.~~

Commented [KT19]:

Commented [KT20]: Repetitive.

B. Vacations

Vacations by students during the season are discouraged. In the event of an absence due to a family vacation during the time school is in session, the student must contact the coach/sponsor. The following will occur:

- (1) Be willing to assume the consequences related to their status on the squad.
- (2) School vacations (Labor Day, Thanksgiving, Christmas or Easter) do not apply. No one will be penalized for going on a family vacation during these scheduled breaks.

NOTE: If the student is not on vacation (out of town) and is at home, he/she will be expected to be at practice. Missing practices because of school activities is not penalized.

C. Injuries

Report all injuries to the coach or sponsor. If the injury requires medical attention by a doctor or hospital, it will be necessary to have an injury report form completed. Once a physician treats a student, the student must obtain the physician's permission to return to the activity.

D. Locker Room

Students are expected to follow all school rules while in the locker room. Additional Rrules in the Locker Room are:

~~(1)(1) -ALL CELL phones MUST remain zipped securely inside backpacks or remain in pockets at ALL times while in the locker rooms. Cameras and video recording devices are NEVER permitted in the locker rooms.~~

- ~~(2) no rough housing, throwing towels, or other objects~~
- ~~(23) no hazing of other students~~
- ~~(34) no glass containers are permitted~~
- ~~(45) all spiked/cleated shoes must be put on and removed outside~~
- ~~(56) or no engaging in any other inappropriate behavior~~

E. Parental Expectations

As parents of Northern Valley 6 - 12 students, we promote and expect exemplary sportsmanship from students, athletes, parents, coaches, staff, and all spectators.

F. Consequences

Violation of sportsmanship rules may include the following consequences: verbal warning, ejection, one or more game suspension, or a season-long suspension.

[Removed Spectator Policy](#)

Good sportsmanship is a sign of good character, and one of the chief goals of Northern Valley's Activities Program. 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. We appreciate the passion and support that our spectators bring with them, and we ask that they use these energies to model for our students and opponents how to win with integrity and humility, and how to lose with grace. The center of attention during an athletic event should be on the game and its participants, not on a spectator that insists on making a scene because they disagree with an official's call or a coach's decision. Any spectator who repeatedly fails to show good sportsmanship, or who otherwise engages in inappropriate or disruptive behavior may be removed from the event by any contest official or school administrator.

In an effort to raise the bar of sportsmanship at Northern Valley, 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 **OR refusal to leave the contest when ordered to do so by an official or administrator** 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**).

Commented [KT21]: Move this to VII (F) Consequences.

VIII. Lettering Policy

A. Varsity Requirements

A varsity award ~~shall may~~ be presented to the each member of the team, who satisfies the following minimum requirements: ~~(minimum)~~,

- completes all team/squad obligations,
- completes the season of activity as a member in good standing, and
- receives the recommendation of the coach or sponsor.

The coach/sponsor will have rules and regulations that are in addition to these minimum requirements. (In unusual circumstances, the coach/sponsor may recommend a waiver of these requirements.)

Commented [KT22]: Have email to coaches / sponsors to get updated criteria.

1. **Football** - participate in fifty percent of the varsity quarters or play a specialist position (punter, kicker, etc...) in fifty percent of the varsity games.
2. **Volleyball** - participate in fifty percent of the varsity matches.
3. **Cross Country** - at the end of the season the top seven times run in varsity meets, medals at any Varsity meet (top 15 runners), qualifies for the state meet as an individual or team member.
4. **Basketball** - participate in fifty percent of the quarters of the regular season varsity games. [OR if they start a varsity game.](#)
5. **Track** - (Girls/Boys) - (1) earn one point at any track meet.
6. **Golf** - (Coed) - participate on the varsity team on fifty percent of the matches or medal in a varsity meet or qualify for a state meet.
7. **Cheerleaders** - must be a member throughout the fall and winter season, must meet all practice and performance requirements (no more than two practices may be missed), must not be benched more than once, must return all school property in good condition, and meet ninety percent of the contest and practice requirements.
8. **Scholar's Bowl** - participate in fifty percent of the varsity meets. [OR score points for the team in Varsity competition.](#)
9. **Forensics** - must accumulate a minimum of 10 points based upon the following criteria:
 - (a) 1 point per event for each tournament
 - (b) 2 points per event at the regional/ state contest
 - (c) 1 point for medaling.
10. **Band/Vocal** - must be a member for one full year, participate in all scheduled events, receive a 'B' average or better for the year, participate in either the league or regional solo and ensemble festival, district band auditions or an approved comparable event, prepare for all performances, follow the rules established for proper conduct, be a credit to the school, the band, and themselves.
11. **Dance Team** - must meet practice and performance requirements and follow the rules established for proper conduct.
12. **Student Council** - As per Student Council Constitution
13. **KAY** - As per KAY Constitution
14. **Academics** - Students may letter academically by making a 3.3 GPA or above for the last semester of the 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/Health), and Teacher Aide. Freshmen letters will be used on the first semester of the school year.
15. **Manager** - Based upon recommendation of coach/sponsor and Athletic/Activity Director

