



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, August 12, 2024, 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, Ken Tharman (Superintendent/HS Principal), Marvin Gebhard (GS/JH Principal), and Amber Brown (Board Clerk).

I. Call to Order

II. Adoption of Agenda

I recommend the board approve the agenda as presented. This motion, made by Steven Whitney 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

III. Approval of Minutes

8

I recommend the board approve the minutes as presented. 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

IV. Approval of Bills

13

I recommend the board approve the bills as presented. This motion, made by Shanna Hammond 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

VI. Old Business

A. Transportation

Mr. Tharman shared that he and Mr. Pugh had flown from Grand Island to Dallas to pick up the activity bus. Thank you to Mrs. Lowry for driving us up that morning. Mr. Gebhard said that all but three vehicles passed inspection (one because it is still in Kearney, one for a headlight, and one for a dead battery). Those items will be addressed and reinspected. The bus drivers had a meeting last week and routes were reviewed for this year.

B. Summer projects

Mr. Tharman shared that the carport from Viking Steel was in the process of being manufactured / GS bottom floor has been redone by Cutting Edge Concrete Design / Carpet One has finished the conference, second grade and science rooms / Matt Van Patten has been working on the emergency and regular lighting as well as working with Leo Graham on getting the baseball field fence up in Long Island / Roofmasters have completed the repairs from last year's hail damage and classrooms have been cleaned and are ready for students and teachers. Outstanding job by all!

C. Window Well Covers

48

I move the board approve the purchase of a window well cover, as presented, for the south sensory room. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

Shanna

Hammond: Yea

Christopher Yea
Rogers:

Laquita Smith: Yea

Hilary Van Yea
Patten:

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0

VII. Personnel

A. Staffing

I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individuals to be discussed; retaining Mr. Gebhard and Mr. Tharman and returning



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to open session in this room at 6:55 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

At 6:55 PM meeting returned to open session. I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individuals to be discussed; retaining Mr. Gebhard and Mr. Tharman and returning to open session in this room at 7:05 PM. This motion, made by 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

At 7:05 PM meeting returned to open session. I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individuals to be discussed; retaining Mr. Gebhard and Mr. Tharman and returning to open session in this room at 7:11 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

At 7:11 PM meeting returned to open session. I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individuals to be discussed; retaining Mr. Gebhard and Mr. Tharman and returning to open session in this room at 7:16 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

At 7:16 PM the meeting returned to open session; no action taken.

B. Supplementals

I recommend the board hire Kacie Yocum for the FFA supplemental and Nita Lewis for the HS Scholars Bowl supplemental. 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

I recommend the board accept the resignation for summer weight lifting sponsor supplemental as presented. This motion, made by Laquita Smith and seconded by Shanna Hammond, Carried.

Shanna Hammond: Yea

Christopher Yea



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Rogers:

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0

C. Consideration of Administrative, Certified, and Classified Contracts

I recommend the board approve the contracts for Administration, Certified, and Classified personnel. This motion, made by Rich Wenzl 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

D. Individual Professional Develop Plans

I recommend the board approve the IPDP's as approved by the PDC committee. This motion, made by Steven Whitney 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

VIII. New Business

A. Faculty Handbook



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I recommend the board approve the Faculty Handbook as presented. 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

B. Activity Handbook

93

I recommend the board approve the Activity Handbook as presented. 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

C. Out - of - District Request

120

I recommend the board approve the new applications for out-of-district requests on the list presented. This motion, made by Shanna Hammond and seconded by Rich Wenzl, Carried.

Shanna
Hammond: Yea

Christopher
Rogers: Yea

Laquita
Smith: Yea

Hilary Van
Patten: Yea

Rich
Wenzl: Yea



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Steven Whitney: Yea

Yea: 6, Nay: 0

D. FY25 Budget

Mr. Tharman shared budget information for this coming year with the board. The Revenue Neutral and Budget hearings will be at next month's meeting.

E. Building Needs Assessment

123

Mr. Tharman shared the District Leadership Team's Building Needs Assessment. This has a review of the state assessment scores and recommendations aligned with budget concerns for improving student outcomes.

IX. Administrative Reports

A. Superintendent / 9-12 Principal Report

Mr. Tharman went over the following: Amber and Kacie set up and held a new staff orientation / Enrollment - Secretaries did a nice job with preparing forms and the two-day event / In-service day one went well / Special Thank You to the Almena Bible Church for sponsoring welcome back breakfast / Students start on Thursday / Friday - NCKSEC / Post Rock mtgs / Monday - 19th practices begin / Community Pep Rally - 22nd / FB scrimmage - 29th / Home VB - 30th / Labor Day - no school yes school on Friday 6th / HS FB (home game on the 6th) Away / Board meeting - Sept. 9th.

B. K-8 Principal Report

Mr. Gebhard shared with the board: In-service today / Presentation by Tomme Gonzalez, "What is Special about Special Education?" / LTR's Training tomorrow for most of the grade school / Remaining teachers will work on curriculum mapping / Wednesday is teacher workday and the GS open house that evening / There are two HS and two MS teachers that will be utilizing the mentor program this year.

X. Reports of Board Members

Hilary shared that she will be unable to attend next month's meeting.

XI. Adjournment

I recommend the meeting adjourn. 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 Monday, July 8, 2024, beginning at 6:30 PM in the Almena High School , 512 W Bryant Street, Almena, KS 67622.

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

Also in attendance were Ken Tharman (HS Principal / Superintendent), Marvin Gebhard (GS/MS Principal), Amber Brown (Board Clerk), and Kenzi Sheley (GS secretary).

I. Call to Order

II. Adoption of Agenda

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

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

Yea: 5, Nay: 0, Absent: 1

III. Approval of Minutes

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

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

Yea: 5, Nay: 0, Absent: 1

IV. Approval of Bills

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

Shanna Hammond: Absent



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Hammond:

Christopher Yea
Rogers:

Laquita Smith: Yea

Hilary Van Yea
Patten:

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

V. Hearing of Visitors

The board welcomed Kenzi Sheley.

VI. Old Business

A. Transportation

Mr. Gebhard updated the board on the vehicles. Van #7 is getting a second opinion on the transmission and he and Mr. Tharman are planning to go to Dallas next week to look at a couple of busses. The contractor that had put together a bid for a carport, has since pulled his bid due to health concerns. Mr. Gebhard has continued to look for possible options, one being Viking Steel Structures. I recommend that the board raise the allotted money to \$15,000 to build the shed for the school vehicles. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

Shanna

Hammond: Absent

Christopher Yea
Rogers:

Laquita Yea
Smith:

Hilary Van Yea
Patten:

Rich Yea
Wenzl:

Steven Yea
Whitney:

Yea: 5, Nay: 0, Absent: 1

B. Summer Projects

Mr. Tharman updated the board on the following summer projects: Locker room stalls have been removed and new ones added / SPED room wall has been repaired / North cafeteria exit door has been replaced / Concrete divider between lockers and shower has been poured (Andrew & Kenzi Sheley) / GS steps have been torn out and poured (Nickell Construction) / the overhead vents in the cafeterias have been cleaned (Power Washing Plus) / Hallways have been touched up and floors are being stripped and waxed / Rooms are being deep cleaned.

C. Window Well Covers

Over the last two years, with each heavy rain we have had issues with water seeping in after the window wells collect water. Mr. Tharman has been looking at window well covers to prevent this from happening in the future. There was discussion about the strength of the material and ventilation for window AC units. Mr. Tharman will continue to look into this.

VII. Personnel

A. Staffing



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I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individuals to be discussed, retaining Mr. Gebhard and Mr. Tharman and returning to open session in this room at 7:18 PM. This motion, made by Christopher Rogers and seconded by Steven Whitney, Carried.

Shanna

Hammond: Absent

Christopher
Rogers: Yea

Laquita
Smith: Yea

Hilary Van
Patten: Yea

Rich
Wenzl: Yea

Steven
Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

The meeting returned to open session at 7:18 PM; no action taken.

B. Janitor Position

Noah Hansen had requested a move to the GS for janitorial duties; therefore, the open position is the HS janitor. I recommend the board hire Clayson Patterson for the HS janitor position. This motion, made by Rich Wenzl and seconded by Laquita Smith, Carried.

Shanna

Hammond: Absent

Christopher
Rogers: Yea

Laquita
Smith: Yea

Hilary Van
Patten: Yea

Rich
Wenzl: Yea

Steven
Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

C. Leave Request

I recommend the board approve the leave request submitted by Kacie Yocum. This motion, made by Christopher Rogers and seconded by Steven Whitney, Carried.

Shanna

Hammond: Absent

Christopher
Rogers: Yea

Laquita
Smith: Yea



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Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

VIII. New Business

A. Consent Calendar

I recommend the board approve the consent calendar as presented for the 2024 - 25 school year. This motion, made by Steven Whitney and seconded by Christopher Rogers, Carried.

Shanna

Hammond: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

B. Appointments: Professional Development, KASB Governmental Relations, Negotiations, and NCKSEC Interlocal #636 Representative.

Those board members currently holding those appointments are: Professional Development - Shanna Hammond / KASB Governmental Relations - Rich Wenzl / Negotiations - Hilary VanPatten & Laquita Smith / and NCKSEC Interlocal #636 Representative - Christopher Rogers. I move that we maintain those members currently assigned for this school year. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

Shanna

Hammond: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

C. Unencumbered Cash Balances



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Mr. Tharman briefly went over the unencumbered cash balance report in association with the end-of-the-year transactions.

D. K-12 Handbook

I recommend the board approve the K - 12 Handbook as presented. This motion, made by Laquita Smith and seconded by Rich Wenzl, Carried.

Shanna

Hammond: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

IX. Administrative Reports

A. Superintendent / 9-12 Principal Report

Mr. Tharman reviewed: Roofmasters making good progress on the Long Island roofs and have started working on gutters / Budget has been released and he plans to start on it tomorrow / Defensive Driving on July 23rd / Review of the budget at state will hopefully be either the day prior or after the 23rd / Enrollment will be Aug. 6 & 7 from 8 AM - 4 PM / Teacher Inservice - Aug. 12th / Board meeting - Aug 12th.

B. K-8 Principal Report

Mr. Gebhard reported that he goes in about twice a week to read emails. He has put together the GS and MS schedules and sent those out for review. He will be gone the first week of August for vacation.

X. Reports of Board Members

XI. Adjournment

With no further business, I move the meeting to adjourn. This motion, made by Laquita Smith and seconded by Rich Wenzl, Carried.

