



# NORTHERN VALLEY SCHOOLS USD 212

DISTRICT OFFICE  
512 WEST BRYANT PO BOX 217  
ALMENA KS 67622



ALMENA

PHONE (785) 669-2445

LONG ISLAND

A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Monday, April 11, 2022, beginning at 6:30 PM in the Long Island Middle School, 627 Washington, Long Island, KS 67647.

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

Also in attendance is Ken Tharman, Superintendent, Marvin Gebhard, GS/JH principle. Jim Cole, Teacher Tammy Vincent, Teacher Ryan Hopkins director of Tech, 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 Shanna Hammond and seconded by Steven Whitney, Carried.

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

Yea: 6, Nay: 0

## III. Approval of Minutes

8

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

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

Yea: 6, Nay: 0

## IV. Approval of Bills

17

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

Shanna Yea



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Hammond:

Christopher Yea  
Rogers:

Laquita Smith: Yea

Hilary Van Yea  
Patten:

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0

## V. Hearing of Visitors

### A. Jim Cole

Mr. Cole shared that they had 30 students out for JH track (15 girls & 15 boys). They had one track meet done ... but the wind had postponed tomorrow's meeting.

### B. Tammy Vincent

Mrs. Vincent thanked the board for the new windows and blinds. There are still a couple that need hanging, but they are almost done.

### C. Ryan Hopkins

Mr. Hopkins shared some of the projects that are currently under way (ie. server back ups that allow proper shut down of device, etc). He also talked about the three different devices that are used at the school. May need to narrow the number of devices down to two in the future to allow more ease of monitoring.

## VI. Old Business

### A. Building Projects 48

Mr. Tharman had taken the list from the board walk around and categorized them: MS / HS / GS / Completed / outsourced / etc. This helps visualize the summer tasks and the estimated time for those projects.

### B. Sign Removal 50

Mr. Tharman shared about the conversations / emails he has had the last 3 - 4 months with KDOT concerning the state championship sign by the viaduct. The upcoming road work requires that the sign be taken down and relocated. Joy Sides was instrumental in getting Christensen Construction lined up to have that happen. The sign has now been taken down and is being stored in the shed behind the ag shop. We have 18 months to find an alternate location. Mr. Tharman has contacted the city office to request permission to have it placed where the limestone Almena sign will be relocated to.

## VII. Personnel

### A. Resignations 53

I recommend the board approve the resignations of Mrs. Hoover for HS Language Arts, Ms. Reeves for HS science, KAY, and Student Success Coordinator; as well as Sommer Yocum and Sheri Sammons as school secretaries. This motion, made by Steven Whitney and seconded by Shanna Hammond, Carried.

Shanna

Hammond: Yea

Christopher Yea  
Rogers:

Laquita Yea  
Smith:



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Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0

### B. Staffing

I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individual(s) to be discussed; retaining Mr. Tharman and Mr. Gebhard and returning to open session in this room at 7:17 pm. This motion, made by Laquita Smith and seconded by Shanna Hammond, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0

Meeting returned to open session at 7:17 pm. No action taken.

### C. Classified Staff

I recommend the board approve Alan Brown as the new GS custodian. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0

### D. Supplemental Staff

I recommend the board approve Lacey Hansen as the HS Head Volleyball coach. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.



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Shanna  
Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 6, Nay: 0

## VIII. New Business

### A. Summer Help

With the list of jobs for the summer combined with the employee list, it was decided to hire only one extra summer help position this year. There was already one application that had been turned in. Mr. Tharman recommended them as a good hire with several years of summer help experience. I recommend the board hire Cindy Wright for the summer custodial position. This motion, made by Christopher Rogers and seconded by Shanna Hammond, Carried.

Shanna  
Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 6, Nay: 0

### B. Handbooks

57

We will need to approve these handbooks before next school year. Please look them over for any corrections and / or changes before the next board meeting. The board decided to tackle the Activity Handbook first. Mr. Tharman shared that concerns had been raised about students returning to school in the early afternoon following evening ball games or early morning practices. He requested changes to the current guidelines to encourage better attendance.

### C. KASB Renewal

173

I recommend the board approve the renewal of the KASB membership and the Legal Assistant Fund, minus the Season Pass. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

Shanna Yea



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Hammond:

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0

#### D. State Basketball Sportsmanship Scoresheet

The score sheets from three different judges, each night of Boys State Basketball games, were shared with the board. The cheerleaders and student sections received high marks for all three nights. The Coachers, players, and crowd sections were not as positive. I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individual(s) to be discussed; retaining Mr. Tharman and Mr. Gebhard and returning to open session in this room at 7:40 PM. This motion, made by Christopher Rogers and seconded by Shanna Hammond, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0

Meeting returned to open session at 7:40 PM. I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individual(s) to be discussed; retaining Mr. Tharman and Mr. Gebhard and returning to open session in this room at 7:50 PM. This motion, made by Christopher Rogers and seconded by Shanna Hammond, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea



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Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0

Meeting returned to open session at 7:50 PM. The board asked if the results were shared with the results. Mr. Tharman said that the section concerning the coaches and players were supposed to be shared with them.

E. Negotiations

177

I recommend the board go into executive session to discuss negotiations to protect the public interest in negotiating a fair and equitable contract; retaining Mr. Tharman and returning to open session in this room at 8:23 PM. This motion, made by Steven Whitney and seconded by Shanna Hammond, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0

Meeting returned to open session at 8:23 PM. I recommend the board go into executive session to discuss negotiations to protect the public interest in negotiating a fair and equitable contract; retaining Mr. Tharman and returning to open session in this room at 8:28 PM. This motion, made by Steven Whitney and seconded by Shanna Hammond, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0

Meeting returned to open session at 8:28 PM. No action taken.

## IX. Administrative Reports

A. Superintendent / 9-12 Principal Report



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Mr. Tharman said there were several track meets, golf meets, and FFA contests scheduled over the next several weeks. Other events include: StuCo / Dance / Cheer tryouts - Apr. 19, Blood Drive - Apr. 20, Senior / Faculty games - Apr. 25, FFA Plant sale - Apr. 30, Last day for seniors - May 5, 7 - 12 Spring concert - May 5, State Forensics - May 7, HS Graduation - May 8, Board Meeting - May 9. He than shared two Thank you's form Sommer and Sheri.

### B. K-8 Principal Report

Mr. Gebhard reiterated Mr. Cole's track information, got done with a music contest, scholars bowl done (Mrs. Hueneke) Jumprope for Heart completed at the GS, Grandparents day / field trips/ state assessments are all on the horizon.

Student -led conferences were held and are very beneficial.

### X. Reports of Board Members

Due to the fact the May board meeting is scheduled for the same night as the 8th Grade Graduation, there was discussion on moving the meeting date. I move to change the board meeting from May 9th to May 11th at 6:30 in Almena. This motion, made by Laquita Smith and seconded by Shanna Hammond, Carried.

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

Yea: 6, Nay: 0

### XI. Adjournment

I make a motion to adjourn this meeting until next time. May 11th 2022 in Almena. This motion, made by Shanna Hammond and seconded by Laquita Smith, Carried.

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

Yea: 6, Nay: 0



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A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Wednesday, March 9, 2022, beginning at 6:30 PM in the Almena High School , 512 W Bryant Street, Almena, KS 67622.

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

Also Present: Ken Tharman superintendent and Amber Brown Board Clerk.  
2 Visitors from World Pest Control.

## I. Call to Order

## II. Adoption of Agenda

I recommend the board approve the agenda as presented. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

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

Yea: 4, Nay: 0, Absent: 2

## III. Termite Contract

This agenda item was moved to the start of the meeting due to the weather. This allowed the guest speakers, Cody and Naomi Wyatt (World Pest Control) to get back on the road. Christopher Rogers joined the meeting via phone at this time. Discussion was held concerning the current system in place and the information provided by Redwing, World Pest, and Hinkel. I recommend the board accepts the termite quote from Hinkel for termite management. Vote passed 4-0; Mr. Wenzl abstained. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

Shanna Hammond: Absent  
Christopher Rogers: Absent  
Laquita Smith: Yea  
Hilary Van Patten: Yea  
Rich Wenzl: Abstain (With Conflict)  
Steven Whitney: Yea

Yea: 3, Nay: 0, Absent: 2, Abstain (With Conflict): 1

## IV. Approval of Minutes

Christopher Rogers left the meeting via phone. I recommend the board approve the minutes as presented. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.



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Shanna  
Hammond: Absent

Christopher  
Rogers: Absent

Laquita Smith: Yea

Hilary Van  
Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

## V. Approval of Bills

I recommend the board approve the bills as presented. This motion, made by Rich Wenzl and seconded by Laquita Smith, Carried.

Shanna  
Hammond: Absent

Christopher  
Rogers: Absent

Laquita Smith: Yea

Hilary Van  
Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

## VI. Hearing of Visitors

### VII. Old Business

#### A. KESA Update - OVT Report

Mr. Tharman updated the board on the OVT visit and shared the document that was submitted for year five of the accreditation process. The OVT Chair will submit their write up and then The ARC will review the information later this year.

#### B. WKLL Update

Jessie Thalheim had submitted the updated information following today's WKLL administration meeting. The WKLL will merger with the Northwest Kansas League for the volleyball tournament and track meet next year. Basketball will not be possible until after the next two-year cycle.

#### C. Building Improvements

I recommend the board approve to accept the carpet bid from Carpet One for the Long Island second floor hallway and computer lab. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

Shanna  
Hammond: Absent

Christopher  
Rogers: Absent

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea



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Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

## VIII. Personnel

### A. Staffing

I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individual(s) to be discussed; retaining Mr. Tharman and returning to open session in this room at 7:30 PM. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

Shanna  
Hammond: Absent

Christopher  
Rogers: Absent

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

Returned to open session at 7:30 PM. I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individual(s) to be discussed; retaining Mr. Tharman and returning to open session in this room at 7:35 PM. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

Shanna  
Hammond: Absent

Christopher  
Rogers: Absent

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

Returned to open session at 7:35 PM. I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individual(s) to be discussed; retaining Mr. Tharman and returning to open session in this room at 7:40 PM. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

Shanna  
Hammond: Absent



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Christopher Rogers: Absent

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

Returned to open session at 7:40 PM. I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individual(s) to be discussed; retaining Mr. Tharman and returning to open session in this room at 7:45 PM. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

Shanna Hammond: Absent

Christopher Rogers: Absent

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

Returned to open session at 7:45 PM. I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individual(s) to be discussed; retaining Mr. Tharman and returning to open session in this room at 7:50 PM. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

Shanna Hammond: Absent

Christopher Rogers: Absent

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

Returned to open session at 7:50 PM. I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individual(s) to be discussed; retaining



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Mr. Tharman and returning to open session in this room at 7:55 PM. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

Shanna

Hammond: Absent

Christopher

Rogers: Absent

Laquita

Smith: Yea

Hilary Van

Patten: Yea

Rich

Wenzl: Yea

Steven

Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

B. Certified Staff

I recommend the board offer the position of 9 - 12 Vo Ag Teacher to Edward Schurman. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

Shanna

Hammond: Absent

Christopher

Rogers: Absent

Laquita

Smith: Yea

Hilary Van

Patten: Yea

Rich

Wenzl: Yea

Steven

Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

C. Leave Request

I recommend the board approve the leave request for Mrs. Dole, Hal Hansen, and Noah Hansen as presented. This motion, made by Rich Wenzl and seconded by Steven Whitney, Carried.

Shanna

Hammond: Absent

Christopher

Rogers: Absent

Laquita

Smith: Yea

Hilary Van

Patten: Yea

Rich

Wenzl: Yea

Steven

Whitney: Yea



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Yea: 4, Nay: 0, Absent: 2

D. Resignation

I recommend the board approve Hal Hansen's resignation as Grade School Custodian at the end of June.

This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

Shanna

Hammond: Absent

Christopher  
Rogers: Absent

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

## IX. New Business

A. LOB Percentage

I recommend the board approve raising the LOB percentage from the state average of 30%, up to 33% to help offset funding declines. This motion, made by Steven Whitney and seconded by Laquita Smith,

Carried.

Shanna

Hammond: Absent

Christopher  
Rogers: Absent

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

B. Long Island Lawn Care

I recommend the board hire Revival Lawn Care to maintain the Long Island School grounds and to spray for weeds as per the proposal. This motion, made by Steven Whitney and seconded by Rich Wenzl,

Carried.

Shanna

Hammond: Absent

Christopher  
Rogers: Absent

Laquita  
Smith: Yea

Hilary Van Yea



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Patten:

Rich            Yea  
Wenzl:

Steven        Yea  
Whitney:

Yea: 4, Nay: 0, Absent: 2

C. Administrative Contracts

I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individual(s) to be discussed; an return to open session in this room at 8:23 PM.

This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

Shanna

Hammond: Absent

Christopher   Absent  
Rogers:

Laquita       Yea  
Smith:

Hilary Van    Yea  
Patten:

Rich           Yea  
Wenzl:

Steven        Yea  
Whitney:

Yea: 4, Nay: 0, Absent: 2

Returned to open session at 8:23 PM. I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individual(s) to be discussed; retaining Mr. Tharman and returning top open session in this room at 8:33 PM. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

Shanna

Hammond: Absent

Christopher   Absent  
Rogers:

Laquita       Yea  
Smith:

Hilary Van    Yea  
Patten:

Rich           Yea  
Wenzl:

Steven        Yea  
Whitney:

Yea: 4, Nay: 0, Absent: 2

I recommend the board extend Mr. Tharman and Mr. Gebhard's contract one year to make them two year contracts. This motion, made by Rich Wenzl and seconded by Laquita Smith, Carried.

Shanna

Hammond: Absent

Christopher   Absent  
Rogers:



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Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

### D. 2022-23 Calendar Proposals

I recommend the board approve Plan A for the 2022-23 school year. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

Shanna Hammond: Absent

Christopher Rogers: Absent

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

### E. Resolution to Destroy

I recommend the board approve the employee records and financial documents listed on the proposal for shredding. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

Shanna Hammond: Absent

Christopher Rogers: Absent

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

### F. Negotiations

## X. Administrative Reports

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

Mr. Tharman went over the upcoming events: 7 - 12 staff night - Mar 10 / Spring Break - Mar. 14 - 18 / Track practice starts - Mar. 21 / SITE council - Mar. 22 / Bus Drivers mtg. - Mar. 24 / KAY Hockey Game trip - Mar. 25 / Auditorium closed to decorate - Mar. 28 - Apr. 9 / Sophomores to NWK Tech - Mar.



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LONG ISLAND

30 / NHS Induction ceremony - Apr. 4 / Board mtg - Apr. 11

B. K-8 Principal Report

XI. Reports of Board Members

XII. Adjournment

I make a motion to adjourn this meeting. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

Shanna  
Hammond: Absent

Christopher  
Rogers: Absent

Laquita Smith: Yea

Hilary Van  
Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

# USD 212

## Cash Summary Report

Accounting Cycle: FY21-22; Beginning Period: Period 01 (07/01/2021 - 07/31/2021) ; Ending Period: Period 09 (03/01/2022 - 03/31/2022) ; Show Prior Year Expense/Encumbrance: I  
Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: Yes; Created On: 4/8/2022 8:54:03 AM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance
06	GENERAL FUND	\$258.58	\$1,606,629.51	(\$1,524,078.96)	\$37,659.04	\$120,468.17
07	FEDERAL FUNDS	(\$2,893.20)	\$64,042.29	(\$58,312.88)	\$0.00	\$2,836.21
08	SUPPLEMENTAL GENERAL FUND	\$59,763.00	\$367,905.48	(\$176,954.33)	\$0.00	\$250,714.15
11	FOUR YEAR OLD AT RISK FUND	\$10,300.86	\$0.00	(\$34,638.36)	\$0.00	(\$24,337.50)
13	K-12 AT RISK FUND	\$9,150.75	\$0.00	(\$83,982.31)	\$0.00	(\$74,831.56)
16	CAPITAL OUTLAY	\$150,266.83	\$127,627.82	(\$68,527.18)	\$0.00	\$209,367.47
18	DRIVER TRAINING	\$2,418.70	\$1,098.00	(\$303.10)	\$0.00	\$3,213.60
24	FOOD SERVICE	\$29,812.44	\$88,749.53	(\$117,614.91)	\$0.00	\$947.06
26	PROFESSIONAL DEVELOPMENT FUND	\$9,974.95	\$0.00	(\$3,474.20)	\$0.00	\$6,500.75
30	SPECIAL EDUCATION	\$13,876.24	\$139,375.45	(\$208,172.66)	(\$37,405.00)	(\$92,325.97)
34	VOCATIONAL EDUCATION	\$11,483.24	\$916.43	(\$45,542.11)	\$0.00	(\$33,142.44)
35	GIFTS/GRANTS	\$39,797.05	\$0.00	(\$21,512.05)	\$0.00	\$18,285.00
51	KPERS RETIREMENT CONTRIBUTIONS	(\$158.93)	(\$273.44)	(\$47,034.23)	\$0.00	(\$47,466.60)
53	CONTINGENCY FUND	\$225,000.00	\$0.00	\$0.00	\$0.00	\$225,000.00
55	TEXTBOOK RENTAL	\$19,022.10	\$23,124.93	(\$1,209.86)	\$0.00	\$40,937.17
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
<b>Sub Total</b>		<b>\$580,941.77</b>	<b>\$2,419,196.00</b>	<b>(\$2,391,357.14)</b>	<b>\$254.04</b>	<b>\$609,034.67</b>

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

<b>Encumbrances</b>	<b>Liabilities</b>	<b>Available</b>
(\$890.38)	(\$254.04)	\$119,323.75
\$0.00	\$0.00	\$2,836.21
(\$27.90)	\$0.00	\$250,686.25
\$0.00	\$0.00	(\$24,337.50)
\$0.00	\$0.00	(\$74,831.56)
\$0.00	\$0.00	\$209,367.47
\$0.00	\$0.00	\$3,213.60
(\$3,189.87)	\$0.00	(\$2,242.81)
\$0.00	\$0.00	\$6,500.75
\$0.00	\$0.00	(\$92,325.97)
\$0.00	\$0.00	(\$33,142.44)
\$0.00	\$0.00	\$18,285.00
\$0.00	\$0.00	(\$47,466.60)
\$0.00	\$0.00	\$225,000.00
\$0.00	\$0.00	\$40,937.17
\$0.00	\$0.00	\$911.02
\$0.00	\$0.00	\$1,958.14
<b>(\$4,108.15)</b>	<b>(\$254.04)</b>	<b>\$604,672.48</b>

