A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Monday, July 13, 2026, beginning at 6:30 PM in the Almena High School , 512 W Bryant Street, Almena, KS 67622.

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

Also in attendance were: Valarie Marble (Community member), Marvin Gebhard (GS/JH Principal), Ken Tharman (HS Principal/ Superintendent), and Amber Brown (Board Clerk).

I. Call to Order
II. Adoption of Agenda
I recommend the board approve the agenda as presented. This motion, made by Laquita Smith and seconded by Brandi Keith, Carried.

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

Yea: 6, Nay: 0, Absent: 1
III. Approval of Minutes 7
I recommend the board approve the minutes as presented. This motion, made by Shanna Hammond and seconded by Steven Whitney, Carried.

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

Yea: 6, Nay: 0, Absent: 1
IV. Approval of Bills 14
I recommend the board approve the bills as presented. This motion, made by Laquita Smith and seconded by Shanna Hammond, Carried.

| | |
|---|---|
| Shanna Hammond: | Yea |
| Brandi Keith: | Yea |
| Christopher Rogers: | Absent |
| Laquita Smith: | Yea |

Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 6, Nay: 0, Absent: 1

V. Hearing of Visitors

A. Valerie Marble 46

Christopher Rogers arrived at this time. Valerie Marble presented to the board her vision for a new community initiative called Beyond the Backpack (Created by Beyond the Match Foundation) to provide backpacks and school supplies for approximately 153 Northern Valley students while bringing families together for a fun community kickoff before school begins. Valerie shared what this would look like and answered board questions. They thanked her for presenting and all agreed it sounded like a positive idea. I recommend the board support the Beyond the Backpack initiative and look forward to seeing it in action. This motion, made by Shanna Hammond and seconded by Brandi Keith, Carried.

Shanna Hammond: Yea
Brandi Keith: Yea
Christopher Rogers: Yea
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 7, Nay: 0

VI. Old Business

A. Transportation

Mr. Gebhard shared that the school vehicles are being gone through by Randy. One is in Kearney having the anti-lock brake system looked at. There is no update on the grant for a bus at this time.

B. Summer Projects

Cutting Edge has completed the east side of locker rooms and third floor stairway and floor.
Hobart installed the new stove / oven in Almena kitchen and went through mixers, slicers, and can openers.
Powerwashing Plus did annual cleaning on range hoods.
Hardy Electric has ordered LED lights and is currently changing those out across the district. He has also moved the electrical in the FACS kitchen to allow the new cabinets installed.
Casey Dole has repaired the leak north of the school.
Carpet One is to be here the week of the 20th to replace carpet in the GS office.
Kansas Original Flooring has completed the gym floors.
Kacie has ordered and received almost everything ... she will be sorting and delivering to classrooms.
Room cleaning and lawn care are continuing.

C. HB 2299 50

D. Negotiated Agreement 55

Mr. Tharman presented the updated Negotiated Agreement with the approved negotiated items for 2026-27. I recommend the board approve the Negotiated Agreement as presented. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

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

Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 7, Nay: 0

E. Faculty and Staff Handbook 74

Mr. Tharman presented the Faculty and Staff handbook with updates to staffing, dates, and proposed language to address HB 2299. The board made some edits to the proposed language. I recommend the board approve the Faculty and Staff Handbook as edited. This motion, made by Laquita Smith and seconded by Shanna Hammond, Carried.

Shanna Hammond: Yea
Brandi Keith: Yea
Christopher Rogers: Yea
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 7, Nay: 0

VII. New Business

A. June KASB Policy Updates 110

Mr. Tharman shared information regarding the proposed policy updates. He identified policy EE Food Services Management and the added statement concerning bad debt and replenishing the fund using non-Federal funds. I recommend the board approve the June Policy Updates as presented. This motion, made by Shanna Hammond and seconded by Brandi Keith, Carried.

Shanna Hammond: Yea
Brandi Keith: Yea
Christopher Rogers: Yea
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 7, Nay: 0

B. Consent Calendar 227

I recommend the board approve the consent calendar and fees as presented for the 2026 - 27 school year. This motion, made by Shanna Hammond and seconded by Steven Whitney, Carried.

Shanna Hammond: Yea
Brandi Keith: Yea
Christopher Rogers: Yea
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 7, Nay: 0

C. Appointments: Professional Development, KASB Goverentmental Relations, Negotiations, and NCKSEC Interlocal #636

There was discussion amongst the board members on the duties of each role. I recommend the following appointments: Professional Development - Shanna Hammond, KASB Governmental Relations - Rich Wenzl and Steven Whitney, Negotiations - Hilary Van Patten, Laquita Smith, and Brandi Keith, and NCKSEC Interlocal #636 Representative - Christopher Rogers. This motion, made by Laquita Smith and seconded by Shanna Hammond, Carried.

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

Yea: 7, Nay: 0

D. Unencumbered Cash Balances 230

Mr. Tharman shared the District, HS Activities, and JH Activities funds End of Year (EOY) unencumbered balances.

E. Student Accident Insurance 236

I recommend the board approve the Student Accident Renewal policy as presented. This motion, made by Steven Whitney and seconded by Brandi Keith, Carried.

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

Yea: 7, Nay: 0

VIII. Personnel

A. Staffing

Valerie Marble left at this time. I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interest of the individual to be discussed; retaining Mr. Gebhard and Mr. Tharman and returning to open session in this room at 7:40 PM. This motion, made by Laquita Smith and seconded by Shanna Hammond, Carried.

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

Yea: 7, Nay: 0

At 7:40 PM the board returned to open session. I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interest of the individual to be discussed; retaining Mr. Gebhard and Mr. Tharman and returning to open session in this room at 7:43 PM. This motion, made by Laquita Smith and seconded by Shanna Hammond, Carried.

Shanna Hammond: Yea
Brandi Keith: Yea
Christopher Rogers: Yea
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 7, Nay: 0
At 7:43 PM the meeting returned to open session.

B. Supplementals 246

I recommend the board approve the resignations from Amy McKinney for JH Asst. VB and BB as well as from Jim Cole for Driver Education Teacher and Angie Knuth for HS Cross Country. This motion, made by Shanna Hammond and seconded by Laquita Smith, Carried.

Shanna Hammond: Yea
Brandi Keith: Yea
Christopher Rogers: Yea
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 7, Nay: 0

I recommend the board approve Jacque Horacek for the second half JH concessions position. This motion, made by Christopher Rogers and seconded by Brandi Keith, Carried.

Shanna Hammond: Yea
Brandi Keith: Yea
Christopher Rogers: Yea
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 7, Nay: 0

I recommend opening the HS Dance supplemental. This motion, made by Shanna Hammond and seconded by Laquita Smith, Carried.

Shanna Hammond: Yea
Brandi Keith: Yea
Christopher Rogers: Yea
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 7, Nay: 0

C. Title Teacher 249

Mr. Gebhard discussed the Title position and made the following recommendation: Hire both Darci Davis and Kara Stanton to each be half day Title and half day para. Mrs. Davis would be in Long Island and

Mrs. Stanton would be in Almena. I recommend hiring both Darci and Kara as discussed. This motion, made by Rich Wenzl and seconded by Steven Whitney, Carried.

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

Yea: 7, Nay: 0

IX. Administrative Reports

A. Superintendent / 9-12 Principal Report 257

Mr. Tharman shared results from the Kansas Communities That Care (KCTC) report / Coach Masters Open House event on July 21st / Enrollment will be Aug. 4th & 5th / Window quote for Long Island Band, cafeteria and hallway / Visitor bleachers quote from Blue Dog Welding (board agreed to have this project move forward) / Culligan quote for kitchen (board agreed to have this project move forward) / going down for budget review on Thursday.

B. K-8 Principal Report

Mr. Gebhard handed out waivers he plans to use for the Softball Tournament this Saturday. He reminded the board of the Wall of Fame ceremony on July 26th at 2:30 PM in Long Island (induction of Jim Cole and Tammy Vincent). He shared that he had been approached by a couple of parents interested in starting a Parent Teacher Organization (PTO). He is going to reach out through the Principal List Serv to get information from sources that may have had a similar startup.

X. Reports of Board Members

Christopher Rogers updated the board that the NCKSEC Local Assessments was approved at their last board meeting. It was an agenda item that was highly discussed and scrutinized, but in the end, had almost a unanimous vote in favor. The process to rebuild the reserves will take a couple of years, but this should get the process started on the right foot.

XI. Adjournment

I move for the meeting to adjourn. This motion, made by Shanna Hammond and seconded by Laquita Smith, Carried.

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

Yea: 7, Nay: 0

A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Wednesday, June 10, 2026, beginning at 6:30 PM in the Long Island Middle School, 627 Washington, Long Island, KS 67647.

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

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

I. Call to Order
II. Adoption of Agenda
I recommend the board approve the agenda as presented. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

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

Yea: 5, Nay: 0, Absent: 2
III. Approval of Minutes
I recommend the board approve the minutes as presented. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

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

Yea: 5, Nay: 0, Absent: 2
IV. Approval of Bills
I recommend the board approve the bills as presented. This motion, made by Steven Whitney and seconded by Christopher Rogers, Carried.

| | |
|---|---|
| Shanna Hammond: | Absent |
| Brandi Keith: | Absent |
| Christopher Rogers: | Yea |
| Laquita Smith: | Yea |

| | |
|---|---|
| Hilary Van Patten: | Yea |
| Rich Wenzl: | Yea |
| Steven Whitney: | Yea |

Yea: 5, Nay: 0, Absent: 2

V. Hearing of Visitors

VI. Old Business

A. Transportation

Mr. Gebhard shared that bus drivers had completed end of the year items and vehicles are currently being gone through in preparation of this fall. KDHE (Kansas Department of Health and Environment) issued a Notice of Award for the Kansas Clean Vehicles Program through Volkswagen Settlement - Environmental Mitigation Trust. The amount of the award is unknown at this time.

B. KESA Update

Mr. Tharman updated the board that the requested information supplied last month was accepted and the Action Plan for 2026 - 27 school year is ready for implementation.

C. HB 2299

There is no new information at this time on recommendations from KSDE. Mr. Tharman hopes to learn more at the budget meeting in Oakley next week.

D. Technology Update

Two SMART boards have been ordered - one for the SPED room and one for the 3rd grade classroom.
Projectors have been moved / added / removed as needed, but need some cords run yet.
Twenty-five laptops were ordered to finally get us on the rotation basis at both the HS and MS.
Mr. Tharman has applied for a Safe and Secure Grant for additional external cameras (to cover blind spots) and updating the front door camera system.

VII. New Business

A. Approval of Teacher PDC Transcripts

Mr. Tharman shared the transcripts of Professional Development for teachers during the past year; committee has reviewed and accepted. I recommend the board approve the teachers' Professional Development transcripts as presented by the committee. This motion, made by Laquita Smith and seconded by Rich Wenzl, Carried.

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

Yea: 5, Nay: 0, Absent: 2

B. Handbooks

Mr. Tharman presented the handbooks and Negotiated Agreement we will be updating this summer to allow board members time to review.

C. Drivers Education

Mr. Pugh finished up his classes through FHSU and did his student teaching portion with Jim Cole this past week.
The Drivers Education car had a couple issues: replaced the side mirror which had fallen out and a rock pit on the windshield is too big to repair. It will need replaced.
Driver education class ended on June 9th. Nine students took the class and all passed.

D. Resolution to Destroy Documents

Amber shared about the process destroying documents that are no longer required to be kept. I recommend the board approve to destroy the documents as presented in the resolution. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

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

Yea: 5, Nay: 0, Absent: 2

E. Liability Insurance Renewal

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

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

Yea: 5, Nay: 0, Absent: 2

F. Workers Compensation Quote

I recommend the board approved the quote for Workers Compensation as presented. This motion, made by Rich Wenzl and seconded by Laquita Smith, Carried.

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

Yea: 5, Nay: 0, Absent: 2

VIII. Personnel

A. Staffing

I recommend the board go into executive session to discuss non-elected school personnel matters to protect the privacy interest of the individual to be discussed; retaining Mr. Gebhard and Mr. Tharman and returning to open session in this room at 7:12 PM. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

| | |
|---|---|
| Shanna Hammond: | Absent |
| Brandi Keith: | Absent |
| Christopher Rogers: | Yea |
| Laquita Smith: | Yea |
| Hilary Van Patten: | Yea |

Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 5, Nay: 0, Absent: 2
At 7:12 PM the meeting returned to open session.
B. Negotiations
I recommend the board go into executive session to discuss negotiations to protect the public interest in negotiating a fair and equitable contract; retaining Mr. Tharman and returning to open session in this room at 7:26 PM. This motion, made by Laquita Smith and seconded by Rich Wenzl, Carried.
Shanna Hammond: Absent
Brandi Keith: Absent
Christopher Rogers: Yea
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 5, Nay: 0, Absent: 2
At 7:26 PM the meeting returned to open session. I recommend the board go into executive session to discuss negotiations to protect the public interest in negotiating a fair and equitable contract; retaining Mr. Tharman and returning to open session in this room at 7:32 PM. This motion, made by Laquita Smith and seconded by Rich Wenzl, Carried.
Shanna Hammond: Absent
Brandi Keith: Absent
Christopher Rogers: Yea
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 5, Nay: 0, Absent: 2
At 7:32 PM the meeting returned to open session. I recommend the board go into executive session to discuss negotiations to protect the public interest in negotiating a fair and equitable contract; retaining Mr. Tharman and returning to open session in this room at 7:37 PM. This motion, made by Laquita Smith and seconded by Rich Wenzl, Carried.
Shanna Hammond: Absent
Brandi Keith: Absent
Christopher Rogers: Yea
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 5, Nay: 0, Absent: 2
At 7:37 PM the meeting returned to open session. I recommend the board go into executive session to discuss negotiations to protect the public interest in negotiating a fair and equitable contract; retaining Mr. Tharman and returning to open session in this room at 7:43 PM. This motion, made by Laquita Smith and seconded by Rich Wenzl, Carried.
Shanna Hammond: Absent

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

Yea: 5, Nay: 0, Absent: 2
At 7:43 PM the meeting returned to open session.
C. Summer Helpers
I recommend the board approve hiring Keelan Dockendorf for summer help at $11.00 / hour. This motion, made by Christopher Rogers and seconded by Steven Whitney, Carried.

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

Yea: 4, Nay: 0, Absent: 2, Abstain (With Conflict): 1
D. Nursing Contract
I recommend the board hiring Judy Wenzl to fulfil the eight hour per week contract for school nursing for the 2026 - 27 school year. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

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

Yea: 4, Nay: 0, Absent: 2, Abstain (With Conflict): 1
E. Supplementals
I recommend the board approve the supplemental resignations as presented. This motion, made by Rich Wenzl and seconded by Christopher Rogers, Carried.

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

Yea: 5, Nay: 0, Absent: 2
F. Summer Projects
Mr. Tharman went through the list of contractors and projects lined up for the summer as well as projects the summer staff is currently working on: deep cleaning every room, switching Kindergarten, 2nd grade,

and 4th grade rooms, ordering items for teachers and staff, lawn care, all three gym floors refinished, carport completed, garage doors repaired, carpet installation, epoxy flooring done, lighting upgrades, and appliance replacements. With limited staff this summer and fall classes only two months away, everyone is very busy.

G. End of Fiscal Year Meeting

I recommend the board approve Mr. Tharman and Amber Brown make the necessary transfers for FY26. This motion, made by Rich Wenzl and seconded by Laquita Smith, Carried.

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

Yea: 5, Nay: 0, Absent: 2

IX. Administrative Reports

A. Superintendent / 9-12 Principal Report

Mr. Tharman stated there is an NCKSEC meeting tomorrow where hopefully the financial obligation for the coming year will be decided; guessing it will be a sixty percent increase from last June's agreed amount.

B. K-8 Principal Report

Mr. Gebhard wanted to thank the St. Francis Society for their donation of $300 towards student lunch bills. Mr. Gebhard said that since the Kindergarten, 2nd, and 4th grade rooms have been moved, that it was time to move the Title and SPED classrooms. Mr. Tharman stated that he had met with the two teachers and had decided that those changes would wait until the end of the summer and take place if there were enough time. Mr. Gebhard shared the possibility of having a softball tournament on July 18th to coincide with the Car Show. The in-service on May 20th was good. I recommend the board go into executive session to discuss non-elected school personnel to protect the privacy interests of the individual to be discussed; retaining Mr. Gebhard and Mr. Tharman and returning to open session in this room at 8:08 PM. This motion, made by Rich Wenzl and seconded by Laquita Smith, Carried.

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

Yea: 5, Nay: 0, Absent: 2

At 8:08 PM the meeting returned to open session.

X. Reports of Board Members

XI. Adjournment

I recommend the meeting adjourn. This motion, made by Laquita Smith and seconded by Rich Wenzl, Carried.

| | |
|---|---|
| Shanna Hammond: | Absent |
| Brandi Keith: | Absent |
| Christopher Rogers: | Yea |
| Laquita Smith: | Yea |

Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 5, Nay: 0, Absent: 2

# USD 212

## Check Listing Report

Accounting Cycle: FY 25-26; Begin Date: 06/10/2026; End Date: 07/10/2026; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/10/2026 8:24:08 AM

| | | | |
|---|---|---|---|
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills approved Broad Mt. 6/10/26 | First National Bank & Trust | 003174 | 67787 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Iron Insurance Partners | 25-0812 | Bills approved Broad Mt. 6/10/26 | 06-1000-890-00-04 |
| **Sub Total** | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills approved Broad Mt. 6/10/26 | First National Bank & Trust | 003174 | 67788 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| KICS | 25-0811 | Bills approved Broad Mt. 6/10/26 | 08-2200-300-00-00 |
| **Sub Total** | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills approved Broad Mt. 6/10/26 | First National Bank & Trust | 003174 | 67789 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Midwest Energy | 25-0809 | Bills approved Broad Mt. 6/10/26 | 06-2600-621-01-00 |
| Midwest Energy | 25-0809 | Bills approved Broad Mt. 6/10/26 | 06-2600-621-02-00 |
| Midwest Energy | 25-0809 | Bills approved Broad Mt. 6/10/26 | 06-2600-621-03-00 |
| Midwest Energy | 25-0809 | Bills approved Broad Mt. 6/10/26 | 34-2600-621-00-00 |
| **Sub Total** | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills approved Broad Mt. 6/10/26 | First National Bank & Trust | 003174 | 67790 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Smoky Hill ESC | 25-0808 | Bills approved Broad Mt. 6/10/26 | 06-2720-890-00-17 |
| **Sub Total** | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills approved Broad Mt. 6/10/26 | First National Bank & Trust | 003174 | 67791 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| WoodRiver Energy LLC | 25-0810 | Bills approved Broad Mt. 6/10/26 | 06-2600-621-01-00 |
| WoodRiver Energy LLC | 25-0810 | Bills approved Broad Mt. 6/10/26 | 06-2600-621-02-00 |
| WoodRiver Energy LLC | 25-0810 | Bills approved Broad Mt. 6/10/26 | 06-2600-621-03-00 |
| WoodRiver Energy LLC | 25-0810 | Bills approved Broad Mt. 6/10/26 | 34-2600-621-00-00 |
| **Sub Total** | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |

| | | | |
|---|---|---|---|
| Bills for 6/24/26 | First National Bank & Trust | 003174 | 67792 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Hop-A-Long IT Services | 25-0825 | Bills for 6/24/26 | 08-2300-500-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for 6/24/26 | First National Bank & Trust | 003174 | 67793 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| NCKSEC | 25-0831 | Bills for 6/24/26 | 30-1000-564-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| American Fidelity Payment | First National Bank & Trust | 003174 | 67794 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| American Fidelity | 25-0837 | American Fidelity Payment | 06-1000-290-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67834 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| AFPLANSERV | 25-0839 | Bills for end of FY 6/30/26 | 06-2300-300-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67835 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| All American Glass | 25-0823 | Bills for end of FY 6/30/26 | 06-2720-730-00-07 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67836 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Belinda Thalheim | 25-0817 | Bills for end of FY 6/30/26 | 06-1000-120-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67837 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Bomgaars Supply | 25-0819 | Bills for end of FY 6/30/26 | 08-2600-400-00-02 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67838 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |

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|---|---|---|---|
| Cellevator, LLC | 25-0827 | Bills for end of FY 6/30/26 | 08-2600-300-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67839 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| City Of Long Island | 25-0822 | Bills for end of FY 6/30/26 | 08-2600-411-03-00 |
| City Of Long Island | 25-0822 | Bills for end of FY 6/30/26 | 08-2600-412-03-00 |
| City Of Long Island | 25-0822 | Bills for end of FY 6/30/26 | 08-2600-421-03-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67840 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Cutting Edge Concrete Design | 25-0844 | Bills for end of FY 6/30/26 | 08-2600-300-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67841 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Dealers First Financial L.L.C. | 25-0824 | Bills for end of FY 6/30/26 | 16-1000-700-01-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67842 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Dean Lewis Main Street Construction | 25-0843 | Bills for end of FY 6/30/26 | 08-2600-300-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67843 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Downtown Car Wash | 25-0826 | Bills for end of FY 6/30/26 | 06-2720-890-00-18 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67844 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Fire Alarm Specialist, Inc | 25-0838 | Bills for end of FY 6/30/26 | 08-2600-300-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67845 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |

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|---|---|---|---|
| First National Bank in Long Island | 25-0828 | Bills for end of FY 6/30/26 | 16-4700-450-01-00 |
| **Sub Total** | | | |
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| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67846 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Harco Athletic Reconditioning, Inc | 25-0814 | Bills for end of FY 6/30/26 | 06-1000-890-01-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67847 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Harlan County Health System | 25-0841 | Bills for end of FY 6/30/26 | 06-2740-290-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67848 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Hobart | 25-0821 | Bills for end of FY 6/30/26 | 24-3100-700-00-00 |
| Hobart | 25-0833 | 2-Bills for end of FY 6/30/26 | 24-3100-590-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67849 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Hop-A-Long IT Services | 25-0836 | Bills for end of FY 6/30/26 | 06-1000-890-01-09 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67850 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| J. W. Pepper & Son, Inc. | 25-0830 | Bills for end of FY 6/30/26 | 06-1000-610-00-02 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67851 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Kansas Association of Rural Education | 25-0834 | Bills for end of FY 6/30/26 | 06-1000-590-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67852 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| KSHSAA | 25-0818 | 2-Bills for end of FY 6/30/26 | 06-1000-890-03-01 |

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|---|---|---|---|
| KSHSAA | 25-0815 | Bills for end of FY 6/30/26 | 08-3400-890-01-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67853 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Long Island Feed and Grain, LLC | 25-0813 | Bills for end of FY 6/30/26 | 06-2600-626-00-02 |
| Long Island Feed and Grain, LLC | 25-0813 | Bills for end of FY 6/30/26 | 06-2720-626-00-14 |
| Long Island Feed and Grain, LLC | 25-0813 | Bills for end of FY 6/30/26 | 06-2720-626-00-15 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67854 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| NEX-Tech Wireless | 25-0832 | Bills for end of FY 6/30/26 | 06-2720-890-00-17 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67855 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Power Washing Plus LLC | 25-0835 | Bills for end of FY 6/30/26 | 24-2600-500-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67856 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| School Mate | 25-0816 | Bills for end of FY 6/30/26 | 06-2400-890-00-00 |
| School Mate | 25-0842 | 2-Bills for end of FY 6/30/26 | 06-1000-610-02-09 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67857 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| School Specialty | 25-0840 | Bills for end of FY 6/30/26 | 06-1000-610-02-05 |
| School Specialty | 25-0840 | Bills for end of FY 6/30/26 | 06-1000-610-03-03 |
| School Specialty | 25-0840 | Bills for end of FY 6/30/26 | 06-1000-610-03-05 |
| School Specialty | 25-0840 | Bills for end of FY 6/30/26 | 06-2400-890-00-00 |
| School Specialty | 25-0840 | Bills for end of FY 6/30/26 | 07-1000-610-00-00 |
| School Specialty | 25-0840 | Bills for end of FY 6/30/26 | 11-1000-610-00-00 |
| School Specialty | 25-0840 | Bills for end of FY 6/30/26 | 30-1000-610-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67858 |

| Vendor | PO Number | Invoice # | Account Code |
|---|---|---|---|
| Twin Valley Automotive LLC | 25-0820 | Bills for end of FY 6/30/26 | 06-2720-730-00-23 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67859 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-1000-590-00-00 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-1000-610-01-06 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-1000-610-02-01 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-1000-610-02-04 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-1000-610-02-05 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-1000-610-03-01 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-1000-610-03-03 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-1000-890-01-01 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-1000-890-01-01 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-1000-890-01-01 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-1000-890-01-04 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-1000-890-01-04 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-2300-810-00-02 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-2300-890-00-00 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-2300-890-00-00 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-2300-890-00-00 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-2300-890-00-01 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-2400-890-00-00 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-2720-626-00-05 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-2720-626-00-06 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 06-2720-626-00-14 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 08-2600-400-00-01 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 08-2600-700-00-01 |
| VISA (VISA1) | 25-0845 | Bills for end of FY 6/30/26 | 24-3100-700-01-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for end of FY 6/30/26 | First National Bank & Trust | 003174 | 67860 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Worthington Direct | 25-0829 | Bills for end of FY 6/30/26 | 06-1000-610-01-10 |
| Worthington Direct | 25-0829 | Bills for end of FY 6/30/26 | 06-1000-610-03-01 |
| Worthington Direct | 25-0829 | Bills for end of FY 6/30/26 | 06-1000-610-03-09 |
| Worthington Direct | 25-0829 | Bills for end of FY 6/30/26 | 06-1000-700-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills Paid 6/30/2026- 2 | First National Bank & Trust | 003174 | 67861 |

| Vendor | PO Number | Invoice # | Account Code |
|---|---|---|---|
| CDW Government, Inc. | 25-0777 | Bills Paid 6/30/2026- 2-2 | 08-1000-610-02-03 |
| CDW Government, Inc. | 25-0777 | Bills Paid 6/30/2026- 2-2 | 30-1000-700-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills Paid 6/30/2026- 2 | First National Bank & Trust | 003174 | 67862 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| SAVVAS Learning Company LLC | 25-0766 | Bills Paid 6/30/2026- 2-2 | 06-1000-610-01-06 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Hardy Electric Payment 6/2026 | First National Bank & Trust | 003174 | 67863 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Hardy Electric L.L.C. | 25-0846 | Hardy Electric Payment 6/2026 | 08-2600-300-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for 6/30/26-3 | First National Bank & Trust | 003174 | 67864 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Worthington Direct | 25-0807 | 3-Bills for 6/30/26-3 | 06-1000-610-03-09 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Pitney Bowes payment 6/30/2026 | First National Bank & Trust | 003174 | 67865 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Pitney Bowes | 25-0848 | Pitney Bowes payment 6/30/2026 | 06-2300-590-00-02 |
| **Sub Total** | | | |
| **Grand Total** | | | |

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| | | |
| **Payee** | **Amount** | **Type** |
| Iron Insurance Partners | $12,661.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Quote: 476724 | 06/11/2026 | $12,661.00 |
| | | **$12,661.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| KICS | $83,997.78 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Risk insurance | 06/11/2026 | $83,997.78 |
| | | **$83,997.78** |
| | | |
| **Payee** | **Amount** | **Type** |
| Midwest Energy | $427.54 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| June 2026 Invoice | 06/11/2026 | $66.78 |
| June 2026 Invoice | 06/11/2026 | $72.97 |
| June 2026 Invoice | 06/11/2026 | $85.48 |
| June 2026 Invoice | 06/11/2026 | $202.31 |
| | | **$427.54** |
| | | |
| **Payee** | **Amount** | **Type** |
| Smoky Hill ESC | $155.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 01926 | 06/11/2026 | $155.00 |
| | | **$155.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| WoodRiver Energy LLC | $187.03 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 506063 | 06/11/2026 | $23.11 |
| IN: 506063 | 06/11/2026 | $39.80 |
| IN: 506063 | 06/11/2026 | $90.74 |
| IN: 506063 | 06/11/2026 | $33.38 |
| | | **$187.03** |
| | | |
| **Payee** | **Amount** | **Type** |

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|---|---|---|
| Hop-A-Long IT Services | $7,500.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 4001 | 06/24/2026 | $7,500.00 |
| | | **$7,500.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| NCKSEC | $44,612.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Flow Through Payment | 06/24/2026 | $44,612.00 |
| | | **$44,612.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| American Fidelity | $1,010.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| May payment | 06/25/2026 | $1,010.00 |
| | | **$1,010.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| AFPLANSERV | $17.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN:26053163020 | 06/30/2026 | $17.00 |
| | | **$17.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| All American Glass | $80.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 37410 (2) | 06/30/2026 | $80.00 |
| | | **$80.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| Belinda Thalheim | $37.75 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Spring concerts | 06/30/2026 | $37.75 |
| | | **$37.75** |
| | | |
| **Payee** | **Amount** | **Type** |
| Bomgaars Supply | $410.43 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 99435840 and 99438971 | 06/30/2026 | $410.43 |
| | | **$410.43** |
| | | |
| **Payee** | **Amount** | **Type** |
| Cellevator, LLC | $480.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |

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| IN: C-INV-2269 | 06/30/2026 | $480.00 |
| | | **$480.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| City Of Long Island | $207.14 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| June 2026 Bill | 06/30/2026 | $143.00 |
| June 2026 Bill | 06/30/2026 | $40.00 |
| June 2026 Bill | 06/30/2026 | $24.14 |
| | | **$207.14** |
| | | |
| **Payee** | **Amount** | **Type** |
| Cutting Edge Concrete Design | $19,655.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Grade School 3rd Floor | 06/30/2026 | $19,655.00 |
| | | **$19,655.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| Dealers First Financial L.L.C. | $295.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 212517 | 06/30/2026 | $295.00 |
| | | **$295.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| Dean Lewis Main Street Construction | $922.88 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Payment for labor | 06/30/2026 | $922.88 |
| | | **$922.88** |
| | | |
| **Payee** | **Amount** | **Type** |
| Downtown Car Wash | $15.05 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 2602 | 06/30/2026 | $15.05 |
| | | **$15.05** |
| | | |
| **Payee** | **Amount** | **Type** |
| Fire Alarm Specialist, Inc | $1,258.25 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN:39666 | 06/30/2026 | $1,258.25 |
| | | **$1,258.25** |
| | | |
| **Payee** | **Amount** | **Type** |
| First National Bank in Long Island | $43,710.16 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |

| | | |
|---|---|---|
| Lease Purchase Payment | 06/30/2026 | $43,710.16 |
| | | **$43,710.16** |
| | | |
| **Payee** | **Amount** | **Type** |
| Harco Athletic Reconditioning, Inc | $1,470.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| In: 32072 | 06/30/2026 | $1,470.00 |
| | | **$1,470.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| Harlan County Health System | $992.79 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Acct: HF000071202 | 06/30/2026 | $992.79 |
| | | **$992.79** |
| | | |
| **Payee** | **Amount** | **Type** |
| Hobart | $10,131.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: VB65256 | 06/30/2026 | $10,000.00 |
| IN: VB65268 | 06/30/2026 | $131.00 |
| | | **$10,131.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| Hop-A-Long IT Services | $2,600.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 3954 | 06/30/2026 | $2,600.00 |
| | | **$2,600.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| J. W. Pepper & Son, Inc. | $523.99 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 368616950 | 06/30/2026 | $523.99 |
| | | **$523.99** |
| | | |
| **Payee** | **Amount** | **Type** |
| Kansas Association of Rural Education | $500.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 2026-2027 | 06/30/2026 | $500.00 |
| | | **$500.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| KSHSAA | $504.12 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Statement: 20676 | 06/30/2026 | $325.12 |

| | | |
|---|---|---|
| Statement: 20425 | 06/30/2026 | $179.00 |
| | | **$504.12** |
| | | |
| **Payee** | **Amount** | **Type** |
| Long Island Feed and Grain, LLC | $688.34 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN:42597 | 06/30/2026 | $281.39 |
| IN:42597 | 06/30/2026 | $177.36 |
| IN:42597 | 06/30/2026 | $229.59 |
| | | **$688.34** |
| | | |
| **Payee** | **Amount** | **Type** |
| NEX-Tech Wireless | $109.30 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 12093156 | 06/30/2026 | $109.30 |
| | | **$109.30** |
| | | |
| **Payee** | **Amount** | **Type** |
| Power Washing Plus LLC | $900.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| LI and Almena Hood Cleaning | 06/30/2026 | $900.00 |
| | | **$900.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| School Mate | $515.50 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 000648400 | 06/30/2026 | $144.50 |
| IN:649487 | 06/30/2026 | $371.00 |
| | | **$515.50** |
| | | |
| **Payee** | **Amount** | **Type** |
| School Specialty | $783.66 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| 208137119917 | 06/30/2026 | $27.92 |
| 208137119146 | 06/30/2026 | $112.01 |
| 208137119711 | 06/30/2026 | $250.62 |
| 208137119328 | 06/30/2026 | $65.63 |
| 208317122724 | 06/30/2026 | $70.16 |
| 208137119878 | 06/30/2026 | $71.74 |
| 208137119824 | 06/30/2026 | $185.58 |
| | | **$783.66** |
| | | |
| **Payee** | **Amount** | **Type** |
| Twin Valley Automotive LLC | $376.26 | Accounts Payable |

| Description | Issue Date | Amount |
|---|---|---|
| IN: 3463 | 06/30/2026 | $376.26 |
| | | **$376.26** |

| Payee | Amount | Type |
|---|---|---|
| VISA (VISA1) | $7,645.66 | Accounts Payable |

| Description | Issue Date | Amount |
|---|---|---|
| Learning Without Tears | 06/30/2026 | $1,030.53 |
| Amazon | 06/30/2026 | $54.99 |
| Aussie Pouch | 06/30/2026 | $67.94 |
| Amazon | 06/30/2026 | $142.64 |
| Amazon | 06/30/2026 | $28.88 |
| Really good Stuff | 06/30/2026 | $303.14 |
| Amazon | 06/30/2026 | $152.69 |
| LaQuinta Inn | 06/30/2026 | $1,710.93 |
| Panda Express | 06/30/2026 | $31.98 |
| Top Golf | 06/30/2026 | $265.89 |
| Hank's Place | 06/30/2026 | $40.00 |
| Holiday inn express | 06/30/2026 | $629.02 |
| The Hut | 06/30/2026 | $70.24 |
| Adobe | 06/30/2026 | $282.61 |
| Amazon | 06/30/2026 | $818.42 |
| Prime Shoppers | 06/30/2026 | $230.89 |
| Casey's | 06/30/2026 | $73.11 |
| Amazon | 06/30/2026 | $127.87 |
| 24/7 Travel Stop | 06/30/2026 | $102.14 |
| 24/7 Travel Stop | 06/30/2026 | $59.82 |
| Dillions | 06/30/2026 | $76.62 |
| Earl May | 06/30/2026 | $263.38 |
| Tractor Supply | 06/30/2026 | $934.57 |
| Amazon | 06/30/2026 | $147.36 |
| | | **$7,645.66** |

| Payee | Amount | Type |
|---|---|---|
| Worthington Direct | $11,769.43 | Accounts Payable |

| Description | Issue Date | Amount |
|---|---|---|
| Quote#: QTE105728 | 06/30/2026 | $751.90 |
| Quote#: QTE105728 | 06/30/2026 | $1,334.85 |
| Quote#: QTE105728 | 06/30/2026 | $1,162.85 |
| Quote#: QTE105728 | 06/30/2026 | $8,519.83 |
| | | **$11,769.43** |

| Payee | Amount | Type |
|---|---|---|
| CDW Government, Inc. | $9,398.54 | Accounts Payable |

| Description | Issue Date | Amount |
|---|---|---|
| Quote #: 1CKFNVY | 06/09/2026 | $4,699.27 |
| Quote #: 1CKFNVY | 06/09/2026 | $4,699.27 |
| | | **$9,398.54** |
| | | |

| Payee | Amount | Type |
|---|---|---|
| SAVVAS Learning Company LLC | $3,706.00 | Accounts Payable |

| Description | Issue Date | Amount |
|---|---|---|
| Quote: Q-252660 | 06/04/2026 | $3,706.00 |
| | | **$3,706.00** |
| | | |

| Payee | Amount | Type |
|---|---|---|
| Hardy Electric L.L.C. | $9,111.20 | Accounts Payable |

| Description | Issue Date | Amount |
|---|---|---|
| IN:903605 | 06/30/2026 | $9,111.20 |
| | | **$9,111.20** |
| | | |

| Payee | Amount | Type |
|---|---|---|
| Worthington Direct | $565.71 | Accounts Payable |

| Description | Issue Date | Amount |
|---|---|---|
| Quote3 ORD00075217 | 06/10/2026 | $565.71 |
| | | **$565.71** |
| | | |

| Payee | Amount | Type |
|---|---|---|
| Pitney Bowes | $100.00 | Accounts Payable |

| Description | Issue Date | Amount |
|---|---|---|
| ACH Debit | 06/30/2026 | $100.00 |
| | | **$100.00** |
| | | **$280,030.51** |

# USD 212

## Check Listing Report

Accounting Cycle: FY 25-26; Begin Date: 06/10/2026; End Date: 07/10/2026; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created C
7/10/2026 8:24:09 AM

| Check Date | Check Number | Payee | Type | Amount |
|---|---|---|---|---|
| 06/11/2026 | 67787 | Iron Insurance Partners | Accounts Payable | $12,661.00 |
| 06/11/2026 | 67788 | KICS | Accounts Payable | $83,997.78 |
| 06/11/2026 | 67789 | Midwest Energy | Accounts Payable | $427.54 |
| 06/11/2026 | 67790 | Smoky Hill ESC | Accounts Payable | $155.00 |
| 06/11/2026 | 67791 | WoodRiver Energy LLC | Accounts Payable | $187.03 |
| 06/24/2026 | 67792 | Hop-A-Long IT Services | Accounts Payable | $7,500.00 |
| 06/24/2026 | 67793 | NCKSEC | Accounts Payable | $44,612.00 |
| 06/25/2026 | 67794 | American Fidelity | Accounts Payable | $1,010.00 |
| 06/30/2026 | 67834 | AFPLANSERV | Accounts Payable | $17.00 |
| 06/30/2026 | 67835 | All American Glass | Accounts Payable | $80.00 |
| 06/30/2026 | 67836 | Belinda Thalheim | Accounts Payable | $37.75 |
| 06/30/2026 | 67837 | Bomgaars Supply | Accounts Payable | $410.43 |
| 06/30/2026 | 67838 | Cellevator, LLC | Accounts Payable | $480.00 |
| 06/30/2026 | 67839 | City Of Long Island | Accounts Payable | $207.14 |
| 06/30/2026 | 67840 | Cutting Edge Concrete Design | Accounts Payable | $19,655.00 |
| 06/30/2026 | 67841 | Dealers First Financial L.L.C. | Accounts Payable | $295.00 |
| 06/30/2026 | 67842 | Dean Lewis Main Street Construction | Accounts Payable | $922.88 |
| 06/30/2026 | 67843 | Downtown Car Wash | Accounts Payable | $15.05 |
| 06/30/2026 | 67844 | Fire Alarm Specialist, Inc | Accounts Payable | $1,258.25 |
| 06/30/2026 | 67845 | First National Bank in Long Island | Accounts Payable | $43,710.16 |
| 06/30/2026 | 67846 | Harco Athletic Reconditioning, Inc | Accounts Payable | $1,470.00 |
| 06/30/2026 | 67847 | Harlan County Health System | Accounts Payable | $992.79 |
| 06/30/2026 | 67848 | Hobart | Accounts Payable | $10,131.00 |
| 06/30/2026 | 67849 | Hop-A-Long IT Services | Accounts Payable | $2,600.00 |
| 06/30/2026 | 67850 | J. W. Pepper & Son, Inc. | Accounts Payable | $523.99 |
| 06/30/2026 | 67851 | Kansas Association of Rural Education | Accounts Payable | $500.00 |
| 06/30/2026 | 67852 | KSHSAA | Accounts Payable | $504.12 |
| 06/30/2026 | 67853 | Long Island Feed and Grain, LLC | Accounts Payable | $688.34 |
| 06/30/2026 | 67854 | NEX-Tech Wireless | Accounts Payable | $109.30 |
| 06/30/2026 | 67855 | Power Washing Plus LLC | Accounts Payable | $900.00 |
| 06/30/2026 | 67856 | School Mate | Accounts Payable | $515.50 |
| 06/30/2026 | 67857 | School Specialty | Accounts Payable | $783.66 |
| 06/30/2026 | 67858 | Twin Valley Automotive LLC | Accounts Payable | $376.26 |
| 06/30/2026 | 67859 | VISA (VISA1) | Accounts Payable | $7,645.66 |
| 06/30/2026 | 67860 | Worthington Direct | Accounts Payable | $11,769.43 |
| 06/30/2026 | 67861 | CDW Government, Inc. | Accounts Payable | $9,398.54 |
| 06/30/2026 | 67862 | SAVVAS Learning Company LLC | Accounts Payable | $3,706.00 |
| 06/30/2026 | 67863 | Hardy Electric L.L.C. | Accounts Payable | $9,111.20 |
| 06/30/2026 | 67864 | Worthington Direct | Accounts Payable | $565.71 |
| 06/30/2026 | 67865 | Pitney Bowes | Accounts Payable | $100.00 |
| **Sub Total** | | | | **$280,030.51** |

On:

# USD 212

## Check Listing Report

Accounting Cycle: FY 25-26; Begin Date: 06/10/2026; End Date: 07/10/2026; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/10/2026 8:24:09 AM

| Check Date | Check Number | Payee | Description | Type |
|---|---|---|---|---|
| 06/30/2026 | 67834 | AFPLANSERV | IN: 26053163020 | Accounts Payable |
| 06/30/2026 | 67835 | All American Glass | IN: 37410(2) | Accounts Payable |
| 06/25/2026 | 67794 | American Fidelity | American Fidelity Payment | Accounts Payable |
| 06/30/2026 | 67836 | Belinda Thalheim | Spring Concerts | Accounts Payable |
| 06/30/2026 | 67837 | Bomgaars Supply | IN: 99435840 and 99438971 | Accounts Payable |
| 06/30/2026 | 67861 | CDW Government, Inc. | Bills Paid 6/30/2026- 2 | Accounts Payable |
| 06/30/2026 | 67838 | Cellevator, LLC | IN: C-INV-2269 | Accounts Payable |
| 06/30/2026 | 67839 | City Of Long Island | June 2026 Bill | Accounts Payable |
| 06/30/2026 | 67840 | Cutting Edge Concrete Design | Grade School 3rd Floor | Accounts Payable |
| 06/30/2026 | 67841 | Dealers First Financial L.L.C. | IN: 212517 | Accounts Payable |
| 06/30/2026 | 67842 | Dean Lewis Main Street Construction | Payment for labor | Accounts Payable |
| 06/30/2026 | 67843 | Downtown Car Wash | IN: 2602 | Accounts Payable |
| 06/30/2026 | 67844 | Fire Alarm Specialist, Inc | IN: 39666 | Accounts Payable |
| 06/30/2026 | 67845 | First National Bank in Long Island | Lease Purchase Payment | Accounts Payable |
| 06/30/2026 | 67846 | Harco Athletic Reconditioning, Inc | IN:32072 | Accounts Payable |
| 06/30/2026 | 67863 | Hardy Electric L.L.C. | IN: 903605 | Accounts Payable |
| 06/30/2026 | 67847 | Harlan County Health System | Acct: HF000071202 | Accounts Payable |
| 06/30/2026 | 67848 | Hobart | IN: VB65268 | Accounts Payable |
| 06/30/2026 | 67848 | Hobart | IN: VB65256 | Accounts Payable |
| 06/24/2026 | 67792 | Hop-A-Long IT Services | IN:4001 | Accounts Payable |
| 06/30/2026 | 67849 | Hop-A-Long IT Services | IN: 3954 | Accounts Payable |
| 06/11/2026 | 67787 | Iron Insurance Partners | Q:476724 | Accounts Payable |
| 06/30/2026 | 67850 | J. W. Pepper & Son, Inc. | IN: 368616950 | Accounts Payable |
| 06/30/2026 | 67851 | Kansas Association of Rural Education | IN: 2026-2027 | Accounts Payable |
| 06/11/2026 | 67788 | KICS | Inv: Bills approved Broad Mt. 6/10/26 | Accounts Payable |
| 06/30/2026 | 67852 | KSHSAA | Statement: 20676 | Accounts Payable |
| 06/30/2026 | 67852 | KSHSAA | Statement: 20425 | Accounts Payable |
| 06/30/2026 | 67853 | Long Island Feed and Grain, LLC | IN:42597 | Accounts Payable |
| 06/11/2026 | 67789 | Midwest Energy | June 2026 | Accounts Payable |
| 06/24/2026 | 67793 | NCKSEC | Flow Thorugh | Accounts Payable |
| 06/30/2026 | 67854 | NEX-Tech Wireless | IN: 12093156 | Accounts Payable |
| 06/30/2026 | 67865 | Pitney Bowes | Inv: Pitney Bowes payment 6/30/2026 | Accounts Payable |
| 06/30/2026 | 67855 | Power Washing Plus LLC | LI and Almena Hood Cleaning | Accounts Payable |
| 06/30/2026 | 67862 | SAVVAS Learning Company LLC | Quote: Q-25260 | Accounts Payable |
| 06/30/2026 | 67856 | School Mate | IN: 649487 | Accounts Payable |
| 06/30/2026 | 67856 | School Mate | IN: 000648400 | Accounts Payable |
| 06/30/2026 | 67857 | School Specialty | Inv: Bills for end of FY 6/30/26 | Accounts Payable |

| | | | | |
|---|---|---|---|---|
| 06/11/2026 | 67790 | Smoky Hill ESC | IN:01926 | Accounts Payable |
| 06/30/2026 | 67858 | Twin Valley Automotive LLC | IN: 3463 | Accounts Payable |
| 06/30/2026 | 67859 | VISA (VISA1) | Inv: Bills for end of FY 6/30/26 | Accounts Payable |
| 06/11/2026 | 67791 | WoodRiver Energy LLC | IN:506063 | Accounts Payable |
| 06/30/2026 | 67860 | Worthington Direct | Quote: QTE105728 | Accounts Payable |
| 06/30/2026 | 67864 | Worthington Direct | ORD00075217 | Accounts Payable |
| **Sub Total** | | | | |

| Amount |
|---|
| $17.00 |
| $80.00 |
| $1,010.00 |
| $37.75 |
| $410.43 |
| $9,398.54 |
| $480.00 |
| $207.14 |
| $19,655.00 |
| $295.00 |
| $922.88 |
| $15.05 |
| $1,258.25 |
| $43,710.16 |
| $1,470.00 |
| $9,111.20 |
| $992.79 |
| $131.00 |
| $10,000.00 |
| $7,500.00 |
| $2,600.00 |
| $12,661.00 |
| $523.99 |
| $500.00 |
| $83,997.78 |
| $325.12 |
| $179.00 |
| $688.34 |
| $427.54 |
| $44,612.00 |
| $109.30 |
| $100.00 |
| $900.00 |
| $3,706.00 |
| $371.00 |
| $144.50 |
| $783.66 |

| |
|---|
| $155.00 |
| $376.26 |
| $7,645.66 |
| $187.03 |
| $11,769.43 |
| $565.71 |
| **$280,030.51** |

# USD 212

## Check Listing Report

Accounting Cycle: FY 26-27; Begin Date: 06/10/2026; End Date: 07/13/2026; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/13/2026 6:17:21 PM

| | | | |
|---|---|---|---|
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67866 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Almena Market Inc. | 27-0858 | Bills for July 2026 Board Meetin | 06-2400-890-00-00 |
| Almena Market Inc. | 27-0858 | Bills for July 2026 Board Meetin | 08-2600-610-00-01 |
| Almena Market Inc. | 27-0858 | Bills for July 2026 Board Meetin | 24-3100-680-01-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67867 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Audrey Mathews | 27-0846 | Bills for July 2026 Board Meetin | 35-1000-610-01-04 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67868 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Ayden Keith | 27-0845 | Bills for July 2026 Board Meetin | 35-1000-610-01-04 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67869 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Brooke Preston | 27-0847 | Bills for July 2026 Board Meetin | 35-1000-610-01-04 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67870 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| City Of Almena | 27-0856 | Bills for July 2026 Board Meetin | 08-2600-411-01-00 |
| City Of Almena | 27-0856 | Bills for July 2026 Board Meetin | 08-2600-411-02-00 |
| City Of Almena | 27-0856 | Bills for July 2026 Board Meetin | 08-2600-412-01-00 |
| City Of Almena | 27-0856 | Bills for July 2026 Board Meetin | 08-2600-412-02-00 |
| City Of Almena | 27-0856 | Bills for July 2026 Board Meetin | 08-2600-421-01-00 |
| City Of Almena | 27-0856 | Bills for July 2026 Board Meetin | 34-2600-411-00-00 |
| **Sub Total** | | | |
| | | | |

| Voucher Number | Bank Name | Account Number | Check Number |
|---|---|---|---|
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67871 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| ComplianceOne | 27-0862 | Bills for July 2026 Board Meetin | 06-2720-890-00-17 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67872 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Dealers First Financial L.L.C. | 27-0838 | Bills for July 2026 Board Meetin | 16-1000-700-03-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67873 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Gavin Thalheim | 27-0843 | Bills for July 2026 Board Meetin | 35-1000-610-01-04 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67874 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Ideal Linen & Uniform | 27-0855 | Bills for July 2026 Board Meetin | 08-2600-610-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67875 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Jacobs Sales | 27-0840 | Bills for July 2026 Board Meetin | 08-2600-400-00-02 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67876 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Kansas Assn Of School Boards | 27-0859 | Bills for July 2026 Board Meetin | 06-2300-300-00-04 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67877 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| KANSAS ORIGINAL FLOORING & REFINISHING LLC | 27-0852 | Bills for July 2026 Board Meetin | 08-2600-300-00-01 |
| KANSAS ORIGINAL FLOORING & REFINISHING LLC | 27-0852 | Bills for July 2026 Board Meetin | 08-2600-300-00-02 |
| **Sub Total** | | | |

| | | | |
|---|---|---|---|
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67878 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Kathryn Speer | 27-0849 | Bills for July 2026 Board Meetin | 35-1000-610-01-04 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67879 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Kowpoke Supply | 27-0842 | Bills for July 2026 Board Meetin | 08-2600-400-00-01 |
| Kowpoke Supply | 27-0842 | Bills for July 2026 Board Meetin | 08-2600-400-00-02 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67880 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Marvin Gebhard | 27-0857 | Bills for July 2026 Board Meetin | 08-2600-400-00-02 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67881 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Matheson Tri-Gas Inc. | 27-0866 | Bills for July 2026 Board Meetin | 34-1000-610-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67882 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Maverick Rogers | 27-0848 | Bills for July 2026 Board Meetin | 35-1000-610-01-04 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67883 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Nex-Tech (Nex-Tech) | 27-0853 | Bills for July 2026 Board Meetin | 06-2300-532-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67884 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Northwestern Office Supplies | 27-0837 | Bills for July 2026 Board Meetin | 06-1000-610-01-11 |
| Northwestern Office Supplies | 27-0837 | Bills for July 2026 Board Meetin | 06-1000-610-02-09 |
| Northwestern Office Supplies | 27-0837 | Bills for July 2026 Board Meetin | 06-1000-610-03-09 |

| | | | |
|---|---|---|---|
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67885 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Ostmeyer Inc dba Culligan Soft Water Service | 27-0854 | Bills for July 2026 Board Meetin | 08-2600-411-03-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67886 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Owen Hammond | 27-0844 | Bills for July 2026 Board Meetin | 35-1000-610-01-04 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67887 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Phillips County Review | 27-0850 | Bills for July 2026 Board Meetin | 06-2300-590-00-02 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67888 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Prairie Land Electric Cooperative, Inc. | 27-0865 | Bills for July 2026 Board Meetin | 06-2600-622-01-00 |
| Prairie Land Electric Cooperative, Inc. | 27-0865 | Bills for July 2026 Board Meetin | 06-2600-622-03-00 |
| Prairie Land Electric Cooperative, Inc. | 27-0865 | Bills for July 2026 Board Meetin | 34-2600-622-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67889 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Renaissance | 27-0863 | Bills for July 2026 Board Meetin | 06-1000-590-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67890 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| School Specialty | 27-0851 | Bills for July 2026 Board Meetin | 06-1000-610-01-10 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67891 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Town Square Publications | 27-0860 | Bills for July 2026 Board Meetin | 06-2300-590-00-02 |

| | | | |
|---|---|---|---|
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67892 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| WoodRiver Energy LLC | 27-0861 | Bills for July 2026 Board Meetin | 06-2600-621-01-00 |
| WoodRiver Energy LLC | 27-0861 | Bills for July 2026 Board Meetin | 06-2600-621-02-00 |
| WoodRiver Energy LLC | 27-0861 | Bills for July 2026 Board Meetin | 06-2600-621-03-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for July 2026 Board Meetin | First National Bank & Trust | 003174 | 67893 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Yanda's Music & Pro Audio | 27-0841 | Bills for July 2026 Board Meetin | 06-1000-610-00-02 |
| Yanda's Music & Pro Audio | 27-0864 | 2-Bills for July 2026 Board Meet | 06-1000-610-00-02 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| 2- Bills for July 2026 Board Mee | First National Bank & Trust | 003174 | 67894 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| School Specialty | 27-0839 | 2-Bills for July 2026 Board Meet | 06-1000-610-02-01 |
| **Sub Total** | | | |
| **Grand Total** | | | |

| Payee | Amount | Type |
|---|---|---|
| Almena Market Inc. | $84.60 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| June 2026 Statement | 07/13/2026 | $17.72 |
| June 2026 Statement | 07/13/2026 | $56.60 |
| June 2026 Statement | 07/13/2026 | $10.28 |
| | | **$84.60** |

| Payee | Amount | Type |
|---|---|---|
| Audrey Mathews | $1,000.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Paul Brassfield Scholarship | 07/13/2026 | $1,000.00 |
| | | **$1,000.00** |

| Payee | Amount | Type |
|---|---|---|
| Ayden Keith | $1,000.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Paul Brassfield Scholarship | 07/13/2026 | $1,000.00 |
| | | **$1,000.00** |

| Payee | Amount | Type |
|---|---|---|
| Brooke Preston | $1,000.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Paul Brassfield Scholarship | 07/13/2026 | $1,000.00 |
| | | **$1,000.00** |

| Payee | Amount | Type |
|---|---|---|
| City Of Almena | $945.74 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| June 2026 city bill | 07/13/2026 | $224.50 |
| June 2026 city bill | 07/13/2026 | $276.40 |
| June 2026 city bill | 07/13/2026 | $70.68 |
| June 2026 city bill | 07/13/2026 | $141.13 |
| June 2026 city bill | 07/13/2026 | $125.00 |
| June 2026 city bill | 07/13/2026 | $108.03 |
| | | **$945.74** |

| Payee | Amount | Type |
|---|---|---|
| ComplianceOne | $55.35 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Number: 341196 | 07/13/2026 | $55.35 |
| | | **$55.35** |

| Payee | Amount | Type |
|---|---|---|
| Dealers First Financial L.L.C. | $490.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN:213013 | 07/13/2026 | $490.00 |
| | | **$490.00** |

| Payee | Amount | Type |
|---|---|---|
| Gavin Thalheim | $1,000.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Paul Brassfield Scholarship | 07/13/2026 | $1,000.00 |
| | | **$1,000.00** |

| Payee | Amount | Type |
|---|---|---|
| Ideal Linen & Uniform | $81.03 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN:22234081 | 07/13/2026 | $81.03 |
| | | **$81.03** |

| Payee | Amount | Type |
|---|---|---|
| Jacobs Sales | $66.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Blades for mower | 07/13/2026 | $66.00 |
| | | **$66.00** |

| Payee | Amount | Type |
|---|---|---|
| Kansas Assn Of School Boards | $3,250.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 30329 | 07/13/2026 | $3,250.00 |
| | | **$3,250.00** |

| Payee | Amount | Type |
|---|---|---|
| KANSAS ORIGINAL FLOORING & REFINISHING LLC | $5,785.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Gym coatings | 07/13/2026 | $4,285.00 |
| Gym coatings | 07/13/2026 | $1,500.00 |
| | | **$5,785.00** |

| | | |
|---|---|---|
| **Payee** | **Amount** | **Type** |
| Kathryn Speer | $1,000.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Paul Brassfield Scholarship | 07/13/2026 | $1,000.00 |
| | | **$1,000.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| Kowpoke Supply | $1,218.74 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| June 2026 Statement | 07/13/2026 | $1,026.79 |
| June 2026 Statement | 07/13/2026 | $191.95 |
| | | **$1,218.74** |
| | | |
| **Payee** | **Amount** | **Type** |
| Marvin Gebhard | $159.86 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Mowing in LI | 07/13/2026 | $159.86 |
| | | **$159.86** |
| | | |
| **Payee** | **Amount** | **Type** |
| Matheson Tri-Gas Inc. | $16.80 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| 0033475325 | 07/13/2026 | $16.80 |
| | | **$16.80** |
| | | |
| **Payee** | **Amount** | **Type** |
| Maverick Rogers | $1,000.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Paul Brassfield Scholarship | 07/13/2026 | $1,000.00 |
| | | **$1,000.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| Nex-Tech (Nex-Tech) | $61.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Acct: 309012 | 07/13/2026 | $61.00 |
| | | **$61.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| Northwestern Office Supplies | $136.47 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 1526 | 07/13/2026 | $122.53 |
| IN: 1526 | 07/13/2026 | $1.96 |
| IN: 1526 | 07/13/2026 | $11.98 |

| | | |
|---|---|---|
| | | **$136.47** |
| | | |
| **Payee** | **Amount** | **Type** |
| Ostmeyer Inc dba Culligan Soft Water Service | $24.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 6776 | 07/13/2026 | $24.00 |
| | | **$24.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| Owen Hammond | $1,000.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Paul Brassfield Scholarship | 07/13/2026 | $1,000.00 |
| | | **$1,000.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| Phillips County Review | $54.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| June 2026 Statement | 07/13/2026 | $54.00 |
| | | **$54.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| Prairie Land Electric Cooperative, Inc. | $1,697.16 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Number: 3353354512 | 07/13/2026 | $1,187.24 |
| Number: 3353354512 | 07/13/2026 | $407.05 |
| Number: 3353354512 | 07/13/2026 | $102.87 |
| | | **$1,697.16** |
| | | |
| **Payee** | **Amount** | **Type** |
| Renaissance | $3,100.52 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 5709733 | 07/13/2026 | $3,100.52 |
| | | **$3,100.52** |
| | | |
| **Payee** | **Amount** | **Type** |
| School Specialty | $240.60 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 308104878259 | 07/13/2026 | $240.60 |
| | | **$240.60** |
| | | |
| **Payee** | **Amount** | **Type** |
| Town Square Publications | $590.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 384366 | 07/13/2026 | $590.00 |

| | | |
|---|---|---|
| | | **$590.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| WoodRiver Energy LLC | $51.79 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 510405 | 07/13/2026 | $25.68 |
| IN: 510405 | 07/13/2026 | $17.98 |
| IN: 510405 | 07/13/2026 | $8.13 |
| | | **$51.79** |
| | | |
| **Payee** | **Amount** | **Type** |
| Yanda's Music & Pro Audio | $577.26 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 817648 | 07/13/2026 | $66.50 |
| Summer order and Repairs | 07/13/2026 | $510.76 |
| | | **$577.26** |
| | | |
| **Payee** | **Amount** | **Type** |
| School Specialty | $140.39 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| invoice: 308104877899 | 07/13/2026 | $140.39 |
| | | **$140.39** |
| | | **$25,826.31** |