Shanna Hammond: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

USD 212

Check Listing Report

Accounting Cycle: FY 24-25; Begin Date: 07/09/2024; End Date: 08/09/2024; Bank: First National Bank & Trust; Sort By Element: FUND; Account Expression: [All]; Created On: 8/9/2024

Voucher Number	Bank Name	Account Number	Check Number
Box top Donation July 2024	First National Bank & Trust	003174	65742
Vendor	PO Number	Invoice #	Account Code
Northern Valley	23-3504	Box top Donation July 2024	06-1000-610-02-09
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Carport July 2024	First National Bank & Trust	003174	65743
Vendor	PO Number	Invoice #	Account Code
Viking Steel Structures c/o Chris Hutchens	23-3505	Carport July 2024	16-4200-710-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Payment for Fridges Concessions	First National Bank & Trust	003174	65744
Vendor	PO Number	Invoice #	Account Code
H&J Repair	23-3506	Payment for Fridges Concessions	16-1000-700-01-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Enrollment 8/6-8/7/2024	First National Bank & Trust	003174	65763
Vendor	PO Number	Invoice #	Account Code
Amber Brown	24-3547	Enrollment 8/6-8/7/2024	08-3400-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Visa Bill Paid 8/7/2024	First National Bank & Trust	003174	65764
Vendor	PO Number	Invoice #	Account Code
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-1000-590-00-00
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-1000-610-01-05
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-1000-610-01-07
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-1000-610-01-10
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-1000-610-02-01
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-1000-610-02-03
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-1000-610-02-04
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-1000-610-02-05
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-1000-610-02-09
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-1000-610-03-01

VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-1000-610-03-03
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-1000-610-03-09
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-2300-890-00-00
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-2300-890-00-01
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-2400-890-00-00
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-2720-626-00-05
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-2720-626-00-06
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-2720-626-00-14
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	06-2720-890-00-17
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	08-2600-700-00-01
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	08-3400-890-01-01
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	11-1000-610-00-00
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	24-3100-700-00-00
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	26-2200-502-00-00
VISA (VISA1)	24-3569	Visa Bill Paid 8/7/2024	35-1000-610-01-06

Sub Total			
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Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65765

Vendor	PO Number	Invoice #	Account Code
Advocate Of Phillips Co., The	24-3527	Bills for August 2024 Board Mt.	06-2300-590-00-02

Sub Total			
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Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65766

Vendor	PO Number	Invoice #	Account Code
AFPLANSERV	24-3531	Bills for August 2024 Board Mt.	06-2300-300-00-00

Sub Total			
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Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65767

Vendor	PO Number	Invoice #	Account Code
Almena Lumber & Supply	24-3516	Bills for August 2024 Board Mt.	06-2600-626-00-01

Almena Lumber & Supply	24-3516	Bills for August 2024 Board Mt.	06-2720-626-00-05
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Almena Lumber & Supply	24-3516	Bills for August 2024 Board Mt.	06-2720-626-00-06
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Almena Lumber & Supply	24-3516	Bills for August 2024 Board Mt.	06-2720-626-00-07
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Almena Lumber & Supply	24-3516	Bills for August 2024 Board Mt.	06-2720-626-00-14
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Almena Lumber & Supply	24-3516	Bills for August 2024 Board Mt.	06-2720-626-00-15
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Almena Lumber & Supply	24-3516	Bills for August 2024 Board Mt.	06-2720-626-00-22
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Sub Total			
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Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65768

Vendor	PO Number	Invoice #	Account Code
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Almena Market Inc.	24-3511	Bills for August 2024 Board Mt.	06-2400-890-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65769
Vendor	PO Number	Invoice #	Account Code
Bomgaars Supply	24-3545	Bills for August 2024 Board Mt.	08-2600-430-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65770
Vendor	PO Number	Invoice #	Account Code
BSN Sports, LLC	24-3530	Bills for August 2024 Board Mt.	08-3400-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65771
Vendor	PO Number	Invoice #	Account Code
Carpet One	24-3562	Bills for August 2024 Board Mt.	08-2600-300-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65772
Vendor	PO Number	Invoice #	Account Code
City Of Almena	24-3551	Bills for August 2024 Board Mt.	08-2600-411-01-00
City Of Almena	24-3551	Bills for August 2024 Board Mt.	08-2600-411-02-00
City Of Almena	24-3551	Bills for August 2024 Board Mt.	08-2600-412-01-00
City Of Almena	24-3551	Bills for August 2024 Board Mt.	08-2600-412-02-00
City Of Almena	24-3551	Bills for August 2024 Board Mt.	08-2600-421-01-00
City Of Almena	24-3551	Bills for August 2024 Board Mt.	34-2600-411-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65773
Vendor	PO Number	Invoice #	Account Code
City Of Long Island	24-3539	Bills for August 2024 Board Mt.	08-2600-411-03-00
City Of Long Island	24-3539	Bills for August 2024 Board Mt.	08-2600-412-03-00
City Of Long Island	24-3539	Bills for August 2024 Board Mt.	08-2600-421-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65774
Vendor	PO Number	Invoice #	Account Code
Dealers First Financial L.L.C.	24-3524	Bills for August 2024 Board Mt.	16-1000-700-01-00

Dealers First Financial L.L.C.	24-3524	Bills for August 2024 Board Mt.	16-1000-700-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65775
Vendor	PO Number	Invoice #	Account Code
Emily Lowry	24-3563	Bills for August 2024 Board Mt.	06-2300-890-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65776
Vendor	PO Number	Invoice #	Account Code
Engel's Sales & Service, Inc	24-3566	Bills for August 2024 Board Mt.	06-2720-730-00-20
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65777
Vendor	PO Number	Invoice #	Account Code
Fire Alarm Specialist, Inc	24-3532	Bills for August 2024 Board Mt.	08-2600-300-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65778
Vendor	PO Number	Invoice #	Account Code
Hinklel Termite and Pest Control	24-3540	Bills for August 2024 Board Mt.	08-2600-425-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65779
Vendor	PO Number	Invoice #	Account Code
Hobart	24-3541	Bills for August 2024 Board Mt.	24-2600-500-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65781
Vendor	PO Number	Invoice #	Account Code
Hudl	24-3564	Bills for August 2024 Board Mt.	08-3400-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65782
Vendor	PO Number	Invoice #	Account Code
Ideal Linen & Uniform	24-3518	Bills for August 2024 Board Mt.	08-2600-610-00-01

Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65783
Vendor J&S Trucking Inc	PO Number 24-3526	Invoice # Bills for August 2024 Board Mt.	Account Code 06-2720-730-00-07
Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65784
Vendor Jamboree Foods	PO Number 24-3556	Invoice # Bills for August 2024 Board Mt.	Account Code 06-2300-890-00-00
Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65785
Vendor Janssen and Sons	PO Number 24-3536	Invoice # Bills for August 2024 Board Mt.	Account Code 06-2720-730-00-07
Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65786
Vendor Kacie Yocum	PO Number 24-3522	Invoice # Bills for August 2024 Board Mt.	Account Code 26-2200-502-00-00
Vendor Kacie Yocum	PO Number 24-3535	Invoice # Bills for August 2024 Board Mt.-	Account Code 26-2200-502-00-00
Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65787
Vendor Kansas Board Solutions, Inc.	PO Number 24-3513	Invoice # Bills for August 2024 Board Mt.	Account Code 06-2300-300-00-01
Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65788
Vendor Kowpoke Supply	PO Number 24-3560	Invoice # Bills for August 2024 Board Mt.	Account Code 08-2600-430-00-01
Vendor Kowpoke Supply	PO Number 24-3560	Invoice # Bills for August 2024 Board Mt.	Account Code 08-2600-430-00-02
Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65789
Vendor Long Island Feed and Grain, LLC	PO Number 24-3510	Invoice # Bills for August 2024 Board Mt.	Account Code 06-2600-626-00-02

Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65790
Vendor Marvin Gebhard	PO Number 24-3558	Invoice # Bills for August 2024 Board Mt.	Account Code 06-2300-890-00-01
Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65791
Vendor Master's Transportation	PO Number 24-3546	Invoice # Bills for August 2024 Board Mt.	Account Code 16-2700-700-00-01
Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65792
Vendor Matheson Tri-Gas Inc.	PO Number 24-3509	Invoice # Bills for August 2024 Board Mt.	Account Code 34-1000-610-00-01
Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65793
Vendor Mitch Pugh	PO Number 24-3514	Invoice # Bills for August 2024 Board Mt.	Account Code 06-2720-890-00-17
Vendor Mitch Pugh	PO Number 24-3538	Invoice # Bills for August 2024 Board Mt.-	Account Code 08-3400-890-01-01
Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65794
Vendor Nex-Tech (Nex-Tech)	PO Number 24-3565	Invoice # Bills for August 2024 Board Mt.	Account Code 06-2300-532-00-00
Vendor Nex-Tech (Nex-Tech)	PO Number 24-3565	Invoice # Bills for August 2024 Board Mt.	Account Code 06-2300-532-00-01
Vendor Nex-Tech (Nex-Tech)	PO Number 24-3565	Invoice # Bills for August 2024 Board Mt.	Account Code 06-2400-532-00-00
Vendor Nex-Tech (Nex-Tech)	PO Number 24-3565	Invoice # Bills for August 2024 Board Mt.	Account Code 06-2400-532-00-01
Vendor Nex-Tech (Nex-Tech)	PO Number 24-3565	Invoice # Bills for August 2024 Board Mt.	Account Code 06-2400-532-00-02
Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65795
Vendor Nex-Tech Wireless, LLC	PO Number 24-3534	Invoice # Bills for August 2024 Board Mt.	Account Code 06-2720-890-00-17
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65796
Vendor	PO Number	Invoice #	Account Code
Northwest Kansas Library System	24-3537	Bills for August 2024 Board Mt.	06-2200-640-01-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65797
Vendor	PO Number	Invoice #	Account Code
Northwestern Office Supplies	24-3553	Bills for August 2024 Board Mt.	06-1000-610-01-11
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65798
Vendor	PO Number	Invoice #	Account Code
Norton County Solid Waste	24-3554	Bills for August 2024 Board Mt.	08-2600-421-01-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65799
Vendor	PO Number	Invoice #	Account Code
Norton Homestore	24-3533	Bills for August 2024 Board Mt.	08-2600-430-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65800
Vendor	PO Number	Invoice #	Account Code
Ostmeyer Inc dba Culligan Soft Water Service	24-3517	Bills for August 2024 Board Mt.	08-2600-411-02-00
Ostmeyer Inc dba Culligan Soft Water Service	24-3517	Bills for August 2024 Board Mt.	08-2600-411-03-00
Ostmeyer Inc dba Culligan Soft Water Service	24-3552	Bills for August 2024 Board Mt.-	08-2600-411-02-00
Ostmeyer Inc dba Culligan Soft Water Service	24-3552	Bills for August 2024 Board Mt.-	08-2600-411-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65801
Vendor	PO Number	Invoice #	Account Code
OTA- Plate Pay	24-3567	Bills for August 2024 Board Mt.	06-2300-890-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65802
Vendor	PO Number	Invoice #	Account Code
Phillips County Review	24-3507	Bills for August 2024 Board Mt.	06-2300-590-00-02
Phillips County Review	24-3548	Bills for August 2024 Board Mt.-	06-2300-590-00-02

Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65803
Vendor	PO Number	Invoice #	Account Code
Prairie Land Electric Cooperative, Inc.	24-3520	Bills for August 2024 Board Mt.	06-2600-622-01-00
Prairie Land Electric Cooperative, Inc.	24-3520	Bills for August 2024 Board Mt.	06-2600-622-03-00
Prairie Land Electric Cooperative, Inc.	24-3520	Bills for August 2024 Board Mt.	34-2600-622-00-00
Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65804
Vendor	PO Number	Invoice #	Account Code
Pulis Lock & Key	24-3525	Bills for August 2024 Board Mt.	08-2600-430-00-02
Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65805
Vendor	PO Number	Invoice #	Account Code
Revival Lawn Care	24-3557	Bills for August 2024 Board Mt.	08-2600-400-00-00
Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65806
Vendor	PO Number	Invoice #	Account Code
Sawyer's Ace Hardware	24-3515	Bills for August 2024 Board Mt.	08-2600-430-00-01
Sawyer's Ace Hardware	24-3523	Bills for August 2024 Board Mt.-	08-2600-430-00-01
Sub Total			
Voucher Number Bills for August 2024 Board Mt.	Bank Name First National Bank & Trust	Account Number 003174	Check Number 65807
Vendor	PO Number	Invoice #	Account Code
Scholastic Inc. (Scho)	24-3555	Bills for August 2024 Board Mt.	06-1000-610-01-11
Scholastic Inc. (Scho)	24-3555	Bills for August 2024 Board Mt.	06-1000-610-02-01
Scholastic Inc. (Scho)	24-3555	Bills for August 2024 Board Mt.	06-1000-610-02-02
Scholastic Inc. (Scho)	24-3555	Bills for August 2024 Board Mt.	06-1000-610-02-03
Scholastic Inc. (Scho)	24-3555	Bills for August 2024 Board Mt.	06-1000-610-02-04
Scholastic Inc. (Scho)	24-3555	Bills for August 2024 Board Mt.	06-1000-610-02-05
Scholastic Inc. (Scho)	24-3555	Bills for August 2024 Board Mt.	06-1000-610-02-09
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65808
Vendor	PO Number	Invoice #	Account Code
School Specialty	24-3521	Bills for August 2024 Board Mt.	06-1000-610-01-03
School Specialty	24-3521	Bills for August 2024 Board Mt.	06-1000-610-02-03
School Specialty	24-3521	Bills for August 2024 Board Mt.	06-1000-610-03-05
School Specialty	24-3521	Bills for August 2024 Board Mt.	06-1000-610-03-09
School Specialty	24-3529	Bills for August 2024 Board Mt.-	06-1000-610-01-03
School Specialty	24-3529	Bills for August 2024 Board Mt.-	06-1000-610-02-05
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65809
Vendor	PO Number	Invoice #	Account Code
Schools For Quality Education	24-3544	Bills for August 2024 Board Mt.	06-1000-590-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65810
Vendor	PO Number	Invoice #	Account Code
Smith Irrigation & Equipment	24-3542	Bills for August 2024 Board Mt.	16-4200-710-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65811
Vendor	PO Number	Invoice #	Account Code
Smoky Hill - USD 629	24-3528	Bills for August 2024 Board Mt.	06-2720-890-00-17
Smoky Hill - USD 629	24-3568	Bills for August 2024 Board Mt.-	06-1000-610-01-11
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65812
Vendor	PO Number	Invoice #	Account Code
The Norton Telegram Norton	24-3519	Bills for August 2024 Board Mt.	06-2300-590-00-02
The Norton Telegram Norton	24-3549	Bills for August 2024 Board Mt.-	06-2300-590-00-02
The Norton Telegram Norton	24-3550	3- Bills for August 2024 Board M	06-2300-590-00-02
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for August 2024 Board Mt.	First National Bank & Trust	003174	65813
Vendor	PO Number	Invoice #	Account Code
WoodRiver Energy LLC	24-3512	Bills for August 2024 Board Mt.	06-2600-621-01-00