# USD 212

## Cash Summary Report

Accounting Cycle: FY21-22; Beginning Period: Period 01 (07/01/2021 - 07/31/2021) ; Ending Period: Period 09 (03/01/2022 - 03/31/2022) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: Yes; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: Yes; Created On: 4/8/2022 8:54:03 AM

Fund	Description	Liabilities (Beginning)	Liabilities (Ending)	Cash Journal Entries	Other Total
06	GENERAL FUND	\$0.00	\$254.04	\$0.00	\$254.04
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
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
<b>Sub Total</b>		<b>\$0.00</b>	<b>\$254.04</b>	<b>\$0.00</b>	<b>\$254.04</b>

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 07/01/2021 to 04/07/2022.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>NVHS</b>	<b>Northern Valley High School</b>							
<b>A</b>	<b>ATHLETICS</b>							
	1010		HIGH SCHOOL ATHLETICS	3,245.05	15,794.76	17,366.01	-479.88	1,193.92
	<b>A Totals:</b>			3,245.05	15,794.76	17,366.01	-479.88	1,193.92
<b>B</b>	<b>CLUBS &amp; ORGANIZATIONS</b>							
	2010		STUDENT COUNCIL	6,912.12	2,141.29	1,246.66	0.00	7,806.75
	2020		KAY	1,669.25	5,194.30	3,654.50	0.00	3,209.05
	2050		HUSKY MUSIC CLUB	1,774.33	150.00	0.00	0.00	1,924.33
	2060		FFA	18,532.26	30,170.86	21,073.80	0.00	27,629.32
	2070		SCHOLARS BOWL	88.77	0.00	0.00	0.00	88.77
	2080		DANCE AND CHEER	8,470.18	43.12	5,198.08	236.88	3,552.10
	2090		FORENSICS	990.36	460.00	0.00	0.00	1,450.36
	3000		TECHNOLOGY CLUB	828.76	0.00	0.00	0.00	828.76
	3010		FCCLA	66.10	0.00	0.00	0.00	66.10
	3020		VOLLEYBALL CLUB	2,362.86	412.00	1,095.20	0.00	1,679.66
	3050		Interactive Media	1,122.18	1,847.00	158.18	0.00	2,811.00
	FA		FACS	0.00	0.00	0.00	0.00	0.00
	<b>B Totals:</b>			42,817.17	40,418.57	32,426.42	236.88	51,046.20
<b>C</b>	<b>GRADUATING CLASSES</b>							
	3114		CLASS OF 2014	2,838.60	0.00	0.00	0.00	2,838.60
	3115		CLASS OF 2015	1,341.17	0.00	0.00	0.00	1,341.17
	3116		CLASS OF 2016	27.50	0.00	0.00	0.00	27.50
	3117		CLASS OF 2017	0.00	0.00	0.00	0.00	0.00
	3118		CLASS OF 2018	0.00	0.00	0.00	0.00	0.00
	3119		CLASS OF 2019	2,003.91	0.00	0.00	0.00	2,003.91
	3120		CLASS OF 2020	0.00	0.00	349.90	349.90	0.00
	3121		CLASS OF 2021	1,747.30	0.00	2.71	23.00	1,767.59
	3122		CLASS OF 2022-SENIORS	3,909.14	282.04	4,105.44	220.00	305.74
	3123		CLASS OF 2023-JUNIORS	2,625.78	16,897.94	10,925.85	-349.90	8,247.97
	3124		CLASS OF 2024-SOPHOMORES	3,433.48	957.25	302.71	0.00	4,088.02
	<b>C Totals:</b>			17,926.88	18,137.23	15,686.61	243.00	20,620.50
<b>D</b>	<b>DISTRICT MONIES</b>							
	4020		HIGH SCHOOL PETTY CASH	1,125.00	0.00	0.00	0.00	1,125.00
	<b>D Totals:</b>			1,125.00	0.00	0.00	0.00	1,125.00
<b>E</b>	<b>YEARBOOK</b>							
	7000		YEARBOOK	15,915.43	4,870.00	3,279.55	0.00	17,505.88
	<b>E Totals:</b>			15,915.43	4,870.00	3,279.55	0.00	17,505.88

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 07/01/2021 to 04/07/2022.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>F</b>								
	<b>MISC</b>							
	7030		GREENHOUSE	41.47	0.00	0.00	0.00	41.47
	7060		BOX TOPS FOR EDUCATION	2,366.52	550.00	1,283.81	0.00	1,632.71
	7102		Unknown revenue from 2016-2017	0.00	0.00	0.00	0.00	0.00
	8011		Interest Paid To Account	406.48	96.82	0.00	0.00	503.30
			<b>F Totals:</b>	2,814.47	646.82	1,283.81	0.00	2,177.48
<b>G</b>								
	<b>SALES TAX</b>							
	8010		SALES TAX	-85.72	0.00	-0.04	0.00	-85.68
			<b>G Totals:</b>	-85.72	0.00	-0.04	0.00	-85.68
			<b>NVHS Activity Totals:</b>	83,758.28	79,867.38	70,042.36	0.00	93,583.30
<hr/>								
		Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance	
				79,867.38	70,042.36			
		NVHS Bank Balances:	83,758.28	79,867.38	70,042.36	0.00	93,583.30	
<hr/>								
			<b>Report Activity Totals:</b>	83,758.28	79,867.38	70,042.36	0.00	93,583.30

# USD 212

## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 03/10/2022; End Date: 04/09/2022; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 4/9/202

Voucher Number	Bank Name	Account Number	Check Number
WKLL JH Music Contest Payment	First National Bank & Trust	003174	63201
Vendor	PO Number	Invoice #	Account Code
WKLL	22-1572	03222022	06-1000-890-03-09
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
NCKSEC Payment for March 3/22/22	First National Bank & Trust	003174	63202
Vendor	PO Number	Invoice #	Account Code
NCKSEC	22-1573	032222	30-1000-564-00-01
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
Bills for April Board Meeting.	First National Bank & Trust	003174	63232
Vendor	PO Number	Invoice #	Account Code
AFPLANSERV	22-1593	22022863020	06-2300-300-00-00
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
Bills for April Board Meeting.	First National Bank & Trust	003174	63233
Vendor	PO Number	Invoice #	Account Code
Almena Lumber & Supply	22-1604	04082022	06-2300-890-00-30
Almena Lumber & Supply	22-1604	04082022	06-2720-626-00-04
Almena Lumber & Supply	22-1604	04082022	06-2720-626-00-05
Almena Lumber & Supply	22-1604	04082022	06-2720-626-00-11
Almena Lumber & Supply	22-1604	04082022	06-2720-626-00-13
Almena Lumber & Supply	22-1604	04082022	06-2720-626-00-14
Almena Lumber & Supply	22-1604	04082022	06-2720-626-00-15
Almena Lumber & Supply	22-1604	04082022	06-2720-626-00-19
Almena Lumber & Supply	22-1604	04082022	06-2720-626-00-22
Almena Lumber & Supply	22-1604	04082022	06-2720-629-00-05
Almena Lumber & Supply	22-1604	04082022	06-2720-629-00-10
Almena Lumber & Supply	22-1604	04082022	06-2720-730-00-03
Almena Lumber & Supply	22-1604	04082022	06-2720-730-00-05
Almena Lumber & Supply	22-1604	04082022	06-2720-890-00-03
Almena Lumber & Supply	22-1604	04082022	06-2720-890-00-05
Almena Lumber & Supply	22-1604	04082022	06-2720-890-00-22
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63234
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Apptegy	22-1598	INV-07555	08-2300-500-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63235
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
City Of Almena	22-1586	04082022	08-2600-411-01-00
City Of Almena	22-1586	04082022	08-2600-411-02-00
City Of Almena	22-1586	04082022	08-2600-412-01-00
City Of Almena	22-1586	04082022	08-2600-412-02-00
City Of Almena	22-1586	04082022	08-2600-421-01-00
City Of Almena	22-1610	482022	08-3400-890-01-01
City Of Almena	22-1586	04082022	34-2600-411-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63236
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
City Of Long Island	22-1585	04082022	08-2600-411-03-00
City Of Long Island	22-1585	04082022	08-2600-412-03-00
City Of Long Island	22-1585	04082022	08-2600-421-03-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63237
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
ComplianceOne	22-1569	290005	06-2720-890-00-17
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63238
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Dealers First Financial L.L.C.	22-1582	166197 166198	16-1000-700-01-00
Dealers First Financial L.L.C.	22-1582	166197 166198	16-1000-700-03-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63239
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Envision	22-1591	ENV-SOIV-0110861	08-2600-610-00-01

<b>Sub Total</b>			
<b>Voucher Number</b> Bills for April Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63240
<b>Vendor</b> Hinklel Termite and Pest Control	<b>PO Number</b> 22-1576	<b>Invoice #</b> 04082022	<b>Account Code</b> 08-2600-425-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for April Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63241
<b>Vendor</b> Hop-A-Long IT Services	<b>PO Number</b> 22-1564	<b>Invoice #</b> 1013	<b>Account Code</b> 08-1000-300-00-00
<b>Vendor</b> Hop-A-Long IT Services	<b>PO Number</b> 22-1587	<b>Invoice #</b> 1023	<b>Account Code</b> 08-1000-700-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for April Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63242
<b>Vendor</b> HTMC	<b>PO Number</b> 22-1608	<b>Invoice #</b> 04082022	<b>Account Code</b> 06-2300-590-00-02
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for April Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63243
<b>Vendor</b> Instrumentalist Awards LLC	<b>PO Number</b> 22-1592	<b>Invoice #</b> 2201	<b>Account Code</b> 06-1000-610-00-02
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for April Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63244
<b>Vendor</b> Integrated Security Solutions	<b>PO Number</b> 22-1566	<b>Invoice #</b> 20220521 20220122	<b>Account Code</b> 08-2300-500-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for April Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63245
<b>Vendor</b> Jamboree Foods	<b>PO Number</b> 22-1599	<b>Invoice #</b> 04082022	<b>Account Code</b> 06-1000-890-01-09
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for April Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63246
<b>Vendor</b> Jessie Thalheim	<b>PO Number</b> 22-1596	<b>Invoice #</b> 04082022	<b>Account Code</b> 06-1000-890-00-01

<b>Sub Total</b>			
<b>Voucher Number</b> Bills for April Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63247
<b>Vendor</b> Jill Gebhard	<b>PO Number</b> 22-1570	<b>Invoice #</b> 04082022	<b>Account Code</b> 06-1000-610-02-09
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for April Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63248
<b>Vendor</b> KCs Home Improvement	<b>PO Number</b> 22-1600	<b>Invoice #</b> 147925	<b>Account Code</b> 08-2600-430-00-01
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for April Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63249
<b>Vendor</b> Kevin Sides	<b>PO Number</b> 22-1578	<b>Invoice #</b> 04082022	<b>Account Code</b> 08-3400-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for April Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63250
<b>Vendor</b> Kowpoke Supply	<b>PO Number</b> 22-1611	<b>Invoice #</b> 04082022	<b>Account Code</b> 08-2600-430-00-01
<b>Vendor</b> Kowpoke Supply	<b>PO Number</b> 22-1611	<b>Invoice #</b> 04082022	<b>Account Code</b> 08-2600-430-00-02
<b>Vendor</b> Kowpoke Supply	<b>PO Number</b> 22-1611	<b>Invoice #</b> 04082022	<b>Account Code</b> 16-4200-710-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for April Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63251
<b>Vendor</b> KSHSAA	<b>PO Number</b> 22-1574	<b>Invoice #</b> 4543	<b>Account Code</b> 08-3400-890-01-01
<b>Vendor</b> KSHSAA	<b>PO Number</b> 22-1588	<b>Invoice #</b> 22-5761	<b>Account Code</b> 08-3400-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for April Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63252
<b>Vendor</b> Lakeview Books	<b>PO Number</b> 22-1612	<b>Invoice #</b> ARU0332513	<b>Account Code</b> 06-2200-640-02-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for April Board Meeting.	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 63253

<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Long Island Feed and Grain, LLC	22-1603	04082022	06-2720-626-00-10
Long Island Feed and Grain, LLC	22-1603	04082022	06-2720-626-00-14
Long Island Feed and Grain, LLC	22-1603	04082022	06-2720-626-00-18
Long Island Feed and Grain, LLC	22-1603	04082022	06-2720-626-00-20
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63254
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Lou's Sporting Goods	22-1579	APC744407-AK01	06-1000-890-03-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63255
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Marvin Gebhard	22-1577	04082022	06-2300-890-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63256
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Nex-Tech (Nex-Tech)	22-1589	04082022	06-2300-532-00-00
Nex-Tech (Nex-Tech)	22-1589	04082022	06-2300-532-00-01
Nex-Tech (Nex-Tech)	22-1589	04082022	06-2400-532-00-00
Nex-Tech (Nex-Tech)	22-1589	04082022	06-2400-532-00-01
Nex-Tech (Nex-Tech)	22-1589	04082022	06-2400-532-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63257
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Nex-Tech Wireless, LLC	22-1575	8958111	06-2600-890-00-00
Nex-Tech Wireless, LLC	22-1575	8958111	06-2720-890-00-17
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63258
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Northwest Kansas Educational Service Center	22-1594	021718	26-2200-501-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63259

<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Northwestern Office Supplies	22-1601	156773	08-1000-610-03-09
Northwestern Office Supplies	22-1609	04082022	08-1000-610-01-11
Northwestern Office Supplies	22-1609	04082022	08-1000-610-02-09
Northwestern Office Supplies	22-1609	04082022	08-1000-610-03-09
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63260
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Norton Community High School (NCHS)	22-1583	04082022	06-1000-890-01-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63261
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Norton Telegram	22-1565	010309	06-2300-590-00-02
Norton Telegram	22-1584	04082022	06-2300-590-00-02
Norton Telegram	22-1607	482022	06-2300-590-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63262
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Ostmeyer Inc dba Culligan Soft Water Service	22-1605	04082022	08-2600-411-02-00
Ostmeyer Inc dba Culligan Soft Water Service	22-1605	04082022	08-2600-411-03-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63263
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Phillips County Health Department	22-1568	04082022	06-2300-500-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63264
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Phillipsburg High School	22-1595	04082022	06-1000-890-01-09
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63265
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Phillipsburg Homestore	22-1580	04082022	08-2600-430-00-01

<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63266
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Prairie Land Electric Cooperative, Inc.	22-1613	04082022	06-2600-622-01-00
Prairie Land Electric Cooperative, Inc.	22-1613	04082022	06-2600-622-03-00
Prairie Land Electric Cooperative, Inc.	22-1613	04082022	34-2600-622-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63267
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Purchase Power	22-1411	04082022	06-2300-590-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63268
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Sensene Music Inc	22-1581	04082022	06-1000-610-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63269
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
State Line Awards & Custom Design	22-1590	1498 1499	06-1000-890-01-09
State Line Awards & Custom Design	22-1590	1498 1499	06-1000-890-03-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63270
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Tom's Music House	22-1567	04082022	06-1000-610-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63271
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Uline	22-1606	146929748	08-2600-610-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63272
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>

USD 316	22-1602	04082022	06-1000-890-01-09
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for April Board Meeting.	First National Bank & Trust	003174	63273
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
VISA (VISA1)	22-1597	04082022	06-1000-610-01-11
VISA (VISA1)	22-1597	04082022	06-1000-610-02-09
VISA (VISA1)	22-1597	04082022	06-1000-890-01-01
VISA (VISA1)	22-1597	04082022	06-2200-640-02-00
VISA (VISA1)	22-1597	04082022	06-2300-890-00-00
VISA (VISA1)	22-1597	04082022	06-2300-890-00-30
VISA (VISA1)	22-1597	04082022	06-2400-890-00-00
VISA (VISA1)	22-1597	04082022	06-2720-626-00-05
VISA (VISA1)	22-1597	04082022	06-2720-626-00-14
VISA (VISA1)	22-1597	04082022	06-2720-626-00-15
<b>Sub Total</b>			
<b>Grand Total</b>			

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Payee	Amount	Type
WKLL	\$60.00	Accounts Payable
Description	Issue Date	Amount
Payment for additional entries for WKLL JH Music Contest	03/22/2022	\$60.00
		<b>\$60.00</b>
Payee	Amount	Type
NCKSEC	\$24,418.00	Accounts Payable
Description	Issue Date	Amount
March COOP Payment.	03/22/2022	\$24,418.00
		<b>\$24,418.00</b>
Payee	Amount	Type
AFPLANSERV	\$16.00	Accounts Payable
Description	Issue Date	Amount
Invoice number 22022863020.	04/08/2022	\$16.00
		<b>\$16.00</b>
Payee	Amount	Type
Almena Lumber & Supply	\$2,463.59	Accounts Payable
Description	Issue Date	Amount
Charges for March.	04/08/2022	\$411.21
Charges for March.	04/08/2022	\$56.99
Charges for March.	04/08/2022	\$284.14
Charges for March.	04/08/2022	\$120.64
Charges for March.	04/08/2022	\$100.00
Charges for March.	04/08/2022	\$141.45
Charges for March.	04/08/2022	\$222.21
Charges for March.	04/08/2022	\$224.00
Charges for March.	04/08/2022	\$735.89
Charges for March.	04/08/2022	\$50.94
Charges for March.	04/08/2022	\$15.38
Charges for March.	04/08/2022	\$40.00
Charges for March.	04/08/2022	\$3.50
Charges for March.	04/08/2022	\$16.00
Charges for March.	04/08/2022	\$26.75
Charges for March.	04/08/2022	\$14.49
		<b>\$2,463.59</b>