Commented [KT23]: OR if they start a varsity game. Last season for example, we had a lot of injuries / illnesses that kept regular starters out and players stepped up in the second half of the season that would not meet the 50% of games played but still deserve to letter for their contributions. (Mr. Pugh)

Commented [KT24]: OR score points for the team in Varsity competition. Scheduling conflicts for scholar's bowl are rampant, scholars that contribute to scoring should letter. With kids in so many activities, sometimes it's hard to get the same group together through the entire season. (Mr. Pugh)

Commented [KT25]: Looks good to me (Mrs. Rudd)

B. Lettering (All Activities)

1. An individual who moves to the varsity level of competition will letter provided the student has met the requirements.
2. A coach/sponsor will have the opportunity to letter a senior who has not met the seasonal requirements for lettering, if the Senior has been a participant in good standing for all four years.
3. The student who is a varsity member who is participating regularly and was injured may be awarded a letter if in the coach's / sponsor's judgment the student would have met the lettering requirements.
4. The student must complete the season; therefore, should a student leave the team or is dismissed from the team, the student will not letter in the activity.
5. The student completes the season in good standing with the school and the coach/sponsor recommends a waiver of the requirements.

C. Awards (All Activities)

1. Certificate of award and letters: Chenille letter and a certificate will be given. (NOTE: Should the student receive a chenille letter in another activity, he/she will not receive a second chenille).
2. Second, Third and Fourth year awards, Certificate.

Senior Award: All seniors shall receive an embroidered letter of all activities participated in the past four years.

PARENTAL PERMISSION TO PARTICIPATE AND STUDENT ACTIVITY CONTRACT

To Parents and Guardians: The following is an agreement to the Activity Code of Conduct, an Awareness of Risk and Insurance Procedures, and Permission to Participate agreement.

Insurance Awareness

I recognize that an interscholastic activity involves 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 (K & K Insurance). **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.**

Commented [KT26]: First Agency

Commented [VH27]: Should we just exclude the name of the insurance carrier?

CONSENT AND WARNING TO ATHLETE AND PARENT/GUARDIAN

Many forms of athletic competition result in strenuous physical exertion, physical contact among players, and the use of equipment that may result in accidents and numerous other exposures to risk of injury. Athletes will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice/competition. Athletes **must** refrain from improper uses and techniques. **PLAYERS MUST OBEY ALL SAFETY RULES, REPORT ALL PHYSICAL PROBLEMS TO THEIR COACHES/SPONSORS, FOLLOW A PROPER CONDITIONING PROGRAM, AND INSPECT THEIR OWN EQUIPMENT DAILY.**

Athletes and parents must assess the risks involved in athletic participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will totally eliminate all risk of injury. The obligation of parents and athletes in making this choice to participate cannot be overstated. There have been accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment as a result of athletic competition.

WARNING: Although participation in supervised interscholastic athletics and activities may be one of among the least hazardous activities in which any student will engage in or out of school, **BY ITS NATURE, PARTICIPATION IN ATHLETICS INCLUDES A RISK OF INJURY. THESE INJURIES RANGE IN SEVERITY FROM MINOR TO LONG-TERM CATASTROPHIC.** Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk.

I, the undersigned, for and in consideration of the privilege of my undersigned dependent being able to participate in sports and organized activities at and for Northern Valley Schools for the school year of 2025 - 26 2 - 23 2019 - 2020, hereby covenant and agree to release and forever discharge Northern Valley Schools, its agents, servants, employees and volunteer coaches and assistant coaches, Northern Valley School Board of Education and its members, from any and all claims, demands, losses, damages, costs, expenses, and attorney's fees for injury to or death to the undersigned dependent resulting from, growing out of, caused by, or arising in any manner out of playing or participating in sports and organized athletic activities at and for Northern Valley Schools.

Commented [KT28]: Change yearly to reflect the current school term.

KSHSAA RECOMMENDED CONCUSSION & HEAD INJURY INFORMATION

Established 2013-2014

Commented [VH29]: Do we need to update the year? If not, perhaps we should make the year a footnote, so it does not look like we failed to update it?

This form must be signed by all student athletes and parent/guardians before the student participates in any athletic or spirit practice or contest each school year.