WoodRiver Energy LLC	24-3512	Bills for August 2024 Board Mt.	06-2600-621-02-00
WoodRiver Energy LLC	24-3512	Bills for August 2024 Board Mt.	06-2600-621-03-00
WoodRiver Energy LLC	24-3512	Bills for August 2024 Board Mt.	34-2600-621-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For August Borad Mt-2 2024	First National Bank & Trust	003174	65814
Vendor	PO Number	Invoice #	Account Code
CDW Government, Inc.	23-3501	Bills For August Borad Mt-2 2024	06-1000-610-02-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For August Borad Mt-2 2024	First National Bank & Trust	003174	65815
Vendor	PO Number	Invoice #	Account Code
EPS Operations, LLC	23-3502	Bills For August Borad Mt-2 2024	06-1000-610-02-04
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills For August Borad Mt-2 2024	First National Bank & Trust	003174	65816
Vendor	PO Number	Invoice #	Account Code
Hop-A-Long IT Services	24-3543	Bills For August Borad Mt-2 2024	08-2300-500-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills August 8/9/2024	First National Bank & Trust	003174	65817
Vendor	PO Number	Invoice #	Account Code
ComplianceOne	24-3573	Bills August 8/9/2024	06-2720-890-00-17
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills August 8/9/2024	First National Bank & Trust	003174	65818
Vendor	PO Number	Invoice #	Account Code
Emily Lowry	24-3570	Bills August 8/9/2024	06-1000-890-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills August 8/9/2024	First National Bank & Trust	003174	65819
Vendor	PO Number	Invoice #	Account Code
Lacey Hansen	24-3572	Bills August 8/9/2024	06-1000-890-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills August 8/9/2024	First National Bank & Trust	003174	65820

Vendor	PO Number	Invoice #	Account Code
McGraw Hill School Education Holdings, LLC	24-3571	Bills August 8/9/2024	06-1000-610-02-09
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Hop a long payment for 2342 Invo	First National Bank & Trust	003174	65821
Vendor	PO Number	Invoice #	Account Code
Hop-A-Long IT Services	24-3508	Bills for August 2024 Board Mt.	16-1000-700-02-00
Sub Total			
Grand Total			

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Payee	Amount	Type
Northern Valley	\$206.26	Accounts Payable
Description	Issue Date	Amount
Donation to Box tops from Land o lakes	07/09/2024	\$206.26
		\$206.26
Payee	Amount	Type
Viking Steel Structures c/o Chris Hutchens	\$2,357.10	Accounts Payable
Description	Issue Date	Amount
20% Down Payment on Car port	07/10/2024	\$2,357.10
		\$2,357.10
Payee	Amount	Type
H&J Repair	\$1,774.00	Accounts Payable
Description	Issue Date	Amount
Concessions Stand Refrigerators	07/15/2024	\$1,774.00
		\$1,774.00
Payee	Amount	Type
Amber Brown	\$300.00	Accounts Payable
Description	Issue Date	Amount
Enrollment	08/05/2024	\$300.00
		\$300.00
Payee	Amount	Type
VISA (VISA1)	\$12,056.07	Accounts Payable
Description	Issue Date	Amount
July Bill	08/07/2024	\$259.00
July Bill	08/07/2024	\$150.00
July Bill	08/07/2024	\$653.61
July Bill	08/07/2024	\$194.55
July Bill	08/07/2024	\$245.65
July Bill	08/07/2024	\$228.49
July Bill	08/07/2024	\$830.31
July Bill	08/07/2024	\$446.13
July Bill	08/07/2024	\$322.72
July Bill	08/07/2024	\$443.70

July Bill	08/07/2024	\$107.05
July Bill	08/07/2024	\$17.76
July Bill	08/07/2024	\$360.91
July Bill	08/07/2024	\$227.88
July Bill	08/07/2024	\$1,693.20
July Bill	08/07/2024	\$43.00
July Bill	08/07/2024	\$61.59
July Bill	08/07/2024	\$298.39
July Bill	08/07/2024	\$178.25
July Bill	08/07/2024	\$3,097.02
July Bill	08/07/2024	\$962.10
July Bill	08/07/2024	\$28.88
July Bill	08/07/2024	\$158.39
July Bill	08/07/2024	\$851.66
July Bill	08/07/2024	\$195.83

\$12,056.07

Payee	Amount	Type
Advocate Of Phillips Co., The	\$33.00	Accounts Payable

Description	Issue Date	Amount
Ad's	08/07/2024	\$33.00
		\$33.00

Payee	Amount	Type
AFPLANSERV	\$15.00	Accounts Payable

Description	Issue Date	Amount
Invoice: 24063063020	08/07/2024	\$15.00
		\$15.00

Payee	Amount	Type
Almena Lumber & Supply	\$815.72	Accounts Payable

Description	Issue Date	Amount
June Fuel Bill	08/07/2024	\$89.81
June Fuel Bill	08/07/2024	\$44.02
June Fuel Bill	08/07/2024	\$133.75
June Fuel Bill	08/07/2024	\$77.11
June Fuel Bill	08/07/2024	\$159.42
June Fuel Bill	08/07/2024	\$189.26
June Fuel Bill	08/07/2024	\$122.35
		\$815.72

Payee	Amount	Type
Almena Market Inc.	\$60.33	Accounts Payable

Description	Issue Date	Amount
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Statement	08/07/2024	\$60.33
		\$60.33
Payee	Amount	Type
Bomgaars Supply	\$143.11	Accounts Payable
Description	Issue Date	Amount
Invoice: 99263737, 99264216, 99265951	08/07/2024	\$143.11
		\$143.11
Payee	Amount	Type
BSN Sports, LLC	\$10,635.56	Accounts Payable
Description	Issue Date	Amount
9260202433, 926020435,926031558,926038200	08/07/2024	\$10,635.56
		\$10,635.56
Payee	Amount	Type
Carpet One	\$9,315.00	Accounts Payable
Description	Issue Date	Amount
Job # 15912	08/07/2024	\$9,315.00
		\$9,315.00
Payee	Amount	Type
City Of Almena	\$912.03	Accounts Payable
Description	Issue Date	Amount
Monthly bill	08/07/2024	\$83.51
Monthly bill	08/07/2024	\$218.80
Monthly bill	08/07/2024	\$140.22
Monthly bill	08/07/2024	\$70.77
Monthly bill	08/07/2024	\$275.00
Monthly bill	08/07/2024	\$123.73
		\$912.03
Payee	Amount	Type
City Of Long Island	\$109.16	Accounts Payable
Description	Issue Date	Amount
City bill	08/07/2024	\$48.10
City bill	08/07/2024	\$40.06
City bill	08/07/2024	\$21.00
		\$109.16
Payee	Amount	Type
Dealers First Financial L.L.C.	\$885.00	Accounts Payable
Description	Issue Date	Amount
Invoices: 191519,191520,191678,	08/07/2024	\$755.00

Invoices: 191519,191520,191678,	08/07/2024	\$130.00
		\$885.00
Payee	Amount	Type
Emily Lowry	\$210.00	Accounts Payable
Description	Issue Date	Amount
7% Payment of Grant received Hansen Foundation	08/07/2024	\$210.00
		\$210.00
Payee	Amount	Type
Engel's Sales & Service, Inc	\$2,001.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 10527	08/07/2024	\$2,001.00
		\$2,001.00
Payee	Amount	Type
Fire Alarm Specialist, Inc	\$1,107.70	Accounts Payable
Description	Issue Date	Amount
Invoice: 38457	08/07/2024	\$1,107.70
		\$1,107.70
Payee	Amount	Type
Hinklel Termite and Pest Control	\$241.84	Accounts Payable
Description	Issue Date	Amount
Invoices: 44732,44751,44752	08/07/2024	\$241.84
		\$241.84
Payee	Amount	Type
Hobart	\$588.58	Accounts Payable
Description	Issue Date	Amount
Invoice: VB64156	08/07/2024	\$588.58
		\$588.58
Payee	Amount	Type
Hudl	\$6,050.00	Accounts Payable
Description	Issue Date	Amount
Invoice: H00089850, 89851, 89869	08/07/2024	\$6,050.00
		\$6,050.00
Payee	Amount	Type
Ideal Linen & Uniform	\$75.30	Accounts Payable
Description	Issue Date	Amount
Invoice: 22159778	08/07/2024	\$75.30

		\$75.30
Payee	Amount	Type
J&S Trucking Inc	\$230.25	Accounts Payable
Description	Issue Date	Amount
Invoice: 1674	08/07/2024	\$230.25
		\$230.25
Payee	Amount	Type
Jamboree Foods	\$732.72	Accounts Payable
Description	Issue Date	Amount
Invoice	08/07/2024	\$732.72
		\$732.72
Payee	Amount	Type
Janssen and Sons	\$175.38	Accounts Payable
Description	Issue Date	Amount
Reference#: 307358	08/07/2024	\$175.38
		\$175.38
Payee	Amount	Type
Kacie Yocum	\$45.50	Accounts Payable
Description	Issue Date	Amount
Take Sarah's Stuff to Phillipsburg	08/07/2024	\$35.50
Reimbursement for Meal at training in Hays	08/07/2024	\$10.00
		\$45.50
Payee	Amount	Type
Kansas Board Solutions, Inc.	\$3,250.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 1038	08/07/2024	\$3,250.00
		\$3,250.00
Payee	Amount	Type
Kowpoke Supply	\$4,105.31	Accounts Payable
Description	Issue Date	Amount
July Statement	08/07/2024	\$3,324.72
July Statement	08/07/2024	\$780.59
		\$4,105.31
Payee	Amount	Type
Long Island Feed and Grain, LLC	\$56.23	Accounts Payable
Description	Issue Date	Amount
Invoice: 40292	08/07/2024	\$56.23

		\$56.23
Payee	Amount	Type
Marvin Gebhard	\$30.00	Accounts Payable
Description	Issue Date	Amount
Meal Allowance	08/07/2024	\$30.00
		\$30.00
Payee	Amount	Type
Master's Transportation	\$29,900.00	Accounts Payable
Description	Issue Date	Amount
Item #: 23-112	08/07/2024	\$29,900.00
		\$29,900.00
Payee	Amount	Type
Matheson Tri-Gas Inc.	\$222.51	Accounts Payable
Description	Issue Date	Amount
Invoice: 523668802	08/07/2024	\$222.51
		\$222.51
Payee	Amount	Type
Mitch Pugh	\$119.38	Accounts Payable
Description	Issue Date	Amount
CDL Reimbursement	08/07/2024	\$13.00
Reimbursement for Materials for Football Field Stencils	08/07/2024	\$106.38
		\$119.38
Payee	Amount	Type
Nex-Tech (Nex-Tech)	\$1,247.68	Accounts Payable
Description	Issue Date	Amount
15740 and 309012	08/07/2024	\$60.79
15740 and 309012	08/07/2024	\$474.52
15740 and 309012	08/07/2024	\$164.27
15740 and 309012	08/07/2024	\$73.57
15740 and 309012	08/07/2024	\$474.53
		\$1,247.68
Payee	Amount	Type
Nex-Tech Wireless, LLC	\$108.99	Accounts Payable
Description	Issue Date	Amount
Invoice: 10508179	08/07/2024	\$108.99
		\$108.99