# USD 212

## Check Listing Report

Accounting Cycle: FY 26-27; Begin Date: 06/10/2026; End Date: 07/13/2026; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/13/2026 6:17:21 PM

| Check Date | Check Number | Payee | Type | Amount |
|---|---|---|---|---|
| 07/13/2026 | 67866 | Almena Market Inc. | Accounts Payable | $84.60 |
| 07/13/2026 | 67867 | Audrey Mathews | Accounts Payable | $1,000.00 |
| 07/13/2026 | 67868 | Ayden Keith | Accounts Payable | $1,000.00 |
| 07/13/2026 | 67869 | Brooke Preston | Accounts Payable | $1,000.00 |
| 07/13/2026 | 67870 | City Of Almena | Accounts Payable | $945.74 |
| 07/13/2026 | 67871 | ComplianceOne | Accounts Payable | $55.35 |
| 07/13/2026 | 67872 | Dealers First Financial L.L.C. | Accounts Payable | $490.00 |
| 07/13/2026 | 67873 | Gavin Thalheim | Accounts Payable | $1,000.00 |
| 07/13/2026 | 67874 | Ideal Linen & Uniform | Accounts Payable | $81.03 |
| 07/13/2026 | 67875 | Jacobs Sales | Accounts Payable | $66.00 |
| 07/13/2026 | 67876 | Kansas Assn Of School Boards | Accounts Payable | $3,250.00 |
| 07/13/2026 | 67877 | KANSAS ORIGINAL FLOORING & REFINISHING LLC | Accounts Payable | $5,785.00 |
| 07/13/2026 | 67878 | Kathryn Speer | Accounts Payable | $1,000.00 |
| 07/13/2026 | 67879 | Kowpoke Supply | Accounts Payable | $1,218.74 |
| 07/13/2026 | 67880 | Marvin Gebhard | Accounts Payable | $159.86 |
| 07/13/2026 | 67881 | Matheson Tri-Gas Inc. | Accounts Payable | $16.80 |
| 07/13/2026 | 67882 | Maverick Rogers | Accounts Payable | $1,000.00 |
| 07/13/2026 | 67883 | Nex-Tech (Nex-Tech) | Accounts Payable | $61.00 |
| 07/13/2026 | 67884 | Northwestern Office Supplies | Accounts Payable | $136.47 |
| 07/13/2026 | 67885 | Ostmeyer Inc dba Culligan Soft Water Service | Accounts Payable | $24.00 |
| 07/13/2026 | 67886 | Owen Hammond | Accounts Payable | $1,000.00 |
| 07/13/2026 | 67887 | Phillips County Review | Accounts Payable | $54.00 |
| 07/13/2026 | 67888 | Prairie Land Electric Cooperative, Inc. | Accounts Payable | $1,697.16 |
| 07/13/2026 | 67889 | Renaissance | Accounts Payable | $3,100.52 |
| 07/13/2026 | 67890 | School Specialty | Accounts Payable | $240.60 |
| 07/13/2026 | 67891 | Town Square Publications | Accounts Payable | $590.00 |
| 07/13/2026 | 67892 | WoodRiver Energy LLC | Accounts Payable | $51.79 |
| 07/13/2026 | 67893 | Yanda's Music & Pro Audio | Accounts Payable | $577.26 |
| 07/13/2026 | 67894 | School Specialty | Accounts Payable | $140.39 |
| **Sub Total** | | | | **$25,826.31** |

# USD 212

## Check Listing Report

Accounting Cycle: FY 26-27; Begin Date: 06/10/2026; End Date: 07/13/2026; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/13/2026 6:17:21 PM

| Check Date | Check Number | Payee | Description | Type | Amount |
|---|---|---|---|---|---|
| 07/13/2026 | 67866 | Almena Market Inc. | June 2026 Statement | Accounts Payable | $84.60 |
| 07/13/2026 | 67867 | Audrey Mathews | Paul Brassfield | Accounts Payable | $1,000.00 |
| 07/13/2026 | 67868 | Ayden Keith | Paul Brassfield | Accounts Payable | $1,000.00 |
| 07/13/2026 | 67869 | Brooke Preston | Paul Brassfield Scholarship | Accounts Payable | $1,000.00 |
| 07/13/2026 | 67870 | City Of Almena | June 2026 City Bill | Accounts Payable | $945.74 |
| 07/13/2026 | 67871 | ComplianceOne | Number:341196 | Accounts Payable | $55.35 |
| 07/13/2026 | 67872 | Dealers First Financial L.L.C. | IN:2130013 | Accounts Payable | $490.00 |
| 07/13/2026 | 67873 | Gavin Thalheim | Paul Brassfield Scholarship | Accounts Payable | $1,000.00 |
| 07/13/2026 | 67874 | Ideal Linen & Uniform | IN: 22234081 | Accounts Payable | $81.03 |
| 07/13/2026 | 67875 | Jacobs Sales | Mower Blades | Accounts Payable | $66.00 |
| 07/13/2026 | 67876 | Kansas Assn Of School Boards | IN:30329 | Accounts Payable | $3,250.00 |
| 07/13/2026 | 67877 | KANSAS ORIGINAL FLOORING & REFINISHING LLC | Gym Coatings | Accounts Payable | $5,785.00 |
| 07/13/2026 | 67878 | Kathryn Speer | Paul Brassfield Scholarship | Accounts Payable | $1,000.00 |
| 07/13/2026 | 67879 | Kowpoke Supply | June 2026 Statement | Accounts Payable | $1,218.74 |
| 07/13/2026 | 67880 | Marvin Gebhard | Mowing in Long Island | Accounts Payable | $159.86 |
| 07/13/2026 | 67881 | Matheson Tri-Gas Inc. | 0033475325 | Accounts Payable | $16.80 |
| 07/13/2026 | 67882 | Maverick Rogers | Paul Brassfield Scholarship | Accounts Payable | $1,000.00 |
| 07/13/2026 | 67883 | Nex-Tech (Nex-Tech) | Acct: 309012 | Accounts Payable | $61.00 |
| 07/13/2026 | 67884 | Northwestern Office Supplies | IN:1526 | Accounts Payable | $136.47 |
| 07/13/2026 | 67885 | Ostmeyer Inc dba Culligan Soft Water Service | IN:6776 | Accounts Payable | $24.00 |
| 07/13/2026 | 67886 | Owen Hammond | Paul Brassfield Scholarship | Accounts Payable | $1,000.00 |
| 07/13/2026 | 67887 | Phillips County Review | June 2026 Statement | Accounts Payable | $54.00 |
| 07/13/2026 | 67888 | Prairie Land Electric Cooperative, Inc. | Number: 3353354512 | Accounts Payable | $1,697.16 |
| 07/13/2026 | 67889 | Renaissance | IN:570933 | Accounts Payable | $3,100.52 |
| 07/13/2026 | 67890 | School Specialty | IN:308104878259 | Accounts Payable | $240.60 |
| 07/13/2026 | 67894 | School Specialty | IN:308104877899 | Accounts Payable | $140.39 |
| 07/13/2026 | 67891 | Town Square Publications | IN: 384366 | Accounts Payable | $590.00 |
| 07/13/2026 | 67892 | WoodRiver Energy LLC | IN: 510405 | Accounts Payable | $51.79 |
| 07/13/2026 | 67893 | Yanda's Music & Pro Audio | Summer order and repairs | Accounts Payable | $510.76 |
| 07/13/2026 | 67893 | Yanda's Music & Pro Audio | IN: 817648 | Accounts Payable | $66.50 |
| **Sub Total** | | | | | **$25,826.31** |

BEYOND *the* MATCH FOUNDATION

# BEYOND THE BACKPACK

## Community School Supply Drive & Family Kickoff

**Helping Every Child Start the School Year Strong.**

Hosted by Beyond the Match Foundation

Monday, August 10, 2026 • 6:00–8:00 PM

Almena Community Building

## Our Mission

Beyond the Backpack is a new community initiative created by Beyond the Match Foundation to provide backpacks and school supplies for approximately 170 Northern Valley students while bringing families together for a fun community kickoff before school begins.

## Families Will Enjoy

- School supply distribution
- Back-to-school photo station
- Face painting
- Story time
- Coloring station
- Community resource booths
- Refreshments

## About Beyond the Match Foundation

Beyond the Match Foundation is a 501(c)(3) nonprofit providing disruption recovery grants, therapy grants, and adoption education to adoptive families before, during, and long after placement.

## Beyond the Match Grant Impact in 2026

• Disruption Recovery Grant awarded to Jason & Becky Mielke (WI) following two failed adoption matches, helping their family after welcoming daughter Jailynn.

• Therapy Grant awarded to John & Adam (MN), providing adoption-competent counseling following a disrupted adoption.

BEYOND *the* MATCH FOUNDATION

## Estimated Project Budget

| Project Component | Estimated Cost |
|---|---|
| Backpacks & School Supplies | $6,500 |
| Family Event & Activities | $750 |
| Marketing & Printing | $250 |
| Event Supplies & Miscellaneous | $500 |
| **Total Project Investment** | **$8,000** |

*Any funds raised beyond direct project expenses will support Beyond the Match Foundation's disruption recovery grants, therapy grants, and adoption education programs.*

## With your partnership, we hope to:

- Provide backpacks and school supplies for **170 Northern Valley students**
- Host a free Back-to-School Community Kickoff
- Connect families with community resources
- Support Beyond the Match Foundation's grant programs for adoptive families

BEYOND the MATCH FOUNDATION

# Ways to Partner with Beyond the Backpack

Thank you for considering a partnership with Beyond the Match Foundation! Whether you'd like to become an event sponsor, support a specific need, make an in-kind donation, or contribute an amount that fits your budget, every gift helps local students start the school year strong.

## Choose the option that's right for you:

### ☐ Become an Event Sponsor

| Level | Investment |
|---|---|
| Strong Start Sponsor | $3,000 |
| Backpack Builder | $1,500 |
| Learning Leader | $1,000 |
| Student Success Partner | $500 |
| Community Supporter | $250 |
| Other Amount | Your Choice |

### ☐ Sponsor a Specific Need or Make an In-Kind Donation

- Backpacks
- Headphones
- Notebooks & Folders
- Art Supplies
- Classroom Supplies
- Story Time
- General Event Support

### ☐ Make a Gift of Any Amount

Donation Amount: $_____

BEYOND the MATCH FOUNDATION

## Payment Method

☐ Check enclosed

☐ I'd like an invoice emailed to me

☐ I'll donate through Givebutter

☐ I'd like Valerie to contact me

*Would you like to receive:*

☐ Tax receipt

☐ Sponsorship invoice

☐ W-9

## Sponsor Information

Business Name: _____

Contact Person: _____

Phone: _____

Email: _____

Website: _____

## Recognition

All sponsors receive recognition on event signage, social media, and the Beyond the Match Foundation website. Sponsors of $500 or more may also host a resource table.

**Sponsor Commitment Deadline: July 24, 2026**

Link to Givebutter Donation Page: https://givebutter.com/beyond-the-backpack-2026-aillllz or scan the above QR code to access the donation page.

# Sen. Sub. for Sub. for HB 2299 Updated Guidance:
## *Social Media and Staff-Student Communication*

*The April 2026 guidance from KASB attorneys on social media and messaging between staff and students has been revised. While the initial guidance was inadvertently more restrictive than the language of the bill suggests, KASB's team still recommends districts abide by the best practice of monitoring and archiving all direct communication between staff and students.*

## KEY PRINCIPLE:

Two-way communication between employees and students is not permitted through any social media platform, no exceptions. Social media platforms include traditional sites/apps, such as Facebook, Instagram, Snapchat, X, and TikTok.

## Permitted Use of Social Media

- The district may maintain accounts on board-approved social media platforms used solely for one-way, public-facing communications (e.g., news, events, announcements).
- These platforms function as supplements to the district website.
- Two-way communication with students *is prohibited* on these platforms.
- As written, the law is not clear about whether public comments on public posts qualify as two-way communication. Districts should consider how to handle comments, including the option of disabling comments for all posts. If comments are enabled, staff should not reply to or engage with comments. In this case, the district should provide notice that staff are available by phone or email but will not be engaging with comments.

## Permitted Options for Two-Way Communication

The following platforms are permitted for staff-student messaging because they are not defined as a social media platform in Sen. Sub. For Sub. for HB 2299. Boards may adopt more restrictive policies (e.g., limiting all staff communications to board-approved platforms). While recommended, this is not required under the law.

### DISTRICT RESPONSIBILITIES & NEXT STEPS

- Evaluate communication tools currently in use by district staff
- Verify the applicable statutory category for each tool.
- Determine if an exception exists for each tool.
- Discontinuing tools that do not comply.
- Document board approvals where required.
- Provide staff training to prevent inadvertent noncompliance.

*This resource is copyrighted and shall not be used for business or personal gain. Visit kasb.org/resources to learn more.*

**DISTRICT MESSAGING PLATFORMS**

These platforms are the recommended option for two-way communication between students and staff. Using a district messaging platform provides the best opportunity for administrative oversight, as well as protection of students and staff. To be compliant, these tools must meet the requirements of New Sec. 3(c)(2)(B):

- Be approved by the board;
- Be owned, licensed, or contractually controlled by the district;
- Allow communications to be monitored, archived, retained, or audited by designated staff; and
- Ensure records can be produced upon parental request.

**EDUCATIONAL TOOLS**

Platforms that are primarily educational, such as tools for students' access to curriculum, assignments, grades, and/or academic communication, are exempt under New Sec. 3(c)(2)(A). These tools:

- Do not require board approval under this law; and
- May continue to be used without additional action, provided they are used as intended for educational purposes.

**DIRECT MESSAGING SERVICES**

Certain apps may qualify under New Sec. 3(c)(2)(D) and be exempt from regulation if they:

- Use direct messaging only;
- Share messages exclusively between the sender and named recipients; and
- Do not display messages publicly.

This exception may include some tools commonly used by coaches and activity sponsors. While these tools often do not provide districts the valuable oversight, monitoring, and archiving of messages, districts may permit their use if the tool clearly meets these criteria and is determined to be in the district's best interest.

**OTHER COMMUNICATION METHODS**

The following forms of communication are not regulated by this law:

- Email,
- Text messaging, and
- Phone calls.

  Districts may continue to allow these communications unless the board adopts more restrictive local policies.

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# At-a-Glance Guidance for Sub for HB 2299
# New Cell Phone Requirements

KASB

*A member resource from the Kansas Association of School Boards | Spring 2026*

**In July 2026, a new Kansas law will take effect to regulate student possession and use of cell phones and other personal electronic communication devices at school from "bell to bell." Districts must adopt a policy that meets criteria outlined in Sub for HB 2299.**

**This resource is provided as a summary and does not replace the detailed guidance available on KASB+ for KASB members who are also members of the Legal Assistance Fund.**

## KEY LEGAL REQUIREMENTS

- **Schools must restrict student use of and access to cell phones and personal electronic communication devices during the school day.** Smartwatches, earbuds, tablets, etc. must be turned off and stored away from students from the start of school until dismissal. This includes lunch and passing periods.
- **Students may choose not to bring devices to school at all.** They can leave them at home or in their car in the school parking lot.
- **Students must have a way to contact parents/guardians** using a school phone provided by the school.
- **There are limited exceptions during the school day.** A student may use a device only as a last resort if it is required by an IEP or 504 plan. A licensed physician could also document it as medically necessary with no reasonable alternative.
- **The rules do not apply during travel to or from off-campus learning**, such as technical school classes, work-based learning and college classes during the school day.
- **Virtual schools** are exempt from this law.

## What about...

***BRING YOUR OWN DEVICE.*** *To comply with the law, schools will likely need to stop "bring your own device" practices for use at school or in the classroom.*

***CERTIFICATION DEADLINE.*** *Districts are expected to adopt compliant policies and submit certification to the Kansas State Board of Education by Sept. 1, 2026.*

***COMMUNICATING WITH FAMILIES AND STAFF.*** *The May 1 KASB Connect toolkit will provide communication templates and resources.*

## DISTRICT NEXT STEPS

1. **Decide on a storage solution** for each grade level/school in your district and document how the decision was made.
2. **Update or create a cell phone/device policy** that clearly addresses the law's requirements. *Refer to KASB Legal Team guidance and model policy.*
3. **Adopt handbook policy** that specifies the cell phone procedures students and families can expect.
4. **Review special-needs documentation**, such as IEPs, 504 plans and medical notes.
5. **Outline procedures for off-campus access** when students leave for learning experiences. Include procedures for students leaving during the day for personal appointments or being checked out by a parent/guardian.
6. **Train staff** on the new policy, including what is allowed, how to handle exceptions and the plan for storing and returning student devices.
7. **Communicate with families** as policies and procedures are adopted. Include a special focus on how family communication and emergencies will be handled, as well as the exceptions allowed.
8. **Keep written records of decisions** made for storage, policies and procedures. Include a list of training efforts and communication materials.
9. **Submit certification** to the Kansas State Board of Education by Sept. 1, 2026.

**DETAILED GUIDANCE & SUPPORT**

This KASB member resource is a summary only. Detailed legal guidance, model policy, templates and other resources for districts implementing Sub for HB 2299 are available online at **kasbplus.org/learn** for members.

*Kansas Association of School Boards | www.kasb.org | 785-273-3600*

*This resource is copyrighted and shall not be used for business or personal gain. Visit kasb.org/resources for more information.*

**Student Handbook:**

**Messaging Between Students and Employees**

Safety of our students and staff is our top priority. This includes the use of digital communication tools that are used with district oversight. At [School Name/District Name/Attendance Level], messaging between our students and teachers, coaches, sponsors, or other employees will use the district's email system, as well as [Official District Messaging Tool Name].

Please allow an employee up to 24 hours for a response during a school week. School staff members are not requested nor required to monitor messages over weekends or other times when the school is closed for breaks or holidays, unless they are working in an official capacity during that time.

If you have an urgent need, please contact the school office or [district office / 911 / proper authorities / other] for assistance. Use of other digital communication tools for direct communication between a student and employee is otherwise limited to academic platforms and direct message services only as authorized by law. Two-way communication between employees and students are not permitted through any social media platform, such as Facebook, Instagram, Snapchat, X, and TikTok. Individuals making unauthorized two-way communications using social media may be subject to disciplinary action. For assistance accessing your [Official District Messaging Tool Name] account, contact [the school office]. If you ever have concerns about communication between a student and employee, please contact the [principal / coordinator / etc.] without delay to request assistance or make a report.

**Student Handbook:**

**Student Use of Cell Phones and Other Personal Electronic Communication Devices**

Kansas law prohibits students from using or having access to their cell phones and other personal electronic communication devices from the start of school at [X:XX a.m.] until the dismissal bell at [X:XX p.m.], except as otherwise provided in board policy JCDC. When entering the school each day, [School Name] students will be required to [storage plan details]. [School/district] employees will be responsible for keeping the devices turned off and properly stored away from the student during the school day. At the end of the school day, students will retrieve their phones and other personal electronic communication devices by [procedure].

DONE Revised 5/14/26: ...

If you need to contact your child during the school day for any reason, please call or email the office at [contact info] so that we may assist. If your child needs to reach a family member or caregiver during the school day, they should [let a teacher know / stop in the office during passing period / etc.] for prompt assistance from our team.

We acknowledge the complexity of this issue. We encourage students to leave personal electronic communication devices at home or in a locked vehicle during the school day. We also understand that is not always possible or preferable. Please note that students failing to comply with this policy will be subject to disciplinary action.

At [School Name], we value the partnership of parents and guardians. When families and school staff work together, we can create a positive, healthy and focused learning experience for every student.

# 2026-2027 Negotiated Agreement



## Between

## Northern Valley USD # 212

*(Approved by the Board of Education, July 13, 2026*

## And

## The Northern Valley Education Association

*(Ratified by the members of NVEA, May 22, 2026)*

# USD 212 – Northern Valley 2026 - 27

## *ARTICLE 1-DEFINITIONS AND GENERAL AGREEMENTS*

**Section 1**

**Duty Day**

The normal duty day shall be eight and one-half (8.5) hours for contact days and eight (8) hours for all other days as determined and scheduled by the Board. The Board shall have the right to determine the number of periods, length of periods, length of instructional time and the right to change the components of the duty day. The duty day may be extended to include open houses, parent-teacher conferences and special education staffing as determined by the administrators. In the event the extension for staffing extends into a scheduled activity of a teacher, the meeting shall be rescheduled to a more appropriate time.

Teachers are expected to be on duty for all days identified on the adopted calendar for the duty day period of eight hours and thirty minutes as scheduled by the Board. An exception to this shall occur when a partial school day is scheduled immediately prior to all holiday breaks, in which case teachers will be expected to remain on duty until dismissed by their building administrators. In no event shall a teacher be required to remain on duty more than 30 minutes after the student's early dismissal time.

The administrator will determine the duty day for teachers when school is dismissed early for the scheduling of special events.

When school is cancelled due to inclement weather teachers are not expected to report for duty. If the day that is cancelled must be made up, teachers will be expected to report for the make-up day(s) as scheduled by the Board.

At the beginning of each semester, each professional employee will be able to choose one of the options below:

1. A duty–free period each contract duty day for the purpose of eating lunch and having a brief respite period. This time shall be equal to the time allowed students for a lunch break.
2. To receive a free lunch in exchange for eating in the cafeteria to help monitor students for the lunch period. Monitoring students during the lunch period includes ensuring appropriate behavior, assisting students getting their food items and condiments if needed, and giving permission to scrape and/or leave the cafeteria.

**Section 2**

**Duty Year**

The basic duty year will not exceed 170 days *(based on an 8.5 hr. contact day)* as determined and scheduled by the Board.

**Section 3**

**Payroll Dates**

Pay day for teachers shall be the 5th day of each month beginning in September. If such date falls on a weekend (Saturday or Sunday) or a holiday, paychecks will be delivered on the last working (contract) day before the 5th.

**Section 4**

**Preparation Time**

Teachers will be assigned a planning period to be used for class preparations, planning and record keeping. The planning time is defined as a minimum of 40 minutes in length and will be scheduled by the principal.

## Section 5

**Grant Writing**

The board will provide training for grant writing during the school year. Seven percent of the grant awarded will be given to the writer.

## Section 6

**School Calendar**

The Board of Education shall adopt the school calendar each year. The Board, in adopting the school calendar shall include the following holidays, with the minimum number of days designated:

| | | |
|---|---|---|
| Labor Day | - | 1 school day |
| Thanksgiving Vacation | - | 2 school days |
| Winter Break | - | 10 calendar days |
| Spring Break | - | 4 school days |
| Good Friday | - | 1 school day |

The Board shall have the right to change the number of vacation days in developing the school calendar. The administration and a teacher representative shall meet together to discuss and make calendar recommendations to the board. Each year, the Calendar Committee will submit the following school year's proposed calendar to the superintendent by the March Board meeting.

## Section 7

**Early Termination of Contract**

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

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

1. 1% of the teacher's total contract salary for a resignation received up to 20 calendar days following the resignation notification date set by law inclusive,
2. 2% of the teacher's total contract salary for a resignation received between the 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 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.

## Section 8

**Reproduction of Agreement**

Copies of the agreement shall be granted at Board expense (Electronic or Hard Copies) within seven working days after the agreement is ratified and provided to all teachers upon request.

**Section 9**

**Savings Clause**

If any clause, paragraph, sub-article or article of this agreement shall be held invalid, it shall be conclusively presumed that the parties would have agreed to the remainder of the agreement without the invalid portion.

**Section 10**

**Duration of Agreement**

This agreement shall become effective July 1, 2026, provided it is ratified by a majority of the Board and a majority of the members of the negotiating unit and shall expire June 30, 2027.

**Section 11**

**Supervision of Student Teachers**

Supervision of a student teacher shall be voluntary on the part of the teacher.

**Section 12**

**Administering Medication to Students**

No professional employee shall be required to administer medications or first aid to students unless licensed or trained to do so.

**Section 13**

**Access to Teacher Files**

A teacher shall have the right to review their individual files during normal business hours. If staff is busy with other duties, a time will then be established to review the file. The teacher shall have the right to have any documents except confidential college placement files reproduced. Confidential College placement files shall not be available for review or reproduction by the teacher. The teacher may respond in writing to any material contained in the teacher's personnel file. Any written material that is placed in a teacher's personnel file will also be provided to the teacher.

## *ARTICLE 2-SALARY AND BENEFITS*

**Section 1**

**Salary Schedule Placement**

1. Teachers new to the district will be granted credit for all prior teaching experience and credit for the last degree and hours earned after the last degree. At the time of initial employment, the Board may pay a salary in addition to the schedule amount if determined necessary by the Board.
2. Horizontal movement is allowed at the hiring schedule rate.
3. Column movement shall be allowed for earning the degree and/or hours required by the hiring schedule columns. Hours above the last degree are hours earned after the granting of the last degree. Additional college hours must be graduate hours in the teacher's field of study or hours approved in advance by the Superintendent with a grade of "C" or above or "P" in a pass/fail course. The teacher shall provide suitable evidence in the form of an official transcript of the additional hours, or may provide a letter from the instructor indicating the

successful completion of a course in place of an official transcript by September 10, to receive credit for the current school year. The letter from the instructor does not replace the official transcript in the teacher's personnel file. Official transcripts must be provided no later than November 1.

4. Teachers shall normally qualify for advancement of one step for each year of public school teaching experience; however, the district board reserves the right to freeze step placement. If there is no freeze on steps, teachers will be paid according to their years' of experience on the vertical steps.
5. Professional development points will count toward salary schedule movement. (20 PDC points = 1 hour college credit). PDC points may not count for more than ½ of the hours needed for column movement on the salary schedule, prior to the earning of a master's degree. After earning a master's degree, full PDC credit shall be given for salary schedule movement.

**Section 2**

**Supplemental Salary**

The current supplemental salary schedule shall be included in the 2026 - 2027 agreement.

**Section 3**

**Contract Extension**

The Board has the authority to offer extensions to the negotiated duty year. Pay for the extended contracts will be equal to the annual salary schedule amount divided by the number of normal contract days in the normal duty year. The calculated amount shall be paid for each day above the normal contract. (168 days determined by 158 days x 8.5 hours per day = 1343 hours divided by 8 hours = 167.875 days.)

**Section 4**

**Activity Pass**

Passes for all in-district athletic events and activities shall be given to each teacher and their spouse.

**Section 5**

**Fringe Benefits**

**A.** Defined Benefit

The Board will pay in addition to salary, a fringe benefit for full-time certified teachers in the amount of $450.00 per month to be applied to the cost of the district's group health insurance plan. Upon termination or non-renewal of the teacher's contract of employment for any reason all board payments of fringe benefits shall terminate on the date employment with the district ceases.

**B.** Retiree Insurance

Retired employees and their dependents shall be entitled to continue coverage under the district-sponsored group health insurance program, provided the retired employee makes written application with the clerk of the board of education for such continued coverage within thirty (30) days following the retirement of the employee. Retired employees electing continued coverage shall be required to make the monthly premium payment for such continued coverage in advance of the due date of the premium to the carrier. The premium amount will be determined by the carrier. Such payment shall be made to the board of education or directly to the insurance carrier, as may be determined by the Board. The coverage under the group health-care benefits will cease at such time as (1) the retired employee attains the age of 65 years of age, (2) the retired employee

fails to make their required premium payments on a timely basis, or (3) the retired employee becomes covered or is eligible to be covered under a group plan of another employer.

**C.** Insurance Refunds

Any insurance refunds shall first be used to reduce the cost of future insurance premiums. If, for any reason, the district receives a cash refund for group health insurance, the amount of refund shall be distributed to the participating employees (including employees not subject to this agreement) and the Board in proportion to the contribution of each. Any payroll deduction or salary reduction amount shall be considered employee contribution. Any amount paid as a defined benefit shall be Board contribution. The employees entitled to a distribution shall be those employees participating in the district plan in the year the refund is actually received by the generated.

**D.** Mileage

Mileage will be paid at a rate set by the yearly consent calendar for those teachers that start their day teaching in either Long Island or Almena, and then commute to the alternate town, to teach, as part of their duty day. Teachers will be required to turn in those days, said travel occurred, to the district office at the end of the semester in order to get reimbursed for mileage.

Ten dollars ($10.00) per driving hour will be paid for drivers of non-CDL required school vehicles to transport students to and from events outside of contract hours. Staff will be required to log the dates, hours, and events associated with each drive on a district timecard and submit the completed timecard to the district office within one month of the event in order to receive payment.

## Section 6

**Salary Deduction**

Whenever a teacher is absent from work for reasons other than those covered by paid time off, professional work, or other approved reasons, there shall be a deduction made for each day of absence at the teacher's daily salary rate. This deduction will be made whether a substitute is hired or not.

## Section 7

**Voluntary Tax Sheltered Annuities**

The Board shall provide the opportunity for teachers to execute a voluntary salary reduction agreement for tax sheltered annuities to the extent allowed by federal law. Teachers may make the election to contribute to the voluntary tax sheltered annuity or modify the annuity agreement in a thirty (30) day period prior to September 1 and March 1 of each year. The companies allowed for execution of a tax sheltered annuity agreement shall be limited to three and agreed to by both parties.

## Section 8

**Dues Deduction**

Upon receipt of a written authorization by a teacher, the Board will provide for the payroll deduction for association dues for the recognized representative of the teachers. The written authorization shall be filed with the superintendent within ten (10) days of the beginning of the contractual obligations. Once authorized, the deduction will continue until revoked in writing by the teacher.

The amount of the monthly deduction shall be provided to the Board by the association. The amount of the deduction must be supplied by the association within ten (10) days of the beginning of the teacher's contractual obligations. The association agrees that the Board will not be held responsible in any manner for the collection or payment of teacher association dues or the amount of the dues.

The Board will pay the amount of dues deducted each month to the treasurer of the teacher association.