Payee	Amount	Type
Apptegy	\$4,900.00	Accounts Payable
Description	Issue Date	Amount
Contract Invoice-INV-07555.	04/08/2022	\$4,900.00
		<b>\$4,900.00</b>
Payee	Amount	Type
City Of Almena	\$727.22	Accounts Payable
Description	Issue Date	Amount
Statement date 3/28/2022	04/08/2022	\$77.20
Statement date 3/28/2022	04/08/2022	\$83.60
Statement date 3/28/2022	04/08/2022	\$70.14
Statement date 3/28/2022	04/08/2022	\$140.19
Statement date 3/28/2022	04/08/2022	\$200.00
Rental for activities banquet.	04/08/2022	\$50.00
Statement date 3/28/2022	04/08/2022	\$106.09
		<b>\$727.22</b>
Payee	Amount	Type
City Of Long Island	\$121.29	Accounts Payable
Description	Issue Date	Amount
Statement date 3/1/2022.	04/08/2022	\$60.00
Statement date 3/1/2022.	04/08/2022	\$40.00
Statement date 3/1/2022.	04/08/2022	\$21.29
		<b>\$121.29</b>
Payee	Amount	Type
ComplianceOne	\$24.00	Accounts Payable
Description	Issue Date	Amount
Invoice number 290005.	04/08/2022	\$24.00
		<b>\$24.00</b>
Payee	Amount	Type
Dealers First Financial L.L.C.	\$455.00	Accounts Payable
Description	Issue Date	Amount
Invoice number 166197 and 166198.	04/08/2022	\$325.00
Invoice number 166197 and 166198.	04/08/2022	\$130.00
		<b>\$455.00</b>
Payee	Amount	Type
Envision	\$347.46	Accounts Payable
Description	Issue Date	Amount
Invoice number ENV-SOIV-0110861. Invoice date 3/28/2022	04/08/2022	\$347.46

		<b>\$347.46</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Hinklel Termite and Pest Control	\$120.37	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Service date March 18, 2022 for Almena and Long Island	04/08/2022	\$120.37
		<b>\$120.37</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Hop-A-Long IT Services	\$1,241.44	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 1013.	04/08/2022	\$241.45
Invoice number 1023.	04/08/2022	\$999.99
		<b>\$1,241.44</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
HTMC	\$135.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 3/31/2022.	04/08/2022	\$135.00
		<b>\$135.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Instrumentalist Awards LLC	\$16.50	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 3/22/2022. Account number 67622N and Invoice number 2201	04/08/2022	\$16.50
		<b>\$16.50</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Integrated Security Solutions	\$1,102.50	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice numbers 20220521 and 20220122.	04/08/2022	\$1,102.50
		<b>\$1,102.50</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Jamboree Foods	\$69.70	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Charges for March.	04/08/2022	\$69.70
		<b>\$69.70</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Jessie Thalheim	\$269.92	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Mileage reimbursement for Track/Field coaching clinic.	04/08/2022	\$269.92

		<b>\$269.92</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Jill Gebhard	\$57.23	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Reimbursement for supplies for student-led conference	04/08/2022	\$57.23
		<b>\$57.23</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
KCs Home Improvement	\$550.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 147925. Locker room door.	04/08/2022	\$550.00
		<b>\$550.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Kevin Sides	\$250.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Reimbursement for paying for Aidan Hammond or Substitute pay to video games	04/08/2022	\$250.00
		<b>\$250.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Kowpoke Supply	\$1,086.93	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Charges for March.	04/08/2022	\$215.78
Charges for March.	04/08/2022	\$8.38
Charges for March.	04/08/2022	\$862.77
		<b>\$1,086.93</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
KSHSAA	\$2,626.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement number 4543. KAY Unit Conference	04/08/2022	\$2,526.00
Invoice number 22-5761. Coach rules meeting for track	04/08/2022	\$100.00
		<b>\$2,626.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Lakeview Books	\$186.40	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number ARU0332513.	04/08/2022	\$186.40
		<b>\$186.40</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Long Island Feed and Grain, LLC	\$1,082.15	Accounts Payable

<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Charges for March.	04/08/2022	\$283.18
Charges for March.	04/08/2022	\$299.21
Charges for March.	04/08/2022	\$236.14
Charges for March.	04/08/2022	\$263.62
		<b>\$1,082.15</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Lou's Sporting Goods	\$113.95	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number APC744407-AK01.	04/08/2022	\$113.95
		<b>\$113.95</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Marvin Gebhard	\$10.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Meal reimbursement for driving bus to music contest on 3/8/2022	04/08/2022	\$10.00
		<b>\$10.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Nex-Tech (Nex-Tech)	\$1,286.68	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Bill date April 1, 2022.	04/08/2022	\$358.70
Bill date April 1, 2022.	04/08/2022	\$59.99
Bill date April 1, 2022.	04/08/2022	\$429.69
Bill date April 1, 2022.	04/08/2022	\$79.59
Bill date April 1, 2022.	04/08/2022	\$358.71
		<b>\$1,286.68</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Nex-Tech Wireless, LLC	\$146.99	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 8958111.	04/08/2022	\$59.60
Invoice number 8958111.	04/08/2022	\$87.39
		<b>\$146.99</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Northwest Kansas Educational Service Center	\$27.93	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 021718.	04/08/2022	\$27.93
		<b>\$27.93</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Northwestern Office Supplies	\$1,031.94	Accounts Payable

<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 156773.	04/08/2022	\$50.00
Statement date 3/31/2022.	04/08/2022	\$260.18
Statement date 3/31/2022.	04/08/2022	\$478.90
Statement date 3/31/2022.	04/08/2022	\$242.86
		<b>\$1,031.94</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Norton Community High School (NCHS)	\$45.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Forensics Fees	04/08/2022	\$45.00
		<b>\$45.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Norton Telegram	\$531.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 010309. Customer # 7USD212.	04/08/2022	\$60.00
Statement number 3/16/2022.	04/08/2022	\$61.20
Statement date 3/31/2022.	04/08/2022	\$409.80
		<b>\$531.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Ostmeyer Inc dba Culligan Soft Water Service	\$51.93	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 3/31/2022.	04/08/2022	\$20.94
Statement date 3/31/2022.	04/08/2022	\$30.99
		<b>\$51.93</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Phillips County Health Department	\$4,000.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
BiAnnual Nurse Contract Payment.	04/08/2022	\$4,000.00
		<b>\$4,000.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Phillipsburg High School	\$50.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Forensics meet fees.	04/08/2022	\$50.00
		<b>\$50.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Phillipsburg Homestore	\$367.13	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 3/20/2022.	04/08/2022	\$367.13

		<b>\$367.13</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Prairie Land Electric Cooperative, Inc.	\$3,421.79	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 04/05/2022.	04/08/2022	\$2,601.77
Statement date 04/05/2022.	04/08/2022	\$613.78
Statement date 04/05/2022.	04/08/2022	\$206.24
		<b>\$3,421.79</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Purchase Power	\$200.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 3/25/2022.	04/08/2022	\$200.00
		<b>\$200.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Sensene Music Inc	\$232.82	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 3/21/2022.	04/08/2022	\$232.82
		<b>\$232.82</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
State Line Awards & Custom Design	\$414.94	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice numbers 1498 and 1499.	04/08/2022	\$251.33
Invoice numbers 1498 and 1499.	04/08/2022	\$163.61
		<b>\$414.94</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Tom's Music House	\$115.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Billing date 3/8/2022.	04/08/2022	\$115.00
		<b>\$115.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Uline	\$109.32	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 146929748.	04/08/2022	\$109.32
		<b>\$109.32</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
USD 316	\$50.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>

Forensics Fees	04/08/2022	\$50.00
		<b>\$50.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
VISA (VISA1)	\$2,481.04	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date March 22, 2022.	04/08/2022	\$98.03
Statement date March 22, 2022.	04/08/2022	\$14.95
Statement date March 22, 2022.	04/08/2022	\$1,475.27
Statement date March 22, 2022.	04/08/2022	\$6.89
Statement date March 22, 2022.	04/08/2022	\$504.47
Statement date March 22, 2022.	04/08/2022	\$31.37
Statement date March 22, 2022.	04/08/2022	\$133.13
Statement date March 22, 2022.	04/08/2022	\$42.95
Statement date March 22, 2022.	04/08/2022	\$127.15
Statement date March 22, 2022.	04/08/2022	\$46.83
		<b>\$2,481.04</b>
		<b>\$57,014.16</b>

# USD 212

## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 03/10/2022; End Date: 04/09/2022; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 4/9/2022 7:38:31 AM

Check Date	Check Number	Payee	Type	Amount
03/22/2022	63201	WKLL	Accounts Payable	\$60.00
03/22/2022	63202	NCKSEC	Accounts Payable	\$24,418.00
04/08/2022	63232	AFPLANSERV	Accounts Payable	\$16.00
04/08/2022	63233	Almena Lumber & Supply	Accounts Payable	\$2,463.59
04/08/2022	63234	Apptegy	Accounts Payable	\$4,900.00
04/08/2022	63235	City Of Almena	Accounts Payable	\$727.22
04/08/2022	63236	City Of Long Island	Accounts Payable	\$121.29
04/08/2022	63237	ComplianceOne	Accounts Payable	\$24.00
04/08/2022	63238	Dealers First Financial L.L.C.	Accounts Payable	\$455.00
04/08/2022	63239	Envision	Accounts Payable	\$347.46
04/08/2022	63240	Hinklel Termite and Pest Control	Accounts Payable	\$120.37
04/08/2022	63241	Hop-A-Long IT Services	Accounts Payable	\$1,241.44
04/08/2022	63242	HTMC	Accounts Payable	\$135.00
04/08/2022	63243	Instrumentalist Awards LLC	Accounts Payable	\$16.50
04/08/2022	63244	Integrated Security Solutions	Accounts Payable	\$1,102.50
04/08/2022	63245	Jamboree Foods	Accounts Payable	\$69.70
04/08/2022	63246	Jessie Thalheim	Accounts Payable	\$269.92
04/08/2022	63247	Jill Gebhard	Accounts Payable	\$57.23
04/08/2022	63248	KCs Home Improvement	Accounts Payable	\$550.00
04/08/2022	63249	Kevin Sides	Accounts Payable	\$250.00
04/08/2022	63250	Kowpoke Supply	Accounts Payable	\$1,086.93
04/08/2022	63251	KSHSAA	Accounts Payable	\$2,626.00
04/08/2022	63252	Lakeview Books	Accounts Payable	\$186.40
04/08/2022	63253	Long Island Feed and Grain, LLC	Accounts Payable	\$1,082.15
04/08/2022	63254	Lou's Sporting Goods	Accounts Payable	\$113.95
04/08/2022	63255	Marvin Gebhard	Accounts Payable	\$10.00
04/08/2022	63256	Nex-Tech (Nex-Tech)	Accounts Payable	\$1,286.68
04/08/2022	63257	Nex-Tech Wireless, LLC	Accounts Payable	\$146.99
04/08/2022	63258	Northwest Kansas Educational Service Center	Accounts Payable	\$27.93
04/08/2022	63259	Northwestern Office Supplies	Accounts Payable	\$1,031.94
04/08/2022	63260	Norton Community High School (NCHS)	Accounts Payable	\$45.00
04/08/2022	63261	Norton Telegram	Accounts Payable	\$531.00
04/08/2022	63262	Ostmeyer Inc dba Culligan Soft Water Service	Accounts Payable	\$51.93
04/08/2022	63263	Phillips County Health Department	Accounts Payable	\$4,000.00
04/08/2022	63264	Phillipsburg High School	Accounts Payable	\$50.00
04/08/2022	63265	Phillipsburg Homestore	Accounts Payable	\$367.13
04/08/2022	63266	Prairie Land Electric Cooperative, Inc.	Accounts Payable	\$3,421.79
04/08/2022	63267	Purchase Power	Accounts Payable	\$200.00

04/08/2022	63268	Senseney Music Inc	Accounts Payable	\$232.82
04/08/2022	63269	State Line Awards & Custom Design	Accounts Payable	\$414.94
04/08/2022	63270	Tom's Music House	Accounts Payable	\$115.00
04/08/2022	63271	Uline	Accounts Payable	\$109.32
04/08/2022	63272	USD 316	Accounts Payable	\$50.00
04/08/2022	63273	VISA (VISA1)	Accounts Payable	\$2,481.04
<b>Sub Total</b>				<b>\$57,014.16</b>

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## Check Listing Report

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Check Date	Check Number	Payee	Description	Type	Amount
04/08/2022	63232	AFPLANSERV	Inv: 22022863020	Accounts Payable	\$16.00
04/08/2022	63233	Almena Lumber & Supply	Inv: 04082022	Accounts Payable	\$2,463.59
04/08/2022	63234	Apptegy	Inv: INV-07555	Accounts Payable	\$4,900.00
04/08/2022	63235	City Of Almena	Inv: 04082022	Accounts Payable	\$677.22
04/08/2022	63235	City Of Almena	Inv: 482022	Accounts Payable	\$50.00
04/08/2022	63236	City Of Long Island	Inv: 04082022	Accounts Payable	\$121.29
04/08/2022	63237	ComplianceOne	Inv: 290005	Accounts Payable	\$24.00
04/08/2022	63238	Dealers First Financial L.L.C.	Inv: 166197 166198	Accounts Payable	\$455.00
04/08/2022	63239	Envision	Inv: ENV-SOIV-0110861	Accounts Payable	\$347.46
04/08/2022	63240	Hinklel Termite and Pest Control	Inv: 04082022	Accounts Payable	\$120.37
04/08/2022	63241	Hop-A-Long IT Services	Inv: 1013	Accounts Payable	\$241.45
04/08/2022	63241	Hop-A-Long IT Services	Inv: 1023	Accounts Payable	\$999.99
04/08/2022	63242	HTMC	Inv: 04082022	Accounts Payable	\$135.00
04/08/2022	63243	Instrumentalist Awards LLC	Inv: 2201	Accounts Payable	\$16.50
04/08/2022	63244	Integrated Security Solutions	Inv: 20220521 20220122	Accounts Payable	\$1,102.50
04/08/2022	63245	Jamboree Foods	Inv: 04082022	Accounts Payable	\$69.70
04/08/2022	63246	Jessie Thalheim	Inv: 04082022	Accounts Payable	\$269.92
04/08/2022	63247	Jill Gebhard	Inv: 04082022	Accounts Payable	\$57.23
04/08/2022	63248	KCs Home Improvement	Inv: 147925	Accounts Payable	\$550.00
04/08/2022	63249	Kevin Sides	Inv: 04082022	Accounts Payable	\$250.00
04/08/2022	63250	Kowpoke Supply	Inv: 04082022	Accounts Payable	\$1,086.93
04/08/2022	63251	KSHSAA	Inv: 22-5761	Accounts Payable	\$100.00
04/08/2022	63251	KSHSAA	Inv: 4543	Accounts Payable	\$2,526.00
04/08/2022	63252	Lakeview Books	Inv: ARU0332513	Accounts Payable	\$186.40
04/08/2022	63253	Long Island Feed and Grain, LLC	Inv: 04082022	Accounts Payable	\$1,082.15
04/08/2022	63254	Lou's Sporting Goods	Inv: APC744407-AK01	Accounts Payable	\$113.95
04/08/2022	63255	Marvin Gebhard	Inv: 04082022	Accounts Payable	\$10.00
03/22/2022	63202	NCKSEC	Inv: 032222	Accounts Payable	\$24,418.00
04/08/2022	63256	Nex-Tech (Nex-Tech)	Inv: 04082022	Accounts Payable	\$1,286.68
04/08/2022	63257	Nex-Tech Wireless, LLC	Inv: 8958111	Accounts Payable	\$146.99
04/08/2022	63258	Northwest Kansas Educational Service Center	Inv: 021718	Accounts Payable	\$27.93
04/08/2022	63259	Northwestern Office Supplies	Inv: 04082022	Accounts Payable	\$981.94
04/08/2022	63259	Northwestern Office Supplies	Inv: 156773	Accounts Payable	\$50.00
04/08/2022	63260	Norton Community High School (NCHS)	Inv: 04082022	Accounts Payable	\$45.00
04/08/2022	63261	Norton Telegram	Inv: 010309	Accounts Payable	\$60.00
04/08/2022	63261	Norton Telegram	Inv: 04082022	Accounts Payable	\$61.20
04/08/2022	63261	Norton Telegram	Inv: 482022	Accounts Payable	\$409.80
04/08/2022	63262	Ostmeyer Inc dba Culligan Soft Water Service	Inv: 04082022	Accounts Payable	\$51.93

04/08/2022	63263	Phillips County Health Department	Inv: 04082022	Accounts Payable	\$4,000.00
04/08/2022	63264	Phillipsburg High School	Inv: 04082022	Accounts Payable	\$50.00
04/08/2022	63265	Phillipsburg Homestore	Inv: 04082022	Accounts Payable	\$367.13
04/08/2022	63266	Prairie Land Electric Cooperative, Inc.	Inv: 04082022	Accounts Payable	\$3,421.79
04/08/2022	63267	Purchase Power	Inv: 04082022	Accounts Payable	\$200.00
04/08/2022	63268	Sensene Music Inc	Inv: 04082022	Accounts Payable	\$232.82
04/08/2022	63269	State Line Awards & Custom Design	Inv: 1498 1499	Accounts Payable	\$414.94
04/08/2022	63270	Tom's Music House	Inv: 04082022	Accounts Payable	\$115.00
04/08/2022	63271	Uline	Inv: 146929748	Accounts Payable	\$109.32
04/08/2022	63272	USD 316	Inv: 04082022	Accounts Payable	\$50.00
04/08/2022	63273	VISA (VISA1)	Inv: 04082022	Accounts Payable	\$2,481.04
03/22/2022	63201	WKLL	Inv: 03222022	Accounts Payable	\$60.00
<b>Sub Total</b>					<b>\$57,014.16</b>

# USD 212

## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 04/09/2022; End Date: 04/11/2022; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 4/11/20