Payee	Amount	Type
Northwest Kansas Library System	\$83.02	Accounts Payable
Description	Issue Date	Amount
invoice: 2694	08/07/2024	\$83.02
		\$83.02
Payee	Amount	Type
Northwestern Office Supplies	\$353.34	Accounts Payable
Description	Issue Date	Amount
Invoice: 158957	08/07/2024	\$353.34
		\$353.34
Payee	Amount	Type
Norton County Solid Waste	\$13.60	Accounts Payable
Description	Issue Date	Amount
Invoice: 67643	08/07/2024	\$13.60
		\$13.60
Payee	Amount	Type
Norton Homestore	\$34.95	Accounts Payable
Description	Issue Date	Amount
K93781	08/07/2024	\$34.95
		\$34.95
Payee	Amount	Type
Ostmeyer Inc dba Culligan Soft Water Service	\$216.50	Accounts Payable
Description	Issue Date	Amount
Bill	08/07/2024	\$41.00
Bill	08/07/2024	\$23.00
July Bill	08/07/2024	\$84.00
July Bill	08/07/2024	\$68.50
		\$216.50
Payee	Amount	Type
OTA- Plate Pay	\$1.40	Accounts Payable
Description	Issue Date	Amount
Invoice #: 24106463	08/07/2024	\$1.40
		\$1.40
Payee	Amount	Type
Phillips County Review	\$213.83	Accounts Payable
Description	Issue Date	Amount
Invoice:120209	08/07/2024	\$180.33
1 Year Renewal	08/07/2024	\$33.50

		\$213.83
Payee	Amount	Type
Prairie Land Electric Cooperative, Inc.	\$1,880.74	Accounts Payable
Description	Issue Date	Amount
Bill	08/07/2024	\$1,377.27
Bill	08/07/2024	\$382.24
Bill	08/07/2024	\$121.23
		\$1,880.74
Payee	Amount	Type
Pulis Lock & Key	\$730.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 11770	08/07/2024	\$730.00
		\$730.00
Payee	Amount	Type
Revival Lawn Care	\$1,800.00	Accounts Payable
Description	Issue Date	Amount
442408	08/07/2024	\$1,800.00
		\$1,800.00
Payee	Amount	Type
Sawyer's Ace Hardware	\$230.09	Accounts Payable
Description	Issue Date	Amount
Invoice: 154773	08/07/2024	\$199.94
Invoice: 157701	08/07/2024	\$30.15
		\$230.09
Payee	Amount	Type
Scholastic Inc. (Scho)	\$668.45	Accounts Payable
Description	Issue Date	Amount
Invoice: M7498350, M7502363, M7498229, M7514368 M7503463 M7513902 M7500502	08/07/2024	\$118.67
Invoice: M7498350, M7502363, M7498229, M7514368 M7503463 M7513902 M7500502	08/07/2024	\$105.42
Invoice: M7498350, M7502363, M7498229, M7514368 M7503463 M7513902 M7500502	08/07/2024	\$118.60
Invoice: M7498350, M7502363, M7498229, M7514368 M7503463 M7513902 M7500502	08/07/2024	\$65.89
Invoice: M7498350, M7502363, M7498229, M7514368 M7503463 M7513902 M7500502	08/07/2024	\$79.07
Invoice: M7498350, M7502363, M7498229, M7514368 M7503463 M7513902 M7500502	08/07/2024	\$92.25
Invoice: M7498350, M7502363, M7498229, M7514368 M7503463 M7513902 M7500502	08/07/2024	\$88.55
		\$668.45

Payee	Amount	Type
School Specialty	\$1,074.77	Accounts Payable
Description	Issue Date	Amount
Invoice Numbers: 208134288017, 208134287936, 208134298426 308104530776	08/07/2024	\$206.92
Invoice Numbers: 208134288017, 208134287936, 208134298426 308104530776	08/07/2024	\$33.84
Invoice Numbers: 208134288017, 208134287936, 208134298426 308104530776	08/07/2024	\$251.18
Invoice Numbers: 208134288017, 208134287936, 208134298426 308104530776	08/07/2024	\$86.03
Invoices: 308104536289 and 308104531566	08/07/2024	\$249.64
Invoices: 308104536289 and 308104531566	08/07/2024	\$247.16
		\$1,074.77
Payee	Amount	Type
Schools For Quality Education	\$400.00	Accounts Payable
Description	Issue Date	Amount
Invoice 2024-2025	08/07/2024	\$400.00
		\$400.00
Payee	Amount	Type
Smith Irrigation & Equipment	\$1,400.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 382	08/07/2024	\$1,400.00
		\$1,400.00
Payee	Amount	Type
Smoky Hill - USD 629	\$405.00	Accounts Payable
Description	Issue Date	Amount
Invoices: 01775 and 01773	08/07/2024	\$205.00
Invoice: 01363	08/07/2024	\$200.00
		\$405.00
Payee	Amount	Type
The Norton Telegram Norton	\$1,080.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 50532	08/07/2024	\$204.00
1 year Renewal	08/07/2024	\$52.00
July Bill	08/07/2024	\$824.00
		\$1,080.00
Payee	Amount	Type
WoodRiver Energy LLC	\$46.86	Accounts Payable
Description	Issue Date	Amount
Bill	08/07/2024	\$20.87

Bill	08/07/2024	\$16.19
Bill	08/07/2024	\$7.67
Bill	08/07/2024	\$2.13
		\$46.86
Payee	Amount	Type
CDW Government, Inc.	\$3,528.13	Accounts Payable
Description	Issue Date	Amount
Quote# NXZX844	07/08/2024	\$3,528.13
		\$3,528.13
Payee	Amount	Type
EPS Operations, LLC	\$65.30	Accounts Payable
Description	Issue Date	Amount
4th Grade workbooks More words I use when I write	07/08/2024	\$65.30
		\$65.30
Payee	Amount	Type
Hop-A-Long IT Services	\$7,000.00	Accounts Payable
Description	Issue Date	Amount
Invoice #: 2363	08/07/2024	\$7,000.00
		\$7,000.00
Payee	Amount	Type
ComplianceOne	\$36.00	Accounts Payable
Description	Issue Date	Amount
319256	08/09/2024	\$36.00
		\$36.00
Payee	Amount	Type
Emily Lowry	\$40.00	Accounts Payable
Description	Issue Date	Amount
Meals For Coaching School	08/09/2024	\$40.00
		\$40.00
Payee	Amount	Type
Lacey Hansen	\$20.00	Accounts Payable
Description	Issue Date	Amount
Meals for Coaches Clinic	08/09/2024	\$20.00
		\$20.00
Payee	Amount	Type
McGraw Hill School Education Holdings, LLC	\$22.52	Accounts Payable

Description	Issue Date	Amount
New Grade School Curriculum	08/09/2024	\$22.52
		\$22.52
Payee	Amount	Type
Hop-A-Long IT Services	\$4,099.87	Accounts Payable
Description	Issue Date	Amount
Invoice: 2342	08/07/2024	\$4,099.87
		\$4,099.87
		\$115,560.08

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Check Listing Report

Accounting Cycle: FY 24-25; Begin Date: 07/09/2024; End Date: 08/09/2024; Bank: First National Bank & Trust; Sort By Element: FUND; Account Expression: [All]; Created On: 8/9/2024 2:14:53 PM

Check Date	Check Number	Payee	Type	Amount
07/09/2024	65742	Northern Valley	Accounts Payable	\$206.26
07/10/2024	65743	Viking Steel Structures c/o Chris Hutchens	Accounts Payable	\$2,357.10
07/15/2024	65744	H&J Repair	Accounts Payable	\$1,774.00
08/05/2024	65763	Amber Brown	Accounts Payable	\$300.00
08/07/2024	65764	VISA (VISA1)	Accounts Payable	\$12,056.07
08/08/2024	65765	Advocate Of Phillips Co., The	Accounts Payable	\$33.00
08/08/2024	65766	AFPLANSERV	Accounts Payable	\$15.00
08/08/2024	65767	Almena Lumber & Supply	Accounts Payable	\$815.72
08/08/2024	65768	Almena Market Inc.	Accounts Payable	\$60.33
08/08/2024	65769	Bomgaars Supply	Accounts Payable	\$143.11
08/08/2024	65770	BSN Sports, LLC	Accounts Payable	\$10,635.56
08/08/2024	65771	Carpet One	Accounts Payable	\$9,315.00
08/08/2024	65772	City Of Almena	Accounts Payable	\$912.03
08/08/2024	65773	City Of Long Island	Accounts Payable	\$109.16
08/08/2024	65774	Dealers First Financial L.L.C.	Accounts Payable	\$885.00
08/08/2024	65775	Emily Lowry	Accounts Payable	\$210.00
08/08/2024	65776	Engel's Sales & Service, Inc	Accounts Payable	\$2,001.00
08/08/2024	65777	Fire Alarm Specialist, Inc	Accounts Payable	\$1,107.70
08/08/2024	65778	Hinklel Termite and Pest Control	Accounts Payable	\$241.84
08/08/2024	65779	Hobart	Accounts Payable	\$588.58
08/08/2024	65781	Hudl	Accounts Payable	\$6,050.00
08/08/2024	65782	Ideal Linen & Uniform	Accounts Payable	\$75.30
08/08/2024	65783	J&S Trucking Inc	Accounts Payable	\$230.25
08/08/2024	65784	Jamboree Foods	Accounts Payable	\$732.72
08/08/2024	65785	Janssen and Sons	Accounts Payable	\$175.38
08/08/2024	65786	Kacie Yocum	Accounts Payable	\$45.50
08/08/2024	65787	Kansas Board Solutions, Inc.	Accounts Payable	\$3,250.00
08/08/2024	65788	Kowpoke Supply	Accounts Payable	\$4,105.31
08/08/2024	65789	Long Island Feed and Grain, LLC	Accounts Payable	\$56.23
08/08/2024	65790	Marvin Gebhard	Accounts Payable	\$30.00
08/08/2024	65791	Master's Transportation	Accounts Payable	\$29,900.00
08/08/2024	65792	Matheson Tri-Gas Inc.	Accounts Payable	\$222.51
08/08/2024	65793	Mitch Pugh	Accounts Payable	\$119.38
08/08/2024	65794	Nex-Tech (Nex-Tech)	Accounts Payable	\$1,247.68
08/08/2024	65795	Nex-Tech Wireless, LLC	Accounts Payable	\$108.99
08/08/2024	65796	Northwest Kansas Library System	Accounts Payable	\$83.02
08/08/2024	65797	Northwestern Office Supplies	Accounts Payable	\$353.34