## *ARTICLE 3-LEAVE*

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

0-2 hours = .25 day
2-4 hours = .50 day
4-5 hours = .75 day
6-8 hours = 1 day

**Section 1**

**Paid Time Off (PTO)**

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

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

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

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

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

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

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

**Section 2**

**Funeral and Bereavement Leave**

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

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

**Section 3**

**Annual Leave Accounting**

At the end of the contract year, the Board will report to each teacher a status report of accumulated personal time off.

**Section 4**

**Jury Duty**

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

**Section 5**

**Professional Leave**

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

**Section 6**

**Military Leave**

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

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

**Section 7**

**Unpaid Leave**

A teacher may be granted unpaid leave subject to the prior approval of the Board.

**Section 8**

**Covering Classes**

When the office requests a teacher to cover a class, during their planning time for another teacher, the teacher covering will have the option to be paid at a rate equal to the current substitute pay rate or receive the same amount of time as PTO. If the teacher substitutes for one full period, they will be paid one-eighth (1/8) of the substitute daily pay rate or one hour of PTO. If the teacher substitutes for one-half (1/2) of a period, they will be paid one-sixteenth (1/16) of the substitute daily pay rate or one-half hour of PTO. The teacher and the period they cover needs to be listed on the absentee sheet.

**Section 9**

**Salary Reduction Plan**

The Board shall establish a salary reduction fringe benefit plan to comply with Section 125 of the Internal Revenue Code. The Board shall provide the opportunity for each teacher to execute a salary reduction agreement within ten (10) days of the beginning of the contractual obligations to cover all premiums for the employees selected benefits. Once the annual allocation for each selected benefit is made, the only change which will be allowed is as result of a change in family status as provided by federal statute or regulations.

Each teacher executing a salary reduction agreement for elected benefits may allocate an annual sum not to exceed the cost of the benefits selected to be used for the purchase of:

1. Group Health Insurance
2. Cancer Insurance
3. Salary Protection Insurance
4. Medical Reimbursement Plan
5. Dependent Care Reimbursement Plan
6. Hospital Insurance
7. Dental Insurance
8. Accident Insurance

Any unexpended money committed by the election of the teacher for any of the salary reduction benefits that may remain at the end of the plan year shall revert to the Board of Education.

Each teacher may execute a salary reduction election once each plan year within. After the annual election is made each year, the only changes which will be allowed in the election are for the fluctuations in the insurance premium amount or in the change in family status as defined by the Internal Revenue Code.

## *ARTICLE 4-EVALUATION*

**Section 1**

**Evaluation Procedure**

1. Every teacher in the first two years of employment shall be evaluated at least once each semester by the sixtieth ($60^{th}$) school day of the semester. Every teacher in the third and fourth year of employment shall be evaluated at least once each school year by February 15. Every teacher employed five (5) or more years shall be evaluated at least once every three (3) years and by February 15 of the year evaluated.

2. One formal evaluation and pre-observation conference shall be scheduled in advance by the evaluator. A post-observation conference will be held and a copy of the administrator's observation notes will be provided within five (5) school days. Further evaluation observations may be scheduled or unscheduled as determined by the evaluator. The teacher may request the formal observation be videotaped.
3. The number of evaluations as stated in paragraph 1 are a minimum. The administration has the right to conduct more frequent evaluations and observations. Observations will be done openly, and all observations for evaluation purposes will be done openly and with the knowledge of the teacher.
4. The evaluator shall complete written observation notes for all scheduled and unscheduled observations and a copy will be given to the teacher.
5. The evaluations shall be completed by the administrative staff.

6. Prior to completion of the formal evaluation, the evaluator shall observe the teacher for at least two class periods or two 30-minute sessions.
7. The evaluator shall meet with the teacher for completion of the formal evaluation prior to the due date.
8. The teacher may make a written response to the evaluation within two (2) weeks of the presentation of the evaluated document. The teacher's response will be filed with the evaluation document.
9. The Board and Association shall form an Evaluation Committee to review the current evaluation procedure and evaluation instrument in consideration of any changes in Board approved criteria. The committee shall include three (3) teachers and two (2) administrators. Any recommendations for change shall be provided to the Board and Association. The NVEA and the USD 212 Board of Education have agreed to use the KEEP evaluation instrument designed by the Kansas State Department of Education.

**Section 2**

**Evaluation Instrument**

The evaluation instrument is not included. It is available for review on the KSDE website. The Board retains the right to modify, add, change or delete the evaluation descriptions contained in the evaluation document.

**Section 3**

**Plan of Assistance**

In the event a teacher's evaluation indicates the need for corrective action or change of performance, the administrator may place the teacher on a plan of assistance.

Any plan of assistance shall be in writing and shall include:

a. The assistance to be provided to the teacher by the administration.
b. The actions or improvements to be achieved by the teacher.
c. Identification of outside resources that may be available, if any.
d. The time and criteria for future evaluation of the completion of the plan of assistance.
e. Written documents of the plan of assistance will be maintained in the same manner as evaluation documents.
f. The plan of assistance will be developed by the administration for any teacher prior to non-renewal by the board.

## *ARTICLE 5-TEACHER GRIEVANCE PROCEDURE*

**Section 1**

**Teacher Grievance Procedure**

**A. Purpose**

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which from time to time arise affecting teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. This procedure includes the Americans with Disabilities Act.

**B. Procedure**

1. Level One
   The aggrieved person should request an informal conference with his principal or other

immediate superior within a reasonable time after he becomes aware of the grievance. At this conference the aggrieved person, either directly, or through the Association's grievance representative and the supervisor, will seek to resolve the matter informally.

2. Level Two
   (a) If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance in writing simultaneously with the Association President and the Principal within ten (10) days after the decision at Level One or fifteen (15) school days after the grievance was presented, whichever is sooner.
   (b) Within five (5) days after receipt of the written grievance by the Principal, the Principal will meet with the aggrieved person and his representative of the Association in an effort to resolve it.

3. Level Three
   (a) If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance with the Association's officer for review and transmittal to the Superintendent of Schools within five (5) days after the decision at Level Two or fifteen school days after the grievance was presented, whichever is sooner.
   (b) Within five (5) days after the receipt of the written grievance by the Superintendent, the Superintendent and the Building Principal will meet with the aggrieved person and his representative from the Association in an effort to resolve it.

4. Level Four
   (a) If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance with the Association's officers for review and transmittal to the School Board within five (5) school days after the decision at Level Three or ten (10) school days after he has met with the Superintendent, whichever is sooner.
   (b) Within five (5) school days after receipt of the written grievance by the School Board, the School Board will meet with the aggrieved person and his representative from the Association in an effort to resolve it.
   (A quorum of the Board must be present for any official action to be taken.)
   (c) The Superintendent and Building Principal will be given a like meeting with the School Board. (A quorum of the Board must be present for any official action to be taken.)
   (d) The School Board will then render a decision in an effort to resolve the grievance.

**C. Rights of Teachers to Representations**

1. No reprisals of any kind will be taken by the Superintendent or by any member or representative of the administration, or the Board, against any aggrieved person, any party in interest, any Grievance Representative, and Association Officer, or any other participant in the grievance procedure by reason of such participation.
2. A teacher may be represented at all stages of the grievance procedure by himself, or at his option, by a Grievance Representative, selected by the Association. If a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

**D. Miscellaneous**

1. All documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.
2. Forms for filing grievance, serving notices, taking appeals, making reports and recommendations, and other necessary documents will be prepared jointly by the Superintendent and the Association, and given appropriate distribution by the Association so as to facilitate operation of the grievance procedure. The cost of preparing such forms shall be borne by the Board.

## *ARTICLE 6-REDUCTION IN FORCE*

**Section 1**

**Reduction of Teaching Staff**

In the event the board decides the size of the teaching staff must be reduced, guidelines in the following proposal will be followed. Insofar as possible, reduction will be accomplished by attrition due to resignations and retirement.

The following steps will be utilized by the district's administrative staff:

To determine the number of teaching positions to be reduced, the administrative staff will ascertain the educational program for the district to meet the educational goals established by the board. The number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals as determined by the board.

All teachers will be evaluated in relation to the educational goals of the district. Individual qualifications and specific skill areas or disciplines shall be ascertained and applied to the teacher needs of the district. Evaluation forms, instruments or tools will be used to measure each staff member's teaching ability.

In the event two or more teachers have similar qualifications, skills and teaching abilities in a teaching area deemed necessary to fulfill the district's educational goals, the superintendent shall recommend a more experienced teacher before recommending a less experienced teacher for the position in question.

Any certified employee who has not been re-employed as a result of reduction of the teaching staff shall be considered for re-employment if a vacancy exists for which the teacher would qualify. The superintendent will recommend to the board reinstatement of any such teacher whom he deems qualified and able to serve the best interests of the district. The board shall not be required to consider reinstatement of any such teacher after a period of one year from the date of non- renewal.

## ARTICLE 7 -DISCIPLINE, SUSPENSION AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

## I. PURPOSE

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly. The district wishes to retain, recruit, and equip staff who model professionalism, continued personal growth, and whose skills are utilized appropriately to benefit the district's students.

## II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

## III. DISCIPLINE

A. Violation of District Policies or Laws: The form of discipline imposed for violations of district policies or laws may range from an oral reprimand to termination of employment or non-renewal of contract depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful, and whether the employee has been the subject of prior disciplinary action of the same or a different nature. District policies and laws to which this provision applies include:

1. All policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance: An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or non-renewal of contract. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by a measurable plan of improvement. The plan of improvement will be collaboratively developed, but the final decision on the plan rests with the designated administrator. This administrator will also provide guidance, help, and encouragement to improve. The employee will be given reasonable time for correction of the employee's deficiency.

C. Misconduct: Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

## IV. FORMS OF DISCIPLINE

A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. oral warning;
2. written warning or reprimand;
3. probation;
4. disciplinary suspension, demotion or leave of absence with pay;
5. disciplinary suspension, demotion or leave of absence without pay; *and*
6. dismissal/termination or non-renewal from employment.

B. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

## V. PROCEDURES FOR ADMINISTERING POLICY

A. In an instance where any form of discipline is imposed, the employee's supervisor will:

1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
2. Provide directives to the employee to correct the conduct or performance.
3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
5. Specify the expected level of performance or modification of conduct to be required from the employee.

B. The school district retains the right to immediately discipline, terminate or non-renewal an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

## VI. RIGHTS OF EMPLOYEES RECOMMENDED FOR TERMINATION OR NON-RENEWAL

A. After three complete years of service, employees recommended for termination or non-renewal of contract have a right to:
    1. Provide written information to the board regarding the termination or non-renewal
    2. Meet with the board in executive session to hear the reason for the proposed termination or non-renewal, and to respond

**UNIFIED SCHOOL DISTRICT NO. 212**

**GRIEVANCE REPORT FORM**

Procedure: Level II – Princip___ Level III – Superintendent___ Level IV – Board___ Date Filed_____

(Check one to indicate level of grievance)

Name of Grievant Building
Assignment

A. Date cause of grievance occurred: _____

B. Relevant contract provisions: _____

_____

C. Statement of grievant claim (statement of facts upon which grievance is based – use additional pages if necessary.

_____

_____

_____

D. Relief Desired: _____

_____

Signature: _____ Date: _____

Date Received: _____

E. Disposition by the appropriate administrator (attach additional pages if necessary)

_____

_____

Signature: _____ Date: _____

# Unified School District No. 212
# "B" Supplemental Salary Schedule for Teachers
# 2026 - 2027

The salaries for each position are computed by multiplying the listed percentage by the base of the regular teachers' salary schedule.

## Athletics

A. **Basketball**

High School Level

| | |
|---|---|
| Head Coach – Boys (1) | 11.50% |
| Head Coach-Girls (1) | 11.50% |
| Assistant Coach-Boys (1) | 8.00% |
| Assistant Coach-Girls (1) | 8.00% |

Middle School Level

| | |
|---|---|
| Head Coach-Boys (1) | 8.00% |
| Head Coach-Girls (1) | 8.00% |
| Assistant Coach-Boys (1) | 6.25% |
| Assistant Coach-Girls (1) | 6.25% |

**B. Cheerleading**

High School Level

| | |
|---|---|
| Head Coach (1) | 9.75% |

Middle School Level

| | |
|---|---|
| Head Coach (1) | 6.25% |

**C. Cross Country**

High School Level

| | |
|---|---|
| Head Coach (1) | 9.75% |

**D. Dance Team**

High School Level

| | |
|---|---|
| Head Coach (1) | 6.25% |

**E. Football**

High School Level

| | |
|---|---|
| Head Coach (1) | 11.50% |
| Assistant Coach (2) | 8.00% |

Middle School Level

| | |
|---|---|
| Head Coach (1) | 8.00% |
| Assistant Coach (1) | 6.25% |

**F. Golf**

High School Level

| | |
|---|---|
| Head Coach (1) | 11.50% |
| Golf Sponsor (only when a coach has not been hired) | 9.50% |

**G. Track**

High School Level

| | |
|---|---|
| Head Coach (1) | 11.50% |
| Assistant Coach-Boys/Girls (2) | 8.00% |

Middle School Level

| | |
|---|---|
| Head Coach-Boys (1) | 8.00% |
| Head Coach-Girls (1) | 8.00% |
| Assistant Coach-Boys/Girls (1) | 6.25% |

H. **Volleyball**

High School Level

| | |
|---|---|
| Head Coach (1) | 11.50% |
| Assistant Coach (1) | 8.00% |

Middle School Level

| | |
|---|---|
| Head Coach (1) | 8.00% |
| Senior Class Sponsor | 2.00% |

**I. Other**

High School Level

| | |
|---|---|
| Summer Weightlifting -boys | 4.00% |
| Summer Weightlifting -girls | 4.00% |

(A)– See attached schedule for determination of percentages

## Class and Activity Sponsorships

High School Level

| | |
|---|---|
| Student Council Sponsor (1) | 6.25% |
| KAY Sponsor (1) | 6.25% |
| Concession Sponsor (1) | 11.00% |
| Prom/Banquet Sponsor (1) | 4.00% |
| In-Service Secretary (1) | 4.00% |
| National Honor Society Sponsor (1) | 4.00% |
| Scholars Bowl (1) Class II | 6.25% |
| Senior Class Sponsor (1) | 2.00% |

Middle School Level

| | |
|---|---|
| Service Club (1) | 4.00% |
| Scholars Bowl (1) Class I | 4.50% |

## Administrative and Special Assignments

General Fund (Administration):

Athletic Director-High School (1) 20.00% (With one (1) class period provided daily as the schedule allows) OR 14.50% (With two class periods provided daily as the schedule allows)

Jr. High Athletic Director 6.00% (With one (1) class period provided daily as the schedule allows) OR 8.50% (With no class period provided daily as the schedule allows)

Head Teacher 8.00%

Driver Education 10.00%
Transportation Director 4.00%
MS Technology Asst. 4.50% (OR one class period to a MS teacher for the purpose of handling daily technology issues in Long Island.)
HS Student Success Coordinator 0.00% (With one (1) class period provided daily as schedule allows) OR 4.00% (With no class period provided daily as schedule allows)

## Chairman of the Sit Team

$40 per Referral

## Curricular Contract Extensions

Vocal & Instrumental Music 11.9% When duties are divided between two teachers OR 14.00% When one teacher does all

FFA 13.00%
Yearbook Sponsor & Photo 11.00%

# Unified School District No. 212
# Almena, Kansas

***Salary Schedule for Coaches***

| Class I | Class II | Class III | Class IV | Class V |
|---|---|---|---|---|
| 4.50 | 6.25 | 8.00 | 9.75 | 11.50 |

**Class Definitions:**

Class I – J.H. Scholars Bowl Coach, HS Powerlifting Coach

Class II – Middle School Assistants, Middle School Cheer, HS Dance Team, KAY Sponsor & HS Scholars Bowl

Class III – High School Assistant Coaches-Volleyball, Football, Basketball, Track
Middle School Head Coaches, HS Cheer

Class IV – High School Head Coaches Cross Country, & Forensics Coach

Class V – High School Head Coaches Basketball, Football, Volleyball, Track, & Golf

USD#212 Teacher Hiring Schedule

2026-27 School Year

| | |
|---|---|
| Base | 39750 |
| Vertical | 425 |
| Horizontal | 600 |
| Masters | 1500 |

| Step | BA | BA+10 | BA+20 | BA+30 | MA | MA+15 |
|---|---|---|---|---|---|---|
| 1 | 39750 | 40350 | 40950 | 41550 | 43050 | 43650 |
| 2 | 40175 | 40775 | 41375 | 41975 | 43475 | 44075 |
| 3 | 40600 | 41200 | 41800 | 42400 | 43900 | 44500 |
| 4 | 41025 | 41625 | 42225 | 42825 | 44325 | 44925 |
| 5 | 41450 | 42050 | 42650 | 43250 | 44750 | 45350 |
| 6 | 41875 | 42475 | 43075 | 43675 | 45175 | 45775 |
| 7 | 42300 | 42900 | 43500 | 44100 | 45600 | 46200 |
| 8 | 42725 | 43325 | 43925 | 44525 | 46025 | 46625 |
| 9 | 43150 | 43750 | 44350 | 44950 | 46450 | 47050 |
| 10 | 43575 | 44175 | 44775 | 45375 | 46875 | 47475 |
| 11 | 44000 | 44600 | 45200 | 45800 | 47300 | 47900 |
| 12 | 44425 | 45025 | 45625 | 46225 | 47725 | 48325 |
| 13 | 44850 | 45450 | 46050 | 46650 | 48150 | 48750 |
| 14 | 45275 | 45875 | 46475 | 47075 | 48575 | 49175 |
| 15 | 45700 | 46300 | 46900 | 47500 | 49000 | 49600 |
| 16 | 46125 | 46725 | 47325 | 47925 | 49425 | 50025 |
| 17 | 46550 | 47150 | 47750 | 48350 | 49850 | 50450 |
| 18 | | 47575 | 48175 | 48775 | 50275 | 50875 |
| 19 | | 48000 | 48600 | 49200 | 50700 | 51300 |
| 20 | | | 49025 | 49625 | 51125 | 51725 |
| 21 | | | | 50050 | 51550 | 52150 |
| 22 | | | | 50475 | 51975 | 52575 |
| 23 | | | | 50900 | 52400 | 53000 |
| 24 | | | | 51325 | 52825 | 53425 |
| 25 | | | | 51750 | 53250 | 53850 |
| 26 | | | | 52175 | 53675 | 54275 |
| 27 | | | | 52600 | 54100 | 54700 |
| 28 | | | | 53025 | 54525 | 55125 |
| 29 | | | | 53450 | 54950 | 55550 |
| 30 | | | | 53875 | 55375 | 55975 |
| 31 | | | | 54300 | 55800 | 56400 |
| 32 | | | | 54725 | 56225 | 56825 |
| 33 | | | | 55150 | 56650 | 57250 |
| 34 | | | | 55575 | 57075 | 57675 |
| 35 | | | | 56000 | 57500 | 58100 |
| 36 | | | | 56425 | 57925 | 58525 |
| 37 | | | | 56850 | 58350 | 58950 |
| 38 | | | | 57275 | 58775 | 59375 |
| 39 | | | | 57700 | 59200 | 59800 |
| 40 | | | | 58125 | 59625 | 60225 |

# Northern Valley USD #212



# 2026 - 2027
# Faculty & Staff Handbook

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# Mission Statements

NORTHERN VALLEY HIGH SCHOOL
MISSION STATEMENT

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

LONG ISLAND MIDDLE SCHOOL
MISSION STATEMENT

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

ALMENA ELEMENTARY SCHOOL
MISSION STATEMENT

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

## EQUAL OPPORTUNITY EMPLOYER

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

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

## HANDBOOK PURPOSE

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

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

## INCLUSION STATEMENT

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

# STAFF NAMES

### Administration

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

### High School

Mitch Pugh ..... 6-12 Social Science, MS Scholars Bowl, Golf, & MS Football and Boys BB
Amy McKinney..... Accounting, Business, Yearbook, Hd. Teacher & Student Council
Nita Lewis ..... HS English, SSC, HS VB & KAY
Jessie Thalheim ..... 6 – 12 Science, HS AD / JH VB
Dean Lewis ..... PT Vo-Ag Teacher, Maintenance, HS VB and Girls BB
Jessica Ledbetter ..... FACS Teacher
Ross Cole ..... HS Computers / PE, HS Boys BB, JH track
Ryan Hopkins ..... Technology Director

### Middle School

Max Boehler..... K – 8 Physical Education, JH Football & Boys BB
Emily Lowry..... 6 – 12 Mathematics, JH BB & Track, & NHS
Cindy Mordecai..... K – 12 Vocal / 5 – 12 Band
Amy Chandler ..... Fourth Grade
Kirsten Baird ..... Fifth Grade
Ellen Kuhl ..... MS Language Arts

### Elementary School

Shelby Preston .....Kindergarten, HS Cheer
Angie Knuth .....First Grade, Cross Country, HS Track
Melinda Davis .....Second Grade
Jill Gebhard .....Third Grade
Katie Grote .....K –4 Interrelated Teacher, Forensics
Suzi Brooks .....Preschool
Terry Logemann .....5 – 12 Interrelated Teacher
?????????? ..... K – 8 Title
John Vincent .....Library/Media, JH Service Club

### Clerical Staff

Amber Brown.....Board Clerk
Kacie Yocum .....Treasurer/ HS Sec, FFA
Kenzi Sheley .....ES Secretary, Food Service Director, Deputy Clerk
Sommer Yocum .....MS Secretary

### Custodial Staff

Noah Hansen .....ES Custodian
Silvia Marquez .....MS Custodian
??????????? .....HS Custodian

### Kitchen Staff

Diane Joppa .....Almena Cook
Jacque Horacek .....Almena Cook
Monica Bach .....Head Cook

### Special Assignment

Judy Wenzl ..... Nurse

### Bus Drivers

Randy Husted
Chris Cochrun
Cindy Fischer
Jim Winchell

# GENERAL INFORMATION TEACHING AND LEARNING

## CURRICULUM

Staff shall develop and implement instruction programs in accordance with State Education Standards and board-approved district goals and learning objectives.

## 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 out-of-school suspensions students ARE required to make up work, but can only receive a maximum of 50% credit for this work and it must be returned the day after they return.

# 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 (DCF) office or to the local law enforcement agency if the 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.

## WORKER 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 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 request and have it approved by the administrator. In the event of an unforeseen absence, the office in your building will fill out the request. Refer to References.

## Funeral and Bereavement Leave

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

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

## Annual Leave Accounting

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

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.

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

## 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.

## FUNDRAISING

All students' sales projects or student fundraising 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 into 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, Principal, or their designee has released the entire student body.

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 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. No keys shall be duplicated without permission, nor shall keys or access cards be loaned to anyone other than the authorized user

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 into 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, 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.

## Student Contact

Safety of our students and staff is our top priority. This includes the use of digital communication tools that are approved , used, monitored, and archived with district oversight. At Northern Valley, messaging between staff and students will use the district's email system, as well as SeeSaw and TeamChat.

# 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, 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 Fee 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 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 JCDAA)

### 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.

## 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 statues. 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, 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) 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 by 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, 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)

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☐ I WILL NOT BE STAYING OVERNIGHT

☐ I NEED A HOTEL RESERVATION FOR THE FOLLOWING DATES: CHECK-IN _____ CHECK-OUT _____ HOTEL PREFERENCE _____

☐ I MADE MY OWN HOTEL RESERVATION (INCLUDE HOTEL INFORMATION)

---

PRINCIPAL'S SIGNATURE _____

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

☐ APPROVED ☐ DENIED

REASON FOR DENIAL _____

_____

SUPERINTENDENT'S SIGNATURE _____

BUDGET CODE _____

ANY REQUEST SUBMITTED LESS THAN 10 SCHOOL DAYS PRIOR TO AN EVENT INVOLVING STUDENTS WILL NOT BE APPROVED UNLESS THERE ARE EXTENUATING CIRCUMSTANCES.
TRIPS NOT INVOLVING STUDENTS NEED TO BE SUBMITTED 5 SCHOOL DAYS PRIOR TO EVENT. ANY REQUEST SUBMITTED LESS THAN 5 DAYS PRIOR TO THE EVENT MAY NOT BE APPROVED IF A SUBSTITUTE OR VEHICLE IS NOT AVAILABLE, UNLESS THERE ARE EXTENUATING CIRCUMSTANCES.

# NORTHERN VALLEY SCHOOL

## REQUEST FOR PURCHASE ORDER

TEACHER _____ DATE _____

Items Requested:

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

Have items been ordered/purchased: Yes No

Cost:

Department:

Check made payable to:

Payment due by:

---

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 |
|---|---|---|---|---|
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# 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: _____

_____

# JUNE 2026 UPDATED KASB POLICIES

The KASB June 2026 Policy Updates are now available. The following policy recommendations have been made by the KASB Legal/Policy Services staff. The table below explains the changes in recommended policies. Please review and compare these updates with what you have adopted to ensure you have the most up-to-date KASB recommended policies.

If you have any questions concerning these policy updates, please direct them to Leslie Garner, KASB's Policy Specialist/Legal Coordinator, at lgarner@kasb.org or call 1-800-432-2471.

| | RATIONALE FOR RECOMMENDED REVISION, ADDITION, OR DELETION | RECOMMENDED ACTION |
|---|---|---|
| DFE Investment of Funds (revised) | This policy on school district investment of funds was updated to reflect changes in law caused by the passage of HB 2152 in the 2025 Kansas Legislative Session and related training from the Kansas State Department of Education ("KSDE") and the Kansas State Treasurer's Office. It has been further updated to incorporate changes to the same laws passed during this legislative session in SB 435. | Review and adopt based on changes in law caused by HB 2152 (L. 2025) and SB 435 (L. 2026) effecting K.S.A. 9-1401 and K.S.A. 12-1675. |
| EBBE Emergency Drills (revised) | HB 2534 made several changes to law regarding school district crisis management. While present law already required districts to perform three crisis drills per year, this legislation defines "crisis drills" to include intruder response drills, lockdown drills, and active shooter drills but excludes active shooter simulations. The bill tasked KSDE with developing guidelines for conducting an active shooter drill in school, which they must produce by October 1, 2026, and mandates districts follow those guidelines in conducting such drills. | Review and adopt based on HB 2534 (L. 2026). |
| EE Food Services Management (revised) | This bill was revised to better align with Federal school meal requirements. This was an item noted for correction by KSDE. | Review and adopt to avoid corrective action from KSDE. |
| GAAC ~~Sexual Harassment~~ Sex-Based Discrimination (revised-name change) | This policy regarding staff member conduct was revised to better align with Federal law and regulations. Since August of 2020, the Title IX regulations have required a complex grievance procedure for the investigations, determinations of responsibility, and appeals of alleged sexual harassment as defined therein. In addition to clarifying the sexual harassment grievance process, this revision carves out the sexual harassment procedures for use in those cases but allows sex discrimination not including sexual harassment to be | Review and adopt, if preferred. |

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| | handled using a simpler process. We believe this will reduce the time and resources needed to deal with complaints of sex discrimination not involving sexual harassment. | |
| IDAD Title I Programs Policy (revised) | This policy was revised to better align with Federal law and U.S. Department of Education guidance on Parent and Family Engagement required for districts and individual schools receiving Title I funds. This will require active steps to engage parents and families in addition to changing policy. | Review and adopt. |
| IDAD Title I Programs Regulation (revised) | This regulation document will provide a framework for your team to work through, plan, and document District-Wide Parent Engagement actions. Once the plan has been developed, your board will need to adopt it for implementation. | Review and adopt once the plan is developed. |
| IHF Graduation Requirements (revised) | This policy was revised to reflect the updated graduation requirements that high school students must complete two accomplishments that demonstrate the student will be a successful high school graduate. | Review and adopt based upon KSDE's K.A.R. 91-31-35. |
| IIBGC Staff Online Activities (revised) | This policy on staff online activities was further revised since the April 2026 KASB Policy Updates to ensure the language fully supports all the legal options available for use in district and staff online communication tools since the passage of Sub. for Sub. for HB 2299. We also made some updates to the disciplinary actions section to make it more responsive to district needs. | Review and adopt, if preferred to April 2026 version, based upon Sub. For Sub. For HB 2299 (L. 2026). |
| JB Attendance Records (revised) | As there was an education budget proviso that requires the Kansas State Board of Education to develop a complaint process and fine districts experiencing student walkouts as defined therein, we made changes to current policy to clearly reflect the expectations of students and staff regarding attendance. This is the first of a few policy updates that make it clear that unexcused absences will be subject to disciplinary and/or truancy reporting, as appropriate.<br><br>Under this proviso, a penalty equating to the district's superintendent's base salary would be assessed against a district if the Kansas State Board of Education determines that all the following events have occurred:<br>• The district experiences a student walkout and fails to obtain written parental consent for each absent student to leave the school building; | Review and adopt, based upon HB 2513 (L. 2026) at Section 88, Subsection (m), Pages 154-155. |

| | | |
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| | • It fails to enforce school attendance laws and policies with associated disciplinary actions for such absent students; **and**<br>• It has staff encourage, facilitate or enable such student walkout.<br><br>In addition, any day that a district is found by the Kansas State Board of Education to have experienced a student walkout would not count as an instructional school day for purposes of meeting the mandatory school term requirements of Kansas law.<br><br>For the purposes of this proviso, "student walkout" means an organized effort for students to willfully violate school attendance requirements. | |
| JBC Enrollment (revised) | This policy was revised to address legislative change regarding foster student enrollment and attendance.<br><br>Per the new law, any student of school age shall be permitted to enroll in and attend school in any school district or remain enrolled in and continue attending school in the student's school of origin.<br><br>If a court or the Department for Children and Families ("DCF") changes the placement of a student across a school boundary within the school district, the student shall be permitted to:<br>• enroll in and attend the school where the student is placed; or<br>• remain enrolled in and continue attending the student's school of origin.<br><br>DCF ultimately determines the child's enrollment and attendance based on the best interests of the child.<br><br>Districts cannot deny or delay enrollment and attendance of any foster student whose placement has changed on the basis that the district or school is not in possession of the student's educational records. | Review and adopt, based upon HB 2320 (L. 2026) and SB 382 (L. 2026). |
| JBCB Foster Care Students Policy (revised) | As legislation impacted several facets of foster student educational services this year, we decided to address the changes in the specific subject matter's policy instead of putting all the changes in this one. We made references in this policy to direct you to where the specific changes were made. | Review and adopt, based upon HB 2320 (L. 2026). |