Voucher Number	Bank Name	Account Number	Check Number
April Board Meeting Extra Bills	First National Bank & Trust	003174	63274
Vendor	PO Number	Invoice #	Account Code
ComplianceOne	22-1621	291410	06-2720-890-00-17
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
April Board Meeting Extra Bills	First National Bank & Trust	003174	63275
Vendor	PO Number	Invoice #	Account Code
Dealers First Financial L.L.C.	22-1620	166680	16-1000-700-01-00
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
April Board Meeting Extra Bills	First National Bank & Trust	003174	63276
Vendor	PO Number	Invoice #	Account Code
Ideal Linen & Uniform	22-1618	22068099	08-2600-610-00-01
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
April Board Meeting Extra Bills	First National Bank & Trust	003174	63277
Vendor	PO Number	Invoice #	Account Code
Jostens (JOSTES)	22-1614	28392092	06-2300-890-00-04
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
April Board Meeting Extra Bills	First National Bank & Trust	003174	63278
Vendor	PO Number	Invoice #	Account Code
Kensington Lockers, Inc	22-1616	04112022	24-3100-630-01-00
Kensington Lockers, Inc	22-1616	04112022	24-3100-630-03-00
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
April Board Meeting Extra Bills	First National Bank & Trust	003174	63279
Vendor	PO Number	Invoice #	Account Code
Matheson Tri-Gas Inc.	22-1615	04112022	34-1000-610-00-01
Matheson Tri-Gas Inc.	22-1619	51938516	34-1000-610-00-01
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
April Board Meeting Extra Bills	First National Bank & Trust	003174	63280
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Midwest Energy	22-1617	04112022	06-2600-621-01-00
Midwest Energy	22-1617	04112022	06-2600-621-02-00
Midwest Energy	22-1617	04112022	06-2600-621-03-00
Midwest Energy	22-1617	04112022	34-2600-621-00-00
<b>Sub Total</b>			
<b>Grand Total</b>			

022 5:48:53 PM

Payee	Amount	Type
ComplianceOne	\$24.00	Accounts Payable
Description	Issue Date	Amount
Invoice number 291410.	04/11/2022	\$24.00
		<b>\$24.00</b>
Payee	Amount	Type
Dealers First Financial L.L.C.	\$460.00	Accounts Payable
Description	Issue Date	Amount
Invoice number 166680.	04/11/2022	\$460.00
		<b>\$460.00</b>
Payee	Amount	Type
Ideal Linen & Uniform	\$67.79	Accounts Payable
Description	Issue Date	Amount
Invoice number 22068099.	04/11/2022	\$67.79
		<b>\$67.79</b>
Payee	Amount	Type
Jostens (JOSTES)	\$79.26	Accounts Payable
Description	Issue Date	Amount
Invoice number 28392092.	04/11/2022	\$79.26
		<b>\$79.26</b>
Payee	Amount	Type
Kensington Lockers, Inc	\$372.00	Accounts Payable
Description	Issue Date	Amount
Statement date 4/7/22. Payment for hog donated to school	04/11/2022	\$248.00
Statement date 4/7/22. Payment for hog donated to school	04/11/2022	\$124.00
		<b>\$372.00</b>
Payee	Amount	Type
Matheson Tri-Gas Inc.	\$395.70	Accounts Payable
Description	Issue Date	Amount
Statement date 03/31/2022.	04/11/2022	\$200.71
Invoice number 51938516.	04/11/2022	\$194.99
		<b>\$395.70</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Midwest Energy	\$4,339.83	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Bill date 4/4/2022.	04/11/2022	\$953.99
Bill date 4/4/2022.	04/11/2022	\$1,472.11
Bill date 4/4/2022.	04/11/2022	\$1,237.04
Bill date 4/4/2022.	04/11/2022	\$676.69
		<b>\$4,339.83</b>
		<b>\$5,738.58</b>

# USD 212

## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 04/09/2022; End Date: 04/11/2022; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 4/11/2022 5:48:53 PM

Check Date	Check Number	Payee	Type	Amount
04/11/2022	63274	ComplianceOne	Accounts Payable	\$24.00
04/11/2022	63275	Dealers First Financial L.L.C.	Accounts Payable	\$460.00
04/11/2022	63276	Ideal Linen & Uniform	Accounts Payable	\$67.79
04/11/2022	63277	Jostens (JOSTES)	Accounts Payable	\$79.26
04/11/2022	63278	Kensington Lockers, Inc	Accounts Payable	\$372.00
04/11/2022	63279	Matheson Tri-Gas Inc.	Accounts Payable	\$395.70
04/11/2022	63280	Midwest Energy	Accounts Payable	\$4,339.83
<b>Sub Total</b>				<b>\$5,738.58</b>

# USD 212

## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 04/09/2022; End Date: 04/11/2022; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 4/11/2022 5:48:53 PM

Check Date	Check Number	Payee	Description	Type	Amount
04/11/2022	63274	ComplianceOne	Inv: 291410	Accounts Payable	\$24.00
04/11/2022	63275	Dealers First Financial L.L.C.	Inv: 166680	Accounts Payable	\$460.00
04/11/2022	63276	Ideal Linen & Uniform	Inv: 22068099	Accounts Payable	\$67.79
04/11/2022	63277	Jostens (JOSTES)	Inv: 28392092	Accounts Payable	\$79.26
04/11/2022	63278	Kensington Lockers, Inc	Inv: 04112022	Accounts Payable	\$372.00
04/11/2022	63279	Matheson Tri-Gas Inc.	Inv: 04112022	Accounts Payable	\$200.71
04/11/2022	63279	Matheson Tri-Gas Inc.	Inv: 51938516	Accounts Payable	\$194.99
04/11/2022	63280	Midwest Energy	Inv: 04112022	Accounts Payable	\$4,339.83
<b>Sub Total</b>					<b>\$5,738.58</b>

### Middle School List

- Repair or replace reducer from hallway to MS band classroom (right next to cafeteria). It is currently partly stuck down using packing tape.
- Fix latches on MS boys bathroom stalls
- West screen on fire escape from Mr. Logemann's room in LI needs fastened down.
- LI Girls locker room notch dropped ceiling at windows and re-affix trim.
- MS gym – repair balcony chairs – fasten them down.
- MS Social Studies repair or replace cabinet doors.
- Strip and seal or replace kitchen floors in Long Island.
- Carpet to be installed by Carpet One on second floor hallway and computer lab.
- Strip and seal tile in MS Science room.
- Blinds in Mr. Pugh's / Mrs. Baird's / and Mrs. Mordecai's rooms.
- Refinish kitchen cabinets in Long Island.
- Consider replacing window curtains on MS balcony.

### Grade School List

- Blinds in GS ??
- Shampoo carpets in Preschool and 2<sup>nd</sup> grade rooms
- Exit doors sealed good ... but still easily open?
- Leak in 2<sup>nd</sup> floor GS water fountain
- Clean GS stage area
- Lights and ballasts in GS repaired / replaced
- Window sills and ledges painted around windows
- Water stained ceiling tiles ... after sealed work on exterior is done.

### High School List

- HS stair railings loose
- Window sills repaired and repainted.
- Remove old junk
  - o Clean out storage areas and laundry room so they can be used
  - o Upside down chair in room next to library office
  - o Old white boards in Science room
  - o Broken table outside locker room
  - o Broken refrigerator in Janitor and referee's rooms
  - o Find a different location to store steam table and chairs.
- Scrape and repaint HS auditorium
- Boys and girls locker rooms need deep cleaning
  - o Remove broken mirror / cork board / cover open wires / repair doors on toilet stalls
- Science lab attach vent to window and repair leaky faucets
- Science classroom ceiling and outlets
- Social Studies room replace outlets.
- Emergency light in auditorium and protective cages around them.
- Add handrails along ramps to auditorium

### Korey Cyr projects

- Window air conditioner need supported on outside ... and trim / insulation installed around them.
- Bubble in GS 3<sup>rd</sup> floor hallway
- Carpet / floor outside speech room
- Cabinet doors in MS social studies room, kitchen cabinets refinished in Almena / LI
- Greenhouse door hinge

### Other jobs to be outsourced

- Ag shop and classroom windows
- Exhaust fan motor
- Storage area for cleaning supplies .... Possible clean out area behind ref shower
- Laundry room reorganization and shelves added?

### Completed projects or slated for completion

- White boards hung in HS
- White boards hung in MS
- New projector installed in Mrs. Hoover's, Mr. Pugh, and Mrs. McKinney's rooms
- Stairs in GS cleaned
- Two new doors in Ag shop
- New shelving being made by New Age - kitchen
- New ice machine installed in LI
- Blinds hung in GS
-

Christensen Construction Inc.

1120 N. State ST.

Norton, KS 67654

# Invoice

Date	invoice #
3/15/2022	429

Bill To
Northern Valley USD 212 512 W Bryant Almena, KS 67622

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
32	Labor	40.00	1,280.00
1	Bobcat	240.00	240.00
	Sales Tax	8.50%	0.00
Remove sign		<b>Total</b>	\$1,520.00

Northern Valley USD 212

Remove sign

3-14-2022

Cost

\$1,520<sup>00</sup>

**CHRISTENSEN CONSTRUCTION INC.**  
1120 NORTH STATE STREET  
NORTON, KS 67654

*Nicholas Christensen*  
308-991-6305

Northern Valley USD 212

Rebuild & reinstall sign

3-14-2022

Estimated cost only

\$5480<sup>00</sup>

**CHRISTENSEN CONSTRUCTION INC.**

1120 NORTH STATE STREET  
NORTON, KS 67654

Nicholas Christensen

308-991-6305

Jessica Reeves  
915 Pratt Ave  
Almena KS 67622

To Mr. Tharman, USD 212 BOE

Please accept this letter as notice of my resignation from USD 212 effective at the end of this contract year. I have accepted a position with the USDA in the FSA office.

I would like to thank USD 212 for the opportunities and experiences I had while I was here but I am excited to be able to utilize my agriculture degree and pursue my passion in agriculture. I am very grateful to have had the opportunity to try new roles and work with the students here at Northern Valley.

I am excited to finish out the year strong and continue to do what is best for our kids.

Best Regards,  
Jess Reeves



Ken Tharman <ktharman@nvhuskies.org>

---

## Resignation letter

1 message

---

**Sommer Yocum** <syocum@nvhuskies.org>

Thu, Mar 17, 2022 at 11:24 AM

To: Ken Tharman <ktharman@nvhuskies.org>, Marvin Gebhard <mgebhard@nvhuskies.org>

Mr. Tharman, Mr. Gebhard & BOE,

Please except this email as notice of my resignation from my position as junior high secretary, as I have excepted a job with Norton County Hospital. My last day of employment for Northern Valley will be March 31.

I have enjoyed my years working at Northern Valley with all of you!!

Sincerely, Sommer Yocum



**Sheri Sammons**

8:29 AM (2 hours ago)

to me

I've been offered a new job in Hays, working for Miracle-Ear, I will officially be leaving as of April 4th, 2022. Thank you for providing me with a great atmosphere to work in for the last 5 years. I will miss everyone greatly!!

April 11, 2022

Dear Mr. Tharman and USD 212 Board of Education,

It is with a sad heart that I submit my resignation effective at the end of the 2021-2022 school year. I have enjoyed my time at Northern Valley, and the students here are especially enjoyable. However, my husband has accepted a transfer with his job, and that relocation will make it impossible to remain a teacher at Northern Valley.

I appreciate the opportunity I had to work with the kids in this district, and I wish them all the best in the future.

Sincerely,

A handwritten signature in cursive script that reads "Sallie Hoover".

Sallie Hoover

Northern Valley High School English Teacher

Northern Valley  
USD 212  
Activity Handbook



Students & Parents

Approved by the USD 212 Board of Education on

July 12, 2021

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**Note:**

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

**Commented [HVP1]:** I don't know where this should go, but it seems there should be a better place for it...

# 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.

**Commented [HVP2]:** Do we need to add 6-12 each time we write Northern Valley? I wonder whether this was a "replace all" from NVHS that led to a less easy-to-read format.

**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.

**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.

**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

#### 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.

**Commented [HVP3]:** These items were moved to the next section

### 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 September 1<sup>st</sup> is ineligible, but can appeal.

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

Commented [HVP4]: What is this called?

**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.
- (3) **Chemical-Free Rules:** A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., is **not** in good standing.
- (4) 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.
- (5) 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.
- (6) If the student competes under an assumed name, he or she shall be ineligible in all activities.
- (7) The duration of ineligibility and any additional consequences for the behaviors resulting in ineligibility will be determined by the Northern Valley Administration.

**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 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.

**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 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.

### 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 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 Rules 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 Rules, 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 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 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 NVHS and NVMS Student/Parent Handbook and Code of Conduct.

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 (12:30 PM) and have a valid excuse; example (doctor's appointment).

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.)**

**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 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:
  - (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.

## **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**

Rules in the Locker Room are:

- (1) no rough housing, throwing towels, or other objects
- (2) no hazing of other students
- (3) no glass containers are permitted
- (4) all spiked/cleated shoes must be put on and removed outside
- (5) or 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.

# **VIII. Lettering Policy**

## **A. Varsity Requirements**

A varsity award shall be presented to the member of the team, who satisfies the requirements (minimum), complete 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.)

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.
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.
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

## **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.**

### 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 the least hazardous 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 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 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.

## KSHSAA RECOMMENDED CONCUSSION & HEAD INJURY INFORMATION 2013-2014

**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.

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

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

Adapted from the CDC and the 3<sup>rd</sup> 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>

### **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 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.

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.**



**One - to - One  
CHROMEBOOK INITIATIVE**



**HANDBOOK  
2021-2022**



**USD 212 One - to - One CHROMEBOOK INITIATIVE  
HANDBOOK  
2020-2021**

**Procedures and Information for Students and Parents**

The purpose of the USD 212 Board of Education's 1-to-1 Chromebook initiative is to create a collaborative learning environment for all learners that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning. It is the expectation of the board that district staff and community members will all play a role in the development of these effective and high quality educational experiences.

In furtherance of this goal, USD 212 is supplying all high school students with a Chromebook personal computing device. The Chromebook will allow student access to educational applications, web-based tools and many other useful sites. The Chromebook is an educational tool not intended for gaming, social networking or high-end computing, and all users will be expected to follow the district's acceptable use policy as well as all other state and federal laws, board policies and administrative procedures.

This document provides students with information about the general use of technology, ownership of the Chromebooks, rights and responsibilities for possession of the device, care of the Chromebook, its educational use and good digital citizenship. Additionally, the last page is a Chromebook Agreement form that students must complete before the student will be issued a Chromebook.

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## **USE AND OWNERSHIP**

### **What is a Chromebook?**

A Chromebook is a personal computing device that runs Google Chrome as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself.

### **Ownership of the Chromebook**

Although students will be issued a Chromebook for the duration of each school year, USD 212 retains ownership of the Chromebook device.

### **Receiving the Chromebook**

Every student in grades 6-12 will be issued a Chromebook, power adaptor and protective case for educational use in school and at home. The Chromebooks and peripherals will be distributed within the first two weeks of each school year.

All parents/guardians are required to read and sign the USD 212 Chromebook Loan Agreement before a Chromebook will be issued to their student.

All students are required to read and sign the USD 212 Chromebook Loan Agreement before a Chromebook will be issued.

### **Probationary Chromebook Status**

To protect the assets of USD 212, students who have violated the Acceptable Use Policy or any other provisions included in the Chromebook Initiative Handbook will be required to turn in their Chromebook to the office at the end of each day for a period of two weeks unless otherwise specified in the Acceptable Use Policy. The office personnel will secure the equipment during the evening and the student will be allowed to check the Chromebook out daily for use during school.

### **Returning the Chromebook**

Chromebooks, along with all peripherals and accessories, will be collected at the end of each school year. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency may be filed by the district.

Any student who transfers, withdraws or is expelled prior to graduation will be required to return his/her Chromebook, peripherals, and accessories upon termination of enrollment. Failure to turn in the Chromebook to the school office on the last day of attendance will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving USD 212 may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency may be filed by the district.

## Care of the Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported as soon as possible so that they can be taken care of properly. The Chromebook should NEVER be taken to an outside computer service for any type of repairs or maintenance.

### General Precautions

- No food or drink is allowed next to the Chromebook while in use.
- Cords, cables and removable storage devices must be inserted carefully into Chromebooks.
- Do not use the Chromebook with the power cord plugged in when the cord may be a tripping hazard.
- Never transport the Chromebook with the power cord plugged in.
- Never store the Chromebook in the carry case or backpack while plugged in.
- The Chromebook and its protective case must remain free of any writing, drawing, stickers and labels unless approved by school administration.
- Heavy objects should never be placed on top of Chromebooks.
- Never cover or otherwise obstruct the Chromebook's vents while the device is turned on.

### Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift the Chromebook by the screen.

### Screen Care

- The Chromebook screen can be easily damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat and light.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth only.

### USD 212 Labels

- All Chromebooks will have a USD 212 label.
- Labels may not be covered, modified or otherwise tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with the label or turning in a Chromebook without the USD 212 label in place.

### Chromebooks Left Unattended

- Under no circumstances should the Chromebook be left in a car or any unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses may result in disciplinary action.

### Damages, Repairs and Warranties

All Chromebook problems must be reported to the office. The district will repair or replace damaged equipment resulting from normal use. The district will make its best attempt to purchase replacement parts at the best possible price.

#### Repairs for damage within the vendor warranty period:

- The equipment vendor has a hardware warranty on the Chromebook.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Students are responsible for any of their actions that void the warranty (i.e. take the Chromebook apart; remove its parts, etc.). Students will be held responsible for the full cost of any parts replaced and associated labor costs due to such actions up to and including the cost of total replacement of the Chromebook .

#### Repair costs for damage and loss:

- The district will charge for the entire repair or replacement cost of the Chromebook and/or peripherals if damage or loss occurs due to the student's, parent's/guardian's intentional acts or as the result of their negligence in handling the device.
- Students are responsible for any losses or damages resulting from attempts to harm or destroy data of another person. This includes, but is not limited to, "hacking" or creating, loading or sharing malicious software, scripts or code (e.g. executable files (\*.exe), batch files (\*.bat), command files (\*.com), system files (\*.sys)).
- In case of theft, vandalism or other criminal acts, a police report MUST be filed with the local police department and a copy submitted to building administration.

### No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any usage of their Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law.
- The school may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason related to the operation of the school. By using the Chromebook, students agree to such access, monitoring and recording of their use.
- Teachers, school administrators and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

## **EDUCATIONAL USE**

School-issued Chromebooks should be used for educational purposes. Students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.