08/08/2024	65798	Norton County Solid Waste	Accounts Payable	\$13.60
08/08/2024	65799	Norton Homestore	Accounts Payable	\$34.95
08/08/2024	65800	Ostmeyer Inc dba Culligan Soft Water Service	Accounts Payable	\$216.50
08/08/2024	65801	OTA- Plate Pay	Accounts Payable	\$1.40
08/08/2024	65802	Phillips County Review	Accounts Payable	\$213.83
08/08/2024	65803	Prairie Land Electric Cooperative, Inc.	Accounts Payable	\$1,880.74
08/08/2024	65804	Pulis Lock & Key	Accounts Payable	\$730.00
08/08/2024	65805	Revival Lawn Care	Accounts Payable	\$1,800.00
08/08/2024	65806	Sawyer's Ace Hardware	Accounts Payable	\$230.09
08/08/2024	65807	Scholastic Inc. (Scho)	Accounts Payable	\$668.45
08/08/2024	65808	School Specialty	Accounts Payable	\$1,074.77
08/08/2024	65809	Schools For Quality Education	Accounts Payable	\$400.00
08/08/2024	65810	Smith Irrigation & Equipment	Accounts Payable	\$1,400.00
08/08/2024	65811	Smoky Hill - USD 629	Accounts Payable	\$405.00
08/08/2024	65812	The Norton Telegram Norton	Accounts Payable	\$1,080.00
08/08/2024	65813	WoodRiver Energy LLC	Accounts Payable	\$46.86
08/08/2024	65814	CDW Government, Inc.	Accounts Payable	\$3,528.13
08/08/2024	65815	EPS Operations, LLC	Accounts Payable	\$65.30
08/08/2024	65816	Hop-A-Long IT Services	Accounts Payable	\$7,000.00
08/09/2024	65817	ComplianceOne	Accounts Payable	\$36.00
08/09/2024	65818	Emily Lowry	Accounts Payable	\$40.00
08/09/2024	65819	Lacey Hansen	Accounts Payable	\$20.00
08/09/2024	65820	McGraw Hill School Education Holdings, LLC	Accounts Payable	\$22.52
08/09/2024	65821	Hop-A-Long IT Services	Accounts Payable	\$4,099.87
Sub Total				\$115,560.08

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Check Listing Report

Accounting Cycle: FY 24-25; Begin Date: 07/09/2024; End Date: 08/09/2024; Bank: First National Bank & Trust; Sort By Element: FUND; Account Expression: [All]; Created On: 8/9/20

Check Date	Check Number	Payee	Description	Type
08/08/2024	65765	Advocate Of Phillips Co., The	AD's	Accounts Payable
08/08/2024	65766	AFPLANSERV	Invoice: 24063063020	Accounts Payable
08/08/2024	65767	Almena Lumber & Supply	Fuel Bill	Accounts Payable
08/08/2024	65768	Almena Market Inc.	Inv: Bills for August 2024 Board Mt.	Accounts Payable
08/05/2024	65763	Amber Brown	Enrollment 8/6-8/7/2024	Accounts Payable
08/08/2024	65769	Bomgaars Supply	Invoices: 99263737,99264216, 99265951	Accounts Payable
08/08/2024	65770	BSN Sports, LLC	Invoices: 9260202433, 926020435, 926031558, 926038200	Accounts Payable
08/08/2024	65771	Carpet One	Job #: 15912	Accounts Payable
08/08/2024	65814	CDW Government, Inc.	Quote: NXZX844	Accounts Payable
08/08/2024	65772	City Of Almena	Inv: Bills for August 2024 Board Mt.	Accounts Payable
08/08/2024	65773	City Of Long Island	Inv: Bills for August 2024 Board Mt.	Accounts Payable
08/09/2024	65817	ComplianceOne	Inv: Bills August 8/9/2024	Accounts Payable
08/08/2024	65774	Dealers First Financial L.L.C.	Invoices: 191519,191520,191678	Accounts Payable
08/08/2024	65775	Emily Lowry	Grant Money	Accounts Payable
08/09/2024	65818	Emily Lowry	Inv: Bills August 8/9/2024	Accounts Payable
08/08/2024	65776	Engel's Sales & Service, Inc	Invoice: 10527	Accounts Payable
08/08/2024	65815	EPS Operations, LLC	Invoice: 900035236	Accounts Payable
08/08/2024	65777	Fire Alarm Specialist, Inc	Invoice: 38457	Accounts Payable
07/15/2024	65744	H&J Repair	Payment for Fridges Concessions stand	Accounts Payable
08/08/2024	65778	Hinklel Termite and Pest Control	Invoices: 44732,44751,44752	Accounts Payable
08/08/2024	65779	Hobart	Invoice: VB64156	Accounts Payable
08/08/2024	65816	Hop-A-Long IT Services	Invoice: 2363	Accounts Payable
08/09/2024	65821	Hop-A-Long IT Services	Invoices: 2342	Accounts Payable
08/08/2024	65781	Hudl	89850,89851,89869	Accounts Payable
08/08/2024	65782	Ideal Linen & Uniform	Invoice:22159778	Accounts Payable
08/08/2024	65783	J&S Trucking Inc	Invoice: 1674	Accounts Payable
08/08/2024	65784	Jamboree Foods	Inv: Bills for August 2024 Board Mt.	Accounts Payable
08/08/2024	65785	Janssen and Sons	307358	Accounts Payable
08/08/2024	65786	Kacie Yocum	Inv: Bills for August 2024 Board Mt.	Accounts Payable
08/08/2024	65786	Kacie Yocum	Inv: Bills for August 2024 Board Mt.-	Accounts Payable
08/08/2024	65787	Kansas Board Solutions, Inc.	Invoice: 1038	Accounts Payable
08/08/2024	65788	Kowpoke Supply	July Statement	Accounts Payable
08/09/2024	65819	Lacey Hansen	Inv: Bills August 8/9/2024	Accounts Payable
08/08/2024	65789	Long Island Feed and Grain, LLC	Invoices: 40292	Accounts Payable
08/08/2024	65790	Marvin Gebhard	Meal Allowance	Accounts Payable
08/08/2024	65791	Master's Transportation	Item #: 23-112	Accounts Payable
08/08/2024	65792	Matheson Tri-Gas Inc.	Invoices: 523668802	Accounts Payable

08/09/2024	65820	McGraw Hill School Education Holdings, LLC	Inv: Bills August 8/9/2024	Accounts Payable
08/08/2024	65793	Mitch Pugh	CDL reimbursement	Accounts Payable
08/08/2024	65793	Mitch Pugh	Materials for Football field	Accounts Payable
08/08/2024	65794	Nex-Tech (Nex-Tech)	15740 and 309012	Accounts Payable
08/08/2024	65795	Nex-Tech Wireless, LLC	Invoice: 10508179	Accounts Payable
07/09/2024	65742	Northern Valley	Box top Donation July 2024	Accounts Payable
08/08/2024	65796	Northwest Kansas Library System	Invoice:2694	Accounts Payable
08/08/2024	65797	Northwestern Office Supplies	Invoice: 158957	Accounts Payable
08/08/2024	65798	Norton County Solid Waste	Invoice: 67643	Accounts Payable
08/08/2024	65799	Norton Homestore	K93781	Accounts Payable
08/08/2024	65800	Ostmeyer Inc dba Culligan Soft Water Service	Inv: Bills for August 2024 Board Mt.	Accounts Payable
08/08/2024	65800	Ostmeyer Inc dba Culligan Soft Water Service	Inv: Bills for August 2024 Board Mt.-	Accounts Payable
08/08/2024	65801	OTA- Plate Pay	Invoice: 24106463	Accounts Payable
08/08/2024	65802	Phillips County Review	Invoice: 120209	Accounts Payable
08/08/2024	65802	Phillips County Review	1 Year Renewal	Accounts Payable
08/08/2024	65803	Prairie Land Electric Cooperative, Inc.	Inv: Bills for August 2024 Board Mt.	Accounts Payable
08/08/2024	65804	Pulis Lock & Key	Invoice: 11770	Accounts Payable
08/08/2024	65805	Revival Lawn Care	442408	Accounts Payable
08/08/2024	65806	Sawyer's Ace Hardware	Invoice: 154773	Accounts Payable
08/08/2024	65806	Sawyer's Ace Hardware	Invoice: 157701	Accounts Payable
08/08/2024	65807	Scholastic Inc. (Scho)	Inv: Bills for August 2024 Board Mt.	Accounts Payable
08/08/2024	65808	School Specialty	Invoice Numbers: 208134288017, 2088134287936, 208134298426, 308104530776	Accounts Payable
08/08/2024	65808	School Specialty	Invoices: 308104536289 and 308104531566	Accounts Payable
08/08/2024	65809	Schools For Quality Education	Invoice: 2024-2025	Accounts Payable
08/08/2024	65810	Smith Irrigation & Equipment	Invoice: 382	Accounts Payable
08/08/2024	65811	Smoky Hill - USD 629	Invoices: 017750 and 01773	Accounts Payable
08/08/2024	65811	Smoky Hill - USD 629	Invoice: 01363	Accounts Payable
08/08/2024	65812	The Norton Telegram Norton	July Bill	Accounts Payable
08/08/2024	65812	The Norton Telegram Norton	Invoice: 50532	Accounts Payable
08/08/2024	65812	The Norton Telegram Norton	1 Year Renewal	Accounts Payable
07/10/2024	65743	Viking Steel Structures c/o Chris Hutchens	Carport	Accounts Payable
08/07/2024	65764	VISA (VISA1)	Inv: Visa Bill Paid 8/7/2024	Accounts Payable
08/08/2024	65813	WoodRiver Energy LLC	Inv: Bills for August 2024 Board Mt.	Accounts Payable
Sub Total				

12/24 2:14:53 PM

Amount
\$33.00
\$15.00
\$815.72
\$60.33
\$300.00
\$143.11
\$10,635.56
\$9,315.00
\$3,528.13
\$912.03
\$109.16
\$36.00
\$885.00
\$210.00
\$40.00
\$2,001.00
\$65.30
\$1,107.70
\$1,774.00
\$241.84
\$588.58
\$7,000.00
\$4,099.87
\$6,050.00
\$75.30
\$230.25
\$732.72
\$175.38
\$35.50
\$10.00
\$3,250.00
\$4,105.31
\$20.00
\$56.23
\$30.00
\$29,900.00
\$222.51

\$22.52
\$13.00
\$106.38
\$1,247.68
\$108.99
\$206.26
\$83.02
\$353.34
\$13.60
\$34.95
\$64.00
\$152.50
\$1.40
\$180.33
\$33.50
\$1,880.74
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\$30.15
\$668.45
\$577.97
\$496.80
\$400.00
\$1,400.00
\$205.00
\$200.00
\$824.00
\$204.00
\$52.00
\$2,357.10
\$12,056.07
\$46.86
\$115,560.08

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Cash Summary Report

Accounting Cycle: FY 24-25; Beginning Period: Period 02 (08/01/2024 - 08/31/2024) ; Ending Period: Period 02 (08/01/2024 - 08/31/2024) ; Show Prior Year Expense/Encumbrance: Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 8/9/2024 2:17:38 PM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance
06	GENERAL FUND	(\$11,221.94)	\$0.00	(\$45,289.72)	\$0.00	(\$56,511.66)
07	FEDERAL FUNDS	\$3,699.93	\$0.00	\$0.00	\$0.00	\$3,699.93
08	SUPPLEMENTAL GENERAL FUND	\$30,680.51	\$0.00	(\$47,483.47)	\$0.00	(\$16,802.96)
11	FOUR YEAR OLD AT RISK FUND	\$33,836.54	\$0.00	(\$28.88)	\$0.00	\$33,807.66
13	K-12 AT RISK FUND	\$42,865.91	\$0.00	(\$569.33)	\$0.00	\$42,296.58
14	BILINGUAL EDUCATION	\$325.00	\$0.00	\$0.00	\$0.00	\$325.00
16	CAPITAL OUTLAY	\$435,413.19	\$0.00	(\$43,867.85)	\$4,099.87	\$395,645.21
18	DRIVER TRAINING	\$2,362.58	\$0.00	\$0.00	\$0.00	\$2,362.58
24	FOOD SERVICE	\$16,337.29	\$0.00	(\$1,235.18)	\$0.00	\$15,102.11
26	PROFESSIONAL DEVELOPMENT FUND	\$10,151.97	\$0.00	(\$897.16)	\$0.00	\$9,254.81
30	SPECIAL EDUCATION	\$33,378.96	\$0.00	\$0.00	\$0.00	\$33,378.96
34	VOCATIONAL EDUCATION	\$13,678.71	\$0.00	(\$469.60)	\$0.00	\$13,209.11
35	GIFTS/GRANTS	\$49,865.83	\$0.00	(\$195.83)	\$0.00	\$49,670.00
51	KPERS RETIREMENT CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
53	CONTINGENCY FUND	\$225,000.00	\$0.00	\$0.00	\$0.00	\$225,000.00
55	TEXTBOOK RENTAL	\$39,406.18	\$0.00	\$0.00	\$0.00	\$39,406.18
81	LIBRARY GRANT	\$911.02	\$0.00	\$0.00	\$0.00	\$911.02
85	KS COORDINATED SCHOOL HEALTH	\$1,958.14	\$0.00	\$0.00	\$0.00	\$1,958.14
Sub Total		\$928,649.82	\$0.00	(\$140,037.02)	\$4,099.87	\$792,712.67