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| JBCB Foster Care Students Regulation (revised) | We added language to this regulation regarding Foster Care Student educational services (first recommended after passage of the Every Student Succeeds Act at the Federal level) to include language on required considerations for foster student transportation brought about by HB 2320. | Review and adopt if preferred, based upon HB 2320 (L. 2026). |
| JBCC Enrollment of Nonresident Students (revised) | This policy was revised to address changes in law regarding foster and foreign exchange students.<br><br>Any foster care student of school age must now be permitted to enroll in and attend any school in any school district of the state or remain enrolled in and continue attending school in the student's school of origin without application and acceptance through this policy.<br><br>Also, any foreign exchange student who resides, or will reside, with a host family in the district may be permitted to enroll in and attend school in the district as if the student were a resident and shall not be subject to the open-seat lottery for enrollment and attendance purposes. | Review and adopt, based upon HB 2320 (L. 2026) and SB 382 (L. 2026). |
| JBD Absences and Excuses (revised) | This is another policy we revised to address student absences due to student walkouts, ensuring that unexcused absences would subject a student to appropriate disciplinary action. | Review and adopt, based upon HB 2513 (L. 2026). |
| JCDC Student Personal Electronic Communications Devices | This policy was <u>not</u> revised, and the version issued in the April 2026 KASB Policy Updates is still current, but we are sharing it with you again in case you missed it. This policy was created in response to the new legal requirements to securely store students' personal electronic communications devices during the school day. | Review and adopt, based upon HB 2299 (L. 2026). |
| JGEC ~~Sexual Harassment~~ Sex-Based Discrimination (revised-name change) | This policy regarding student conduct was revised to better align with Federal law and regulations. Since August of 2020, the Title IX regulations have required a complex grievance procedure only for the investigations, determinations of responsibility, and appeals of alleged sexual harassment as defined therein. In addition to clarifying the sexual harassment grievance process, this revision carves out the sexual harassment procedures for use in those cases but allows sex discrimination not including sexual harassment to be handled using a simpler process. | Review and adopt, if preferred. |

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| JGFGA Administration of Emergency Opioid Antagonists (revised) | State law will now require each school in the school district to have stock supplies of Naloxone (an emergency opioid antagonist). This change also extends the length of time you can keep Naloxone on hand past its expiration date (10 years), although your school nurses' licensure requirements won't allow them to prescribe, dispense, distribute or furnish an expired emergency opioid antagonist, so you will need to work around that limitation.<br><br>Please note, there are resources to get free access to these Naloxone products. DCCCA, Inc. has capacity to provide schools with naloxone and has provided kits to 205 school districts through the Kansas Naloxone Program. They are happy to provide Naloxone to any district through the Kansas Naloxone Program - https://www.dccca.org/program/kansas-naloxone-program/. They can also provide training on Naloxone administration to school staff as needed.<br><br>KSDE, the Kansas Attorney General's Office, DCCCA, and KASB have been discussing how best to support schools with this effort, and we will be sure to provide more information on this topic as it becomes available. | Review and adopt, based upon HB 2534 and Sub. For HB 2250 (L. 2026). |
| JGFGAA Stock Supply of Emergency Medication (revised) | Minor changes to this policy on stock supply of epinephrine and/or albuterol were made due to legislative action. This is a simple change in terminology. | Review and adopt, based upon Sub. For HB 2250 (L. 2026). |
| JGFGBA Student Self-Administration of Medication (revised) | Minor revisions to this policy on student self-administration of medicine were made due to legislative action concerning epinephrine and/or albuterol. | Review and adopt, based upon Sub. For HB 2250 (L. 2026). |
| JQKA Foreign Exchange Student (revised) | Legislation this year ensures that any foreign exchange student admitted into the district in accordance with this policy who resides, or will reside, with a host family residing therein may be permitted to enroll in and attend school in the district as if the student were a resident of the school district.<br><br>Note this is not a requirement that all districts must take all foreign exchange students. It is still acceptable for the district to only work through district approved organizations to accept foreign exchange students, to consider other foreign exchange students' visas in securing funding for the student's attendance, etc. | Review and adopt, based upon SB 382 (L. 2026). |

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| JRB Release of Student Records (revised) | This policy was revised to address changes in law regarding swifter student record transfer for special education and foster students that move from school to school within the same or different districts.<br><br>Note that the law now requires the records of certain special education students and foster students experiencing a change in placement due to governmental agency action to be forwarded within two business days. The law does allow some flexibility in timing for days the administrative offices are not open. | Review and adopt, based upon HB 2320 (L. 2026). |
| TOTALS | Policies Revised = 18<br>Regulations Revised = 2<br>Policy Reintroduced from the April Updates = 1<br>Table of Contents = D, E, G, I, and J | |

**DFE - Investment of Funds**

The board shall designate the banks, savings and loan associations, and savings banks that shall serve as depositories of the district's funds and the officer(s) and employee(s) that shall serve as depositories of the board's funds on behalf of the district. Any changes in such designations shall be ratified by board action and recorded in board minutes. The depositories designated by the board shall be responsible for investment of school district monies, and no individual authorized to have custody of board and district funds shall deposit such funds other than at banks, savings and loan associations, and savings banks designated by the board.~~The investment of school district monies shall be the responsibility of the superintendent, business manager, and/or the district treasurer.~~

Any monies not immediately required for the purposes for which the monies were collected or received may be invested as provided by current statute. Investment objectives are to protect the investment principal, provide liquidity, and maximize investment return.

All offerings of monies for investment shall state the type of investment, the amount to be invested, and the maturity date of each investment. All responses shall be directed to the superintendent, or one of the board's designated depositories as designated by the superintendent and shall be specified on the basis of simple interest.

Posting Securities

All investments of district monies ~~shall~~ not covered by the Federal Deposit Insurance Corporation (F.D.I.C.) coverage shall be secured to ~~100%~~102% of the amount of district monies by ~~F.D.I.C. coverage,~~ a pledge of direct federal obligations, or direct guaranteed federal agency deposits in accordance with requirements of state law or by the public moneys pooled method. Any investments in savings deposits, demand deposits, time deposits, open accounts, certificates of deposit~~s~~, or time certificates of deposit in excess of the amount insured or guaranteed by the F.D.I.C. shall be secured by the Pool Money Investment Board with the Kansas State Treasurer. All investments acquired by repurchase agreements shall be perfected in the name of the district and shall be delivered to a third-party custodian, which may be the Kansas State Treasurer. Exceptions to the required posting of securities shall be only as provided by law and with approval of the board. ~~All offerings of monies for investment shall state the amount to be invested and the maturity date of each investment.~~

Savings Investments

All banks, ~~and~~ savings and loan associations, and savings banks (hereafter "financial institution(s)") with main or branch offices located within the district and the county or counties in which part of the district is located shall be given an opportunity to respond to requests for proposals on monies offered for investment. The depository institution shall have two business days to respond to the request

for proposals. Proposals for savings type accounts will be for ~~with respect to savings deposits, demand deposits, time deposit, open accounts, certificates of deposit or time certificates of deposit with~~ maturities of not more than two years. ~~All responses shall be directed to the superintendent and shall be specified on the basis of simple interest.~~If one or more financial institutions will pay an interest rate equal to or greater than the investment rate, the district shall select one or more of the eligible financial institutions.

Repurchase Investments

The district may also make requests for proposals to invest in repurchase agreements for direct obligations of, or obligations that are insured as the principal and interest by, the Uniteds States government or any agency thereof with financial institutions located in the district. If there is no financial institution in the district, or the in-district institutions are not willing to pay an interest rate equal to or greater than the investment rate, then the district may use financial institutions in the county or counties in which the district is located. If no financial institution listed above is willing to enter into an agreement at an interest rate equal to or greater than the investment rate, then the district may enter into agreements with financial institutions located within Kansas.

Selection of Proposals

Distribution of monies for investment shall be as follows:

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

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

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

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

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

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

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

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

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

Approved:

KASB recommendation 6/06; 4/07; 6/18; 12/19; 6/20; 6/25; 6/26

**EBBE - Emergency Drills**

Building principals shall be responsible for scheduling and conducting emergency and safety drills as required by law and for ensuring students are instructed in the procedures to follow during the drills and in an actual emergency.

Each building principal shall develop a written plan for specific emergency drills required by law. The plan shall include specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. Although plans for evacuation are essential, the state fire marshal may grant exemptions to the number or manner of drills required by law with regard to students receiving special education or related services, upon request.

Each principal shall conduct briefings with the staff concerning the emergency plan.

Each teacher shall explain relevant portions of the plan to students under their jurisdiction prior to a date established by the principal. Within one week thereafter, the building principal shall conduct a surprise drill. Other drills shall be held at times determined by the building principal.

The four fire drills and three crisis drills required by law may be scheduled at any time during the school year. "Crisis drills" includes intruder response drills, lockdown drills, and active shooter drills but does not include active shooter simulations. T~~However, t~~he two tornado drills required shall be conducted in September and March. All these drills must be conducted by each school during school hours and cannot be made part of regular dismissal at the close of the school day.

Each emergency and safety drill plan shall be reviewed by the superintendent and filed with the clerk.

Active Shooter Drills

For the purposes of this policy, terms have the following meanings.

"Active shooter drill" means an emergency preparedness drill designed to inform and instruct students, teachers, school personnel and other school staff on how to respond in the event that an armed intruder is on the school campus or an armed assailant is in the immediate vicinity of the school. "Active shooter drill" includes:

- For grades kindergarten through five, instruction through tabletop exercises and identification of appropriate places for students to locate during an emergency; and
- for grades six through 12, the information described earlier in this definition and the practice of active shooter drills.

"Active shooter drill" does not include any sensory components, activities or elements that mimic a real-life shooting. "Active shooter drill" is not an active shooter simulation.

"Active shooter simulation" means an emergency exercise, including full-scale or functional exercises, designed to inform and instruct adult teachers, school personnel and other school staff on how to respond in the event of an armed intruder on the school campus or an armed assailant in the immediate vicinity of the school. "Active shooter simulation" includes activities or elements mimicking a real-life shooting, including, but not limited to, simulation of tactical response by law enforcement. "Active shooter simulation" does not include active shooter drills.

"School" means any elementary or secondary public school maintained and operated by a school district and any accredited nonpublic school that provides any of the grades kindergarten through 12.

"Tabletop exercise" means an exercise designed to help students better understand their individual or group roles and responsibilities. "Tabletop exercises" may include constructive problem-solving as it relates to an armed intruder on the school property or an armed assailant in the immediate vicinity of the school and may incorporate age-appropriate written or video scenarios for students to follow.

The district shall conduct active shooter drills that are consistent with the guidelines published by the Kansas State Department of Education.

Once per year, the board shall review the efficacy and effect of active shooter drills and any impacts of such drills on the safety and mental health of students, teachers, and other school personnel and staff.

The principal in any district school where an active shooter drill, active shooter simulation, or tactical training exercise is to take place shall ensure a school employee notifies each parent or person acting as parent at least 24 hours prior to an active shooter drill, active shooter simulation, or tactical training exercise. The notice shall provide that the parent or person acting as parent may opt their student out of participation in such drill or simulation. Any student who is opted out of an active shooter drill or simulation shall have the opportunity to participate in alternative safety education and shall not receive any negative or punitive treatment for not participating in such drill or simulation. If notice cannot be provided at least 24 hours prior to an active shooter drill or simulation, notice shall be provided within 24 hours of the conclusion of the active shooter drill or simulation.

Nothing in this section shall be deemed to supersede or limit the ability of a parent or person acting as parent to opt their student out of participation in an active shooter drill or simulation; or require any school to conduct active shooter drills in a manner that conflicts with the guidelines published by the Kansas State Department of Education.

Except as otherwise provided in this policy regarding tactical training exercises with law enforcement, no school shall conduct, sponsor, or permit any active shooter simulation on school property where students in grades kindergarten through eight regularly attend school.

The board of education or governing body of a school may conduct, sponsor, or permit active shooter simulations on school property, if only students in grades 9 through 12 regularly attend school on such school property.

Nothing in this section shall prohibit law enforcement agencies and adult school personnel from conducting or participating in tactical training exercises on school property if:

- The exercises do not occur during regular school hours or any time when students are present or expected to be present;
- no student participates in such exercises; and

the board has provided prior written authorization for the use of school property for such exercises.

Approved:

KASB Recommendation–7/96; 4/07; 12/18; 6/19; 6/26

**EE - Food Services Management**

(See EBBD)

A supervisor may be hired by the board to oversee the district's food service program.

Sanitation Inspections

The building principal shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

Records

The supervisor shall be responsible for keeping food service records required by state and federal laws and regulations.

The supervisor shall be under the direct supervision of the superintendent and shall have control over all aspects of the district's food service programs subject to board policy, rules and state and federal regulations.

Meal Prices

Meal prices shall be determined by the board.

Free or Reduced Price Meals

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year. Access to this policy will be provided to parents or guardians when they receive information regarding eligibility and applying for free or reduced price meals.

Unpaid Meal Charges

The district's meal charging requirements are as follows.

*Option 1*:

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than $___ in the elementary grades, $___ in the middle or junior high grades, and $___ in the high school grades for the purchase of meals to this account without triggering the district's delinquent debt proceedings as outlined in this policy and board policy DP. Charging of a la carte or extra items to this account will not be permitted.

When the charge levels identified in this policy have been met, a student's meal account becomes delinquent. The student will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have delinquent accounts and cannot pay out of pocket for a meal will be provided a regular, reimbursable meal from the cafeteria menu, which shall be charged to the student's

account while the district proceeds with attempts to resolve the delinquent debt with the student's parent or guardian. If attempts to receive payment for charged meals do not result in full payment of the debt in the timelines provided herein, debt collection proceedings will begin in accordance with board policy DP.

At least one verbal and one written warning shall be provided to a student and the student's parent or guardian prior to reaching the delinquent debt threshold outlined herein. Access to this policy will be provided to the student's parent or guardian with the written warning. If payment of the negative balance is not received within 5 working days of the delinquent debt threshold being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. Bad debt must be written off as an operating loss and restored using non-Federal funds, even if it has been turned over for collection through other legal means.

Payments for school meals may be made at the school or district office, at the point of service of school meals, or online at _____. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy, a copy of the policy will be posted in district meal service facilities, and the policy will be made available on the district's website and social media accounts. Records of how and when it is communicated to households and staff will be retained.

*Option 2*:

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than $___ in the elementary grades, $___ in the middle or junior high grades, and $___ in the high school grades for the purchase of meals to this account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep a charge account solvent as required by this policy shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, nut butter alternative, or deli meat sandwich, fruit, vegetable, and milk. Care will be taken by staff members requesting and distributing any alternate meals per this policy to do so discretely, while protecting the privacy of the student and the student's

parent or guardian regarding negative account balances. When providing an alternate meal, district staff will provide reasonable accommodations to students with disabilities with special dietary needs.

At least one verbal and one written warning shall be provided to a student and the student's parent or guardian prior to denying meals for exceeding the district's charge limit. Access to this policy will be provided to the student's parent or guardian with the written warning. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. Bad debt must be written off as an operating loss and restored using non-Federal funds, even if it has been turned over for collection through other legal means.

Payments for school meals may be made at the school or district office, at the point of service of school meals, or online at _____. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy, a copy of the policy will be posted in district meal service facilities, and the policy will be made available on the district's website and social media accounts. Records of how and when it is communicated to households and staff will be retained.

Approved:

KASB Recommendation - 4/07; 12/16; 6/21; 12/23; 6/24; 6/26

**GAAC – Sex-Based Discrimination~~ual Harassment~~**

(See GAF and JGEC)

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates ~~and is prohibited by Title IX from engaging in such discrimination~~. Discrimination on the basis of sex, including sexual harassment, ~~will not be tolerated in the school district. Discrimination on the basis of sex~~ of employees or students of the district in any district education program or activity will not be tolerated in the school district and is strictly prohibited.

Sex-based discrimination, including ~~S~~sexual harassment, is unlawful discrimination ~~on the basis of sex~~ under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

~~It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.~~

~~Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.~~

~~Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.~~

~~The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.~~

(Position or name, address, email address, and phone number of the Title IX Coordinator and Title VII or other compliance coordinator, if different than the Title IX Coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education

Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the designated compliance coordinator identified herein~~Title IX Coordinator~~. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at ~~the~~OCR@ed.gov; or both.

~~Response to Harassment Complaints~~

~~The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.~~

Definitions

For the purposes of this policy, ~~T~~the following definitions apply. ~~to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.~~

"Appeal decision-maker" reviews the appeal along with written statements in support of, or challenging, the outcome of the written determination regarding responsibility, and other relevant documentation collected during the formal grievance process. The appeal decision-maker shall not be the Title IX Coordinator, investigator, decision-maker, or informal resolution facilitator.

~~The~~ "~~complainant~~Complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

~~The~~ "~~decision~~Decision-maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator, ~~or~~ investigator, or informal resolution facilitator.

"Domestic violence" includes felony or misdemeanor crimes ~~of violence~~ committed by a ~~person who is a~~ current or former spouse or intimate~~,~~ partner~~, person with whom~~ of the victim ~~shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim~~ under the family or domestic violence laws of Kansas ~~or applicable federal law, or by any other person against an adult or youth victim having protection from such person's acts by Kansas or applicable federal law~~.

~~A~~ "~~formal~~ Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

" Informal resolution facilitator" is a neutral person, designated by the Title IX Coordinator, who has been trained to assist the parties through the voluntary informal resolution process. The informal resolution facilitator shall not be the Title IX Coordinator, investigator, decision-maker, or appeal-decision maker. ~~The~~ "~~i~~Investigator" is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report. The investigator shall not be the Title IX Coordinator, decision-maker, appeal decision-maker, or informal resolution facilitator.

~~A~~ "~~respondent~~Respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sex-based discrimination" means any unfair treatment, unequal opportunity, or harassment on the basis of sex in the district's programs or activities.

"Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

"Sexual harassment" means conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

"Supportive measures" mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent

regardless of whether a formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school, and other similar measures. The supportive measures provided to the complainant or respondent by the district must remain confidential to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

~~The~~ "Title IX Coordinator" is the individual designated at the district level who has the responsibility to coordinate compliance with Title IX of the Education Amendments of 1972~~, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination~~. The Title IX Coordinator's responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

Reporting of Sex-Based Discrimination, including Sexual Harassment

The district takes all reports of sex-based discrimination, including sexual harassment, seriously and will respond meaningfully to every such report of which the district has actual knowledge.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Any act of retaliation or discrimination against any person who has opposed discrimination; filed a complaint; or testified, assisted, or participated in any investigation, proceeding, or appeal involving sex-based discrimination, including sexual harassment, is prohibited. The district will take appropriate available action to address retaliation, which may include student or employee discipline procedures.

It shall be a violation to discourage a student or an employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy shall result in appropriate disciplinary action.

False or malicious complaints of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the complainant.

False statements made in the course of an investigation of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the individual.

Complaint Process for Sex-Based Discrimination (Not Sexual Harassment)

Complaints of sex-based discrimination that do not allege sexual harassment will be investigated through the complaint procedure outlined in policy KN to determine whether, under the totality of the circumstances, the alleged behavior constitutes a violation of this policy. Actions determined to be in violation of this policy shall result in disciplinary action, up to and including termination for employees and expulsion for students. Actions which are in violation of other policies but do not constitute sex-based discrimination may also result in appropriate discipline.

Grievance Process for Sexual Harassment

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the Title IX Coordinator, the employee's supervisor, or other designated district official. Employees who fail to appropriately report complaints or incidents of sexual harassment to the Title IX Coordinator, the employee's supervisor, or other designated district official may face disciplinary action.

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

The Title IX Coordinator, any investigator, decision-maker, appeal decision-maker, or any ~~person who facilitates an~~ informal resolution facilitator ~~process~~ shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including avoiding prejudgment of the facts, conflicts of interest, and bias.

Investigators shall receive training on issues of relevance of questions and evidence in order to create investigative reports that fairly summarize relevant evidence.

Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

~~Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.~~

~~Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.~~

~~Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.~~

~~If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its reoccurrence.~~

Within 10 business days of any reports of sexual harassment, ~~T~~the Title IX Coordinator shall, ~~promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:~~

- ~~C~~contact the complainant ~~within 10 business days~~ and discuss the availability of supportive measures, with or without the filing of a formal complaint~~,; and~~ consider the complainant's wishes as to supportive measures; and

~~I~~inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

- ~~process.~~

Informal Resolution Process for Sexual Harassment Complaints

At any time during the formal complaint process regarding alleged sexual harassment and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process requires:

- The informal resolution facilitator is to be a trained educational professional, consultant, or other individual selected by the Title IX Coordinator who has received training on their role;
- the parties to be provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;

- at any time prior to agreeing to a resolution, any party to have the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and to be informed of any consequences resulting from participating in the informal resolution process;
- that the parties voluntarily consent, in writing, to the informal resolution process; and
- that the informal resolution process is not ~~be~~ used to resolve allegations that an employee has sexually harasseds ~~s~~ a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the resolution, have both parties sign the agreement, provide a copy of the agreement to both parties, and forward it to the Title IX Coordinator. If the matter is not resolved, the informal resolution facilitator will notify the Title IX Coordinator, who will resume the formal complaint process.

Formal Grievance Process for Sexual Harassment Complaints

No formal investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

The procedures for filing a formal complaint are as follows.

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

Upon receipt of a formal complaint, the Title IX Coordinator shall either dismiss the formal complaint or initiate the formal grievance process by providing notice to the parties of the complaint.

Dismissal of a Formal Complaint of Sexual Harassment

The Title IX Coordinator must dismiss the complaint if it is determined that:

- Even if all the facts alleged are true, the conduct alleged in the formal complaint would not constitute sexual harassment as defined herein;

- the conduct did not occur in the recipient's education program or activity; or
- the conduct did not occur against a person in the United States.

During the course of the formal grievance process, the Title IX Coordinator may dismiss the complaint if:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- the respondent is no longer enrolled or employed by the district; or
- specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal of a complaint, the Title IX Coordinator must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

Dismissal of a formal complaint does not preclude an investigation or disciplinary action under another district policy.

~~Supportive Measures~~

~~The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.~~

~~The Formal Complaint~~

~~No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.~~

~~A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:~~

- ~~At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.~~
- ~~A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.~~
- ~~A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.~~
- ~~An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.~~

Initiation of Formal Grievance Process for Sexual Harassment Complaints ~~Notice Requirements~~

Upon filing of a formal complaint of sexual harassment, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
  - Tthe identities of the parties involved, if known;
  - the conduct allegedly constituting sexual harassment; and
  - the date and location of the alleged incident, if known.
- ~~An explanation of the~~The district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;

- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, the Title IX Coordinator shall provide notice of the additional allegations ~~shall be provided~~ to known parties.

Formal Complaint Investigations ~~Procedures~~Regarding Sexual Harassment

To ensure a complete and thorough investigation of any sexual harassment complaint and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied ~~with~~ by an advisor of ~~the party's~~their choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party or witness is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint of sexual harassment, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondents;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

~~Formal Complaint Investigation Report~~

The investigator shall prepare an initial investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors ~~for review and response~~simultaneously.

~~Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow t~~The parties shall have 10 days to submit a written response to the initial report for the investigator's consideration.

Following the opportunity for the parties and their advisors to review and respond to the initial report, the investigator shall submit a final report to the parties and the Title IX Coordinator simultaneously. Upon receipt, the Title IX Coordinator shall provide a copy of the final report and supporting documentation to the decision-maker.

Decision-Maker's Determination Regarding Sexual Harassment Complaints

Upon receiving the investigator's final report, but prior to reaching a determination regarding responsibility, the decision-maker must ~~make a determination regarding responsibility and~~ afford each party the opportunity to submit written, relevant questions that ~~the~~ a ~~parties~~ party wants asked of any party or witness, provide each party with ~~the~~ any answers provided, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- ~~Describe~~ describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- ~~Include~~ include the findings of fact supporting the determination;
- ~~Address~~ address any district policies and/or conduct rules which apply to the facts;
- ~~A~~ a statement of, and rational for, the result as to each allegation, including a determination regarding responsibility; and
- ~~The~~ the procedures and permissible bases for the complainant and/or respondent to appeal the determination.

The written determination may, but is not required to, recommend that, based on respondent's action, respondent be subject to ~~-~~disciplinary sanctions and any remedies designed to preserve access to the educational program or activity that may be provided by the district to the complainant.

Actions determined to be in violation of this policy shall result in disciplinary action, up to and including termination for employees and expulsion for students. Actions which are in violation of other policies but do not constitute sex-based discrimination may also result in disciplinary action.

A copy of the written determination shall be provided to both parties~~-~~ and~~t~~ the Title IX Coordinator simultaneously.

~~The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined inboard policy and state law governing student suspension and expulsion will be followed.~~

~~If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.~~

~~Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.~~

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed~~;~~, or on the date the opportunity for an appeal expires.

If the formal grievance process determines the actions constituted sexual harassment in violation of this policy, the respondent shall be subject to disciplinary action, up to and including termination for employees or expulsion for students. If the formal grievance process determines the actions were in violation of other policies but do not constitute sexual harassment, the respondent may be subject discipline under those policies.

If it is determined that sexual harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Appeals Regarding Sexual Harassment Complaints

The complainant or respondent may appeal the decision-maker's determination regarding responsibility of a sexual harassment complaint or a dismissal of a formal complaint, on ~~the~~ any of the following ~~bases~~:

- Procedural irregularity that affected the outcomes;
- ~~New~~ new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal of the complaint was made that could affect the outcome; and/or
- ~~The~~ the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX

Coordinator, the ~~Investigator~~investigator, ~~or~~ the decision-maker, or informal resolution facilitator that participated in any level of the grievance process that led to ~~from~~ the original determination.

The Title IX Coordinator shall notify the parties in writing of the filing of an appeal and implement appeal procedures equally for both parties.

The appeal decision-maker shall give the parties an equal opportunity to submit a written statement in support of, or challenging, the outcome of determination of responsibility. ~~will issue a written decision w~~Within 30 days after the appeal is filed,. ~~The~~ the appeal decision-maker shall issue a written decision, including ~~will describe the result of the appeal and~~ the rationale for the ~~result~~decision, and ~~.~~

~~The appeal decision-maker shall:~~

- ~~Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;~~
- ~~Notify both parties in writing of the filing of an appeal and give an opportunity to submit further evidence in writing;~~
- ~~Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;~~
- ~~Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;~~
- ~~Describe the result of the appeal and the rationale for the result in the decision; and~~
- ~~P~~provide the written decision simultaneously to both parties and to the Title IX Coordinator.

~~Informal Resolution Process~~Recordkeeping

Records relating to sexual harassment complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

~~At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.~~

~~The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:~~

~~• The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;~~

~~• At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the investigation of the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process;~~

~~• The parties voluntarily and in writing consent to the informal resolution process; and~~

~~• The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.~~

~~If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.~~

~~If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.~~

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

~~The filing of a complaint or otherwise reporting sex discrimination including sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving sex discrimination, including sexual harassment, is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.~~

~~False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.~~

Dissemination of Policy~~-~~

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be ~~posted~~ published ~~in each~~ in district ~~facility shall be published in student~~ handbooks~~,~~ and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices in district or school

publications, publishing in local newspapers, ~~publishing in newspapers and magazines operated by the school,~~ or distributing memoranda or other written communications to students and employees.

In addition, the district is required to include a statement of ~~nondiscriminatory policy~~nondiscrimination in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved:

KASB Recommendation – 7/96; 8/98; 7/03; 4/07; 6/13; 6/15; 12/18; 6/20; 7/20; 6/21; 6/26

**IDAD - Title I Programs**

The board shall ensure the district's Title I programs operate in accordance with federal laws and conditions~~.~~, including implementing the following:

- The district will establish and operate programs, activities, and procedures for the involvement of parents in all Title I schools that are planned and operated with meaningful consultation with parents of participating children.
- The district will work with its schools to ensure that required school-level parent and family engagement policies are developed and that each school has a school-parent compact outlining shared responsibilities for improving student academic achievement.
- The district will incorporate this Parent and Family Engagement Policy into its overall Title I plan.
- To the extent practicable, the district will provide opportunities for informed participation of parents and family members, including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- Parents will be informed of their right to request additional meetings and to provide input if the Title I plan is not satisfactory.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent and will ensure that not less than 90 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the statutory definition of "parent and family engagement," and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:
    - Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—
        - that parents play an integral role in assisting their child's learning;
        - that parents are encouraged to be actively involved in their child's education at school;

- that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- the carrying out of other activities.

- The school district will inform parents and parental organizations of the purpose and existence of the Kansas Parent Information Resource Center (KPIRC).

The board shall strongly encourage parental involvement in the district's Title I program. The superintendent is responsible for administering the district's Title I program. ~~; assessing the educational needs of all students, particularly the needs of educationally disadvantaged children; developing appropriate communication channels between all parties; to the extent practicable, providing full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under federal law in a format and language such parents/guardians can understand; developing in-service training for parents and staff; and developing appropriate evaluation procedures.~~

Implementation of District-Wide Parent-Family Engagement Policy

The district will adopt and implement a plan to accomplish the required components of this policy.

Annual Parent Meeting

Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings. The board shall designate at least one meeting date each school year to provide parents of Title I students with an opportunity to meet with school personnel in order to participate in the design and implementation of the Title I program.

Annual Evaluation

The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of this policy and the accompanying plan. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy and accompanying plan.