### **Using the Chromebook at School**

The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks and grades using their Chromebook. Students are expected to bring the Chromebook to all classes unless specifically advised not to do so by their teacher. Students who fail to bring the Chromebook to class are responsible for getting the coursework completed as if the Chromebook were present.

### **User Settings and Preferences**

- Inappropriate media may not be used as Chromebook backgrounds or themes. Examples of inappropriate media include, but are not limited to, the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures. The use of any inappropriate media will result in disciplinary action.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their personal set of headphones for sanitary reasons.

### **Printing**

- Students will have the ability to print, digitally publish and share their work with their teachers and peers when appropriate.

### **Account Access**

- Students will log into their Chromebooks using their school-issued Google Apps for Education account.
- Students must never share their Google Apps for Education account password with others, unless needed by building administration to address time-sensitive issues.

### **Using the Chromebook Outside of School**

Students may use the Chromebooks at home and other locations outside of school if approved beforehand. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the USD 212 Acceptable Use Policy, administrative procedures, state and federal laws and all other guidelines in this document wherever and whenever they use the Chromebooks.

### **Rights and Responsibilities**

Use of district technology is a privilege and not a right. Everything done on any district-owned computer, network or electronic communication device may be monitored by school authorities. Inappropriate use of district technology will result in the associated disciplinary action as identified in the student handbook, the 1-to-1 handbook, district administrative procedures and board policies.

## Managing and Saving Your Digital Work

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should remember to save frequently when working on digital media.
- The district is not responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or have multiple copies stored in different Internet storage solutions.

## Content Filter

- The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection act (CIPA). All Chromebooks, regardless of physical location and Internet connection, will have Internet activity filtered. Despite the filter, the district cannot guarantee that all controversial or inappropriate materials will be blocked.

## Student Responsibilities

- The student will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors or using it with food or drink nearby.
- The student will not lend the Chromebook to any friends or siblings; it will stay in his/her possession or locked in his/her locker at all times.
- The student will not load software or apps onto the Chromebook.
- The student will not install peer-to-peer file sharing programs.
- The student will not remove programs or files from the Chromebook.
- The student will follow all board policies and administrative procedures when using the Chromebook both at and away from school.
- The student will not give personal information when using the Internet.
- The student will not attempt to repair the Chromebook.
- The student will report damage or needed repairs immediately.
- The student will submit to a Chromebook audit when requested.

## Parent Responsibilities

- The parent/guardian will supervise his/her child's use of the Chromebook if permission is granted to allow it to go home.
- The parent/guardian will supervise his/her child's use of the Internet if permission is granted to allow it to go home.
- The parent/guardian will not attempt to repair the Chromebook.
- The parent/guardian will report any problems with the Chromebook immediately to the school.
- The parent/guardian will not load or delete any software from the Chromebook.

## **DIGITAL CITIZENSHIP: ACCEPTABLE AND ETHICAL USE POLICY**

### **Student Conduct**

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. *Respect Yourself:* I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. *Protect Yourself:* I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts and resources.
3. *Respect Others:* I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not enter other people's private spaces or areas.
4. *Protect Others:* I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. *Respect Intellectual Property:* I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

### **Inappropriate Use**

All students are expected to abide by the board's Acceptable and Ethical Use of Technology policy (IIBG). The following is a non-exclusive list of conduct prohibited while using district technology.

1. Using, creating, accessing, uploading, downloading, retaining or distributing defamatory, obscene, profane, sexually-explicit, pornographic, threatening or illegal content or materials.
2. Violating any federal, state or local law or administrative regulation or failing to follow any other policies or guidelines established by the district or building administrators/supervisors.
3. Violating copyright or otherwise transmitting or using the intellectual property of another individual or organization without permission, specifically including, but not limited to, the unlawful downloading of music, movies, computer software or pictures.
4. Vandalizing, which is any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading or intentionally introducing viruses.

5. Intentionally wasting limited resources, including, but not limited to, storage of excessive amounts of personal electronic mail, movies, music and picture files on district computers or servers.
6. Using district technology to create or access personal electronic mail accounts to engage in conduct that would violate any district policy.
7. Using the district's network or computers for commercial purposes or for any personal financial gain, including, but not limited to, selling items and maintenance of a personal or business website or electronic mail accounts.
8. Harassing, bullying, insulting or attacking others.
9. Accessing or transmitting electronic mail or other electronic files containing inappropriate and/or offensive material that is aimed at members of any protected class (examples would include jokes targeted at person(s) based upon gender, race, ethnicity, disability, etc.).
10. Using district technology to distribute messages to large groups of people for non-district purposes, including, but not limited to, "everyone e-mails," "mass e-mails," global e-mails," and "Spam," unless expressly approved by the superintendent.
11. Gaining unauthorized access to the files or other informational resources of other persons or entities without permission, whether stored on or off the district's network.
12. Using others' passwords.
13. Invading the privacy of individuals and/or revealing personal information online about any other district staff or student.
14. Installing equipment on or making modifications to district technology, such as altering the setup of computers (e.g., desktops, icons, wallpapers, screensavers or installed software) without pre-authorization from MIS.
15. Utilizing proxy sites or other means to circumvent the district's filter and/or other security measures.



## FREQUENTLY ASKED QUESTIONS

1. **Will students/parents/guardians have to purchase a Chromebook?**  
*No, USD 212 will provide a Chromebook for every student grades 6-12.*
2. **Is there a technology fee at enrollment?**  
*No.*
3. **Will students be able to take the Chromebook home?**  
*Yes. Devices are allowed to go home for academic purposes.*
4. **Will students have to turn the Chromebook into the school for the summer?**  
*Yes, students will turn in the device for the summer and receive the same device upon their return for the following school year.*
5. **How will Chromebooks be inventoried?**  
*USD 212 will inventory the Chromebook devices by using the serial number. Students will be assigned a Chromebook, keeping the same device during their attendance at Northern Valley.*
6. **Can students personalize their Chromebooks?**  
*Students will be shown acceptable ways of doing this when they receive their Chromebook. Guidelines are listed below.*
  - *Permanent markers and very sticky stickers are prohibited. Students should make sure that any personalization on the protective front cover is easy to remove.*
  - *NEVER personalize the back cover as this may block the device vents, causing the Chromebook to overheat and malfunction.*
  - *All personalizations must be school-appropriate; district policies apply. If it is determined that a student has personalized his/her Chromebook inappropriately, that student will be responsible for removing the offensive material. If the offensive material cannot be removed, the student will have to replace the cover.*
- 7.

8. **What if a Chromebook is damaged or broken?**  
*If the Chromebook is damaged, the student will turn the device into the office for repair. If the device is damaged beyond repair, the student will be responsible for the replacement cost of the device. If the device was willfully broken, the building discipline policies will be in effect.*
- *If the repair cannot be completed by the end of the day, a loaner Chromebook will be assigned to the individual student until the student's Chromebook is repaired and returned. The student will be responsible for any loss or damage to the loaner Chromebook.*
9. **What happens if the Chromebook is lost?**  
*If a device is lost, the student will be charged the cost of the Chromebook and will be issued a replacement once the cost is covered.*
10. **Will there be an insurance policy parents/guardians are required to purchase or is one offered?**  
*USD 212 will not provide an insurance policy to cover the device. After researching the options, it was decided that it would not yield any real savings to families. Parents are encouraged to explore their homeowners' insurance and other insurance as options.*
11. **If I have to replace a Chromebook, would I have to pay the same replacement cost, even if the Chromebook is not brand new?**  
*Yes. No matter the age of the device, it costs the same amount of money to replace it.*
12. **What happens if another student steals my student's Chromebook?**  
*As with any theft, the authorities should be contacted immediately, a police report should be filed, and the school should be contacted. It will be possible to identify anyone who logs onto a Chromebook with a USD 212 Google Apps for Education account, which will help authorities track the Chromebook.*
13. **What happens if a person unaffiliated with USD 212 steals my student's Chromebook?**  
*Based on how a Chromebook is set up, your student's device becomes unusable if someone outside of the district tries to log into the Chromebook. Only people with USD 212 Google Apps for Education account usernames and passwords can log into the devices.*
14. **What if a student forgets his/her Chromebook at home? Is the student provided a loaner for the day?**  
*Students who forget their Chromebooks will be loaned a device by the classroom teacher for the duration of the class period. Loaner Chromebooks will not be removed from the classroom.*
15. **I am concerned about the Chromebook being in bags with textbooks and the weight of the books damaging the Chromebook; do you have any suggestions of how I can protect the device in my student's book bag?**  
*Our recommendation is to carry the Chromebook in a separate bag.*

16. **Will a case/cover be required? If so, will the school purchase the case/cover?**  
*Yes, a case/cover will be required and provided by the school. It is expected that these covers remain on the Chromebooks at all times. These covers serve two purposes: 1) to help protect the Chromebook from every day wear and tear; and 2) to help absorb some of the impact associated with regular use of the Chromebook. Keep in mind that no cover will protect the Chromebook from severe or negligent treatment. It is up to each student to practice good care of his/her Chromebook.*
17. **What if the device malfunctions? Can my student access his/her online files with another device other than the Chromebook?**  
*Students can access their documents stored in their Google Apps for Education account (their Google Drive) wherever they can access the Internet.*
18. **If a student uses the Chromebook inappropriately, what discipline procedures are in place?**  
*Information on disciplinary action can be found in the high school student handbook and in this document.*
19. **Will there be restrictions on the Chromebook?**  
*There is a filter on the device so that no matter where the students are when they access the Internet, they are accessing a filtered environment. Students will not be allowed to download or delete apps on the device.*
20. **Does the district plan on blocking certain websites such as NetFlix?**  
*The limiting of access to certain websites and services is an ongoing process that involves several variables. We welcome parent input with this process. If there are other sites that are deemed inappropriate that have made it through the filter, please notify a USD212 staff member.*
21. **What if a student does not have Internet at home?**  
*Many Google Drive items can be accessed when not on the Internet if they were set up to do so. Students will receive instructions on how to make their files available offline. Additionally, the district believes that there are enough free options to access the Internet around town that Internet service will not be provided by the district.*
- 22.

23. **Does the Chromebook automatically accept hot spots? If not, how do I go about getting the Chromebook to recognize a new hot spot?**  
*The Chromebook will pick up Internet connections that are within range. If it is the first time on that hot spot or if there are several options available, the user will have to select the connection and enter the security password (if there is one). After the first time, that process will be automatic.*
24. **Do the Chromebooks have a place where my student can plug in a jump drive? If so, where is the port located?**  
*Yes. The USB ports are on the back of the device. There is also a slot for an SD card, like those used to store photos from a camera.*
25. **What is the readability of the font size, types, and brightness for the programs and documents, spreadsheets, presentations, and forms?**  
*There are multiple controls on the Chromebook to help with these functions. Brightness is controlled from the top level of buttons on the Chromebook. To increase font size, press **ctrl +**. To decrease font size, press **ctrl -**.*
26. **Who sees the information my student saves or posts (photos or documents)?**  
*Students can control who sees docs, spreadsheets, presentations and Google sites by setting sharing permission. It is anticipated that students will share various classroom assignments with others as part of the collaborative process. USD 212 administration has the ability to access all content on USD 212-owned devices and managed accounts.*
27. **How is the technology/software updated?**  
*The device automatically updates after it has been properly shut down and restarted. It is recommended that the student shut down the device daily to allow updates to be installed.*
28. **Is the Chromebook Handbook included with the paperwork we encounter during registration?**

The Loan Agreement is part of the registration information; however, the Chromebook Handbook is not. You can access the Chromebook Handbook on the district webpage.

**USD 212 One-to-One CHROMEBOOK INITIATIVE**  
**Student Chromebook Loan Agreement**

One Chromebook, power adapter and protective case are being loaned to the Student/Borrower and are in good working order. It is Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all-time remains, the property of USD 212 (District) and is herewith lent to the Student/Borrower for educational purposes only for the academic school year.

Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/Borrower losing his/her right to use this computer. The equipment will be returned to the school when requested by the District, or sooner, if the Student/Borrower withdraws from the District prior to the end of the school year.

The District property may be used by Student/Borrower only for non-commercial educational purposes, in accordance with the District's Acceptable and Ethical Use of Technology Resources policy (IIBG), as well as local, state and federal statutes and regulations.

Student/Borrower may not install or use any software or apps other than those owned or approved by the District and made available to Student/Borrower in accordance with this Chromebook Loan Agreement.

One user account with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account and also agrees to make no attempts to add, delete, access or modify another user's account.

The District network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.

Identification and inventory labels have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, the student must contact the student help desk for replacements. Additional stickers, labels, tags or markings are not to be added to the Chromebook or the protective case unless approved by the school administrator.

A Google Apps for Education account is available for each Student/Borrower to use for appropriate academic communication with other students and staff members.

Students will be charged replacement cost for any intentional, negligent or repeated damage to, loss of, or failure to return the Chromebook. Student/Borrower acknowledges and agrees that his/her use of the Chromebook is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the Chromebook and to return the same in good condition and repair upon request by the District.

**I have read and agree to conditions listed above. I have also received a copy of the 1-to-1 Chromebook Initiative Handbook and have read, understand and agree to abide by its terms and all other USD 212 Board of Education Policies and administrative regulations.**

Student Signature: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Northern Valley USD#212



20201 - 20221  
Faculty & Staff Handbook

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## **Mission Statements**

### **NORTHERN VALLEY HIGH SCHOOL MISSION STATEMENT**

Northern Valley High School's purpose is to graduate students with success-oriented attitudes and the skills necessary to succeed in society and to be lifelong learners.

### **LONG ISLAND MIDDLE SCHOOL MISSION STATEMENT**

Long Island Middle School seeks to expose students to a wide variety of educational experiences; to delve into a broad range of activities, including academics, athletics, music, drama, and scholastic endeavors beyond the classroom; and to refine social behaviors and attitudes acceptable for living with people in a world-wide society.

### **ALMENA ELEMENTARY SCHOOL MISSION STATEMENT**

Almena Elementary will create an effective teaching and learning environment that will encourage all students to reach their maximum potential in academic and social experiences. We will strive to enable each student to become a productive and responsible citizen involved in a lifetime of successful learning.

### **EQUAL OPPORTUNITY EMPLOYER**

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin.

The board shall hire employees on the basis of ability and the district's needs.

### **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 just 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 U.S.D. #212 Board of Education and is an extension of district policy.

### **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.

## STAFF NAMES

### Administration

Ken Tharman.....Superintendent, 9-12 Principal  
Marvin Gebhard .....PreK-8 Principal, Transportation  
Director, Head HS FB

### High School

Mitch Pugh .....JH / HS Social Science, HS  
Scholars Bowl, Golf  
Amy McKinney.....Accounting, Business, HS  
Computers, FACS, Yearbook &  
Student Council  
Hannah Mongeau .....English, HS VB, & NHS  
Jessie Thalheim .....MS Science, Activities Director  
Alissa Krafft.....Vo-Ag, FFA, & FACS

### Middle School

Jim Cole.....K – 12 Physical Education, F-  
ball, Boys BB, Track, & Drivers  
Ed., JH Athletic Dir.  
Emily Lowry .....JH & HS Mathematics & JH BB  
Cindy Mordecai.....JH Language Arts & K – 8 Vocal  
Kirsten Baird.....Fifth Grade  
Sarah Rudd .....HS Music, 5 – 12 Band, HS  
Technology

### Elementary School

Angie Knuth.....Kindergarten, Cross Country, HS  
Asst. Track  
Tammy Vincent.....First Grade  
Katie Grote .....Second Grade & Forensics  
Jill Gebhard .....Third Grade  
Amy Chandler .....Fourth Grade  
Kelli Hueneke .....K – 7 Title / 6<sup>th</sup> Grade

### Elem. continued

Cindy Wright.....Pre-K Teacher Aide  
Tami Dubois.....K –4 Interrelated Teacher  
Sandra Dole .....Preschool  
Terry Logemann .....5 – 12 Interrelated Teacher  
John Vincent.....Library/Media

### Clerical Staff

Amber Brown.....Board Clerk  
Kinze Cox .....Treasurer/ HS Sec  
Sheri Sammons.....ES Secretary  
Sommer Yocum.....MS Secretary/ Dep. Clerk

### Custodial Staff

Hal Hansen .....ES Custodian  
Julie Hilburn.....MS Custodian  
Noah Hansen .....HS Custodian / Almena Maint.

### Kitchen Staff

Becky Delimont.....Head Cook, Jr. Class Sponsor,  
HS Cheer & Dance  
Jacque Horacek .....Almena Cook  
Monica Bach .....Long Island Cook, JH Service  
Club, JH Cheer

### Special Assignment

Phillips County Health Dept. - Nurse

### Bus Drivers

Randy Husted  
Julie Hilburn  
Cindy Fischer



# STAFF NAMES

## Administration

Ken Tharman.....Superintendent, 9-12 Principal  
Marvin Gebhard.....PreK-8 Principal, Transportation  
Director, Head HS FB

## High School

Rebecca Lawhorn.....JH Social Science, HS Computer  
Amy McKinney.....Accounting, Business, HS  
Computers, FACS, Yearbook &  
Student Council

Hannah Imm (Mongeau).....English & HS Asst. Track

Brent Orme.....HS Social Science, FACS,  
Activities Director

Alissa Krafft.....Vo Ag, FFA, HS Scholars Bowl,  
FACS

## Middle School

Jim Cole.....K-8 Physical Education, F-ball,  
Boys BB, Track, & Drivers Ed.,  
JH Athletic Dir.

Emily Lowry.....JH & HS Mathematics, JH BB,  
JH VB

Cindy Mordecai.....JH Language Arts

Kirsten Baird.....Fifth Grade

Kathryn Whitney.....K-12 Music, 5-12 Band

## Elementary School

Angie Knuth.....Kindergarten, Cross Country, HS  
Asst. Track

Tammy Vincent.....First Grade

Katie Grote.....Second Grade, Forensics, Head  
HS VB

Jill Gebhard.....Third Grade, NHS

Amy Chandler.....Fourth Grade

Kelli Hueneke.....K-7 Title / 6<sup>th</sup> Grade

## Elem. continued

Cindy Wright.....Pre-K Teacher Aide

Tami Dubois.....K-4 Interrelated Teacher

Sandra Dole.....Preschool

Terry Logemann.....5-12 Interrelated Teacher

John Vincent.....Library/Media

## Clerical Staff

Lidia Knapp.....Board Clerk

Nicole Simeon.....Treasurer/HS Sec

Sheri Sammons.....ES Secretary

Sommer Yocum.....MS Secretary/Dep. Clerk

## Custodial Staff

Hal Hansen.....ES Custodian

Julie Hilburn.....MS Custodian

Noah Hansen.....HS Custodian / Almena Maint.