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

Encumbrances	Liabilities	Available
(\$44.73)	\$0.00	(\$56,556.39)
\$0.00	\$0.00	\$3,699.93
\$0.00	\$0.00	(\$16,802.96)
\$0.00	\$0.00	\$33,807.66
\$0.00	\$0.00	\$42,296.58
\$0.00	\$0.00	\$325.00
\$0.00	\$5,663.93	\$401,309.14
\$0.00	\$0.00	\$2,362.58
\$0.00	\$0.00	\$15,102.11
\$0.00	\$0.00	\$9,254.81
\$0.00	\$0.00	\$33,378.96
(\$2.13)	\$0.00	\$13,206.98
\$0.00	\$0.00	\$49,670.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$225,000.00
\$0.00	\$0.00	\$39,406.18
\$0.00	\$0.00	\$911.02
\$0.00	\$0.00	\$1,958.14
(\$46.86)	\$5,663.93	\$798,329.74

USD 212

Cash Summary Report

Accounting Cycle: FY 24-25; Beginning Period: Period 02 (08/01/2024 - 08/31/2024) ; Ending Period: Period 02 (08/01/2024 - 08/31/2024) ; 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: No; Created On: 8/9/2024 2:17:38 PM

Fund	Description	Liabilities (Beginning)	Liabilities (Ending)	Cash Journal Entries	Other Total
06	GENERAL FUND	\$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	\$9,763.80	(\$5,663.93)	\$0.00	\$4,099.87
24	FOOD SERVICE	\$0.00	\$0.00	\$0.00	\$0.00
26	PROFESSIONAL DEVELOPMENT FUND	\$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
Sub Total		\$9,763.80	(\$5,663.93)	\$0.00	\$4,099.87

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2024 to 08/31/2024.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
NVHS	Northern Valley High School							
A	ATHLETICS							
	1010		HIGH SCHOOL ATHLETICS	10,618.44	45.00	36.04	0.00	10,627.40
	A Totals:			10,618.44	45.00	36.04	0.00	10,627.40
B	CLUBS & ORGANIZATIONS							
	2010		STUDENT COUNCIL	9,479.63	0.00	139.65	0.00	9,339.98
	2020		KAY	3,910.96	0.00	0.00	0.00	3,910.96
	2050		HUSKY MUSIC CLUB	1,924.33	0.00	0.00	0.00	1,924.33
	2060		FFA	13,137.25	0.00	1,757.12	0.00	11,380.13
	2070		SCHOLARS BOWL	88.77	0.00	0.00	0.00	88.77
	2080		DANCE AND CHEER	4,227.41	0.00	1,465.45	0.00	2,761.96
	2090		FORENSICS	2,130.36	0.00	0.00	0.00	2,130.36
	3000		TECHNOLOGY CLUB	828.76	0.00	0.00	0.00	828.76
	3010		Food Science	66.10	0.00	0.00	0.00	66.10
	3020		VOLLEYBALL CLUB	2,117.88	0.00	1,340.00	0.00	777.88
	3030		FACS	914.82	0.00	0.00	0.00	914.82
	3050		Interactive Media	-22.66	0.00	0.00	0.00	-22.66
	B Totals:			38,803.61	0.00	4,702.22	0.00	34,101.39
C	GRADUATING CLASSES							
	3114		CLASS OF 2014	2,838.60	0.00	2,838.60	0.00	0.00
	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
	3119		CLASS OF 2019	2,003.91	0.00	0.00	0.00	2,003.91
	3121		CLASS OF 2021	1,767.59	0.00	0.00	0.00	1,767.59
	3122		CLASS OF 2022	102.65	0.00	0.00	0.00	102.65
	3123		CLASS OF 2023	325.03	0.00	325.03	0.00	0.00
	3124		CLASS OF 2024-Seniors	0.00	0.00	0.00	0.00	0.00
	3125		CLASS OF 2025-Juniors	6,860.18	0.00	0.00	0.00	6,860.18
	3126		CLASS OF 2026-Sophmores	2,954.83	0.00	0.00	0.00	2,954.83
	3127		Class Of 2027- Freshman	1,380.50	0.00	0.00	0.00	1,380.50
	C Totals:			19,601.96	0.00	3,163.63	0.00	16,438.33
D	DISTRICT MONIES							
	4020		HIGH SCHOOL PETTY CASH	1,125.00	0.00	0.00	0.00	1,125.00
	D Totals:			1,125.00	0.00	0.00	0.00	1,125.00
E	YEARBOOK							
	7000		YEARBOOK	13,597.27	0.00	624.50	0.00	12,972.77
	E Totals:			13,597.27	0.00	624.50	0.00	12,972.77

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2024 to 08/31/2024.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
F	MISC							
	7030		GREENHOUSE	41.47	0.00	0.00	0.00	41.47
	7060		BOX TOPS FOR EDUCATION	256.51	206.26	0.00	0.00	462.77
	8011		Interest Paid To Account	812.81	0.00	0.00	0.00	812.81
			F Totals:	1,110.79	206.26	0.00	0.00	1,317.05
G	SALES TAX							
	8010		SALES TAX	-85.62	0.00	0.00	0.00	-85.62
			G Totals:	-85.62	0.00	0.00	0.00	-85.62
			NVHS Activity Totals:	84,771.45	251.26	8,526.39	0.00	76,496.32

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
NVHS Checking:			251.26	8,526.39		
NVHS Investment:						
NVHS Bank Balances:	84,771.45		251.26	8,526.39	0.00	76,496.32

Report Activity Totals:	84,771.45	251.26	8,526.39	0.00	76,496.32
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Check Detail

Sorted by Activity ID, Site ID.
From 07/09/2024 to 08/09/2024.

Activity ID Site ID	Activity Name Site Name	Check # Status	Issue Date Status Date	Vendor Name PO Number	1099? Invoice Number	Approved by Description	Amount
<hr/> 1010 HIGH SCHOOL ATHLETICS <hr/>							
NVHS	Northern Valley High School						
07122024 Printed	07/10/2024 07/10/2024	KANSAS DEPARTMENT OF REV. 010990	No			Kacie Yocum	36.04
<hr/> 2060 FFA <hr/>							
NVHS	Northern Valley High School						
020724 Printed	08/09/2024 08/09/2024	S.E Smith and Sons 010993	No			Kacie Yocum	25.83
<hr/> 2080 DANCE AND CHEER <hr/>							
NVHS	Northern Valley High School						
07122024 Printed	07/10/2024 07/10/2024	KANSAS DEPARTMENT OF REV. 010990	No			Kacie Yocum	27.75
<hr/> 3020 VOLLEYBALL CLUB <hr/>							
NVHS	Northern Valley High School						
020721 Printed	07/09/2024 07/09/2024	Kortney Cunningham Lyon College 010989	No			Kacie Yocum	1,340.00
<hr/> 3114 CLASS OF 2014 <hr/>							
NVHS	Northern Valley High School						
020723 Printed	08/07/2024 08/07/2024	VISA 010992	No			Kacie Yocum	510.45
020725 Printed	08/09/2024 08/09/2024	USD 212/Northern Valley Schools 010994	No			Kacie Yocum	2,328.15
Total for NVHS - Northern Valley High School:							2,838.60
Total for 3114 - CLASS OF 2014:							2,838.60
<hr/> 3123 CLASS OF 2023 <hr/>							
NVHS	Northern Valley High School						
020722 Printed	07/19/2024 07/19/2024	Class of 2023 010991	No			Kacie Yocum	325.03

Check Detail

Sorted by Activity ID, Site ID.
From 07/09/2024 to 08/09/2024.

Activity ID	Activity Name	Site ID	Site Name	Check #	Issue Date	Vendor Name	Approved by	Status	Status Date	PO Number	1099?	Invoice Number	Description	Amount
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7000	YEARBOOK													
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NVHS	Northern Valley High School													
07122024	07/10/2024	KANSAS DEPARTMENT OF REV.	Kacie Yocum											55.72
Printed	07/10/2024	010990	No											

Grand Total : 4,648.97



1405 16th St.
 Bldg 5, Suite 1790
 Racine, WI 53403
 (262) 633-3707
 info@windowwellsupply.com

Quote Date: 7/9/2024 Quote is valid for 90 days.

Quote #: **B17248**

Name	Ken Tharman, Northern Valley Schools
Email Address	ktharman@nvhuskies.org
Phone	(785)-669-2445

Window Well Covers & Accessories

If your order is placed within the next 10 days, you will receive the Sale Price listed below.

Cover Style	Well Type	Well Dimensions	Est. Cover Dimensions	Qty	Price per Cover	Sale Price Per Cover
Atlas Atrium	Concrete	201" x 32" - 20"	207" x 35" - 22"	1	\$3,689.95	\$3,388.50
Atlas Atrium	Concrete	202" x 32" - 20-1/2"	208" x 35" - 22-1/2"	1	\$3,689.95	\$3,388.50
Atlas Atrium	Concrete	148-1/2" x 32-1/2"	158" x 35" - 35-1/2"	1	\$2,749.95	\$2,498.50
		Delivery Included	See Below			

Covers will be fabricated to approximately 2 inches larger than the INSIDE dimensions of your well.

Windows, Window Wells & Accessories

Item	Price per Item
Side Bracket provided for well with only (2) well walls to create 3rd "well wall" for support	
Atlas Atrium Dome Covers come standard with Escape Hatch and Aluminum Mesh Sides for Ventilation	
500lb minimum load capacity on all covers	

NOTES:

Thank you for the opportunity to provide a quotation. Please let us know if there are any questions!











Northern Valley USD#212



2024021 - 2025321
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 GebhardPreK-8 Principal, Transportation
Director, Head HS FB

High School

Mitch PughJH/6-12HS Social Science,
MHS Scholars Bowl, Golf, &
MHS Football and Boys Girls
BB
Amy McKinney.....Accounting, Business, HS
Computers, FACS, Yearbook &
Student Council
Nita LewisTBDHannah Mongeau HS English, SSC, &
KAY, HS VB, & NHS
Jessie Thalheim6 – 12 MS Science, HS AD / JH
VB Activities Director
Dean Lewis Ed SehurmanAlissa Krafft Vo-Ag
teacher&, FFA, & FACS
Jessica Ledbetter Sarah Rudd -KFACS teacher –4
Music, HS Band/Vocal, SSC,
KAY
Ross Cole HS Computers / PE
Ryan Hopkins Technology Director

Middle School

Jim ColeMax Boehler.....K – 8 12 Physical Education, MS
F- football, & Boys BB, Track,
& Drivers Ed., JH Athletic Dir.
Emily Lowry6 – 12 JH & HS Mathematics, &
JH BB, JH Track, & NHS
Cindy Mordecai.....JH Language Arts & K-5K – 128
Vocal / 5 – 12 Band
Kirsten BairdFifth Grade
Ellen Kuhl Kelli Hueneke 5 – 7 Title MS Language Arts /
MS Social Studies
Sarah RuddHS Music, 5 – 12 Band, HS
Technology

Elementary School

Shelby Preston Angie Knuth Kindergarten, MS
Cheer, Cross-Country, HS Asst.
Track
Angie Knuth Tammy Vincent First Grade, Cross
Country, HS Track
Melinda DavisKatie Grote Second Grade & Forensics
Jill GebhardThird Grade
Amy ChandlerFourth Grade
Kelli HuenekeK – 7 Title / 6th Grade

Elem. continued

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

Adriana AnkenmanTami Dubois K –4 Interrelated
Teacher

Suzie BrooksSandra DolePreschool
Terry Logemann5 – 12 Interrelated Teacher
Katie GroteShelby PrestonK – 4 Title,
Forensics