Approved:

KASB Recommendation – 6/00; 7/03; 6/04; 4/07; 12/13; 6/26

# IDAD - TITLE I PROGRAMS

~~IDAD-Regulation-Title I Programs~~

## Regulation – Title I
## District-Wide Parent and Family Engagement Plan

**NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals and duplicate as necessary in district newsletters and other documents.**

~~Regulation – Title I~~
~~District-Wide Parent and Family Engagement Plan~~

1. The district will take the following actions to involve parents in the joint development of its district-wide parent and family engagement plan:

   (List actions.)

2. The district will take the following actions to involve parents and family members in developing the local educational agency plan, and support and improvement plans:

   (List actions.)

3. The district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:

   (List activities.)

4. The district will coordinate and integrate parent and family engagement strategies in Part A with parent and family engagement strategies of the following other relevant Federal, State, and local programs: [Insert program name[s]].

   (List activities.)

5. The district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions.

   The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design evidence-based strategies for more effective parent and family engagement and to revise, if necessary (and with the involvement of parents), its parent and family engagement policies.

(List actions, such as describing how the evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents will play)

6. The district will build the schools' and parent's capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

   a. The district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –
      - the State's challenging State academic standards,
      - the State and local academic assessments including alternate assessments,
      - the requirements of Title I, Part A,
      - how to monitor their child's progress, and
      - how to work with educators:

      (List activities, such as workshops, conferences, classes, both in-State and out-of-State, including any equipment or other materials that may be necessary to ensure success.)

   b. The district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parent and family engagement, by:

      (List activities.)

   c. The district will, with the assistance of its schools and parents, educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

      (List activities.)

   d. The district will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other relevant Federal, State, and local programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

      (List activities.)

   e. The district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

      (List actions.)

OPTIONAL –

NOTE: The District-Wide Parent and Family Engagement Plan may include additional paragraphs listing and describing other discretionary activities that the district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parent and family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parent and family engagement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children and parents who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parent and family engagement;
- establishing a district-wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities; and
- providing other reasonable support for parent and family engagement activities as parents may request.

~~Parental Involvement Encouraged~~
~~Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings.~~

~~The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:~~
~~Assistance in understanding.~~
~~State academic content and achievement standards;~~
~~How to monitor their child's progress; and~~
~~Title I regulations.~~
~~Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.~~
~~Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:~~
~~Keeping families informed of opportunities for involvement and encouraging participation in various programs.~~
~~Providing access to educational resources for parents/families to use together with their children.~~
~~Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.~~

~~Allowing parents reasonable access to staff who work with their children.~~
~~Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.~~
~~Promoting activities, which emphasize the importance of parent-school communication.~~

~~Activities to Enable Parental Participation~~
~~The district shall enable families to participate in the education of their children through a variety of roles. For example, family members shall be given opportunities to:~~

- ~~Provide input into district policies that affect Title I programs and their children.~~
- ~~Understand and participate in school improvement efforts.~~
- ~~Volunteer time within classrooms and school programs.~~
- ~~Perform regular evaluations of parent involvement at each school and at the district level.~~
- ~~Provide access, upon request, to any instructional material used as part of the educational curriculum.~~
- ~~Provide information in a language understandable to parents, if practical.~~

~~Scheduling for Parents' Convenience~~
~~The district shall, to the extent possible, schedule activities for parent involvement at times and places accessible to parents of Title I students and provide information in a format and language the parents understand.~~

~~Annual Evaluation~~
~~The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of the parental involvement policy IDAD. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy IDAD.~~

Approved:

KASB Recommended Regulation – 7/03; 1/04; 6/26

**IHF - Graduation Requirements**

(See JFCA)

The board may adopt graduation requirements exceeding the minimums set forth by state regulation. Unless otherwise provided herein, in order to qualify for graduation, students must earn ____ academic credits and complete two accomplishments that demonstrate the student will be a successful high school graduate that meet~~ing~~ state and district requirements. This credit requirement shall apply beginning with those students who will enter the ninth grade in the school year following the effective date of the additional requirement.

Exceptions may be granted by the board to waive local graduation requirements that are in excess of the state minimum requirements for students on a case-by-case basis.

The board shall award a student a diploma if the student is at least 17 years old; is enrolled or resides in the district; was in custody of the Secretary of the Kansas Department of Corrections (KDOC), the Secretary for DCF, or a federally recognized Indian tribe in this state at any time on or after the student's 14th birthday; and has achieved at least the minimum high school graduation requirements adopted by the state board of education.

Other situations which may warrant waiver of graduation requirements in excess of the minimum requirements adopted by the state board include, but may not be limited to, the following circumstances:

- If such student is an adult learner whose four-year cohorts have graduated; or
- if such student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness, or other hardship conditions.

Approved:

KASB Recommendation 9/97; 6/04; 4/07; 6/15; 12/25; 6/26

**IIBGC - Staff Online Activities**

(See GAF, GBU, IIBG, IIBGA, and KGA)

Employees are encouraged to use district electronic mail and other district technology and resources to promote student learning and to communicate with parents of students and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities. Technology-based materials, activities, and communication tools utilized by employees with students shall be used in accordance with law and appropriate for and within the range of the knowledge, understanding, age, and maturity of students with whom they are used.

District employees, including, but not limited to, administrators, classroom teachers, and extracurricular and co-curricular activity coaches and sponsors, may set up social media accounts using district technological resources, ~~and~~ following district policy and procedures to promote and enhance communications with students, parents, and the community concerning school-related programs and activities as well as for the purpose of supplementing classroom instruction. Social media sites and other online communication options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities, as allowed by law and this policy.

Definitions

For purposes of this policy, a "social media platform" is any online website or application that permits a person to become a registered user, create an account or profile for the primary purpose of creating, sharing, or interacting with user-generated content that is publicly viewable. "Social media platform" includes, but is not limited to, Facebook, Instagram, Snapchat, TikTok, X (Twitter). "Social media platform" does not include:

- Any online website or application whose primary purpose is educational;
- Any platform approved by the board if such platform:
  - Is owned, licensed, or contractually controlled by the school district;
  - allows for required user accounts;
  - allows communications to be monitored, archived, retained, or audited in compliance with policy or law;
  - is accessible to parents or guardians; and
  - used by employees in accordance with policy;
- email;

- direct messaging services that only share messages between a sender and a named recipient and does not display or post messages publicly or to users not identified as recipients by the sender of the message; and
- any online product or service that does not have school-specific features or identifiers and the predominant purpose is to post educational materials, news, resources and user comments, or other interactive functionality that is incidental to such predominant purpose.

For purposes of this policy, "official school purposes" means the broadcasting or posting of public, one-way communications that pertain to school functions, activities, or events. "Official school purposes" does not include private communications, direct communications, or two-way communications with any student.

Use of Social Media for District Purposes

In order for district employees to utilize a social media platform for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

1. They shall request permission from the superintendent or the superintendent's designee(s) prior to ~~setting up or~~ using any social media platform for district purposes.
2. If permission is granted, staff members will set up the ~~platform up~~ page or account following ~~any~~ all district policy, administrative procedures, and directives. This shall include, but may not be limited to, limiting the employee to using only board approved social media platforms for official school purposes and giving administrative access and editing rights to designated district or school officials.
3. If the expenditure of district funds is required to complete the set-up or maintenance of the ~~platform~~page or account, the requesting staff member shall present an itemized summary of such costs to the superintendent for appropriate approval.
4. Once the ~~platform~~ page or account is in use, the sponsoring staff member is responsible for the following:
    a. Monitoring and managing the ~~platform~~ page or account to promote safe and acceptable use and compliance with district policies, administrative guidelines, ~~and~~ directives, and applicable law; and
    b. Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.

Prohibitions Regarding Social Media Platforms

No employee of the district shall privately or directly communicate with any student through a social media platform, except as expressly permitted under this policy. This prohibition applies regardless of whether communication occurs during or outside the school day.

No employee shall require a student to use a social media platform for any assignment or extracurricular activity.

The provisions of this policy ~~regulating social media platform use that are not made for official school purposes and that require the use of only board approved social media platforms with limited student communications~~ do not apply to any virtual school, as defined by Kansas law.

~~Definitions~~

~~For purposes of this policy, a "social media platform" is any online website or application that permits a person to become a registered user, create an account or profile for the primary purpose of creating, sharing, or interacting with user-generated content that is publicly viewable. "Social media platform" includes, but is not limited to, Facebook, Instagram, Snapchat, TikTok, X (Twitter). "Social media platform" does not include:~~

- ~~Any online website or application whose primary purpose is educational;~~
- ~~Any platform approved by the board if such platform:~~
- ~~Is owned, licensed, or contractually controlled by the school district;~~
- ~~allows for required user accounts;~~
- ~~allows communications to be monitored, archived, retained, or audited in compliance with policy or law;~~
- ~~is accessible to parents or guardians; and~~
- ~~used by employees in accordance with policy;~~
- ~~email;~~
- ~~direct messaging services that only share messages between a sender and a named recipient and does not display or post messages publicly or to users not identified as recipients by the sender of the message; and~~
- ~~any online product or service that does not have school-specific features or identifiers and the predominant purpose is to post educational materials, news, resources and user comments, or other interactive functionality that is incidental to such predominant purpose.~~

~~For purposes of this policy, "official school purposes" means the broadcasting or posting of public, one-way communications that pertain to school functions, activities, or events. "Official school purposes"~~

~~does not include private communications, direct communications, or two-way communications with any student.~~

Uses of Social Media Platforms for Official School Purposes

The board may approve specific social media platforms for employee use for official school purposes, and employees are expected to utilize only board approved social media platforms in the performance of any district related work responsibilities, including the posting of information on behalf of district programs, clubs, and activities.

Board-approved social media platforms may be used by employees only for the following purposes:

- Posting or broadcasting one-way, public communications; and
- ~~Sharing~~ sharing general information related to school programs, activities, or events.

Employees shall not use social media platforms for any form of two-way interaction with students, including but not limited to:

- Private or direct messaging;
- comment-based conversations; or
- other two-way exchange of individualized messages with a student.

Other Online Platforms

Employees may communicate with students through ~~district approved~~ platforms that are not classified as social media platforms, provided such use complies with board policy and applicable law. These platforms may include:

- District email accounts;
- district learning management systems; ~~and~~
- board approved messaging, notification, or collaboration platforms.~~;~~ and
- direct messaging applications.

~~All board approved platforms must allow for appropriate administrative supervision, monitoring, and record retention.~~

Training and Compliance

The superintendent or designee shall provide training to employees regarding acceptable social media platform communication practices as necessary for implementation of new requirements and then periodically thereafter.

Disciplinary Actions

~~While not in direct violation of applicable law or this policy, S~~staff members are strongly discouraged from creating personal social media accounts with which they connect with current or future students. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of technology, social media, or online resources violates board policy, ~~or~~ administrative regulations and/or procedures, or supervisory directives; Kansas law regarding social media platform use by school employees; statutory or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member's job performance or effectiveness in the work setting.

District staff shall ~~endeavor to~~ protect the health, safety, and emotional well-being of students and confidentiality of student ~~record~~ information both in the school setting and in their offsite, online actions. Conduct in violation of this policy, including, but not limited to, ~~conduct~~ acts relating to the use of technology, any social media platform, or online resources, may form the basis for disciplinary action up to and including termination from employment.

Approved:

KASB Recommendation – 6/13; 4/26; 6/26

**JB - Attendance Records**

(See JBC, JBD, ~~and~~ JBE, and JRB)

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using forms prescribed by the superintendent. A cumulative attendance record for each student shall also be maintained.

The superintendent shall include attendance data in an annual report to the board. Attendance problems shall result in disciplinary action and/or truancy reporting, as appropriate, and shall be reported to the board as necessary.

Approved:

KASB Recommendation–7/96; 4/07; 12/15; 6/26

**JBC - Enrollment**

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

Resident Students

A "resident student" is any ~~child~~ student who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. ~~Children who are "homeless" as defined by Kansas law and who are located in the district will be admitted as resident students.~~ For purposes of this policy, "parent" means the natural parents, adoptive parents, step-parents, and foster parents. For purposes of this policy, "person acting as a parent" means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

Homeless Students

Any student who has attained the age of eligibility for school attendance may attend school in the district where the student resides or is staying if the student is homeless as defined by law. Details concerning the education of homeless students may be found in board policy JBCA.

Foster Students

Any student in the custody of the Secretary of the Department for Children and Families ("DCF") who has attained the age of eligibility for school attendance shall be permitted to enroll in and attend school in any school district of the state or remain enrolled in and continue attending school in the student's school of origin.

If a court or DCF changes the placement of a student across a school boundary within the school district, the student shall be permitted to:

- enroll in and attend the school where the student is placed; or
- remain enrolled in and continue attending the student's school of origin.

DCF shall determine the child's enrollment and attendance based on the best interests of the child.

The district shall not deny or delay enrollment and attendance of any foster student whose placement has changed on the basis that the school district or school is not in possession of the student's educational records.

Details concerning the education of foster students may be found in board policy JBCB.

Nonresident Students

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

Military Students

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

Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times, and communication to parents and to the public.

Part-Time Students

The board allows any child to enroll part-time in the school district to allow the student to attend any courses, programs, or services offered by the school district if the child:

- Is also enrolled in a nonaccredited private elementary or secondary school or in any other private, denominational, or parochial school as required by law;
- requests to enroll part-time in the school district; and
- meets the age of eligibility requirements for school attendance.

District administrators shall make a good faith attempt to accommodate scheduling requests of students enrolling in the school district in these situations but shall not be required to make adjustments to accommodate every such request.

Part-time students, other than those specified previously in this policy may enroll with the administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than _____. (Insert date) Such part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and the students follow the district's student conduct policies and rules.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of ~~the Secretary of the Department for Children and Families~~ DCF, or other documentation which the board determines to be satisfactory.

Students enrolling in grades 2-12 shall provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with ~~the Department for Children and Families~~DCF, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

Assignment to a School Building, Grade Level, or Classes

Unless otherwise provided herein, the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

~~If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area.~~

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

In {middle school/junior high} and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance

personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Approved:

KASB Recommendation – 6/01; 4/07; 6/13; 12/14; 6/15; 12/15; 12/16; 6/19; 6/22; 6/23; 6/25; 6/26

**JBCB - Foster Care Students**

(See EDAA, JBC, ~~and~~ JBCA, and JRB)

The district, in accordance with state and federal law and the Kansas state plan, will ensure students placed in foster care within the school district have access to a public education in a stable educational environment. For the purposes of this policy and its applicable regulations, "foster care" means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties.

Point of Contact

The board shall designate an employee to serve as a point of contact for child welfare agencies on behalf of the district.

Mobile Crisis Helpline

Crisis support for Kansas families and children to resolve an emotional, psychiatric, or behavioral health crisis is available through the Department of Children and Families Mobile Crisis Helpline, 1-833-441-2240, including:

- Problem solving to resolve behavioral health crisis;
- Referral to community resources or recommendation to engage in stabilization services;
- In-person support via mobile crisis response; and
- Contacting mobile crisis response unit to assist in emergency situations.

Services are available to all Kansans 20 years or younger including anyone in foster care or formerly in foster care.

Enrollment and Attendance in School

Foster students will be enrolled in and attend school as outlined in policy JBC.

Transfer of Records

The expedited transfer of student records for students experiencing a change in placement within the foster care system is covered in policy JRB.

Approved:

KASB Recommendation – 12/16; 12/21; 6/26

**Note: The reader is encouraged to review regulations and forms for related information.**

# JBCB – FOSTER CARE STUDENT REGULATIONS

**Foster Care Student Regulations**

**To Aid ~~I~~in Implementation of Federal Law**

NOTE: ~~-~~This document MUST be approved by board action to become policy. File with clerk, distribute to principals, and duplicate as necessary in district newsletters and other documents.

The Every Student Succeeds Act ("ESSA") addresses additional protections for students in foster care and establishes a system of joint responsibility for school districts, the Kansas State Department of Education ("KSDE"), and the Kansas Department for Children and Families ("DCF") to ensure the educational stability of students in foster care.

For the purposes of these regulations, "foster care" means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child-care institutions, and pre-adoptive homes.

Transportation of Students in Foster Care (See sample transportation procedure below)
ESSA requires each Kansas school district to collaborate with child welfare agencies, such as DCF and tribal child welfare agencies, to develop and implement clear, written procedures for how transportation to maintain a student in foster care in his or her school of origin (when in the student's best interest) will be provided, arranged, and funded. The procedures must ensure that the transportation will be provided promptly, in a cost-effective manner, and in accordance with federal law. Also, they must address how additional costs will be absorbed. Therefore, if there are any additional costs incurred to maintain a foster care student in his or her school of origin, the district will provide the transportation if:

1. DCF agrees to reimburse the district for the additional costs;
2. The district agrees to pay the additional costs; or
3. DCF and the district split the additional costs.

Upon request, the district will provide an assurance to KSDE that the district has transportation procedures meeting the above requirements.

Additional Costs
"Additional costs" reflect the difference between what the district would spend to transport a student to the assigned school and the cost of transporting a student in foster care to his or her school of origin. Title I, Part A funds may be used to pay for additional transportation costs in Title I districts.

School of Origin
The "school of origin" is the school in which a student is enrolled at the time of placement in foster care or of a change in placement. A student in foster care is entitled to remain enrolled in his or her school of origin unless it is determined not to be in the student's best interest to stay at that school.

Best-Interest Determination
DCF will make the final decision regarding whether it is in a student's best interest to remain in the school of origin. District staff may be asked to provide information on the "educational best interest" of the student to support educational decision-making based on what is best for the student academically. For students receiving special education and related services under the Individual with Disabilities Education Act or for students on Section 504 accommodation plans, it is recommended that relevant team

members should be consulted in the best interest determination process, as the district will still be required to ensure compliance with Least Restrictive Environment requirements.

The United States Department of Education has provided a list of factors that may be considered in determining the student's educational best interest, which include appropriateness of the current setting, proximity of placement to school attendance centers, the child's preference, the parents' preference, the child's attachment to the school of origin, where siblings will be placed, and the availability of needed services. The "best-interest determination" may not be made based on transportation costs or funding.

District Foster Care Liaison

The "district foster care liaison" is a district employee who facilitates the enrollment in or transfer to a public school of a student in the district who is a ward of the state. The district's foster care liaison is considered the designated point of contact for collaboration with DCF on transportation procedures.

The District has designated the following staff person as the District foster care liaison:

Name:
Position:
E-mail:
Address:
Telephone:

Child Welfare Agency

In Kansas, DCF is the regular child welfare agency for collaboration on transportation procedures. The Child Protective Services ("CPS") division of DCF will typically be the division that works with the district on issues related to students in foster care, however, tribal child welfare agencies may also be involved with this process. Therefore, whenever DCF is used in these regulations, it may be deemed to apply to any child welfare agency based on the circumstances.

Child Welfare Contact

The district, if receiving Title I, Part A funds, must collaborate on transportation procedures with the DCF-designated contact if DCF notifies the district in writing that DCF has designated an employee to serve as a point of contact for the district.

Approved:

KASB Recommended Regulations – 12/16; 5/26

**General Transportation Procedures ~~(OPTIONAL)~~**

To ensure that transportation is provided promptly when it is determined to be in the best interest of a student in foster care to remain in the school of origin, the district has developed the following transportation procedures. These procedures will guide the development of an individual transportation plan for a student needing transportation to his or her school of origin.

If the secretary of DCF changes the placement of a child from one school district to another school district or across a school boundary within the same district, and determines that it is in the best interests of the child to remain enrolled in and attending the school of origin, the affected school district and the secretary shall coordinate to develop a transportation plan to get the child to and from such school of origin.

Such plan shall address the availability and cost of such transportation, including how such costs shall be reimbursed by the secretary, paid by the school district, or shared between both parties. When developing such transportation plan, consideration shall be given to the:

(A) Age, maturity and behavioral capacity of the child;
(B) type of transportation available;
(C) flexibility in the school schedule;
(D) the effect of extracurricular activities on transportation options;
(E) traffic routes and patterns; and
(F) individualized needs of the child.

Funding Strategies

The district and DCF have identified the following funding options that may be implemented if additional costs to transport a student in foster care to the school of origin are determined:
(Adjust the items below to include those agreed upon by the district and DCF. Consider any cost-sharing strategies that the district has used successfully with neighboring districts in transporting students who are homeless to and from their school of origin or any other programs where transportation costs are shared.)

1. Cost sharing between the district and DCF through use of a specific transportation strategy in which each party is responsible for a segment of the transportation;
2. Offset of costs by DCF, such as using Title IV-E funds paid to a foster parent or caregiver for transportation;
3. Cost sharing between the school district of attendance and the school district where the student is living;
4. Use of the district's Title I funds;
5. Use of Medicaid reimbursements if the IEP for a student receiving special education services will include transportation as a related service;
6. Use of any available grant funds; and
7. [Other].

Transportation Strategies

The following transportation strategies may be considered in achieving transportation to a student's school of origin:

(Adjust the items below to include those agreed upon by the district and DCF. Consider any strategies that have been used successfully to transport students who are homeless to and from their school of origin and effective practices currently used to share transportation costs with neighboring districts, community partners, or others.)

1. Arranging transportation by the foster parent or caregiver to the school of origin or to a bus stop on a route to the school of origin, such as when the foster parent lives within a certain distance from the school of origin;
2. Arranging transportation by a relative or another adult approved by DCF with whom the student has a relationship and whose existing commute aligns with the student's transportation need to the school of origin or a bus stop on a route to the school of origin;
3. Maximizing the existing district transportation system by exploring ways the student can be transported to an existing bus stop that serves the school of origin (options to transport the student to an existing bus stop could occur through use of public transportation with a bus pass or transportation voucher, or transportation by the foster parent or caregiver, a relative, or another adult with whom the student has a relationship);
4. Using existing intradistrict transportation options that allow students to be transported within the district, such as routes for students who are homeless, students attending magnet programs, or students receiving special education services (this option may require the addition of a bus stop on an existing route or that an existing route be rerouted to accommodate the transportation needs);
5. Coordinating with the district in which the student is living to provide transportation to the district boundaries or an existing bus stop within the district;
6. Evaluating whether an IEP for a student receiving special education services will include transportation to the student's special education program at the school of origin as a related service;
7. Contracting with a private transportation company, such as a taxi service, for the student's transportation needs;
8. Using public transportation with a bus pass or transportation voucher;
9. Adding a district transportation route; or
10. [Other].

Individual Transportation Plan

When DCF determines that the best interest of a student in foster care is to remain in the school of origin, the district foster care liaison will take steps to promptly collaborate with relevant DCF staff on how transportation to the school of origin will be provided, arranged, and funded.

When possible, and to allow for adequate consideration of the student's needs, individual transportation planning will begin in advance of placement changes and will occur in coordination with the consultation on the student's educational best interest.

The district foster care liaison will convene a meeting to establish an individualized transportation plan for the student. The liaison will attempt to include the student's DCF education decision-maker and others who may be involved in education decision-making for the student, such as the student's caseworker, foster parent or caregiver, and the court-appointed special advocate (CASA) liaison. The District foster care liaison may also involve other district staff, as appropriate. The liaison will involve the district transportation director if the individual transportation plan will involve adjustments to existing bus routes.

If necessary, the district foster care liaison will identify a short-term transportation strategy that may be used until the final transportation plan is completed so that the student can remain at the school of origin without interruption.

In evaluating transportation options to the school of origin, participants will prioritize student safety, cost effectiveness, reliability, and time and distance of the commute.

Determining Additional Costs

To identify whether additional costs will be incurred in an individual transportation plan to transport the student to the school of origin, the foster care liaison will consult with the district transportation director to calculate the cost of transporting the student to the school that the student would otherwise attend, which will be used as a comparison. In accordance with the federal Non-Regulatory Guidance, if the district is able to provide transportation through an established bus route, there are no additional costs. If the district will reroute buses or provide transportation through a private vehicle or transportation company, the district may consider as additional costs the cost of rerouting buses or the difference between the special transportation costs and the usual transportation costs.

Administrative costs, such as additional staff time to coordinate transportation, will also be considered in determining whether there are additional costs to transport the student in foster care to the school of origin.

Plan Elements

The individual transportation plan may include:

1. A daily transportation strategy;
2. One or more backup transportation strategies;
3. Transportation strategies to allow participation in after-school and extracurricular activities;
4. A description of the funding strategy that will be used if additional costs to transport the student to the school of origin are identified;
5. Identification of who is responsible for each aspect of the transportation strategy;
6. Designation of an adult to accompany younger students, if necessary, such as when public transportation is used;
7. For transportation strategies with multiple segments, sign off procedures to ensure that the student safely and successfully completes each segment;
8. A communication protocol between the District and DCF when transportation for a student is no longer needed; and
9. A regular review process for adjusting transportation strategies when circumstances change.

The final individual transportation plan will require a signature by the foster care liaison and a district official who has authority to approve any additional expenditure. The DCF education decision-maker and the foster parent or caregiver, if different from the education decision-maker, will also be asked to sign the plan.

Approved:

KASB ~~Optional~~ Procedures – 12/16; 6/26

**JBCC - Enrollment of Nonresident Students**

(See JBC, JBCA, JBCB, and JQKA)

Kansas law requires the board to allow nonresident students to enroll in and attend the schools of the district if the board's capacity determination finds there are open seats for such students. In order to determine the district's capacity to accept nonresident students at each grade level in each district school, the board has adopted this policy.

Details concerning the nonresident enrollment and continued enrollment processes for nonresident students may be found in this policy, while general processes on enrollment documentation, assignment to buildings and classes, etc., may be found in board policy JBC.

This policy does not apply to any virtual school, as defined by Kansas law, or to any school located on a military installation.

Any child who is experiencing homelessness shall be permitted to enroll in and attend the school district of origin or the school district of residence without application and acceptance through this policy.

Any student in custody of the Department for Children and Families who has attained the age of eligibility for school attendance shall be permitted to enroll in and attend any school in any school district of the state or remain enrolled in and continue attending school in the student's school of origin without application and acceptance through this policy.

Any foreign exchange student who resides, or will reside, with a host family in the district may be permitted to enroll in and attend school in the district as if the student were a resident and shall not be subjected to the open-seat lottery for enrollment and attendance purposes.

Definitions

For the purposes of this policy, the following definitions apply.

"Homeless child" means a child who lacks a fixed, regular and adequate nighttime residence and whose primary nighttime residence is:

A. A supervised publicly or privately operated shelter designed to provide temporary living accommodations, including welfare hotels, congregate shelters and transitional housing for the mentally ill;

B. an institution that provides a temporary residence for individuals intended to be institutionalized; or

C. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for humans.

Except as otherwise provided in this policy, "~~Nonresident~~ nonresident student" means a child of school age, pursuant to Kansas law, who resides in Kansas and is enrolled and in attendance at or seeking to enroll and attend a school located in a district where such student is not a resident.

"Parent" means and includes natural parents, adoptive parents, stepparents, and foster parents.

"Person acting as parent" means:

A. A guardian or conservator; or

B. a person, other than a parent, who:

   i. Is liable by law to maintain, care for or support the child;

   ii. has actual care and control of the child and is contributing the major portion of the cost of support of the child;

   iii. has actual care and control of the child with the written consent of a person who has legal custody of the child; or

   iv. has been granted custody of the child by a court of competent jurisdiction.

"Receiving school district" means a school district of nonresidence of a student who attends school in such school district.

"Sibling" means a brother or sister of the whole or half blood, adoptive brother or sister, a stepbrother or stepsister or a foster brother or foster sister.

Determining Capacity for Nonresident Enrollment

The superintendent or designee has the responsibility for studying capacity in each school of the school district and at each grade level within each school and for making recommendations to the board regarding the district's capacity to accept nonresident students. To make recommendations to the board to assist with determining capacity, the superintendent or the superintendent's designee(s) shall do the following.

The superintendent or designee shall develop recommendations on capacity and classroom student-to-teacher ratios in each grade level in each school serving kindergarten students and students in grades one through eight. Such recommendations may be based on, but not be limited to, the following factors:

- Present classroom student-teacher ratios in each grade level in each school;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends; and

- maximum capacity of the classroom and associated learning, activity, and common area spaces.

The superintendent or designee shall develop recommendations on capacity and student-to-teacher ratios for each school building or program serving students in grades nine through twelve. Such recommendations may be based on, but not be limited to, the following factors:

- Present building or program student-teacher ratios;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends;
- anticipated demand for particular courses or programming; and
- maximum capacity of the classroom and associated learning, activity, and common area spaces.

On or before May 1st of each year, the superintendent shall present the recommendations concerning capacity and student-to-teacher ratios to the board for adoption or modification, and the board shall determine, for each grade level in each school building of the school district for the next succeeding school year, the following:

- Capacity based on the study conducted by the superintendent or the superintendent's designee;
- the number of students expected to attend school in the school district; and
- the number of open seats available to nonresidents at each grade, building, or program level.

On or before June 1st of each year, the district shall publish the number of open seats available to nonresident students in each grade level for each school building of the district for the next succeeding school year on the school district's website.

From January 1st through June 15th, district administration shall accept applications from nonresident students seeking to enroll in and attend the district in the next school year.

If the number of applications for a grade level in a school building is ~~less~~ fewer than the number of available seats for that grade level in the school building, the nonresident students shall be accepted for enrollment and attendance at the school district, unless the nonresident student is deemed not in good standing.

If the number of applications for a grade level in a school building is greater than the number of available seats for the grade level in the school building, district administration shall randomly select

nonresident students deemed in good standing using a confidential, open-seat lottery process. This process shall be completed on or before July 15th of each year.

The district shall provide to the parent or person acting as a parent of a nonresident student who was not accepted for or denied enrollment at such school district the reason for the nonacceptance or denial and an explanation of the nonresident student selection process on or before July 30th of each year.