## Kitchen Staff

Becky Delimont.....Head Cook, Jr. Class Sponsor,  
HS Cheer & Dance

Jacque Horacek.....Almena Cook

Monica Bach.....Long Island Cook, JH Service  
Club, JH Cheer

## Special Assignment

Phillips County Health Dept.—Nurse

## Bus Drivers

Randy Husted

Julie Hilburn

Cindy Fischer

Cindy Wright

# GENERAL INFORMATION TEACHING AND LEARNING

## CURRICULUM

~~Staff shall develop and implement instruction programs in accordance with~~ ~~The staff, as the basis for developing and implementing instruction programs, shall do State Education Standards and~~ board-approved district goals and learning objectives ~~and State Education Standards.~~

## INSTRUCTIONAL MATERIALS

All textbooks, videos, software, and other instructional materials used in the district must support the district's instructional goals and learning objectives and meet all copyright and fair use guidelines.

Videos and other instructional materials must be pre-screened by staff, must be age-appropriate, and may not be used in the classroom solely for recreational purposes.

## LESSON PLANS

Each teacher shall develop, maintain and follow lesson plans, which conform to the board-approved curriculum, the district's educational goals, expected student learning outcomes and include the state indicator(s) covered. —A copy of lesson plans shall be available to the principal during formal or informal observations and to substitute teachers.

## HOMEWORK

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

## GRADES

Northern Valley Schools 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.

All teachers will follow the grade scale guidelines as adopted during the 1986-87 school year. The grading system is as follows:

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

Grades for each class will be recorded each nine weeks. A semester grade for each class will be recorded at the end of each semester. The semester grade shall be determined by averaging the two nine week grades (percentages), and all + and -'s will be dropped. 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.

## MAKE-UP 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, if you are absent on Monday, and you meet in class on Tuesday, the missed assignment is due on Thursday. If you are absent on Tuesday, and 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. Students assigned to oOut-of-sSchool 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.

## REPORTS

### *Progress Reports*

Student progress shall be periodically reported to the students and his/her parents/guardians. Whenever a student is falling behind or is failing to meet the grade level/course objectives, the teacher shall inform the student's parent/guardian. The teacher may attempt to assist the student and parent/guardian in developing a plan for improved performance.

### *Report Cards*

Report Cards shall be issued to each student's parent/guardian at the end of the **first quarter, first semester, third quarter and second semester** for each subject taken. Reasons for deficiencies and/or failures shall be given. **Grades must be submitted through Power School and hard copies must be reviewed and signed off by each teacher by the due date for each grading period. Corrections to grades in Power School are the responsibility of the teaching staff.**

### *Weekly Grade Reporting*

All teachers need to enter grades into Power School on a weekly basis. Grades 6 – 12 teachers need to send the names of failing students and students with incompletes to the appropriate principal and the Student Success Coordinator by Monday morning, starting with the third Monday of each semester.

### *Attendance (Student)*

Daily attendance records shall be maintained for each student in the school. Each teacher will be responsible for turning in attendance on the student management system. See References.

### *Accidents*

Any school employee who discovers an accident on school property shall report the accident to the building principal or designated representative. See References.

- Send for medical help
- Make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- Notify the principal or designated representative.

If an emergency person is present and qualified to administer first aid, that aid may be given. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

If an employee is injured on the job, the supervisor should be contacted immediately and a report shall be made within ten days. The supervisor will then be responsible for contacting the district central office, which will in turn supply the injured employee with the appropriate forms to complete.

The employee must keep copies of all doctors' orders and provide a file copy to the district central office. The employee must inform the doctor or hospital that he/she is covered by the district worker compensation plan.

### *Child Abuse*

Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local [Department for Children and Families Services \(CFSDCF\)](#) office or to the local law enforcement agency if the [CFS-DCF](#) office is not open. It is recommended the building administrator also be notified after the report is made. District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

### *Vandalism*

Employees shall report any vandalism to their immediate supervisor.

## **LUMP SUM PAYMENT**

Upon written authorization from any certified employee subject to the continuing contract law, the board shall pay the balance of the person's contract compensation for the school year in one payment not later than June 30 and the completion of all contract obligations. The authorization shall be filed with the Clerk of the Board not later than April 5 of the school year in and for which the balance payment is first authorized. Once authorized, the lump sum payment will continue each year until the certified employee revokes the election in writing.

## **WORKERS COMPENSATION**

### *Notice of Accidents*

Employees must notify the employer within 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office. Also, see References for sample accidents report form.

### *Coverage*

Benefits are for personal injury from an accident or occupational disease arising out of and in the course of employment with the district. Injuries, which occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from, the performance of tasks related to normal job duties are not covered under workers compensation.

## **CALENDAR**

Teachers shall complete a calendar request form to have any events placed on the district calendar. Refer to References.

Recognizing the benefit of having one school night free from school-scheduled activities, it shall be board policy that no school-scheduled activities (except those scheduled by the WKLL and KSHSAA) shall be scheduled on Wednesday nights other than those approved on a case-by-case basis by the Superintendent.

## **LEAVE**

### *Paid Time Off (PTO)*

All full-time teachers are entitled to twelve (12) days paid time off annually, accumulating to sixty (60) days.

Accumulated PTO will be determined at the end of each contract year. Assignment of additional annual PTO will be made on the first day of duty by the teacher in each contract year.

After an absence of two consecutive (2) days, a doctor's certificate may be required.

All teachers who have sixty (60) days of PTO available on the first day of the contract year shall be paid for days over forty-eight (48) at the end of the school year, at the rate of one-half (1/2) the

daily rate for substitute teachers. Calculation and payment will be made at the end of the contract year.

Teachers have the option to request pay out of PTO in excess of five (5) days at one-half the daily rate for substitutes teachers by submitting request in writing to Board Clerk by the payroll cutoff date for December payroll (Thanksgiving). No other payment will be made to the teacher for unused PTO.

Upon the teacher ending employment with the district, the teacher will be paid for all unused PTO days at the rate of one-half (1/2) the daily rate for substitute teachers. If a teacher does not fulfill their contract or is suspended during the school year, then no ~~PTO sick pay will be redeemed~~ payout will be awarded.

PTO will not be allowed on those days immediately preceding or immediately following vacation or holidays, professional meetings, summer, or other school dismissals, unless prior permission is obtained from the Board of Education.

### *Absentee Forms*

All teachers are required to complete an absentee form and have the sheet signed by the administrator approving the absence. In the event of an unforeseen absence, the office in your building will fill out the sheet and put it in your mailbox. You will need to sign the form upon your return and return it to your building secretary. Refer to References.

### *Funeral and Bereavement Leave*

An employee who is absent during his/her regularly scheduled workweek due to the death of a spouse or significant other, child or stepchild, or parent or stepparent may receive payment for reasonable and customary days absent, ~~not~~ to exceed five (5) regularly scheduled workdays for bereavement in conjunction with attending the funeral. An employee who is absent for funeral and bereavement during his/her regularly scheduled work week due to the death of a grandparent, grandchild, parent-in-law, foster parent, brother, sister, brother-in-law, daughter-in-law, or son-in-law may receive payment for reasonable and customary days absent, not to exceed three (3) regularly scheduled work days.

An employee may be required to furnish verification of the reason for the absence upon request of his/her supervisor of the office.

### *Annual Leave Accounting*

At the end of the contract year, the Board ~~Clerk~~ will report to each teacher a status report of accumulated ~~personal time off/sick leave and personal leave.~~

All leave will be adjusted in .25 increments. (may be taken in 30 minute increments; 2012)

0-2 hours = .25 day

2-4 hours = .50

4-5 hours = .75

6-8 hours = 1 day

### *Jury Duty*

U.S.D. #212 teachers who are called to serve on a jury shall receive his or her regular pay while involved in such service. The teacher shall retain the jury service fee paid by the court and all mileage, meals, and housing reimbursement.

### *Professional Leave*

The superintendent may grant professional leave. Requests for professional leave must be presented to the superintendent at least one (1) week prior to the planned activity. All obligations for expenses must be approved in advance of the planned activity. If an administrator requests a teacher to attend a conference or meeting, the actual cost of registration, travel, housing and meals will be paid by the district.

### *Military Leave*

A Certified Staff employee who is a member of the National Guard or a reserve component of the U.S. Armed Forces shall be granted a leave with pay for active duty or active duty training for a period not to exceed 30 work days in any two (2) consecutive calendar years. Prior approval from the Superintendent is required for this benefit. ~~(With prior approval from the Superintendent.)~~

Annual military active duty leave must be requested in advance. A copy of active duty orders must accompany the request.

~~All teachers are required to complete an absentee form and have the sheet signed by the administrator approving the absence. In the event of an unforeseen absence, the office in your building will fill out the sheet and put it in your mailbox. You will need to sign the form upon your return and return it to your building secretary. Refer to References.~~

## **RECORDS**

### *Personnel Records*

Personnel files maintained by the district shall be confidential and in the custody of the appropriate supervisor and/or the superintendent. Employees have the right to inspect their files during regular business hours upon proper notice and under the supervision of an administrator.

### *Required Records*

Each certified employee must have the following records/forms on file with the director of personnel before the first day of employment:

- Employment application;
- KPERS enrollment form (if employee is eligible);
- W-4 withholding certificate;
- Social security number;
- Loyalty oath or affirmation;
- Health form (if working directly with students);
- Driver's license and driving record (if required for position);
- INS form (proof of identity); and
- Current teaching certificate.

## **CERTIFICATE**

Certified staff must have a current certificate on file. A paycheck will not be issued to any certified staff member whose certification is not current. Application for certificate renewal is the responsibility of the certified employee, not the principal or secretary.

## **ADDRESS CHANGES**

All address changes must be made with the clerk before the end of the pay period in which the changes took place.

## **STUDENT RECORDS**

All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. The general public shall not be allowed to inspect a student's educational records only as permission from the parent/guardian or eligible student.

For the purposes of this policy, school official means teacher, administrator, other certified employee or the board of education. Legitimate educational interest means the school official must participate in discussions involving an identifiable student involving the student's educational interests, progress, grades, disciplinary action, discussions of eligibility for athletics or other activities, or honors or awards involving a

student. At NO time are teachers to make public student test scores, classroom grades, or report card grades.

## **GIFTS**

Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a class or school-related activity.

## **SOLICITATIONS**

### *Solicitation of Employees*

Unless the appropriate supervisor grants permission to any vendor, student, other school district employee or patron, solicitation of employees during normal duty hours is prohibited.

No employee will attempt during the school day or on school property to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items, which may directly or indirectly benefit the school employee.

No employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal.

## **TUTORING FOR PAY**

Teachers shall not receive pay for tutoring or private instruction at school unless approved in advance by the board.

## **ABSENCES/SUBSTITUTES**

Whenever a teacher is to be absent from teaching duties, the teacher shall notify the secretary as early as possible. Substitute folders will be available to the substitute teacher.

## **SUBSTITUTE FOLDERS**

Substitute folders need to contain the following materials.

1. Current daily class schedule;
2. Current class roster for each class;
3. A minimum of a basic emergency lesson plans or detailed lesson plans when the absence is planned;
4. Current classroom rules;
5. Names of paraprofessionals or other teacher aids; and-
6. How to reach the office if needed.

## **DRESS CODE**

The board encourages appropriate dress for all district employees.

## **COMMUNICATIONS**

All teachers are expected to promote Northern Valley Students and programs in the media whenever possible. When approved by the building principal, notes, attendance center announcements or other school-related information may be sent home with students.

## **FIELD TRIPS**

The principal may approve field trips when reasonable educational objectives can be established.

Advance requests for field trips, including transportation, shall be submitted by the teacher to the principal at least two weeks prior to the requested trip. Once the trip is approved, it is expected that the teacher

notify staff/students of the planned trip and [the](#) list of students going at least one week prior to the trip. The teacher shall notify parent/guardian of a forthcoming field trip using forms designated by the principal.

## **FUND-RAISING**

All students' sales projects or student fund-raising shall require the principal's prior approval.

All money collected from students for sales projects, or for other reasons, must be turned in to the office each day.

## **PEER GRADING**

Peer grading shall be allowed when the teacher believes peer grading will be a valuable learning experience for the class. During a peer grading activity, the teacher shall use the activity to help students review class concepts or objectives. If peer grading is allowed, students shall not be asked to publicly reveal either their own grade or the grade of another student.

## **INTERROGATION AND INVESTIGATION OF STUDENTS**

No one may interrogate or investigate a student on school grounds without the permission of the principal or head teacher.

## **SEARCHES OF STUDENTS AND PROPERTY**

If a certified staff member believes there is a need to search a student or property, he/she shall contact the principal.

Searches of students or property shall be conducted in accordance with the rules approved by the school board. Teachers shall not search students or property. No law enforcement officer shall search students or property without a search warrant.

Building principals are authorized to search students or property if there is reason to believe those district policies, rules or directives have been violated. All searches by the principal shall be carried out in the presence of another adult witness.

## **RELEASE OF STUDENTS FROM SCHOOL DURING THE DAY**

Teachers shall not release a student from school during the school day. A student seeking release from school shall be sent to the principal's office to seek the principal's permission and follow the designated sign-out procedures.

Teachers shall not allow students to run errands requiring the student to leave the school grounds during the school day.

## **HALL PASSES**

Teachers shall not release students during class without issuing a hall pass. The recommended hall pass for 6 - 12 students is the one in the back of their planner. Teachers are not to allow students out of class without a signed pass.

## **DISTRIBUTION OF MATERIALS**

Materials from sources outside of the district may not be distributed on school grounds without prior permission from the principal. Examples of outside materials include, but are not limited to, political materials and advertisements.

The principal shall determine the time, place and manner for materials distribution.

## **ORIENTATION**

All new certified employees shall receive orientation including the contents of this handbook.

## **PERSONAL PROPERTY**

The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. If an employee's personal property is broken, damaged or stolen while the employee is on the job, repair or replacement is the employee's responsibility.

## **USE OF PERSONAL VEHICLE**

Any employee who plans to transport students in his or her personal vehicle must provide proof of adequate insurance and a valid driver's license to the principal prior to transporting students.

## **TELEPHONE USE**

District telephones are for school business only. Use of phones for personal business should be avoided except in case of an emergency. Personal long distance calls made in an emergency must be recorded and reported to the employee's immediate supervisor so arrangements may be made to bill the employee.

## **MAINTENANCE REQUESTS**

All maintenance needs should be requested using the appropriate form and be turned in to the office.

## **ANIMALS AND PLANTS**

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes. If someone is injured by an animal or comes into contact with a toxic plant, the supervising teacher shall immediately report the incident to the administration.

## **SAFETY AND SECURITY**

### **SAFETY RULES**

At the beginning of school, each teacher shall review safety rules with students.

### **SAFETY UNITS**

Teachers who instruct in hazardous curriculum areas such as industrial arts or science laboratories shall teach a unit of work each year or semester dedicated to safety rules inherent in the particular subject matter. Each student enrolled in a class in a hazardous curriculum area shall be required to pass a test on the appropriate safety rules of the particular class. The test results shall be kept on file with the teachers and the principal. No student shall be permitted to participate in the class or operate any equipment until the safety test has been passed and the student has demonstrated satisfactory knowledge of the safety rules to the teacher.

Appropriate safety signs and other safety items are to be posted on or in the near vicinity of potentially dangerous areas and devices.

Teachers shall periodically review the safety rules with students during the school year.

# DRILLS AND EVACUATIONS

## 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, ~~or~~ Principal, or their designee has released the entire student body, ~~or in their absence, a designated teacher.~~

Teachers shall explain the plan for emergency drills and evacuation to students during the first full week of school.

Teachers shall be familiar with and follow specific arrangements for the evacuation of mobility-impaired individuals and others individuals who may need assistance from staff members to safely exit the building. Teachers shall post the evacuation plan in their classrooms.

## EMERGENCY CLOSINGS

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

KQNK-Norton Radios-Am 1530/FM 106.7  
KKAN-Phillipsburg AM 1490/FM 92.5  
KRVN-Lexington Radio AM 880/FM 93.1  
KSNK-TV Channel 8

KAKE-TV Channel 10  
KOLN-TV-Channel 10/11  
NTV-TV-Channel 13  
KWCH-TV-Channel 12

## SAFETY PRACTICES

All employees shall engage in safe lifting, climbing and carrying practices. Employees shall ask for assistance when needed.

## SECURITY

Any district employee who believes any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement.

- An act which constitutes the commission of a felony or a misdemeanor; or
- An act, which involves the possession, use, or disposal of explosives, firearms or other weapons as defined in current law.

It is recommended the building administrator also be notified.

## SECURING WORK AREA

Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles or other district equipment at the close of each workday and other appropriate times.

### *Keys and Access Cards*

The superintendent is responsible for issuing keys and access cards, and for maintaining a current and accurate list of all people who have been issued these items/keys. No keys shall be duplicated without permission. nor shall keys or access cards be loaned to anyone other than the authorized user.

~~Keys should be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building. Keys shall not be loaned to anyone.~~ Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.

Keys and access cards shall be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building. An employee's final paycheck may be held until keys, access cards, and other district property are returned to the appropriate supervisor.

### *Crisis Plan*

Information on the availability of the building crisis plan is available in the office.

## **HAZING**

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.

A student 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 behaviors are found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

## **EQUIPMENT AND SUPPLIES**

### **APPROPRIATE USE OF EQUIPMENT AND SUPPLIES**

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal use is prohibited without prior permission of the employee's supervisor.

#### *Computers*

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal projects is prohibited without prior permission of the employee's supervisor.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Employees shall not use electronic communications, including e-mail and the Internet to harass staff, students, or other individuals.