John Vincent.....Library/Media, JH Service Club

Clerical Staff

Amber Brown.....Board Clerk, Concession Stand
Kacie Yocum Kinze Cox Treasurer/ HS Sec
Kenzi Sheley Sheri Sammons ES Secretary
Sommer Yocum.....MS Secretary/ Dep. Clerk

Custodial Staff

Noah Hansen Alan BrownHal Hansen ES Custodian
Julie HilburSilvia MarquezLaurie Alsdurf MS Custodian
Kassandra SpeerMS Custodian
Clayson Patterson Noah Hansen HS Custodian /
Almena Maint.
Dean Lewis Maintenance

Kitchen Staff

Becky Delimont.....Head Cook, Jr. Class Sponsor,
HS Cheer & Dance
Jacque HoracekAlmena Cook
Monica BachLong Island Cook, JH Service
Club, JH Cheer

Special Assignment

Phillips County Health Dept. - Nurse

Bus Drivers

Randy Husted
Chris Cochrun Julie Hilburn
Cindy Fischer
Naney Hogan
Jim Winchell

STAFF NAMES

Administration

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

High School

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

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

Brent OrmeHS 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 LowryJH & HS Mathematics, JH BB,
JH VB

Cindy Mordecai.....JH Language Arts

Kirsten BairdFifth Grade

Kathryn WhitneyK-12 Music, 5-12 Band

Elementary School

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

Tammy Vincent.....First Grade

Katie GroteSecond Grade, Forensics, Head
HS VB

Jill GebhardThird Grade, NHS

Amy ChandlerFourth Grade

Kelli HuenekeK-7 Title / 6th Grade

Elem. continued

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

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

Sandra Dole.....Preschool

Terry Logemann5-12 Interrelated Teacher

John Vincent.....Library/Media

Clerical Staff

Lidia Knapp.....Board Clerk

Nicole SimeonTreasurer/ HS Sec

Sheri Sammons.....ES Secretary

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

Custodial Staff

Hal HansenES Custodian

Julie Hilburn.....MS Custodian

Noah HansenHS Custodian / Almena Maint.

Kitchen Staff

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

Jacque HoracekAlmena Cook

Monica BachLong 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 substitute 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 request and have the sheet signed it approved by the administrator approving the absentee. In the event of an unforeseen absence, the office in your building will fill out the request 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 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 or 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 21st through the 40th 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 41st through the 60th 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 61st 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	Coach	Athletic Director	Principal	Supt.	Board of Education
Curriculum/Academic / Instruction	Teacher	Principal	Supt.	Board of Education	
Discipline	Teacher	Principal	Supt.	Board of Education	
Facilities	Principal	Supt.	Board of Education		
Guidance	Student Success Coord.	Principal	Supt.	Board of Education	
Special Education	Teacher	Principal	NCKSEC	Supt.	Board of Education
Student Concerns	Teacher	Principal	Supt.	Board of Education	
Computer / Technology	Teacher	Technology Director	Principal	Supt.	Board of Education
Transportation	Driver	Transportation Director	Principal	Supt.	Board of Education
Custodial / Maintenance	Principal	Supt.	Board of Education		

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 [Cher Greving-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.

NOTE: Please fill out this report showing the date, time and reason you will be gone. If you will need a substitute, show the time you will need to have covered. Have the sheet signed by the administrator approving the absence. In the event of an unforeseen absence, **YOU** are required to fill out the sheet upon your return, sign the form and give it to your building secretary. Paid Time Off will not be allowed on those days immediately preceding or following breaks without prior board approval.

USD #212 ABSENTEE FORM

NAME: _____

DATE/DATES OF ABSENCE: _____

TOTAL NUMBER OF DAYS: _____

Enter a number on this line from those shown in red in the list below.

ADMINISTRATIVE APPROVAL: _____

Gone From: _____ O'clock Until: _____ O'clock **less 30 minute lunch**

If you are gone during your normal 30 minute lunch period, you do not need to count that time in leave used.

If you are gone a full day YOU ARE GONE A FULL DAY; you cannot count 30 minutes off for lunch!!!

.5 hr	0.0625	2.5 hr	0.3125	4.5 hr	0.5625	6.5 hr	0.8125
1 hr	0.125	3 hr	0.375	5 hr	0.625	7 hr	0.875
1.5 hr	0.1875	3.5 hr	0.4375	5.5 hr	0.6875	7.5 hr	0.9375
2 hr	0.25	4 hr	0.50	6 hr	0.75	8 hr	1.00

I will need a **Substitute** to cover from: _____ O'clock to: _____ O'clock

This should be the time you have contact with your students.

Reason for Absence (check one)

Paid Time Off (PTO): _____

Without Pay: _____

Bereavement: _____ Relationship: _____

Professional: _____ Event: _____

Inservice: _____ Event: _____

(requires an Appendix C form)

Vacation: _____ *(12 month Employees only)*

Substitute: _____

Sub contracted for: 1/2 day 3/4 day all day by: _____

(For Sub Teachers only - Secretaries circle one) Secretary signature

Lesson Plans/Material Available for Substitute: Yes: _____ No: _____

Substitute's work was: Excellent: _____ Satisfactory: _____ Unsatisfactory: _____

Comments: _____

Signed: _____ Date: _____

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:

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: _____

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
Activity Handbook



Students & Parents

Approved by the USD 212 Board of Education on

~~August 12, 2024~~ ~~May 11th, 2022~~ ~~Date Board Approves~~

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Note:

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

Activities Handbook for Students and Parents

I. Introduction

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

A. To the Parents

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

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

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

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

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

B. To the Students

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

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

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

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

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

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

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

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

II. Activity/Athletic Department

A. Philosophy

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

B. Goal and Objectives

Goal-The student shall become an effective citizen.

Objectives-The student shall learn:

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

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

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

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

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

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

III. Governances

A. Board of Education

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

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

Commented [KT3]: Remove the word Public

B. Western Kansas Liberty League

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

C. Kansas State High School Activities Association (KSHSAA)

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

IV. Eligibility Requirements

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

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

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

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

C. Physical Exams* -

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

D. Insurance

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

Commented [KT5]: Where is this form?

Commented [KT6]: Change to First Agency

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

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

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

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

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

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

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

H. Residence and Attendance

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

I. Student in Good Standing

- (1) In order to participate, the student must be a bona fide undergraduate of Northern Valley Schools and one who is eligible or has the possibility of eligibility.
- (2) A student who has poor attendance, is under penalty of suspension, or whose character brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.
- (3) They eligibility of any student(s) involved in ongoing legal action in which they are accused of a crime will be reviewed on a case-by-case basis by the administration and coaches involved.
- (43) **Chemical-Free Rules:** A student who uses any form of tobacco, [Electronic Nicotine Delivery System \(ENDS\) devices](#), illegal drugs, alcoholic beverages, etc., is **not** in good standing.
- (54) 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.
- (65) 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.
- (76) If the student competes under an assumed name, he or she shall be ineligible in all activities.
- (87) The duration of ineligibility and any additional consequences for the behaviors resulting in ineligibility will be determined by the Northern Valley Administration.

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

Commented [KT9]: Correct number order

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

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

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

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

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

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

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

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

M. Risk of Participation

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

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

N. Care of Equipment

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

*** Applies only to KSHSAA sponsored activities**

V. Northern Valley School District Activity Code of Conduct

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

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

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

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

A. Interscholastic Activity Code of Conduct and Contract

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

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

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

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

Commented [KT13]: Add electronic device language.

B. Interscholastic Activity Rules

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

C. Activities

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

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

D. Enforcement of the Code of Conduct

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

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

E. Guidelines for Administration of the Code of Conduct

Due Process

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

Documentation

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

F. PROCEDURES

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

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

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

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

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

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

G. Penalties for Violating the Chemical Free Rules

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

First Violation

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

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

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

Second Violation

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

Third Violation

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

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

H. VIOLATIONS

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

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

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

VI. Provisions of Participation:

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

Commented [KT15]: Change to K – 12 Handbook

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

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

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

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

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

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

A. Authorized Transportation:

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

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

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

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

B. Responsibility for Equipment/Uniforms:

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

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

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

C. Appearance:

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

D. Language/Gestures:

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

E. Sportsmanship:

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

F. Season Defined:

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

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

G. Acknowledgement of Risk:

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

H. Rules for Teams and Clubs:

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

VII. Basic Activity Policies

A. Dual Participation

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

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

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

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

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

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

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

Commented [KT19]:

Commented [KT20]: Repetitive.

B. Vacations

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

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

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

C. Injuries

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

D. Locker Room

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

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

~~(2)~~(2) no rough housing, throwing towels, or other objects

~~(3)~~(3) no hazing of other students

~~(4)~~(4) no glass containers are permitted

~~(5)~~(5) all spiked/cleated shoes must be put on and removed outside

~~(6)~~(6) or no engaging in any other inappropriate behavior

E. Parental Expectations

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

F. Consequences

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

[Removed Spectator Policy](#)

Good sportsmanship is a sign of good character, and one of the chief goals of Northern Valley's Activities Program. Sportsmanship, while important for the participants of a sporting activity, is also of the highest importance for the spectator as well. Accordingly, there should be no room for a spectator to repeatedly get removed from athletic contests by the officials or administration. We appreciate the passion and support that our spectators bring with them, and we ask that they use these energies to model for our students and opponents how to win with integrity and humility, and how to lose with grace. The center of attention during an athletic event should be on the game and its participants, not on a spectator that insists on making a scene because they disagree with an official's call or a coach's decision. Any spectator who repeatedly fails to show good sportsmanship, or who otherwise engages in inappropriate or disruptive behavior may be removed from the event by any contest official or school administrator.

In an effort to raise the bar of sportsmanship at Northern Valley, the following consequences will be issued for spectators (adult or student; including employees of Northern Valley USD 212) that are removed from athletic contests:

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

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

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

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

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

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

VIII. Lettering Policy

A. Varsity Requirements

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

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

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

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

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

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

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

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

B. Lettering (All Activities)

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

C. Awards (All Activities)

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

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

PARENTAL PERMISSION TO PARTICIPATE AND STUDENT ACTIVITY CONTRACT

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

Insurance Awareness

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

Commented [KT26]: First Agency

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

CONSENT AND WARNING TO ATHLETE AND PARENT/GUARDIAN

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

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

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

I, the undersigned, for and in consideration of the privilege of my undersigned dependent being able to participate in sports and organized activities at and for Northern Valley Schools for the school year of 20242 – 253 2019 – 2020, hereby covenant and agree to release and forever discharge Northern Valley Schools, its agents, servants, employees and volunteer coaches and assistant coaches, Northern Valley School-Board of Education and its members, from any and all claims, demands, losses, damages, costs, expenses, and attorney's fees for injury to or death to the undersigned dependent resulting from, growing out of, caused by, or arising in any manner out of playing or participating in sports and organized athletic activities at and for Northern Valley Schools.

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

KSHSAA RECOMMENDED CONCUSSION & HEAD INJURY INFORMATION

Established 2013-2014

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

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

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

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

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

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

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

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

If you think your child has suffered a concussion

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

Return to Practice and Competition

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

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

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

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

<http://www.kshsaa.org/Public/General/ConcussionGuidelines.cfm>

Removed Spectator Policy

Good sportsmanship is a sign of good character, and one of the chief goals of Northern Valley's Activities Program. Sportsmanship, while important for the participants of a sporting activity, is also of the highest importance for the spectator as well. Accordingly, there should be no room for a spectator to repeatedly get removed from athletic contests by the officials or administration. We appreciate the passion and support that our spectators bring with them, and we ask that they use these energies to model for our students and opponents how to win with integrity and humility, and how to lose with grace. The center of attention during an athletic event should be on the game and its participants, not on a spectator that insists on making a scene because they disagree with an official's call or a coach's decision. Any spectator who repeatedly fails to show good sportsmanship, or who otherwise engages in inappropriate or disruptive behavior may be removed from the event by any contest official or school administrator.