Priority in Filling Open Seats

Regardless of capacity determinations, any nonresident student whose parent or person acting as parent is employed by the district ~~the following categories of students~~ shall be allowed to enroll as if a resident student~~s~~ while the parent or person acting as a parent remains employed by the district, ~~if~~ and ~~they~~ the ~~are~~ student is deemed to be in good standing by district administration.~~:~~

- ~~any child who is in the custody of the Department for Children and Families and who is living in the home of a nonresident student who transfers to the district; or~~
- ~~any nonresident student who has a parent or person acting as parent employed by the district, while the parent or person acting as a parent remains employed by the district.~~

Subject to having capacity to enroll nonresident students, the district shall give priority in enrollment to the following nonresident students deemed in good standing to enroll. These students shall receive open seats without necessity of being selected through any open-seat lottery:

- Any sibling of a nonresident student who is enrolled in and attending school in the district or who is accepted to enroll in and attend school in the district, with priority given when the nonresident student is first accepted and, if necessary, at any other time the district considers transfer applications; and
- any nonresident student who is a military student as defined in K.S.A. 72-5139, with priority given when the student is first accepted and, if necessary, at any other time the district considers transfer applications.

If one of these exceptions no longer applies to the student, the student's enrollment status would be subject to review based upon the considerations for determining good standing in this policy.

Prohibitions Regarding Open Enrollment Provisions of this Policy

The district shall not:

- Charge tuition or fees to any nonresident student who transfers to the district pursuant to this policy, except fees that are otherwise charged to every student enrolled in and attending school in the district; or

- accept or deny a nonresident student transfer based on ethnicity; national origin; gender; income level; disabling condition; proficiency in the English language; or measure of achievement, aptitude, or athletic ability.

Except for a child in the custody of the Department for Children and Families or a child who is experiencing homelessness, a nonresident student shall not transfer more than once per school year to one or more receiving school districts pursuant to the provisions of this policy or authorizing Kansas law.

Transportation of Students

Neither a resident school district nor a receiving school district shall be required to provide transportation to nonresident students unless otherwise required by applicable law. If space is available on district transportation vehicles, the district may assign nonresident students an in-district bus stop to and from which transportation may be provided by the district for nonresident students. The receiving district may provide transportation from the student's residence by notifying the sending district of the receiving district's intent to provide transportation. The district shall ensure that transportation for nonresident homeless students is provided comparably to that of housed students.

KSHSAA Eligibility

Nothing in this policy or state law shall exempt a nonresident student who transfers into the district from the requirements of the Kansas State High School Activities Association ("KSHSAA") regarding eligibility to participate in KSHSAA activities.

Information Share with the Kansas State Department of Education

The superintendent shall annually submit, or have submitted, to the Kansas State Department of Education this policy, the number of nonresident student transfers approved and denied in each grade level, and whether the denials were based on capacity or in accordance with the policy's terms.

Nonresident Student Continued Enrollment

A nonresident student who has been accepted for enrollment and attendance at a district school shall be permitted to continue enrollment and attendance in the district until such student graduates from high school, reaches the age of 21 (if the student is a student with an exceptionality, not solely eligible for gifted services under an individualized education program), or receives a G.E.D., unless such student is no longer deemed by district administration to be in good standing.

Except as otherwise specified herein, nonresident students who were enrolled in and attending the district during school year 2023-2024, who were attending the district as a resident student in 2023-2024 but have since moved out of the district, or who have been accepted for enrollment by the school district on or after June 1, 2024, will be allowed to continue enrollment in the district as specified above. The

district will not require parents of such students or adult or emancipated students to resubmit a new application each school year.

Determining Good Standing

Regardless of capacity to accept nonresident students at a nonresident student's grade level or in the student's designated school or program, an individual student may be denied enrollment or continued enrollment for not being in good standing. Nonresident student applicants for enrollment and nonresident students already enrolled in and attending school in the district shall be evaluated by district administration to determine standing for enrollment or continued enrollment.

Students may be denied enrollment or continued enrollment for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Similarly, administration shall consider the adverse impact of homelessness on a student's attendance and any resulting suspensions or expulsions before making a determination on the enrollment or continued enrollment of a student who is homeless. As part of this reflection, administration shall consider the obstacles a homeless student faces to arrive at school on time or each day due to housing instability, lack of transportation, or lack of other basic resources that can hinder consistent attendance.

A student meeting one or more of the following criteria shall automatically be deemed not in good standing and may be denied enrollment or continued enrollment based solely thereon.

- The nonresident student failed to maintain a 90% attendance rate in the last school year, excluding excused absences under board policy JBD and/or any relevant student handbook language;
- the nonresident student or the student's parent or person acting as a parent provided false or fraudulent information in the application process;
- the nonresident student is not a Kansas resident;
- the student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun.
- the student has had three or more out-of-school suspensions in the current school year, excluding suspensions determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan; or
- the student has been given a long-term suspension or expulsion by a school district in the current school year.

Parents shall be informed of any administrative decision not to enroll or to discontinue enrollment of a nonresident student.

If district administration denies the enrollment application of a nonresident student due to the school district deeming the nonresident student as not in good standing, the parent or person acting as a parent of such student may appeal the decision to the board. A current nonresident student who is determined not to be in good standing shall not be entitled to the appeal process outlined herein.

Any student who has been denied enrollment or continued enrollment due to being deemed not in good standing may reapply for nonresident enrollment in subsequent school years.

Appeal Process

If a nonresident student's application for enrollment is denied because the student is determined not to be in good standing, the parent or person acting as a parent may appeal the administrative decision to the board.

If a parent or person acting as a parent wishes to appeal this decision, a written request for an appeal must be submitted to the clerk of the board within 10 days of receiving notice the student's application has been denied for lack of good standing. Such request shall include the individual's reasons for disagreeing with the administration's decision.

The board shall consider any appeal of these decisions and any supplemental documentation provided therewith at the next regularly scheduled board meeting following receipt of the request for appeal, and the board's designee shall notify the requestor of the result of the appeal in writing within 10 days of the board's decision thereon.

Enrollment of Out-of-State Students

If capacity for nonresident student enrollment remains after the aforementioned application, enrollment, and the disenrollment process has concluded, district administration may consider applications for enrollment submitted by students who are not Kansas residents. However, priority in enrollment shall be given to Kansas residents.

If a student who is an out-of-state resident is in good standing and has a parent or a person acting as a parent who is employed by the district, district administration may allow the student to enroll in and attend school in the district as if they were a resident of the district.

Approved:

KASB Recommendation – 6/23; 10/23; 5/24; 12/25; 6/26

**JBD - Absences and Excuses**

(See AEB, IHEA, JB, JBE, JBH, and JDD)

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

Excused/Unexcused Absences

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal; and
- Students of ~~active duty~~active-duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence and would subject a student to appropriate disciplinary action. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

Significant Part of a School Day

An absence of two or more hours in any school day shall be considered an absence for a significant part of the school day.

Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

Approved:

KASB Recommendation – 7/96; 9/97; 4/07; 12/14; 6/15; 6/26

**JCDC - Student Personal Electronic Communications Devices**

(See BDA, JBD, and JDD)

Students are prohibited from using or accessing personal electronic communication devices during the school day while on district owned or operated property, except as expressly permitted by this policy or by law.

This policy does not apply to any virtual school, as defined by Kansas law.

When personal electronic communication device use is not permitted, students are allowed reasonable access to a school-provided telephone or communication device during the school day to contact a parent or person acting as a parent.

Device Storage

All student personal electronic communication devices shall be powered off and securely stored away from the student's person in an inaccessible location during the school day, unless an exception applies to this requirement as specified in this policy.

Students may choose not to bring personal electronic communication devices to school by leaving such devices at home or in a vehicle, including a vehicle located on school premises. As students will not have the ability to access or use such devices during the school day, students are encouraged to leave any personal electronic communication devices not necessary for the implementation of their Individualized Education Program (hereafter "IEP") or Section 504 accommodation plan (hereafter "504 plan"), communication during their commute to or from school, for work, or learning experience that is not located on the school premises at home. If students elect to leave such devices in their vehicle, students are encouraged to lock their vehicles to protect against theft of or damage to the devices.

Kansas law provides that the board, school district employees, and/or any agents thereof shall not be liable for any damage to personal electronic communication devices or for storage of such devices that are brought to school.

The superintendent or superintendent's designee(s) shall develop procedures to ensure all personal electronic communication devices are turned off and securely stored away from the student's person in an inaccessible location during the school day. Such procedures shall be included in student handbooks as adopted by the board and communicated to students and parents/guardians as deemed appropriate by district administration.

Definitions

For purposes of this policy, the following definitions apply:

"Personal electronic communication device" is any wireless electronic communication device that both provides for voice, text, or video communication between two or more parties, including, but not limited to, a mobile or cellular phone, tablet, computer, watch, wireless headphones or earbuds, text

messaging device, or personal digital assistant; and is not owned or issued to students by the school district.

"School day" is the time from the start of school until dismissal at the end of the day on the school premises, including, but not limited to, the time in any classroom, structured or unstructured learning setting, recess, lunch or passing period. The term "school day" excludes any time associated with a student's travel to or from a learning experience that is not located on the school premises, including any postsecondary educational course, career technical education course, work-based learning program, or other alternative educational opportunity.

Permitted Exception

A student may be permitted to use a personal electronic communication device during the school day under the following circumstances.

Any student may use a personal electronic communication device during the school day if it is the intervention of last resort such that there is no other reasonable alternative option available for such student, and the use is either:

- Required for the implementation of a student's IEP or 504 plan; or
- Approved by a licensed physician as a medical necessity to support the health or well-being of the student.

Use During School-Sponsored Activities Before and After the School Day

Students [*may/shall not*] use or access personal electronic communication devices during school-sponsored activities, programs, or events occurring before and after the regular school day, subject to district-approved procedures, event-specific rules, and staff direction.

Enforcement and Disciplinary Action

Violations of this policy [*may/shall*] result in disciplinary action in accordance with the district's student code of conduct. Disciplinary measures may include, but are not limited to, confiscation of the device through the end of the school day, referral to administration for determination of appropriate consequence, parental notification, or other appropriate disciplinary response, up to and including suspension and/or expulsion from school.

Discipline shall be applied in a nondiscriminatory manner and shall not interfere with rights provided under an IEP, 504 plan, or applicable law.

Administrative Procedures and Directives

The superintendent or designee(s) may develop administrative procedures and provide directives necessary to ensure consistent implementation of this policy and any board approved regulations and

handbooks across district buildings, so long as such procedures and directives are not in conflict with board approved policy, regulation, or handbook language.

Approved:
KASB Recommendation - 4/26

**JGEC ~~–~~ Sex-Based Discrimination~~ual Harassment~~**

(See GAAC, GAAD, GAF, JDDC and KN)

The board of education is committed to providing a positive and productive ~~learning and~~ working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates ~~and is prohibited by Title IX from engaging in such discrimination~~. Discrimination on the basis of sex, including sexual harassment, ~~will not be tolerated in the school district. Discrimination on the basis of sex~~ of employees or students of the district in any district education program or activity will not be tolerated in the school district and is strictly prohibited.

Sex-based discrimination, including ~~Sexual~~ sexual harassment, is unlawful discrimination ~~on the basis of sex~~ under Title IX of the Education Amendments of 1972~~, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination~~. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

~~It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.~~

~~Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.~~

~~Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.~~

~~The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.~~

(Position or name, address, email address, and phone number of the Title IX Coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of

the Education Amendments of 1972~~, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination~~. Information concerning the provisions of ~~these~~ this Act~~s~~, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481~~, or~~; at OCR@ed.gov; or both.

~~Response to Harassment Complaints~~

~~The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.~~

Definitions

For the purposes of this policy, ~~The~~ the following definitions apply~~ to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination~~.

"Appeal decision-maker" reviews the appeal along with written statements in support of, or challenging, the outcome of the written determination regarding responsibility, and other relevant documentation collected during the formal grievance process. The appeal decision-make shall not be the Title IX Coordinator, investigator, decision-maker, or formal resolution facilitator.

~~The~~ "~~complainant~~Complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

~~The~~ "~~decision~~Decision-maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator, ~~or~~ investigator, appeal decision-maker, or formal resolution facilitator.

"Domestic violence" includes felony or misdemeanor crimes ~~of violence~~ committed by a ~~person who is a~~ current or former spouse or intimate~~,~~ partner~~, person with whom~~ of the victim ~~shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim~~ under the family or domestic violence laws of Kansas ~~or applicable federal law, or by any other person against an adult or youth victim having protection from such person's acts by Kansas or applicable federal law~~.

~~A~~ "~~formal~~ Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

"Informal resolution facilitator" is a neutral person, designated by the Title IX Coordinator, who has been trained to assist the parties through the voluntary informal resolution process. The informal resolution facilitator shall not be the Title IX Coordinator, investigator, decision-maker, or appeal-decision maker.

~~The~~ "~~investigator~~Investigator" is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report. The investigator shall not be the Title IX Coordinator, decision-maker, appeal decision-maker, or informal resolution facilitator.

~~A~~ "~~respondent~~Respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sex-based discrimination" means any unfair treatment, unequal opportunity, or harassment on the basis of sex in the district's programs or activities.

"Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

"Sexual harassment" means conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complaint or the respondent regardless of whether a formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school, and other similar measures. The supportive measures provided to the complainant or respondent by the district must remain confidential to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

~~The~~ "Title IX Coordinator" is the individual designated at the district level who has the responsibility to coordinate compliance with Title IX of the Education Amendments of 1972~~, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination~~. The Title IX Coordinator's responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

Reporting of Sex-Based Discrimination, including Sexual Harassment

The district takes all reports of sex-based discrimination, including sexual harassment, seriously and will respond meaningfully to every such report of which the district has actual knowledge.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Any act of retaliation or discrimination against any person who has opposed discrimination; filed a complaint; or testified, assisted, or participated in any investigation, proceeding, or appeal involving sex-based discrimination, including sexual harassment, is prohibited. The district will take appropriate available action to address retaliation, which may include student or employee discipline procedures.

It shall be a violation to discourage a student or an employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy shall result in appropriate disciplinary action.

False or malicious complaints of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the complainant.

False statements made in the course of an investigation of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the individual.

Complaint Process for Sex-Based Discrimination (Not Sexual Harassment)

Complaints of sex-based discrimination that do not allege sexual harassment will be investigated through the complaint procedure outlined in policy KN to determine whether, under the totality of the circumstances, the alleged behavior constitutes a violation of this policy.

Actions determined to be in violation of this policy shall result in disciplinary action, up to and including termination for employees and expulsion for students. Actions which are in violation of other policies but do not constitute sex-based discrimination may also result in appropriate discipline.

Grievance Process for Sexual Harassment

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the Title IX Coordinator, the employee's supervisor, or other designated district official. Employees who fail to appropriately report complaints or incidents of sexual harassment to the Title IX Coordinator, their supervisor, or other designated district official may face disciplinary action.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education.

The Title IX Coordinator, any investigator, decision-maker, appeal decision-maker, or any ~~person who facilitates an~~ informal resolution facilitator ~~process~~ shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including avoiding prejudgment of the facts, conflicts of interest, and bias.

Investigators shall receive training on issues of relevance of questions and evidence in order to create investigative reports that fairly summarize relevant evidence.

~~———~~Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

~~Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.~~

~~———Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.~~

~~Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.~~

~~———If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its reoccurrence.~~

Within 10 business days of any reports of sexual harassment, ~~T~~the Title IX Coordinator shall ~~promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:~~

- ~~C~~contact the complainant ~~within 10 business days~~ and discuss the availability of supportive measures, with or without the filing of a formal complaint~~,~~; ~~and~~ consider the complainant's wishes as to supportive measures; and

~~I~~inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process. ~~process.~~

Informal Resolution Process for Sexual Harassment Complaints

At any time during the formal complaint process regarding alleged sexual harassment and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process requires:

- The informal resolution facilitator is to be a trained educational professional, consultant, or other individual selected by the Title IX Coordinator who has received training on their role;

- the parties to be provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- at any time prior to agreeing to a resolution, any party to have the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and to be informed of any consequences resulting from participating in the informal resolution process;
- that the parties voluntarily consent, in writing, to the informal resolution process; and
- that the informal resolution process is not used to resolve allegations that an employee has sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the resolution, have both parties sign the agreement, provide a copy of the agreement to both parties, and forward it to the Title IX Coordinator. If the matter is not resolved, the informal resolution facilitator will notify the Title IX Coordinator, who will resume the formal complaint process.

Formal Grievance Process for Sexual Harassment Complaints

No formal investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

The procedures for filing a formal complaint are as follows.

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

Upon receipt of a formal complaint, the Title IX Coordinator shall either dismiss the formal complaint or initiate the formal grievance process by providing notice to the parties of the complaint.

Dismissal of a Formal Complaint of Sexual Harassment

The Title IX Coordinator must dismiss the complaint if it is determined that:

- Even if all the facts alleged are true, the conduct alleged in the formal complaint would not constitute sexual harassment as defined herein;
- the conduct did not occur in the recipient's education program or activity; or
- the conduct did not occur against a person in the United States.

During the course of the formal grievance process, the Title IX Coordinator may dismiss the complaint if:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- the respondent is no longer enrolled in or employed by the district; or
- specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal of a complaint, the Title IX Coordinator must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

Dismissal of a formal complaint does not preclude an investigation or disciplinary action under another district policy.

~~Supportive Measures~~

~~The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.~~

~~The Formal Complaint~~

~~No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.~~

~~A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:~~

- ~~At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.~~
- ~~A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.~~
- ~~A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.~~
- ~~An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.~~

Initiation of Formal Grievance Process for Sexual Harassment Complaint~~s Notice Requirements~~

Upon filing of a formal complaint of sexual harassment, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
  - the identities of the parties involved, if known;
  - the conduct allegedly constituting sexual harassment; and
  - the date and location of the alleged incident, if known.
- ~~An explanation of the~~The district's investigation procedures, including any informal resolution process;

- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, the Title IX Coordinator shall provide notice of the additional allegations ~~shall be provided~~ to known parties.

Formal Complaint Investigations ~~Procedures~~Regarding Sexual Harassment

To ensure a complete and thorough investigation of any sexual harassment complaint and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied by ~~with~~ an advisor of ~~the party's~~their choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party or witness is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint of sexual harassment, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondents;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

~~Formal Complaint Investigation Report~~

The investigator shall prepare an initial investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors ~~for review and response~~simultaneously.

~~Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow t~~The parties shall have 10 days to submit a written response to the initial report for the investigator's consideration.

Following the opportunity for the parties and their advisors to review and respond to the initial report, the investigator shall submit a final report to the parties and the Title IX Coordinator simultaneously. Upon receipt, the Title IX Coordinator shall provide a copy of the final report and supporting documentation to the decision-maker.

Decision-Maker's Determination Regarding Sexual Harassment Complaints

Upon receiving the investigator's final report, but prior to reaching a determination regarding responsibility, the decision-maker must ~~make a determination regarding responsibility and~~ afford each party the opportunity to submit written, relevant questions that ~~the parties~~ a party wants asked of any party or witness, provide each party with ~~the~~ any answers provided, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- ~~Describe~~ describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- ~~Include~~ include the findings of fact supporting the determination;
- ~~Address~~ address any district policies and/or conduct rules which apply to the facts;
- ~~A~~ a statement of, and rational for, the result as to each allegation, including a determination regarding responsibility; and
- ~~The~~ the procedures and permissible bases for the complainant and/or respondent to appeal the determination.

The written determination may, but is not required to, recommend that, based on respondent's action, respondent be subject to disciplinary sanctions and any remedies designed to preserve access to the educational program or activity that may be provided by the district to the complainant.

Actions determined to be in violation of this policy shall result in disciplinary action, up to and including termination for employees and expulsion for students. Actions which are in violation of other policies but do not constitute sex-based discrimination may also result in disciplinary action.

A copy of the written determination shall be provided to both parties and the Title IX Coordinator simultaneously.

~~The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined inboard policy and state law governing student suspension and expulsion will be followed.~~

~~If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.~~

~~Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.~~

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed~~;~~, or on the date the opportunity for an appeal expires.

If the formal grievance process determines the actions constituted sexual harassment in violation of this policy, the respondent shall be subject to disciplinary action, up to and including termination for employees or expulsion for students. If the formal grievance process determines the actions were in violation of other policies but do not constitute sexual harassment, the respondent may be subject to discipline under those policies.

If it is determined that sexual harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Appeals Regarding Sexual Harassment Complaints

The complainant or respondent may appeal the decision-maker's determination regarding responsibility of a sexual harassment complaint or a dismissal of a formal complaint, on ~~the~~ any of the following ~~bases~~:

- Procedural irregularity that affected the outcomes;
- ~~New~~ new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal of the complaint was made that could affect the outcome; and/or
- ~~The~~ the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the ~~Investigator~~investigator, ~~or~~ the decision-maker, or informal resolution facilitator that participated in any level of the grievance process that led to ~~from~~ the original determination.

The Title IX Coordinator shall notify the parties in writing of the filing of an appeal and implement appeal procedures equally for both parties.

The appeal decision-maker shall give the parties an equal opportunity to submit a written statement in support of, or challenging, the outcome of the determination regarding responsibility. ~~will issue a written decision w~~Within 30 days after the appeal is filed~~.~~, ~~The~~ the appeal decision-maker shall issue a written decision, including ~~will describe the result of the appeal and~~ the rationale for the ~~result~~decision, and~~.~~

~~The appeal decision-maker shall:~~

- ~~Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;~~
- ~~Notify both parties in writing of the filing of an appeal and give an opportunity to submit further evidence in writing;~~
- ~~Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;~~
- ~~Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;~~
- ~~Describe the result of the appeal and the rationale for the result in the decision; and~~
- ~~P~~provide the written decision simultaneously to both parties and to the Title IX Coordinator.

~~Informal Resolution Process~~Recordkeeping

Records relating to sexual harassment complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.~~At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.~~

~~At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.~~

~~The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:~~

- ~~The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;~~
- ~~At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the investigation of the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process;~~
- ~~The parties voluntarily and in writing consent to the informal resolution process; and~~
- ~~The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.~~

~~If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.~~

~~If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.~~

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

~~The filing of a complaint or otherwise reporting sex discrimination including sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving sex discrimination, including sexual harassment, is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.~~

~~False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.~~

Dissemination of Policy

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be ~~posted~~published ~~in each~~ in district ~~facility shall be published in student~~ handbooks~~,~~ and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices in district or school publications, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees.

In addition, the district is required to include a statement of ~~nondiscriminatory policy~~nondiscrimination in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved:

KASB Recommendation – 7/96; 8/98; 7/03; 4/07; 6/13; 6/15; 12/18; 6/20; 7/20; 6/21; 6/26

**JGFGA - Administration of Emergency Opioid Antagonists**

Kansas law creates standards governing the use and administration of emergency opioid antagonists approved by the U.S. Food and Drug Administration ("FDA") to inhibit the effects of opioids and for the treatment of an opioid overdose. Any first responder or school nurse is authorized to possess, store, distribute, and administer emergency opioid antagonists as clinically indicated, provided that all personnel with access to emergency opioid antagonists are trained in proper protocol.

Similarly, Kansas law allows a patient or bystander (meaning a family member, friend, caregiver, or other person in a position to assist a person who the bystander believes to be experiencing an opioid overdose) to acquire and utilize emergency opioid antagonists.

Therefore, to further prioritize student health and safety in its schools, programs, and activities, ~~the board authorizes~~ the district ~~to~~ shall obtain, store, and administer the emergency opioid antagonist ~~naloxone~~Naloxone, which is commonly known by the brand name Narcan, ~~and/or other opioid antagonists~~ for emergency use in its schools. A stock supply of Naloxone may consist of one or more standard-dose prepackaged nasal spray devices. The school nurse ~~or~~ and other properly trained and designated district staff members may administer such medication in emergency situations to an individual who displays the signs and symptoms of opioid overdose at school, on school property, or at a school-sponsored event if such school nurse or designated school staff member reasonably believes that an individual is exhibiting the signs and symptoms of an overdose. Opioid antagonists may be available during the regularly scheduled school day. They may be available at other times at the discretion of the superintendent.

The board establishes the following rules governing the utilization and administration of emergency opioid antagonists, such as, but not necessarily limited to, ~~n~~Naloxone ~~and Narcan~~, by members of district staff.

Training

If obtaining the emergency opioid antagonist through a pharmacy, the providing pharmacy of the emergency opioid antagonist (hereafter "the product") shall provide written education and training materials to the individual to whom the product is dispensed. First Aid for Opioid Overdose must be obtained by each school nurse and other staff members designated by the superintendent to respond to potential opioid overdose situations. In addition, all district staff members with access to emergency opioid antagonists shall be trained, at a minimum, on the following:

- Techniques to prevent opioid overdose, to recognize signs of such an ~~opioid~~ overdose and to effectively respond thereto;

- Standards and procedures to safely store the emergency opioid antagonist where readily accessible to the school nurse, if applicable, or other designated school staff members responsible for distribution~~, distribute,~~ and ~~administer an~~administration of the emergency opioid antagonist;
- Spotting potential side effects or adverse events that may occur as a result of administering an emergency opioid antagonist;
- Emergency follow-up procedures, including the requirement to summon emergency ~~ambulance~~ medical services either immediately before or immediately after administering an emergency opioid antagonist to a patient; ~~and~~
- Inventory requirements, recordkeeping, and reporting any administration of an emergency opioid antagonist to the school nurse or another healthcare provider~~.~~; and
- Availability of drug treatment programs.

District staff members personally acquiring such products for use as a patient or bystander are encouraged to inform the school nurse or the superintendent's designee, so that they may be trained in proper protocol and included in the school or district's crisis response plan regarding potential opioid overdose.

Procurement of the Product

The school nurse or other staff member(s) designated by the superintendent will be responsible for the procurement of the product.

Storage

The following storage protocols shall be followed:

- The product will be clearly marked and stored in an accessible place at the discretion of the school nurse or the superintendent's designee.
- The product will be stored in accordance with the manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.
- Inspection of the product shall be conducted at least quarterly.
- The individual responsible for the product's safekeeping shall check, document, and track the expiration date found on the box. Pursuant to Kansas law, "emergency opioid antagonist" is defined to include an expired emergency opioid antagonist up to 10 years past the products expiration date. Therefore, the individual responsible for the product's safekeeping shall ~~and~~ replace the product ~~once it has expired~~ on or before the 10th anniversary of its expiration date.

Use of the Product

In case of a suspected opioid overdose, the school nurse, designee, or other individual shall follow the protocols outlined in the training or product instructions in administering the product.

Follow-up

- After administration of the product, the school nurse, or other designated staff, will report appropriate information to emergency services, parents (guardians), central office personnel, and if determined necessary, the patient will be transported to a hospital.
- The school nurse or other designated staff will complete the designated incident report and file the report with the school nurse or district office, whichever is applicable.

Limitations on School Nurses

While Kansas law supports the use of emergency opioid antagonists for up to 10 years after their expiration dates, school nurses are not to prescribe, dispense, distribute, or furnish expired emergency opioid antagonist, in order to protect their professional licenses.

Gifts, Grants, and Donations

The board is authorized by law to accept monetary gifts, grants, and donations to provide a stock supply of Naloxone for emergency use in its schools or may accept Naloxone nasal spray devices from manufacture or wholesalers.

Protection from Liability

Any patient, bystander, school nurse, a first responder, or technician operating under a first responder agency, who, in good faith and with reasonable care, receives and administers an emergency opioid antagonist pursuant to this policy to a person experiencing a suspected opioid overdose shall not, by an act or omission, be subject to civil liability or criminal prosecution, unless personal injury results from the gross negligence or willful or wanton misconduct in the administration of the emergency opioid antagonist.

Publish Policies and Procedures

The district shall publish information related to its Naloxone policies and procedures in student handbooks and any other locations, as determined by appropriate by the superintendent.

Approved:

KASB Recommendation – 6/23; 6/24; 6/26

**JGFGAA - Stock Supply of Emergency Medication**

Any school may maintain a stock supply of emergency medication, such as epinephrine and/or albuterol, upon obtaining a prescription from a physician, certified nurse-midwife, a licensed advanced practice registered nurse, or a licensed physician assistant.

A stock supply of epinephrine may consist of one or more standard-dose or pediatric-dose epinephrine ~~auto-injectors~~ delivery systems. A school nurse or designated school personnel may administer epinephrine in an emergency situation to any individual who displays the signs and symptoms of anaphylaxis at school, on school property or at a school-sponsored event if the staff member reasonably believes that an individual is exhibiting the signs and symptoms of an anaphylactic reaction.

A stock supply of albuterol may consist of one or more albuterol metered-dose inhalers, one or more doses of albuterol solution and one or more spacers or nebulizers. A school nurse or designated school personnel may administer albuterol in an emergency situation to any individual who displays the signs and symptoms of respiratory distress at school, on school property or at a school-sponsored event if the staff member reasonably believes that an individual is exhibiting the signs and symptoms of respiratory distress.

A school that maintains a stock supply of emergency medication shall adhere to the following requirements and establish procedures in accordance therewith:

- The emergency medication will be stored in a safe location that is readily accessible to the school nurse or designated school personnel in accordance with manufacturer temperature recommendations;
- The school nurse or designated school personnel shall periodically monitor the inventory and expiration dates of the emergency medication;
- Emergency medication shall only be administered by designated school personnel; and
- Training requirements for designated school personnel shall be conducted as outlined in this policy.

Information related to the school's emergency medication policies and procedures shall be published _____.

A school may accept monetary gifts, grants, and donations to carry out the provisions of this section or may accept epinephrine ~~auto-injectors~~ delivery system, albuterol metered-dose inhalers, albuterol solution, spacers, or nebulizers from a manufacturer or wholesaler.

Training

Training shall be conducted by a school nurse, physician, or mid-level practitioner at least annually for designated school personnel. Such training shall include, but may not be limited to, the following:

- Recognition of the symptoms of anaphylaxis and respiratory distress;
- Administration of emergency medication;
- Calling for emergency medical system responders;
- Monitoring the condition of an individual after emergency medication has been administered;
- Notification of the parent, guardian, or next of kin; and
- Safe disposal and sanitation of used equipment.

The school shall maintain records of the training provided to designated school personnel.

Use of Stock Medication

If epinephrine or albuterol is administered in an emergency situation, the school nurse, designee, or other individual shall follow the protocols outlined in the training or product instructions.