#### *No Right to Privacy*

Employees shall have no expectation of privacy or restricted access to any information generated during the course of their official duties or entered in any district computers. Employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized employees.

Employees shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the employer's right to monitor. The employer, to ensure the systems are only being used for official purposes, monitors all forms of electronic communications.

### *Ownership*

Computer materials or devices created, as part of any assigned district responsibility undertaken on school time shall be the property of the district. The board's rules governing ownership of employee-produced computer materials are on file with the clerk and are available upon request.

### *Secure Files*

All employees must secure files containing confidential student information.

### *Internet*

Inappropriate use and/or transmission of any material in violation of any United States or state regulation are prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by a trade secret.

### *Copying and Duplication*

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use," as set forth in board policy.

### *Request for Purchases*

Requests for purchases are to be submitted to your building principal for approval. Upon approval, Then the request should be sent to the office of the clerk for issuing of a purchase order. No purchases are to be made without a purchase order.

### *Vehicle Request*

District vehicles can be reserved as part of the calendar request. Call the district office with any questions regarding vehicle requests.

## **CONFLICT OF INTEREST**

District employees are prohibited from engaging in any activity, which may conflict with or detract from the effective performance of their duties. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

## **OUTSIDE EMPLOYMENT**

The board reserves the right of exclusive access to the professional services of certified employees in accordance with the terms of the contract.

Certified employees shall not engage in outside employment, which impairs the effectiveness of their instructional service.

## **CRIMINAL CONVICTIONS**

Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement, before their first day of duty following said conviction or diversion, whichever comes first.

## DISTRICT PROCEDURES

Willful or consistent violation of board policy may result in disciplinary action up to and including termination.

### *Board Policy*

Employees shall be familiar with and follow all policies and regulations established by the board of education.

### *Recruitment*

The superintendent will recruit personnel to fill existing or proposed vacancies and recommend the board hire the most qualified candidate.

### *Contract Procedure*

The offer of an employment contract or renewal of an employment contract shall be presented in duplicate. The certified employee shall sign and return both copies within the time period designated by the superintendent. Upon receipt of the signed copies, the contract will be presented to the board for approval.

### *Resignation*

The following paragraph shall be included as part of the individual contract for each teacher and shall be stated as follows.

The board will accept a teacher's resignation received after the resignation notification date set by state law upon receipt of liquidated damages in the amount of:

1. 1% of the teacher's total contract salary for a resignation received up to 20 calendar days following the resignation notification date set by law, inclusive.
2. 2% of the teacher's total contract salary for a resignation received between the 21<sup>st</sup> through the 40<sup>th</sup> calendar day following the resignation notification date set by law, inclusive.
3. 3% of the teacher's total contract salary for a resignation received between the 41<sup>st</sup> through the 60<sup>th</sup> calendar day following the resignation notification date set by law, inclusive.
4. 4% of the teacher's total contract salary for a resignation received after the 61<sup>st</sup> calendar day following the resignation notification date set by law.

The board reserves the right to waive the required payment while still accepting the resignation.

### *Evaluations*

The board-approved policy and instrument governing evaluation of certified employees is filed in the central office with the clerk of the board.

Evaluation documents on individual employees shall be available to the superintendent and other administrators under whose supervision the certified employee works and others authorized by law.

### *Staff Development*

All plans for staff development involving expenditure of district funds, or which require time away from the employee's assigned responsibilities, shall be approved by the superintendent in advance.

### *Professional Development Council*

All teachers will complete proper registration forms for any conferences approved for their attendance.

## COMPLAINTS/GRIEVANCES

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

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee.

If the complaint is covered by the grievance procedure, refer to the negotiated agreement or board policy.

Employees are to follow the proper “chain of command” by first contacting your immediate supervisor for resolution of problems. Exceptions may be made if the supervisor is the source of the complaint, for example, in a situation involving sexual or racial harassment (see GAAC or JGEC for details). If neither of these policies apply, employees shall first discuss all concerns with their immediate supervisor before taking additional action.

If the complaint is not covered by the grievance procedures, the complaint shall be in writing; filed within ten (10) days following the offending event, complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent’s decision shall be final.

# CONDUCT

## *Drug Free Schools and Communities Act/Drug Free Workplace*

The unlawful possession, use, or distributions of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited.

As a condition of employment in the district, employees shall abide by the terms of the board policy on drug free schools/workplace.

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction, or before their first day of duty following said conviction or diversion, whichever comes first.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment.

The employee shall bear the cost of participation in such program.

This is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, and Subpart F. It is not intended to supplant or otherwise diminish personnel disciplinary actions, which may be taken under existing board policies or the negotiated agreement.

## *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.

All staff members are expected to assist in the enforcement of this policy.

This policy ~~will become~~became effective July 8, 2013 and was updated on July 8, 2019.

This policy shall be in effect twenty-four hours a day, seven days a week without exception.

Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for in law or district policies. (See JCDA)

### *Relations with Students*

Employees shall maintain relationships with students, which are conducive to an effective educational environment. Employees shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status.

### *Supervision of Students*

Activities sponsored by the school shall include appropriate supervision.

Teachers are responsible for supervising students during school and at school-sponsored activities.

Students will be under the supervision of appropriate school personnel at all times when they are under the jurisdiction of the school. ~~Activities sponsored by the school shall include appropriate supervision.~~

## **CONFIDENTIALITY**

### *Student Information*

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule, which violate the privacy rights of students, could result in disciplinary actions being taken against the employee, including termination.

### *Personnel Information*

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule, which violate the privacy rights of personnel, could result in disciplinary actions being taken against the employee, including termination.

## **SEXUAL HARASSMENT**

### *General Policy*

U.S.D. #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 harassment abuse under Kansas's statutes. This policy applies to males and females, and includes same sex harassment. This policy is applicable to employees while on school premises and in the discharge of their duties at off-site locations. Sexual harassment of employees or students, vendors, and any other having business or other contact with the school district is strictly prohibited.

No district employee or student shall sexually harass or be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment.

Violation of this policy shall result in disciplinary action, including but not limited to reprimand, probation, demotion, suspension, ~~up to and including~~ termination, or other sanctions as determined appropriate against any employee. Individuals who harass may be held personally liable under civil suits.

### *Definition*

Sexual harassment shall include, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, written or physical conduct of sexual nature when:

- (1) ~~(1)~~ submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment;
- (2) (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- (3) (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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 remarks with sexual or demeaning implication; unwelcome touching, patting, pinching, hugging, or brushing against another's body; suggesting or demanding sexual involvement accompanied by implied or explicit threats or promises concerning an individual's employment; 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.

### *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 employee 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 or 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 behaviors is prohibited. 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 normally disseminated information, adverse effect on job status, security or compensation, or further harassment.

All complaints of sexual harassment are taken seriously. Employees who falsely and maliciously accuse others of sexual harassment shall be disciplined in accordance with district disciplinary procedures.

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

1. Employees who believe they have been subjected to sexual harassment should report the problem to their immediate supervisor. If the employee's immediate supervisor is the alleged harasser, the employee should bypass the supervisor and report the harassment directly to the building principal, Director of Special Education, the Superintendent, or the Board of Education.
2. The person seeking information will be counseled as the options for actions available under 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 discussions 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 employees 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 subject to any further sexual harassment or retaliation.
5. If the problem cannot be resolved informally, or is not resolved within 5 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 U.S.D. #212 Sexual Harassment Policy should be addressed to the Superintendent, 512 W. Bryant, Almena, KS 67622, 785-669-2445.

## **DISCRIMINATION COMPLAINTS**

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Superintendent of Schools U.S.D. #212, 512 W Bryant St., Almena, KS 67622, (785) 669-2445 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Complaints of discrimination should be addressed to an employee's supervisor or to the compliance coordinator. Complaints of discrimination against the superintendent should be addressed to the board of education or compliance coordinator. Complaints of discrimination will be resolved using the district's discrimination complaint procedure.

## **HEALTH**

### *School Nurse*

We have the services of a school nurse one day a week.

### *Blood Borne Pathogens*

The exposure control plan for blood borne pathogens is available for review from the school nurse. All staff receives the training and equipment necessary to implement the plan.

### *Communicable Diseases*

Whenever an employee has been diagnosed by a physician as having a communicable disease, the employee shall report the diagnosis and nature of the disease to the superintendent so a proper reporting may be made as required by statute.

An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district employees and to students.

The employee shall be allowed to return to duty upon recovery from the illness, when authorized by the employee's physician or by the health assessment team.

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

### *Health Examinations*

As a condition to entering or continuing employment, certified employees must present a district approved form to the clerk, completed by a health care professional, which states "that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established." If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. (K.S.A. 72-5213)

The board reserves the right to have any employee examined at any time by a physician of the board's choice to determine if the employee is able to fulfill and perform the obligations of employment and to abide by and implement the policies and rules of the board. The costs of any examination required will be borne by the board.

# MEDICATIONS, ADMINISTERING

## Supervision of Medication

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.

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 parent(s) or medical people are notified in advance of the date and 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.

### *Eligible to Self-Administer Medication*

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.

## HAZARDOUS WASTE

When hazardous waste material is produced in a class, or is otherwise located in the district, its disposal shall be in accordance with state and federal laws, rules and regulations.

No employees shall bring hazardous material to school without the prior approval of the principal. Such material shall be in an appropriate container and properly labeled.

If an employee discovers waste material, which is or may be hazardous, he/she should notify his/her supervisor immediately.

Hazardous waste must be placed in an appropriate container affixed with a hazardous waste label, which lists the specific contents. Unlabeled containers, whose contents are undetermined, which may contain hazardous substances, shall not be put in trash containers.

All hazardous wastes must be properly labeled and stored appropriately until they can be disposed of properly. Placing them in trash containers or the sewer system is not an acceptable disposal method.

### *Asbestos*

All Friable Asbestos-containing materials have been removed from Northern Valley Schools. Any remaining asbestos is in a non-friable state. In accordance with E.P.A. 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 E.P.A. regulations relevant to this matter, you may contact the office of the Superintendent of Schools at 512 W Bryant, Almena, Kansas 67622.

### *Pest Control*

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the head custodian.

## SPECIAL EDUCATION INFORMATION

Individuals with Disabilities Education Improvement Act of 2004 was reauthorized by Congress and signed by President Bush on December 3, 2004. The legislation basically amended the 1997 IDEA that was the cornerstone of federally mandated services for disabled students. Special education categorical areas include autism, deaf-blindness, deafness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, emotional disturbance, specific learning disability speech or language impairment, traumatic brain injury, visual impairment and blindness, early childhood disabilities and gifted.

The Individuals with Disabilities Education Act provides for a free, appropriate public education for all disabled students. The foundation of IDEA is its requirement that schools develop an Individualized Education Program (IEP) for each disabled student. The IEP requirement combines the evaluation of disabled students with the achievement of specific goals. The student's parents, school administrators, and regular and special education teachers working together typically set these goals.

The North Central Kansas Special Education Cooperative Interlocal #636 will continue to provide special education programs and services to all exceptional children. The NCKSEC consist of eleven Unified School Districts as follow: #110 Thunder Ridge, #211-Norton, #212-Northern Valley, #237-Smith Center, #269-Palco, #270-Plainville, #271-Stockton, #325-Phillipsburg, #326-Logan, #392-Osborne, and #399-Natoma.

The purpose of the NCKSEC is to identify all students in the eleven participating districts who are eligible for and need special education services. Special programs and services are then provided to assist these students in reaching their potential. All these services must meet the requirements and specifications stated in federal and state statues and further clarified in the Kansas Special Education Process Handbook. Additionally, the NCKSEC must make assurances in the provision of these services. These assurances include confidentiality of student records, provision of student's and parent's due process rights, nondiscriminatory and multi-

disciplinary evaluations, and provision of services in the least restrictive environment of most normal setting to the maximum extent appropriate.

If anyone believes that a child may qualify for and need any of these services, please contact any building administrator in any of the thirteen districts or Deb Reha, Director for the North Central Kansas Special Education Cooperative Interlocal #636, 205 F Street Suite 235, PO Box 369Phillipsburg, KS 67661-0369 (785-543-2149).

## **STUDENT PRIVACY RIGHTS**

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, information obtained pursuant to Department of Children and Families interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an education purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to and including, termination.

## **STUDENT LIST FOR ATHLETICS AND/OR SCHOOL SPONSORED ACTIVITIES**

All coaches and/or sponsors of any event that requires students to miss a class needs to provide a list of students to all staff members no less than four school days prior to the event. All coaches and/or sponsors of any event that requires students to miss more than two class periods must obtain the sign-off sheet from the office indicating which students have had their hand-books signed-off and are permitted to attend. For no reason shall a student who is not checked-off by the office be permitted to attend the event.

**NORTHERN VALLEY USD #212: CALENDAR REQUEST FORM**

TRAINING/CONFERENCE \_\_\_\_\_

DATE REQUEST SUBMITTED \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

TIME \_\_\_\_\_ LOCATION \_\_\_\_\_

VEHICLE NEEDED: VAN \_\_\_\_\_ CAR \_\_\_\_\_ SUBURBAN \_\_\_\_\_ BUS \_\_\_\_\_

LEAVING TIME \_\_\_\_\_ REQUESTED BY \_\_\_\_\_

-----  
 PLEASE REGISTER ME FOR THIS TRAINING/CONFERENCE (ATTACH REGISTRATION INFORMATION)

I ALREADY REGISTERED FOR THIS TRAINING/CONFERENCE (ATTACH REGISTRATION)

-----  
 I WILL NOT BE STAYING OVERNIGHT

I NEED A HOTEL RESERVATION FOR THE FOLLOWING DATES: CHECK-IN \_\_\_\_\_  
CHECK-OUT \_\_\_\_\_ HOTEL PREFERENCE \_\_\_\_\_

I MADE MY OWN HOTEL RESERVATION (INCLUDE HOTEL INFORMATION)

-----  
PRINCIPAL'S SIGNATURE \_\_\_\_\_

ALL PROFESSIONAL DEVELOPMENT/TRAINING/CONFERENCES MUST BE APPROVED BY SUPERINTENDENT

APPROVED

DENIED

REASON FOR DENIAL \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE \_\_\_\_\_

BUDGET CODE \_\_\_\_\_

ANY REQUEST SUBMITTED LESS THAN 10 SCHOOL DAYS PRIOR TO AN EVENT INVOLVING STUDENTS WILL NOT BE APPROVED UNLESS THERE ARE EXTENUATING CIRCUMSTANCES.

TRIPS NOT INVOLVING STUDENTS NEED TO BE SUBMITTED 5 SCHOOL DAYS PRIOR TO EVENT. ANY REQUEST SUBMITTED LESS THAN 5 DAYS PRIOR TO THE EVENT MAY NOT BE APPROVED IF A SUBSTITUTE OR VEHICLE IS NOT AVAILABLE, UNLESS THERE ARE EXTENUATING CIRCUMSTANCES.



**NORTHERN VALLEY SCHOOL**  
**REQUEST FOR PURCHASE ORDER**

TEACHER \_\_\_\_\_

DATE \_\_\_\_\_

Items Requested:

Name & Address of Vendor:  
(include telephone and fax)

Have items been ordered/purchased:      Yes      No

Cost:

Department:

Check made payable to:

Payment due by:

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Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Reason \_\_\_\_\_

Account Code \_\_\_\_\_

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



**NORTHERN VALLEY USD #212: PARENT PERMISSION FOR SELF-MEDICATION OF NON-PRESCRIPTION DRUGS**

Name of Student \_\_\_\_\_ School: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Medication (s): \_\_\_\_\_

Dosage: \_\_\_\_\_ Date Started: \_\_\_\_\_

Time of day medication is to be given: \_\_\_\_\_

\_\_\_\_\_



I hereby give my permission for \_\_\_\_\_ to take the above medication(s) at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription medication pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

\_\_\_\_\_ Date

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

NOTE: The medication(s) is to be brought to school in the original container appropriately labeled by the pharmacy or physician stating the name of the medication(s), the dosage, and time to be administered.

**NORTHERN VALLEY USD #212: PARENT PERMISSION FOR SELF-MEDICATION OF PRESCRIPTION DRUGS**

Name of Student \_\_\_\_\_ School: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Medication (s): \_\_\_\_\_

Dosage: \_\_\_\_\_ Date Started: \_\_\_\_\_

Conditions under which the medication is to be given:

\_\_\_\_\_

Any additional circumstances under which the medication is to be given:

\_\_\_\_\_

Length of time medication is to be administered:

\_\_\_\_\_

I hereby give my permission for \_\_\_\_\_ to administer the above medication(s) at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, its employees, and agents harmless against any claims relating to the self-administration of such medication.

**My child has been instructed on self-administration of the medication(s) and is authorized to do so in school.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian  
(NOTE: Parental permission must be renewed annually)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Health Care Provider

NOTE: The medication(s) is to be brought to school in the original container appropriately labeled by the pharmacy or physician stating the name of the medication(s), the dosage, and time to be administered.

**NORTHERN VALLEY USD 212: PHYSICIAN PERMISSION FOR DISTRICT  
ADMINISTERING OF MEDICATION**

School: \_\_\_\_\_

Medication(s) to be Given at School

Name of Student: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Physician's Name: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_

Physician's Phone: \_\_\_\_\_

Medication(s): \_\_\_\_\_ Prescribed by: \_\_\_\_\_

Dosage: \_\_\_\_\_ Time to be Given: \_\_\_\_\_

Duration of Orders: \_\_\_\_\_

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Date	Time	Dosage	Administered by (signature)	Comments
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

# NORTHERN VALLEY USD #212: ACCIDENT REPORT FORM

Employees must notify the employer within 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office.

Employer:

Your Name:

Your Home Address:

Your Home Phone Number:

Social Security Number:

Date of Accident:

Time of Accident:

In your own words, describe what happened:

What physical problems are you experiencing as a result of this injury?

Did you report this injury to your supervisor?

If not, why not?

Date reported:

Supervisor's Name:

Were you working at your regular job at the time of injury?

If not, please explain?

Were there any witnesses?

If yes, who?

Did you go to the hospital or clinic?