In an effort to raise the bar of sportsmanship at Northern Valley, accordingly, effective starting the 2019-20 school year, the following consequences will be issued for spectators (adult or student, including employees of Northern Valley USD 212) that are removed from athletic contests:

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

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

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

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

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

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



Northern Valley Schools
Interscholastic Activity Program
Emergency Treatment Form

I, _____, the parent or guardian of _____

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

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

Allergies to medications _____

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

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

Date: _____ Grade of Student _____

Emergency Information & Medical Treatment Consent

In emergency, contact _____

Phone _____

Or contact _____

Phone _____

Signature of Parent or Guardian

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



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

Parent/Guardian Consent and Contract

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

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

_____ Activity Year _____ Signature of Parent/Guardian

_____ Dated

Student Agreement

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

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

_____ Activity Year _____ Student Signature

_____ Dated

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



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

I, _____, the parent or guardian of _____

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

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

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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.

PARENT APPLICATION FOR OUT OF DISTRICT SCHOOL ATTENDANCE

I am requesting my child(ren) attend: USD 212 Northern Valley for the 24-25 school year. My child(ren) and I reside in ----- ' understand that the school district I am applying for my family member(s) to attend, is under no obligation to accept and or approve this application.

Please provide names, grade, gender and addresses for every child you are making an application for

CHILD Number:	<u>Emerson</u> Child Legal First Name	<u>Land</u> Child Legal Last Name	<u>3yr PreK</u> Grade	<input checked="" type="radio"/> Male	<input type="radio"/> Female
	<u>302 W Taft</u> Street Address	<u>Norton</u> City	<u>Kansas</u>	<u>67654</u> Zip Code	
CHILD Number:	_____ Child Legal First Name	_____ Child Legal Last Name	 Kansas	<input type="radio"/> Male	<input type="radio"/> Female
	_____ Street Address	_____ City		_____ Zip Code	
CHILD Number:	_____ Child Legal First Name	_____ Child Legal Last Name	 Kansas	<input type="radio"/> Male	<input type="radio"/> Female
	_____ Street Address	_____ City		_____ Zip Code	
CHILD Number:	_____ Child Legal First Name	_____ Child Legal Last Name	 Kansas	<input type="radio"/> Male	<input type="radio"/> Female
	_____ Street Address	_____ City		_____ Zip Code	

PARENT APPLICATION FOR OUT OF DISTRICT TRANSPORTATION

I am requesting out of district transportation for the child(ren) listed above: YES NO
 I hereby certify my child(ren) and I are residents of USO# 211 and we reside 2.5 miles or more from the attendance center my child(ren) should attend in our resident school district. I understand that the school district I am applying to for transportation is under no obligation to accept and or approve this application. I also understand if the address(es) listed above change(s), this application will be re-evaluated.

Parent/Legal Guardian Initials: JL

PARENT/LEGAL GUARDIAN INFORMATION

Josephine Land
 PRINTED Parent/Legal Guardian Name

302 W Taft
 Address

Norton KS 67654
 City State Zip Code

J Land 05-01-24
 Parent/Legal Guardian Signature Date

Please Note: This form cannot be used for school districts with territory in Johnson, Sedgwick, Shawnee or Wyandotte counties

OFFICIAL SCHOOL DISTRICT USE

Request records
ie. P

PARENT APPLICATION FOR OUT OF DISTRICT SCHOOL ATTENDANCE

I am requesting my child(ren) attend: USD 212 Northern Valley

for the 24-25 school year. My child(ren) and I reside in Norton County

I understand that the school district I am applying for my family member(s) to attend, is under no obligation to accept and or approve this application.

Please provide names, grade, gender and addresses for every child you are making application for

CHILD Number: Koen Lee Stahl Stahl P-K Male Female
 Street Address: 212 South Wabash City: Norton Kansas Zip Code: 67654

CHILD Number: _____ Child Legal First Name: _____ Child Legal Last Name: _____ Grade: _____ Male Female
 Street Address: _____ City: _____ Kansas Zip Code: _____

CHILD Number: _____ Child Legal First Name: _____ Child Legal Last Name: _____ Grade: _____ Male Female
 Street Address: _____ City: _____ Kansas Zip Code: _____

CHILD Number: _____ Child Legal First Name: _____ Child Legal Last Name: _____ Grade: _____ Male Female
 Street Address: _____ City: _____ Kansas Zip Code: _____

PARENT APPLICATION FOR OUT OF DISTRICT TRANSPORTATION

I am requesting out of district transportation for the child(ren) listed above: YES NO

I hereby certify my child(ren) and I are residents of USD # _____ and we reside 2.5 miles or more from the attendance center my child(ren) should attend in our resident school district. I understand that the school district I am applying to for transportation is under no obligation to accept and or approve this application.

I also understand if the address(es) listed above change(s), this application will be re-evaluated.

Parent/Legal Guardian Initials: _____

PARENT/LEGAL GUARDIAN INFORMATION

Amberlea Stahl
 PRINTED Parent/Legal Guardian Name

212 South Wabash
 Address

Norton KS
 City State

67654
 Zip Code

Amberlea Stahl
 Parent/Legal Guardian Signature

8-6-24

Date

Please Note: This form cannot be used for school districts with territory in Johnson, Sedgwick, Shawnee or Wyandotte counties

OFFICIAL SCHOOL DISTRICT USE

Out of District Returning Students.

1. Truman Hardy
2. Mikaela Johnson
3. Sam McCue
4. Mason Sheley
5. Anola Hardy
6. Lily Hardy
7. Evolet Hardy
8. Lennox Johnson
9. Zachary King
10. Vanessa Hickman
11. Owen Hopkins
12. Aria Sheley

District
School:

Please cons

SECTION 1: S

_____ a.

_____ b.

_____ c.

_____ d.

_____ e.

_____ f.

_____ g.

_____ h.

_____ i.

_____ j.

_____ k.

_____ l.

SECTION 2: S

_____ a.

_____ b.

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_____ e.

_____ f.

_____ g.

SECTION 3: C

_____ a.

_____ b.

_____ c.

SECTION 4: E

a.

b.

a.

b.

c.

d.

e.

SECTION 6:

a.

b.

c.

SECTION 7: F

a.

b.

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d.

e.

f.

SECTION 8: S

a.

b.

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d.

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SECTION 9: 0

a.

2023 – 2024 School Year Needs Assessment for

Elementary / Middle / High Schools

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

Student Needs

Student Headcount

Percentage of students with an active IEP

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

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

Pupil-Teacher Ratio Average

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

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

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

Are there local assessments to measure reading growth?

Are there local assessments to measure math growth?

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

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

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

How is social/emotional growth being measured?

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

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

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

How are successes of Individual Plans of Study being measured?

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

How are you ensuring students are civically engaged?

Curriculum Needs

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

Are there appropriate and adequate instructional materials?

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

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

Subjects and areas of instruction necessary to meet the graduation requirements adopted by the state board of education are taught. (only if building serves Grade 12)

Is every child in your school provided at least the following capacities?

1. Sufficient oral and written communication skills to enable students to function in complex and rapidly changing civilization.
2. Sufficient knowledge of economic, social, and political systems to enable students to make informed choices.
3. Sufficient understanding of governmental processes to enable the student to understand the issues that affect his or her community, state and nation.
4. Sufficient self-knowledge and knowledge of his or her mental and physical wellness.
5. Sufficient grounding in the arts to enable each student to appreciate his or her cultural and historical heritage.
6. Sufficient training or preparation for advanced training in either academic or vocational fields so as to enable each child to choose and pursue life work intelligently.
7. Sufficient levels of academic or vocational skills to enable students to compete favorably with their counterparts in surrounding states, in academics or in job market.

Staff Needs

Is there adequate personnel/staff to meet the needs of the school and the needs of students under ESEA guidelines, which requires every classroom to contain an educator who is certified in the content area being taught in said classroom, and meet the goals of the school?

How many classified support staff are currently employed?

How many classified support staff are needed?

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

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

Is there adequate space for student learning?

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

Are additional School Buses needed or any additional Routes needed?

Family Needs/Community Relations

Do you have regular events to engage parents with teachers?

What types of caregiver training programs (teaching guardians how to give students help with homework, use technology that students will be required to use, etc.) are provided?

Do you have an active Site Council?

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

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

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

School Data

Building Attendance Rate

District Chronic Absenteeism Rate

District Graduation Rate

District Dropout Rate

What is our average comprehensive ACT score?

Other Data

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

1. Can these be achieved with additional resources?

2024 - 2025 Budget Considerations

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

	Notes
ES - 75 / MS - 31/ HS -39	
ES - 19% / MS - 19% / HS - 8%	
N/A	There are no students enrolled in ELL services
ES - 57% / MS - 40% / HS - 69%	
ES - 8:1 / MS - 4:1 / HS - 4:1	
No	
Yes	Multi - Tiered Systems of Support for grades K - 8
Yes	Multi - Tiered Systems of Support for grades K - 8
Yes	Aims-Web for grades K - 8
Yes	Aims-Web for grades K - 8
Yes	Curriculum aligned with state standards and continued opportunities for professional development.
No	KESA Goal: Continue to implement a rigorous curriculum that provides academic success for all students. We do not have a measurable goal at this time.
Recognition plans/rubrics)	Notes
MS - behavior points / HS - Office referrals	
A more positive and open internal and external environment.	
ASQ / ASQE / Recommendation of PreK teacher	
Make sure kids are ready for kindergarten	
IPS progress presented at spring student-led conferences for grades 6 - 12.	
Follow-up to determine individual post-secondary success.	
Teachers provide a variety of opportunities (ie. Job shadowing, trips, and careers) at all grade	
	Notes
Teachers are available before and after school, students can set up appointments on Friday (no School on Fridays), and summer school for some IEP students.	
Yes	
Yes	One - to - one district wide Laptops and / or
	Notes

Yes	<p>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:</p> <ol style="list-style-type: none"> 1. Four (4) units of English language arts, three units will be in English. 2. Three (3) units of Social Studies is required which must include: United States History, World History, and one unit of United States Government including the constitution of the United States. 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. 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
	Required classes that incorporate the following classes:
Yes	English Language Arts
Yes	Social Studies / Current Events / Business Essentials
Yes	Government / Social Studies / Current Events
Yes	Physical Education / Wellness / Family and Consumer Science classes
Yes	Music / Band / Art / Social Studies
Yes	Family and Consumer Science classes / Agriculture classes / Agriculture Business classes / Science classes.
Yes	Business classes / Entrepreneurship & Leadership classes / FACS / Ag classes / Ag Business classes / Science classes
	Notes

Certified - 19 / Classified - 18	We have a low student / teacher ratio.
Depends on the student population and needs	
Yes	Many of these services are provided one day a week through our Co-op.
Yearly in-service and collaboration.	
	Notes
Yes	
Yes	Continuous maintenance and repairs.
Yes	Some are closing in on their expiration dates.
	Notes
Yes	Fall & Spring conferences, Open House, Fun Day, Awards Banquets, Concerts, Community Pep Rallies, etc.
Kansas Reads to Preschoolers / Week of the Young Child ? Parenting is Hard presentation	
Yes	They meet a minimum of two times per year.
Yes	Booster Club, Post Prom
Yes it is adequate	Website, Textcasters, Facebook, SeeSaw, Email
Yes it is adequate	Facebook, and local newspapers
	Notes
	92.0%
	8.0%
	95.0% The high school graduation data for FY 2022 is inaccurate due to PowerSchool EOYA report being inaccurate when it was uploaded. The actual 2022 graduation rate was 100%.
	4.2%
	16.9
	Notes
Teacher Retention / Hiring	
Yes	Additional funding

Sec. 8. On and after July 1, 2021, K.S.A. 72-1163 is hereby amended to read as follows: 72-1163. (a) Each year the board of education of a school district shall conduct an assessment of the educational needs of each attendance center in the district. Information obtained from such needs-assessment shall be used by the board when preparing the budget of the school district to ensure improvement in student academic performance. The budget of the school district shall allocate sufficient moneys in a manner reasonably calculated such that all students may achieve the goal set forth in K.S.A. 72-3218(c), and amendments thereto. The board also shall prepare a summary of the budget for the school district. The budgets and summary shall be in the form prescribed by the director pursuant to K.S.A. 79-2926, and amendments thereto.