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:	
<ul style="list-style-type: none"> • Headaches • "Pressure in head" • Nausea or vomiting • Neck pain • Balance problems or dizziness • Blurred, double, or fuzzy vision • Sensitivity to light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns 	<ul style="list-style-type: none"> • Amnesia • "Don't feel right" • Fatigue or low energy • Sadness • Nervousness or anxiety • Irritability • More emotional • Confusion • Concentration or memory problems (forgetting game plays) • Repeating the same question/comment

Signs observed by teammates, parents, and coaches include:
<ul style="list-style-type: none"> • Appears dazed • Vacant facial expression • Confused about assignment • Forgets plays • Is unsure of game, score, or opponent • Moves clumsily or displays incoordination • Answers questions slowly • Slurred speech • Shows behavior or personality changes • Can't recall events prior to hit • Can't recall events after hit • Seizures or convulsions • Any change in typical behavior or personality • Loses consciousness

Adapted from the CDC and the 3rd International Conference in Sport

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one (second impact syndrome). This can lead to prolonged recovery, or even to severe brain swelling with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries. In addition, concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance from a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO). Close observation of the athlete should continue for several hours. You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. **When in doubt, the athlete sits out!**

Return to Practice and Competition

The Kansas School Sports Head Injury Prevention Act provides that if an athlete suffers, or is suspected of having suffered, a concussion or head injury during a competition or practice, the athlete must be immediately removed from the competition or practice and cannot return to practice or competition until a Health Care Professional has evaluated the athlete and provided a written authorization to return to practice and competition. The KSHSAA recommends that an athlete not return to practice or competition the same day the athlete suffers or is suspected of suffering a concussion. The KSHSAA also recommends that an athlete's return to practice and competition should follow a graduated protocol under the supervision of the health care provider (MD or DO).

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/concussion/HeadsUp/youth.html>

[For concussion information and educational resources collected by the KSHSAA, go to:](http://www.kshsaa.org/Public/General/ConcussionGuidelines.cfm)

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Removed Spectator Policy

Good sportsmanship is a sign of good character, and one of the chief goals of Northern Valley's Activities Program. 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. We appreciate the passion and support that our spectators bring with them, and we ask that they use these energies to model for our students and opponents how to win with integrity and humility, and how to lose with grace. The center of attention during an athletic event should be on the game and its participants, not on a spectator that insists on making a scene because they disagree with an official's call or a coach's decision. Any spectator who repeatedly fails to show good sportsmanship, or who otherwise engages in inappropriate or disruptive behavior may be removed from the event by any contest official or school administrator.

In an effort to raise the bar of sportsmanship at Northern Valley, 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 OR refusal to leave the contest when ordered to do so by an official or administrator 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).

Commented [KT30]: Move this to VII (F) Consequences.



Northern Valley Schools
Interscholastic Activity Program
Emergency Treatment Form

I, _____, the parent or guardian of _____

_____ recognize that as a result of activity participation, medical treatment on an emergency basis may be necessary and further recognize that school personnel may be unable to contact me for my consent for emergency medical care. I do hereby consent in advance to such emergency care, including hospital care, as may be deemed necessary under the then-existing circumstance.

Please make the following notations on my son/daughter's records:

Allergies to medications _____

Medications for long-term illness (indicate illness and medications)

Relevant medical information (i.e., contact lens wearer, epilepsy, etc.)

Date: _____ Grade of Student _____

Emergency Information & Medical Treatment Consent

In emergency, contact _____

Phone _____

Or contact _____

Phone _____

Signature of Parent or Guardian

This form must be completed and returned to the office prior to student participation in any interscholastic activity.



**Northern Valley Schools
Interscholastic Activity Program
Parental Permission and Student Contract**

Parent/Guardian Consent and Contract

I, _____, parent/guardian of _____, by signing this contract, recognize it is an honor and a privilege to represent the Northern Valley School District and its Interscholastic Activity Program. By accepting this honor, my son/daughter and I will accept the responsibilities that go with it. These responsibilities include abiding by the rules set forth by the District's Student/Parent Activity Handbook, the Code of Conduct agreement, individual coaching/sponsoring policies, the Western Kansas Liberty League, and the Kansas State 6 - 12 Activities Association (KSHSAA).

I have read the Activity Handbook, Parental Permission, Consent and Warning, Concussion Release Form and understand the requirements and its content. I have discussed the program and the importance of following rules with my son/daughter and we agree to abide by these rules. I grant permission for my son/daughter to participate in the Interscholastic Activity Program of the Northern Valley School District.

_____ Activity Year _____ Signature of Parent/Guardian

_____ Dated

Student Agreement

Since I wish to compete in an activity to the best of my ability, I recognize and accept my responsibilities as a Northern Valley participant.

I have read the Activity Handbook, Parental Permission, Consent and Warning, Concussion Release Form and understand the requirements and its content. I, hereby, agree to follow the handbook. I also understand the importance of following the rules.

_____ Activity Year _____ Student Signature

_____ Dated

This form must be completed and returned to the office prior to student participation in any interscholastic activity.



**Northern Valley Schools
Interscholastic Activity Program
Emergency Treatment Form**

I, _____, the parent or guardian of _____

_____ recognize that as a result of activity participation, medical treatment on an emergency basis may be necessary and further recognize that school personnel may be unable to contact me for my consent for emergency medical care. I do hereby consent in advance to such emergency care, including hospital care, as may be deemed necessary under the then-existing circumstance.

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