Address of the hospital/clinic:

Name of treating physician:

Additional comments:

Date:

Signature:

**NORTHERN VALLEY USD #212: INCIDENT REPORT**

NOTE: Email or send a written copy of this form when sending a student to the office:

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Nature of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Repeat Offense: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
(Note: for repeat offenses of minor violations please attempt at least two interventions before referring the student to the office)

If yes, what step(s) have you taken?

Telephone Contact: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Person Contacted: \_\_\_\_\_ Date: \_\_\_\_\_

Response: \_\_\_\_\_  
\_\_\_\_\_

Student/Teacher Conference: \_\_\_\_\_

Response: \_\_\_\_\_  
\_\_\_\_\_

Parent/Student/Teacher Conference: \_\_\_\_\_

Response: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_

Response: \_\_\_\_\_  
\_\_\_\_\_

Northern Valley  
USD 212



K – 12 Handbook

Approved by the USD 212 Board of Education on  
July 12, 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-12<sup>th</sup> grade students, please take the time to review the handbook section of your planner so that all of us have a common understanding of what is expected and operate within those guidelines. This planner also serves as an organizational tool and you are encouraged to use the calendar pages to note assignments, projects and tests you should be prepared for. Because it also serves as a hall pass, it would be beneficial that you carry it with you throughout the day.

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

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

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

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

GO HUSKIES!

## **CITIZENSHIP STATEMENT**

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

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

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

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

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

## **PHILOSOPHY OF EDUCATION**

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

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

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

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

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

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

**AN EQUAL EMPLOYMENT EDUCATION OPPORTUNITY AGENCY**

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

**FACULTY & STAFF**

**OFFICE STAFF**

Ken Tharman .....	Superintendent & HS Principal
Marvin Gebhard.....	Pre-K – 8 Principal
Amber Brown .....	Clerk
<b>Kinze Cox .....</b>	<b>Treasurer &amp; HS Secretary</b>
<b>Sommer Yocum .....</b>	<b>Junior High Secretary</b>
Sheri Sammons.....	Elementary School Secretary

**TEACHING STAFF**

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

**CUSTODIANS**

Hal Hansen (ES)  
 ???????????? (JH)  
 Noah Hansen (HS / Almena Maint.)

**CAFETERIA STAFF**

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

**BOARD MEMBERS**

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

**SCHOOL TELEPHONE NUMBERS**

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

## WEBSITE

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

## SCHOOL CLOSING/STORM ROUTES

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

KQNK – Norton Radio – AM 1530/FM 106.7  
KKAN/KQMA – Phillipsburg Radio – AM 1490/FM92.5  
KRVN – Lexington Radio – AM 880/FM 93.1  
KSNK – TV Channel 8  
NTV – TV – Channel 13  
KOLN – TV – Channel 11  
KAKE – TV – Channel 10  
KWCH – TV – Channel 7

## HANDBOOK PURPOSE

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

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

## PLANNER USE

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

## PASSES OR PERMITS

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

## INCLUSION STATEMENT

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

## FRIABLE ASBESTOS CONTAINING MATERIAL

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

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

## STUDENT GRIEVANCE PROCEDURES

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

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

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

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

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

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

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

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

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

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; ADA, and all other Federal, State, School Rules, laws, regulations, and policies, the Northern Valley Schools, Alma, 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, Alma, Kansas 67622, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504

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

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

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

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

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

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

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

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

Under 34 CFR 299.10 to 299.12;

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

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

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

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

**POLICY OF PROOF OF IDENTITY OF STUDENTS**

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

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

**CHILD HEALTH ASSESSMENT FOR NEW SCHOOL ENTRANTS**

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

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

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

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

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

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

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

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

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

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

The following definitions apply to this policy.

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

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

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

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

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

**STUDENT SUBSTANCE ABUSE POLICY**

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

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

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

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

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

**AVAILABLE DRUG PROGRAMS**

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

## USD 212: SEXUAL HARASSMENT POLICY

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

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

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

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

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

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

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

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

All complaints of sexual harassment are taken seriously. The bringing of false charges will be treated as a serious offense. The following steps should be followed when lodging an informal complaint:

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

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

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

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

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

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

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

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

### **SPECIAL EDUCATION INFORMATION**

This school district and the North Central Kansas Special Education Cooperative (NCKSEC) work together to identify every student, age birth through 21, living within the district boundaries, that has developmental delays or may be in need of special

education. If you have a child or know of a child who you think has development delays or special needs, contact the administrator in your district or Deb Reha, Director for the NCKSEC at 205 F St. Suite 235; PO Box 369; Phillipsburg, KS 67661 (785-543-2149).

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

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

### **BUILDING AND SCHOOL PROPERTY**

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

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

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

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

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

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

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

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

### **ORGANIZATION**

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

### **AGE OF ENTRANCE**

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

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

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

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

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

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

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

### HS SCHEDULING OF CLASSES

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

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

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

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

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

### REQUIREMENTS FOR GRADUATION FROM NORTHERN VALLEY HIGH SCHOOL

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

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

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

A total of 25 units are required for graduation.

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

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

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

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

#### **ADMISSION STANDARDS FOR STATE UNIVERSITIES IN KANSAS**

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

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

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

One unit is equal to two semesters.

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

#### **ATTENDANCE**

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

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

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

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

*PHILOSOPHY:*

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

*POLICY:*

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

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

*Excused and Unexcused Absences*

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

*MAKING UP MISSED WORK:*

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

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

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

#### *TRUANCY:*

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

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

#### *TARDIES:*

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

#### *DEFINITION OF A TARDY:*

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

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

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

#### **Attendance at Games**

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

#### **COMPUTER USE**

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

#### **GRADES**

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

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

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

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

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

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

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

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

### **HONOR ROLL**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### CHANGE IN ENROLLMENT

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

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

#### BOOK RENTAL

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

This covers workbook and textbook usage.

#### OTHER FEES

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

#### LUNCHES

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

#### BREAKFAST

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

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

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.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy.

School lunch tickets will not be used. No cash will be accepted in the lunchroom. One carton of milk is paid for in the cost of the lunch. **If extra milk is purchased for mealtime, the cost is \$0.32 per carton and does not qualify for the free / reduced program.**

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

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

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

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

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

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

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

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

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

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

#### **CLOSED NOON HOUR**

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

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

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

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

#### **CERTIFICATE OF IMMUNIZATION**

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

- A. Certification from a licensed physician stating the physical condition of the child to be such that the test and immunization would seriously endanger the life or health of such child, or

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

### **VISUAL COMPETENCY**

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

### **ACCIDENTS AND SICKNESS**

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

### **COMMUNICABLE DISEASES – STUDENTS**

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

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

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

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

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

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

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

### **SUPERVISION OF MEDICATIONS**

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

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

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

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, properly handled, and to be properly authorized by the written order of a licensed medical person. Two containers,

one for home and one for the school should be requested from the pharmacist. Only oral medications should be administered, except in emergency situations.

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

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

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

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

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

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

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

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

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

#### Student Self-Administration of Medications

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

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

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

An eligible student shall meet all the following requirements:

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

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

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

### ***Employee Immunity***

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

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

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

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

### ***Additional Requirements***

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

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

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

### **WEAPONS**

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

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

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

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

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

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

## **BULLETINS FROM SCHOOL**

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

## **FIRE DRILLS**

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

## **TORNADO DRILLS**

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

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

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

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

## **PARTIES**

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

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

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

## **HAZING/BULLYING**

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

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

## **SCHOOL BUS PASSENGER CONDUCT**

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

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

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

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

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

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

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

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

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

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

### Level I Acts of Misconduct

#### May Include, but not limited to

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

### Possible Discipline Options/Responses

#### May Include, but not limited to

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

### Level II Acts of Misconduct

#### May Include, but not limited to

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

### Possible Discipline Options/Responses

#### May Include, but not limited to

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

### Level III Acts of Misconduct

#### May Include, but not limited to

- Repeated infractions
- Terrorist Threats

### Possible Discipline Options/Responses

#### May Include, but not limited to

- Principal-Parent conference
- Involvement of Support Services

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

**Level IV Acts of Misconduct**

**May Include, but not limited to**

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

**Possible Discipline Options/Responses**

**May Include, but not limited to**

- In School Suspension
- Out of School Suspension

\*All disciplinary guidelines are subject to administrative discretion.

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

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

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

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

\*All disciplinary guidelines are subject to administrative discretion.

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

*Consequences for Conduct Violation:*

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

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

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

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

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

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

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

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

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

#### *SUSPENSION*

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

#### *EXPULSION*

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

#### **SCHOOL TELEPHONE**

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

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

#### **LOCKERS**

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

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

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

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

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

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

### **DRESS CODE**

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

### **GUESTS**

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

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

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

### **PUBLIC DISPLAY OF AFFECTION**

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

### **PLAGIARISM**

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

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

### **SPORTS AND ACTIVITIES**

#### ***ELIGIBILITY***

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

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

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

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

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

### ***LEAGUE***

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

### ***ACADEMIC LETTERS***

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

### ***PHYSICAL FORMS***

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

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

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

### ***AGE RULE***

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

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

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

### ***INSURANCE***

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

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

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

### ***ACTIVITY FUND***

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

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

### REMOVED SPECTATOR POLICY

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

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

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

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

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

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

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

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

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

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

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

#### *SELECTION AND EVALUATION PROCESS:*

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

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

*MEMBERSHIP:*

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

*MEETINGS:*

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

*DUES:*

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

*DISMISSAL:*

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

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

**NEW YORK – WASHINGTON TRIP POLICY**

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

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

**SENIOR END OF YEAR POLICY**

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

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

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

**6 – 12 HANDBOOK AWARENESS STATEMENT**

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

**INSURANCE AWARENESS**

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

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

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

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

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

Parent’s Signature \_\_\_\_\_

Date \_\_\_\_\_

**STUDENT COMPUTER/INTERNET USAGE AGREEMENT**

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

**Please check the appropriate response:**

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

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

Parent’s Signature \_\_\_\_\_

Date \_\_\_\_\_

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

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

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

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

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

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

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

**(Non-student** Adult transportation)

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

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

This form must be on file with the Activity Director prior to the dismissal of school on the day of the contest.  
**(Parent/Guardian must sign this form; phone call requests will not be accepted)**

Parents will be called to verify permission.

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

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

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

Approved -- Not Approved

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

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

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

### Lines of Effective Communication

# KASB Legal Assistance Fund Membership Form

This Adoption Agreement and Legal Assistance Fund Contract is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by and between the Kansas Association of School Boards Legal Assistance Fund Trust (Hereinafter referred to as the "Fund") and \_\_\_\_\_ (member name) \_\_\_\_\_ (USD Number) \_\_\_\_\_ County, Kansas (Hereinafter referred to as the "Participating Board").

Witnesseth:

That in consideration of the mutual promises here contained, the Participating Board agrees to participate in the Trust pursuant to the terms and conditions of the Agreement and Declaration of Trust establishing the Kansas Association of School Boards Legal Assistance Fund, which is available upon request. The Participating Board further agrees to make payment to the Fund of Two Thousand Three Hundred dollars (\$2,300.00), as the legal assistance fund fee for the period of July 1, 2022, through June 30, 2023, and the Fund agree to provide the Participating Board with the following initial consultant services:

- Access to legal counsel through telephone or email communication;
- Legal research;
- Access to important court decisions and interpretation of laws affecting schools;
- Written memoranda on specific legal questions asked by a Participating Board;
- Legal research resulting in a written legal opinion to the Participating Board.

The Fund and the Participating Board further agree that in consideration of the continuing consultant services as set forth herein, the Fund agrees to provide to the Participating Board, by legal counsel designated by the Trustees, as set forth in this agreement, legal research, legal representation at administrative hearings and court appearances, on-site legal services, amicus curiae briefs and other assistance upon request of the Participating Board, subject to the terms and conditions of the Declaration of Trust establishing the Kansas Association of School Boards Legal Assistance Fund.

USD Or Entity No. \_\_\_\_\_, \_\_\_\_\_ County, KS.

Board President/Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Board Clerk Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Kansas Association of School Boards  
Legal Assistance Fund

Mail this completed and signed form with any included payments to:  
Kansas Association of School Boards  
1420 SW Arrowhead Road, Topeka, Kansas 66604  
ATTN: Sheryl Fincham



# KASB Membership Form

USD/Organization Name/Number \_\_\_\_\_

Superintendent Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Board President Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Board Vice President Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Board Clerk Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Board Treasurer Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Billing Contact Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Payment Enclosed

Bill the District

## Season Pass Enrollment (Optional)

Season Pass enrollment can be filled out at [www.kasb.org/season-pass](http://www.kasb.org/season-pass)

Contact Name \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Phone \_\_\_\_\_

Payment Enclosed

Bill the District

Board President/Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Board Clerk Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail this completed and signed form with any included payments to:  
Kansas Association of School Boards  
1420 SW Arrowhead Road, Topeka, Kansas 66604  
ATTN: Sheryl Fincham



Kansas Association of School Boards  
 1420 SW Arrowhead Road  
 Topeka, KS 66604-4024  
 785-273-3600

# Invoice

Date	Invoice #
3/8/2022	20245

Bill To
Northern Valley USD 212 PO Box 217 Almena, KS 67622-0217

Quantity	Description	Rate	Amount
1	Option 1 Membership Renewal - USD 2022-23	3,746.65	3,746.65
1	Option 2 Season Pass 2022-23 (Optional) Membership Renewal - 2022-23 with Season Pass	1,750.00	1,750.00
			5,496.65
Membership Dues July 1, 2022 through June 30, 2023		<b>Total</b>	\$5,496.65

<b>Payments/Credits</b>	\$0.00
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<b>Balance Due</b>	\$5,496.65
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Kansas Association of School Boards  
 1420 SW Arrowhead Road  
 Topeka, KS 66604-4024  
 785-273-3600

# Invoice

Date	Invoice #
3/8/2022	19904

Bill To
Northern Valley USD 212 PO Box 217 Almena, KS 67622-0217

Quantity	Description	Rate	Amount
1	KASB Legal Assistance Fund Contract 2022-23	2,300.00	2,300.00

Be sure to submit signed Legal Assistance Fund contract with your payment.

**Total** \$2,300.00

**Payments/Credits** \$0.00

**Balance Due** \$2,300.00

March 30, 2022

USD #212, Board of Education  
512 W. Bryant St.  
Almena, Ks. 67622  
c/o Ken Tharman, Superintendent

Members of the Board:

In accordance with the Professional Negotiations Act, K.S.A. 72-2218 *et seq.*, we submit the following items which we propose to negotiate for inclusion in the ensuing agreement.

Items required by law:

Compensation:

- Salaries: The Association proposes higher career salary levels to assure the maintenance of dedicated teachers in this district.
- Salary Schedule: It is the Association's proposal to seek agreement with the board on language that will guarantee accurate placement on the salary schedule regarding steps for career experience and education gained.

Hours & Amounts of Work:

- Free Lunch: The Association will seek an arrangement by which each educator will receive a free lunch.

Extra Duty & Supplementals:

- Supplementals: The Association seeks to negotiate additional compensation for a supplemental position. Specifics on positions and suggested amounts will be shared at the first negotiating session.

The NVEA's bargaining team is looking forward to meeting with the board's team and entering a collegial and collaborative negotiation process.

Respectfully,



Alissa Krafft  
NVEA Negotiations Chairman

Emily Lowry, Sarah Rudd  
Negotiations Members

USD #212 Teacher Hiring Schedule  
 2021-22 School Year

Base	33500
Vertical	425
Horizontal	600
Masters	1500

Step	BA	BA+10	BA+20	BA+30	MA	MA+15
1	33500	34100	34700	35300	36800	37400
2	33925	34525	35125	35725	37225	37825
3	34350	34950	35550	36150	37650	38250
4	34775	35375	35975	36575	38075	38675
5	35200	35800	36400	37000	38500	39100
6	35625	36225	36825	37425	38925	39525
7	36050	36650	37250	37850	39350	39950
8	36475	37075	37675	38275	39775	40375
9	36900	37500	38100	38700	40200	40800
10	37325	37925	38525	39125	40625	41225
11	37750	38350	38950	39550	41050	41650
12	38175	38775	39375	39975	41475	42075
13	38600	39200	39800	40400	41900	42500
14	39025		40225	40825	42325	42925
15	39450		40650	41250	42750	43350
16	39875		41075	41675	43175	43775
17	40300		41500	42100	43600	44200
18			41925	42525	44025	44625
19			42350	42950	44450	45050
20			42775	43375	44875	45475
21				43800	45300	45900
22				44225	45300	45900
23				44650	45725	46325
24				45075	46150	46750
25				45500	46575	47175
26				45925	47000	47600
27				46350	47425	48025
28				46775	48275	48875
29				47200	48700	49300
30				47625	49125	49725
31				48050	49550	50150
32				48475	49975	50575
33				48900	50400	51000
34				49325	50825	51425
35				49750	51250	51850
36				50175	51675	52275
37				50600	52100	52700
38				51025	52525	53125

39  
40

51450	52950	53550
51875	53375	53975

**Sommer Yocum**

1:23 PM (1 hour ago)

to Cindy, Emily, Jessie, Jim, John, Kellie, Kirsten, Marvin, Mitch, Sarah, Terry, me, Amber, Kinze, Sheri, hollie, Monica, Morgan, Angela, Tammy, Katherine, Amy, Jill, Tammy, Alissa, Amy, Jessica, Sandra, Cathy, Joyce, Debra, Cindy, Becky, jhoracek

THANK YOU all so much for the gift card, the beautiful plant & the well wishes that you gave to me. I have really enjoyed working with all of you! I'm definitely going to miss Northern Valley, the school, the staff, the kids & all the crazy things that go on here!! This will always be home to me!! I'm leaving here with wonderful friends & Memories that I have made over the years and I will always cherish that! I'm making this short as goodbyes are hard, but just wanted to tell you .....again.....THANK YOU!!

I want to send out a great big thank you to all of you here at the school! I love the plant for my new office, the gift card that I received, and all the well wishes from everyone.

I'm excited to start my new job, but will definitely miss each one of you more than you know. Goodbye to everyone and hope to see you all around from time to time. Thank you all for the great memories that I will be taking with me. 😊😊💖💖