Follow-up

After administration of the emergency medication, the school nurse or other designated staff member will report appropriate information to emergency services, parents or guardians, central office personnel, and, if determined necessary, the patient will be transported to a hospital.

The school nurse or other designated staff member will complete an incident report and file the report with the school nurse or district office, whichever is applicable.

Protection from Liability

The practice of the healing arts shall not be construed to include any person administering epinephrine or albuterol in emergency situations to an individual if:

- The person administering the epinephrine reasonably believes that the individual is exhibiting the signs and symptoms of an anaphylactic reaction; or
- The person administering the albuterol reasonably believes that the individual is exhibiting the signs and symptoms of respiratory distress;
- A physician or mid-level practitioner, after reviewing the school's policies and procedures, has authorized, in writing, the school to maintain a stock supply of emergency medication; and
- The emergency medication is administered at school, on school property or at a school-sponsored event.

Any person who in good faith renders emergency care or treatment, without compensation, through the administration of emergency medication to an individual at school, on school property, or at a school-sponsored event, and any school that employs or contracts such person shall not be held liable for any civil damages as a result of such care or administration or as a result of any act or failure to act in providing or arranging further medical treatment when the person acts as an ordinary reasonably prudent person would have acted under the same or similar circumstances.

Approved:

KASB Recommendation – 12/24; 6/26

**JGFGBA - Student Self-Administration of Medications**

(See JDDA, JDDAA, JGFGB)

Epinephrine and Inhalers

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy, medication includes, but is not limited to, a medicine for the treatment of anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or ~~auto-injectable~~ epinephrine delivery system. 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~~ healthcare provider.

As used in this policy, "~~health care~~ healthcare provider" means a physician licensed by the state board of healing arts to practice medicine and surgery~~; an advanced registered nurse~~ or a mid-level practitioner as defined in state law~~, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician~~.

Student Eligibility

An eligible student shall meet all the following requirements:

- Have a written statement from the student's ~~health care~~ healthcare provider stating the name and purpose of any prescription medication~~/s~~;
- Know the prescribed or recommended dosage;
- Know the time the medication is to be regularly administered;
- Be able to articulate any additional special circumstances under which the medication is to be administered;
- Know the length of time for which the medication is prescribed; and
- The student shall also demonstrate to the ~~health care~~ healthcare provider or the provider's designee, as applicable, and the school nurse or the nurse's designee, as applicable, the skill level necessary to use the medication and any device that is necessary to administer the medication. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

With regard to prescription medications which are not administered on a regular schedule, the student's ~~health care~~ healthcare provider shall prepare a written treatment plan for managing the student's condition, such as asthma attacks 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~~ healthcare provider. Permission forms shall be updated {during enrollment/or_____}.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications 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, or 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 district and its officers, employees, and agents~~,~~ harmless from and against any claims relating to the self-administration of medication allowed by this policy.

Additional Requirements for Students Prone to Specified Emergencies

- The school district shall require that any back-up 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;
- 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;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision or the school district, its officers, employee, or agents; or
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

Over-the-Counter Medications

A student may self-administer specified over-the-counter medications with written parental authorization on file in the school office.

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or

indirectly from the self-administration of over-the-counter medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents harmless from and against any claims relating to the self-administration of medication allowed by this policy.

Misuse of Medications

Self-administration of any medication, including prescription and over-the-counter medication, at a dosage or rate exceeding product label instructions may result in denial of the privilege to self-administer any medication and/or disciplinary action as outlined in policy JDDAA.

Approved:

KASB Recommendation – 6/04; 6/05; 4/07; 12/16; 12/23; 12/24; 6/26

**JQKA - Foreign Exchange Student**

(See JBC and JBCC)

Foreign exchange students from approved organizations may be admitted to the district on a tuition-free basis to the extent staff, facilities, equipment, and supplies are available. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. Students who enter the country on an F-1 visa shall pre-pay tuition equal to the current cost per pupil as calculated by the Kansas State Department of Education.

Any foreign exchange student admitted into the district in accordance with this policy who resides, or will reside, with a host family residing therein may be permitted to enroll in and attend school in the district as if the student were a resident of the school district.

Approved:

KASB Recommendation - 7/96; 9/97; 4/07; 12/15; 6/20; 6/26

**JRB - Release of Student Records**

(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

Individual student files are not available for public inspection. Except as provided in IDAE with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in this policy.

Directory Information

Annual notice shall be given to parents and eligible students concerning their rights with regard to student records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information and of the right of the parent or eligible student to opt-out of the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice and allowing a reasonable period of time for parents or eligible students to inform the district that any or all of the directory information should not be released without prior written consent, the custodian of records may make directory information available without parental or eligible student's consent.

The custodian of records shall make student recruiting information (including student name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students provide a written request to the district providing that the specified information not be released without prior written consent. Notice of the option to opt-out of the release of recruitment information shall be provided to parents and eligible students in the district's annual notice of rights under the Family Educational Rights and Privacy Act.

For the purposes of this policy, school official means teacher, administrator, other certified employee, or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student, or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to

any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- Tthe order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs.

The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration.

Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

~~Forwarding~~ Prohibition on Withholding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

Expedited Transfer of Exception Student Records

All records of an exceptional student, who is transferred to another district or across a school boundary within the district, shall be transferred at the same time that the student is transferred, or as soon thereafter as possible.

If an exceptional student's transfer is a result of the student's change in placement by the Department for Children and Families ("DCF"), the Kansas Department of Corrections, or the Office of

Juvenile Justice and Delinquency Prevention, it shall be the duty of the respective secretary or commissioner to notify the affected school district or districts that the student's placement has changed and request that student's records be transferred.

It shall be the duty of the school district and school in possession of any records pertaining to the student to cooperate with the secretary or commissioner and transfer all such records to the school district or school where such student is transferred. Such records shall be transferred as soon as possible following receipt of such notice , but not later than two business days following the business day that such notice was received by the school district.

Records of Transferred Foster Care Students

The school district and school in possession of any records pertaining to a foster care student transferred due to a change in placement from one school district to another or across a school boundary within the district shall cooperate with DCF and transfer all school records of the student to the school district where the student is transferred. These records shall be transferred as soon as possible following receipt of notice of the student's change of placement, but not later than two business days following the business day that such notice was received by the school district.

As used in this policy, "business day" means any weekday from Monday through Friday in which the school district or school's administrative office is open. "Business day" does not include any federal or state holiday, any weekday that the school district or school's administrative office is closed, or any weekday in which the school day has been canceled due to inclement weather or any other unforeseen circumstances

Approved:

KASB Recommendation – 7/96; 6/00; 7/02; 7/03; 4/07; 2/13; 6/14; 12/16; 6/26

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**Title I Parent Involvement: Policy Development Meetings**

**USD ____, _____ County, KS**

Date of meeting/s (fill out sheet for each meeting): _____

Parents present (list names, address, phone, child's name):

| Name | Address | Phone | Child's Name |
|---|---|---|---|
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| Major topics discussed: |
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| Proposed changes (if any) made to policy IDAD: |
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Administrators and other school employees present:

| **Name** | **Title/Position** | **Building** |
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Copies to: Clerk of the Board; Superintendent of Schools; School Principal

Approved by Board of Education as Policy/Regulation: _____date

# CONSENT CALENDAR JULY 13th, 2026

1. Adopt the resolution to hold Board Meetings for the 2026 - 27 term as stated, the second Monday each month.

2. Appoint the following District Officers –

    a. Clerk, Amber Brown
    b. Deputy Clerk, Kenzi Sheley
    c. Treasurer, Kacie Yocum
    d. Attorney, Use KASB
    e. Truancy Officers, Marvin Gebhard, Pre K-8
       Ken Tharman, 9-12
    f. KPERS Designated Agent, Amber Brown
    g. ADA Compliance Coordinator, Ken Tharman
    h. Freedom of Information Officer, Ken Tharman
    i. Point of Contact for Background Checks, Ken Tharman
    j. Reporting Truant Children, (K.S.A.72-3121) Ken Tharman (HS) / Marvin Gebhard (Pre K-8 Principal)
    k. Homeless Children Liaison, Ken Tharman
    l. Foster Care Liaison, Ken Tharman
    m. Title IX Coordinator, Ken Tharman

3. Designate Depositories for District Funds – All banks of Norton and Phillips Counties with Equity Bank and the First National Bank of Long Island as principal depositories. Bank Signature Holders – Hilary Van Patten, Amber Brown, Kacie Yocum, & Ken Tharman (K.S.A.9 – 1401)

4. Official Newspaper for the district shall be the Phillips County Review. (K.S.A. 64-101)

5. Request the right to waive GAAP-prescribed financial statements and General Fixed assets accounting for the 2026 – 27 terms. (K.S.A. 75-1120a)

6. Appoint the following officials for School Food Service Program & all Federal Programs for 2026 – 27.

    Authorized Representative – Kenzi Sheley
    Free & Reduced Meal Applications –
        1. Determining Official – Kenzi Sheley
        2. Hearing Official – Ken Tharman

7. Authorize participation in the School Food Service Program for school lunches, breakfast, Cash or Commodities and Bonus Commodities.

8. Adopt the 1,116-hour school term for the 2026 – 27 school year.

9. Approve passes for Senior Citizens (age 65 to qualify) who are residents of USD 212.

10. Set district mileage rate at 72.5 cents per mile for reimbursement to employees for use of personal vehicles for authorized district business. (K.S.A. 75-3203)

11. Approve application for Title I, Title II, Title IV, Title V, and Students At Risk Funds for the 2026 – 27 school term. (local consolidated plan)

12. Petty cash funds will include LIPC at $750, HSPC at $1125, HSPC #2 at $875 for a total of petty cash funds of $2750. (K.S.A. 72-1177)

13. Follow early payment request policy (K.S.A. 12-105b)

14. Authorize the principals to oversee the gate receipts. (K.S.A. 72-1178)

15. Approve the Fees Schedule (K.S.A. 72-3353) for Textbook Rentals (K.S.A. 72-3346).

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

### BOOK RENTAL

Grades K-8 ..... $35.00

Grades 9-12 ..... $40.00

This covers workbook and textbook usage.

### OTHER FEES

Vocational Agriculture ..... $15.00

FACS ..... $15.00

Band – all students ..... $5.00

Band Horn Rental ..... $30.00

Percussion Rental ..... $15.00

### LUNCHES

Grades K-4 ..... $3.60

Grades 5-8 ..... $3.80

Grades 9-12 ..... $3.90

Adults ..... $4.95

Reduced ..... $.40

### BREAKFAST

Grades K-4 ..... $2.80

Grades 5-12 ..... $2.90

Adults ..... $3.40

Reduced ..... $ .30

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

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

# USD 212

## Cash Summary Report

Accounting Cycle: FY 25-26; Beginning Period: Period 00 (05/01/2025 - 06/30/2025) ; Ending Period: Period 14 (08/01/2026 - 08/31/2026) ; Show Prior Year Expense/Encumbrance: Yes; Prior Year Ending Balance for Beginning Balance: Yes; Include Transactions after the Last Period: Yes; Exclude Closing Entries: No; Include Unposted Transactions: Yes; Created On: 7/7/2026 9:35:38 AM

**Year**
Current

| Fund | Description | Beginning Balance | Revenue | Expenditure | Other | Ending Balance | Encumbrances | Liabilities | Available |
|---|---|---|---|---|---|---|---|---|---|
| 06 | GENERAL FUND | $0.08 | $2,031,395.04 | ($2,031,395.39) | $0.00 | ($0.27) | $0.00 | $0.00 | ($0.27) |
| 07 | FEDERAL FUNDS | ($0.03) | $93,353.00 | ($93,353.17) | $0.00 | ($0.20) | $0.00 | $0.00 | ($0.20) |
| 08 | SUPPLEMENTAL GENERAL FUND | $114,245.78 | $750,977.66 | ($701,453.95) | $0.00 | $163,769.49 | ($10,000.00) | $0.00 | $153,769.49 |
| 11 | FOUR YEAR OLD AT RISK FUND | $25,344.64 | $30,000.00 | ($37,607.28) | $0.00 | $17,737.36 | $0.00 | $0.00 | $17,737.36 |
| 13 | K-12 AT RISK FUND | $25,532.18 | $355,000.00 | ($354,743.77) | $0.00 | $25,788.41 | $0.00 | $0.00 | $25,788.41 |
| 14 | BILINGUAL EDUCATION | $1,090.00 | $0.00 | $0.00 | $0.00 | $1,090.00 | $0.00 | $0.00 | $1,090.00 |
| 16 | CAPITAL OUTLAY | $152,418.64 | $286,690.58 | ($288,815.27) | $0.00 | $150,293.95 | $0.00 | $0.00 | $150,293.95 |
| 18 | DRIVER TRAINING | $5,355.83 | $2,390.00 | ($4,046.01) | $0.00 | $3,699.82 | $0.00 | $0.00 | $3,699.82 |
| 24 | FOOD SERVICE | $52,793.37 | $207,235.63 | ($214,039.99) | $0.00 | $45,989.01 | $0.00 | $0.00 | $45,989.01 |
| 26 | PROFESSIONAL DEVELOPMENT FUND | $10,793.75 | $11,696.00 | ($13,524.85) | $0.00 | $8,964.90 | $0.00 | $0.00 | $8,964.90 |
| 30 | SPECIAL EDUCATION | $71,981.96 | $356,558.40 | ($353,141.83) | $0.00 | $75,398.53 | $0.00 | $0.00 | $75,398.53 |
| 34 | VOCATIONAL EDUCATION | $36,409.20 | $16,285.00 | ($20,988.14) | $0.00 | $31,706.06 | $0.00 | $0.00 | $31,706.06 |
| 35 | GIFTS/GRANTS | $66,923.95 | $17,000.00 | ($6,335.82) | $0.00 | $77,588.13 | ($15,661.20) | $0.00 | $61,926.93 |
| 51 | KPERS RETIREMENT CONTRIBUTIONS | $0.00 | $0.00 | $0.00 | $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 | $0.00 | $0.00 | $225,000.00 |
| 55 | TEXTBOOK RENTAL | $38,867.33 | $21,533.07 | ($31,900.88) | $0.00 | $28,499.52 | $0.00 | $0.00 | $28,499.52 |
| 81 | LIBRARY GRANT | $911.02 | $0.00 | $0.00 | $0.00 | $911.02 | $0.00 | $0.00 | $911.02 |
| 85 | KS COORDINATED SCHOOL HEALTH | $1,958.14 | $0.00 | $0.00 | $0.00 | $1,958.14 | $0.00 | $0.00 | $1,958.14 |
| **Sub Total** | | **$829,625.84** | **$4,180,114.38** | **($4,151,346.35)** | **$0.00** | **$858,393.87** | **($25,661.20)** | **$0.00** | **$832,732.67** |
| **Grand Total** | | **$829,625.84** | **$4,180,114.38** | **($4,151,346.35)** | **$0.00** | **$858,393.87** | **($25,661.20)** | **$0.00** | **$832,732.67** |

# USD 212

## Cash Summary Report

Accounting Cycle: FY 25-26; Beginning Period: Period 00 (05/01/2025 - 06/30/2025) ; Ending Period: Period 14 (08/01/2026 - 08/31/2026) ; Show Prior Year Expense/Encumbrance: Yes; Prior Year Ending Balance for Beginning Balance: Yes; Include Transactions after the Last Period: Yes; Exclude Closing Entries: No; Include Unposted Transactions: Yes; Created On: 7/7/2026 9:35:39 AM

| Fund | Description | Liabilities (Beginning) | Liabilities (Ending) | Payments on PY Expense | Cash Journal Entries | Other Total |
|---|---|---|---|---|---|---|
| 06 | GENERAL FUND | ($192.00) | $0.00 | $0.00 | $192.00 | $0.00 |
| 07 | FEDERAL FUNDS | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 08 | SUPPLEMENTAL GENERAL FUND | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 11 | FOUR YEAR OLD AT RISK FUND | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 13 | K-12 AT RISK FUND | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 14 | BILINGUAL EDUCATION | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 16 | CAPITAL OUTLAY | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 18 | DRIVER TRAINING | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 24 | FOOD SERVICE | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 26 | PROFESSIONAL DEVELOPMENT FUND | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 30 | SPECIAL EDUCATION | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 34 | VOCATIONAL EDUCATION | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 35 | GIFTS/GRANTS | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 51 | KPERS RETIREMENT CONTRIBUTIONS | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 53 | CONTINGENCY FUND | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 55 | TEXTBOOK RENTAL | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 81 | LIBRARY GRANT | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 85 | KS COORDINATED SCHOOL HEALTH | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| **Sub Total** | | **($192.00)** | **$0.00** | **$0.00** | **$192.00** | **$0.00** |

# Current Unencumbered Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2025 to 06/30/2026.

| Site ID / Group ID / Activity ID | Site Name / Group Name / Activity Name | Beginning Cash | Receipts | Disbursements | Adjustments | Purchase Orders | Unencumbered Balance |
|---|---|---|---|---|---|---|---|
| NVHS | Northern Valley High School | | | | | | |
| A | ATHLETICS | | | | | | |
| 1010 | HIGH SCHOOL ATHLETICS | 9,445.60 | 23,108.49 | 22,372.08 | -319.05 | 0.00 | 9,862.96 |
| 3022 | HS Football Team | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3040 | High School Girls Basketball | 1,336.00 | 580.00 | 0.00 | 0.00 | 0.00 | 1,916.00 |
| | A Totals: | 10,781.60 | 23,688.49 | 22,372.08 | -319.05 | 0.00 | 11,778.96 |
| B | CLUBS & ORGANIZATIONS | | | | | | |
| 2010 | STUDENT COUNCIL | 10,777.84 | 3,910.69 | 7,753.46 | 0.00 | 0.00 | 6,935.07 |
| 2020 | KAY | 4,362.58 | 4,269.00 | 3,793.24 | -400.00 | 0.00 | 4,438.34 |
| 2050 | HUSKY MUSIC CLUB | 2,160.33 | 293.00 | 131.00 | 0.00 | 0.00 | 2,322.33 |
| 2060 | FFA | 7,984.56 | 17,917.25 | 11,681.38 | 0.00 | 990.67 | 13,229.76 |
| 2070 | SCHOLARS BOWL | 88.77 | 0.00 | 0.00 | 0.00 | 0.00 | 88.77 |
| 2080 | DANCE ACCOUNT | 2,603.01 | 1,875.00 | 2,712.49 | -882.76 | 0.00 | 882.76 |
| 2085 | Cheer Account | 0.00 | 3,470.00 | 1,730.50 | 882.76 | 764.67 | 1,857.59 |
| 2090 | FORENSICS | 1,939.96 | 600.00 | 47.68 | 0.00 | 0.00 | 2,492.28 |
| 3000 | TECHNOLOGY CLUB | 828.76 | 0.00 | 0.00 | 0.00 | 0.00 | 828.76 |
| 3010 | Food Science | 66.10 | 0.00 | 0.00 | 0.00 | 0.00 | 66.10 |
| 3020 | VOLLEYBALL CLUB | 1,288.33 | 580.00 | 99.26 | 0.00 | 0.00 | 1,769.07 |
| 3030 | FACS | 1,324.23 | 241.00 | 77.01 | 0.00 | 0.00 | 1,488.22 |
| 3050 | Interactive Media | 92.34 | 0.00 | 0.00 | 0.00 | 0.00 | 92.34 |
| 7010 | National Honor Society | 0.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 |
| FA | FACS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | B Totals: | 33,516.81 | 33,405.94 | 28,026.02 | -400.00 | 1,755.34 | 36,741.39 |
| C | GRADUATING CLASSES | | | | | | |
| 3114 | CLASS OF 2014 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3115 | CLASS OF 2015 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3116 | CLASS OF 2016 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3117 | CLASS OF 2017 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3118 | CLASS OF 2018 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3119 | CLASS OF 2019 | 2,003.91 | 0.00 | 0.00 | 0.00 | 0.00 | 2,003.91 |
| 3120 | CLASS OF 2020 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3121 | CLASS OF 2021 | 1,767.59 | 0.00 | 0.00 | 0.00 | 0.00 | 1,767.59 |
| 3122 | CLASS OF 2022 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3123 | CLASS OF 2023 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3124 | CLASS OF 2024 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3125 | CLASS OF 2025 | 27.00 | 0.00 | 0.00 | 0.00 | 0.00 | 27.00 |
| 3126 | CLASS OF 2026-Seniors | 6,407.37 | 0.00 | 6,574.03 | 0.00 | 0.00 | -166.66 |
| 3127 | Class Of 2027- Juniors | 1,653.47 | 27,592.79 | 20,601.76 | 719.05 | 0.00 | 9,363.55 |
| 3128 | Class of 2028- Sophomores | 2,402.77 | 829.05 | 423.73 | 0.00 | 0.00 | 2,808.09 |
| 3129 | Class of 2029- Freshmen | 122.67 | 700.00 | 43.71 | 0.00 | 0.00 | 778.96 |
| 3130 | Class of 2030- Freshmen | 0.00 | 94.00 | 0.00 | 0.00 | 0.00 | 94.00 |
| | C Totals: | 14,384.78 | 29,215.84 | 27,643.23 | 719.05 | 0.00 | 16,676.44 |

# Current Unencumbered Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2025 to 06/30/2026.

Site ID Site Name

| Group ID | Activity ID | Group Name / Activity Name | Beginning Cash | Receipts | Disbursements | Adjustments | Purchase Orders | Unencumbered Balance |
|---|---|---|---|---|---|---|---|---|
| D | | DISTRICT MONIES | | | | | | |
| | 4020 | HIGH SCHOOL PETTY CASH | 1,125.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,125.00 |
| | | D Totals: | 1,125.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,125.00 |
| E | | YEARBOOK | | | | | | |
| | 7000 | YEARBOOK | 12,159.98 | 6,143.00 | 6,041.88 | 0.00 | 0.00 | 12,261.10 |
| | | E Totals: | 12,159.98 | 6,143.00 | 6,041.88 | 0.00 | 0.00 | 12,261.10 |
| F | | MISC | | | | | | |
| | 7030 | GREENHOUSE | 41.47 | 0.00 | 0.00 | 0.00 | 0.00 | 41.47 |
| | 7060 | BOX TOPS FOR EDUCATION | 1,553.18 | 3,607.95 | 1,563.74 | 0.00 | 0.00 | 3,597.39 |
| | 7102 | Unknown revenue from 2016-2017 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 8011 | Interest Paid To Account | 928.19 | 131.76 | 0.00 | 0.00 | 0.00 | 1,059.95 |
| | | F Totals: | 2,522.84 | 3,739.71 | 1,563.74 | 0.00 | 0.00 | 4,698.81 |
| G | | SALES TAX | | | | | | |
| | 8010 | SALES TAX | -85.62 | 0.00 | 0.00 | 0.00 | 0.00 | -85.62 |
| | | G Totals: | -85.62 | 0.00 | 0.00 | 0.00 | 0.00 | -85.62 |
| | | NVHS Totals: | 74,405.39 | 96,192.98 | 85,646.95 | 0.00 | 1,755.34 | 83,196.08 |
| | | Report Totals: | 74,405.39 | 96,192.98 | 85,646.95 | 0.00 | 1,755.34 | 83,196.08 |

# Northern Valley Middle School Fiscal Year 2026 Report

| | Petty Cash | | Service Club | | Athl |
|---|---|---|---|---|---|
| **Starting Balance July 1st 2025 $3999.04** | | $750.00 | | $3,629.98 | |
| **Month** | ***Paid Out*** | ***Received*** | ***Paid Out*** | ***Received*** | ***Paid Out*** |
| July | $- | $- | $14.95 | $- | $- |
| August | $297.00 | $- | $1,969.12 | $643.39 | $- |
| September | $2.72 | $- | $2,811.28 | $3,396.79 | $1,012.10 |
| October | $15.39 | $- | $3,270.90 | $2,493.42 | $1,048.56 |
| November | $- | $- | $1,658.33 | $1,930.39 | $38.81 |
| December | $- | $- | $1,717.33 | $3,069.50 | $770.00 |
| January | $1.36 | $- | $2,046.81 | $2,999.93 | $351.93 |
| February | $30.44 | $- | $3,668.03 | $3,036.20 | $320.00 |
| March | $- | $- | $799.33 | $1,552.05 | $45.00 |
| April | $139.00 | $- | $1,015.30 | $320.75 | $975.17 |
| May | $- | $- | $2,526.99 | $991.08 | $125.00 |
| June | $- | $485.91 | $454.21 | $386.91 | $- |
| **Year end totals** | **$485.91** | **$485.91** | **$21,952.58** | **$20,820.41** | **$4,686.57** |
| **Ending Balance June 30th 2026 *$2356.55*** | | **$750.00** | | **$2,497.81** | |

| letics | | Kids Thrive Fund |
|---|---|---|
| ($380.94) | | $0.00 |
| ***Received*** | ***Paid Out*** | ***Received*** |
| $- | | |
| $- | | |
| $588.00 | | |
| $921.25 | | |
| $- | | |
| $687.00 | | |
| $405.00 | | |
| $- | | $- |
| $225.00 | | $1,177.89 |
| $- | $667.89 | $- |
| $- | $- | $- |
| $840.00 | $- | $- |
| **$3,666.25** | **$667.89** | **$1,177.89** |
| **($1,401.26)** | | **$510.00** |

Gallagher | Student Health & Special Risk

# Northern Valley USD 212



# 2026-2027 Student & Athletic Accident Insurance Renewal

Kyle McWeeney
Producer
Gallagher Special Risk
5071 West H Avenue, Suite A
Kalamazoo, MI 49009-8501
Phone (269) 775-3737
Kyle_McWeeney@AJG.com

Gallagher Speical Risk
5071 West H Avenue, Suite A
Kalamazoo, MI 49009-8501
Phone: (269) 775-3737 Fax (269) 492-0084

Gallagher | Student Health & Special Risk

July, 2026

Re: Northern Valley USD 212 Student and Athletic Accident Renewal
Effective Date: August 1, 2026

Thank you for allowing Gallagher Special Risk to provide you with an insurance renewal. Attached is our quotation for coverage.

**Scope of Responsibility:** Gallagher Special Risk is responsible for the placement of the following lines of coverag : Student and Athletic Accident

This is an open report on the student & athletic accident coverage provided by our office for the students & athletes at Northern Valley USD 212. This is the **6th year** our office has serviced the risk and for that, we thank you.

The intent of this report is to discuss the following:

a. A review of the coverage

b. Premium for the coming year

c. Other pertinent items

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher Special Risk. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher Special Risk representative.

To bind this policy, please refer to the "Client Authorization to Bind Coverage" page attached. Note any changes you desire, date, sign and return prior to the effective date of coverage.

Attached you will find the quote for your client and files. The coverage outlined below may not conform to the terms and conditions requested. You are responsible for reviewing and explaining the coverage to the client, including any options, available or not from our office. The terms hereon are not fully described, and no assumption should be made as to the adequacy of coverage of the risk to the client.

You are not an Agent of the Insurer, and as such, cannot bind coverage nor make any commitments on behalf of the Insurer, nor of us. This policy cannot be assigned to another without the written consent of the Insurer or their Agent.

At binding, you commit to any provisions contained herein such as Minimum Earned Premiums. There are no flat cancellations allowed.

We appreciate your business and look forward to working with you in the coming year. Please contact me if you have any questions.

Kyle McWeeney, Producer
Gallagher Special Risk


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Gallagher | Student Health & Special Risk

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# Meet the Team



**Kyle McWeeney, Producer**
(847) 378-5933 | Kyle_McWeeney@AJG.com
This is Kyle's 6th year with Gallagher. While attending both The University of Kansas and The University of Iowa, Kyle spent multiple summers as an intern with Gallagher. After graduation in 2019, Kyle Joined the Gallagher First Agency team. Growing up in the Chicagoland area, Kyle has become an avid golfer and Chicago sports fan.

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**Policies/Invoicing:**
**Tammie Pilbeam, Account Representative Senior**
(269) 381-6631 | Tammie_Pilbeam@AJG.com

**Systems Manager:**
**Teresa Kerr**
(269) 381-6634 | Teresa_Kerr@AJG.com

**GALLAGHER SPECIAL RISK** specializes in servicing programs of student and athletic accident coverage at both the interscholastic and intercollegiate levels, as well as special risk programs such as summer camps and little leagues. This has been our only business since 1959. Our office currently serves over 1,000 high schools, colleges, universities, clubs, recreation departments, and other athletic organizations in over 40 states.


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# Base Student/Athletic Accident – Schedule of Benefits Base

| | |
|---|---|
| Accident Medical Expense Maximum[1] | $25,000 per Injury |
| Covered Activities | Coverage would be in force for all participants in SCHOOL-SPONSORED AND SUPERVISED STUDENT activities including interscholastic athletics and sponsored group travel. |
| Deductible[2] | $0 |
| Coinsurance[3] | 100% Reasonable & Customary after the selected deductible, and subject to the below limitations. |
| Benefit Period | 52 weeks from the Date of Injury |
| First Medical Treatment (includes treatment provided by Student Health Services or an Athletic Trainer) | 60 Days |
| Accidental Death and Dismemberment (AD&D) | $10,000 |
| Dental Benefit | Included in Per Injury Maximum |
| Expanded Medical Coverage, Recurring Injuries[4] | No |
| HMO/PPO Denial Coverage[5] | No |
| Pre-existing Condition Coverage[6] | No |
| Heart & Circulatory Coverage[7] | No |
| Off-Season Conditioning Coverage (sponsored/supervised) | Yes |

Limitations:
Hospital Room & Board - $1,000 per day per Covered Accident
Ancillary Hospital Expenses - $1,000 per Covered Accident
Emergency Room - $300 per day per Covered Accident
Physician Non-Surgical Visits - $50 for the first visit, $50 for each subsequent visit up to a maximem of 10 visits per Covered Accident
Physician Second Opinion (Surgical) - $400 per Covered Accident
Physiotherapy - $50 for the first visit, $25 for each subsequent visit up to a maximum of 8 visits per Covered Accident
X-Ray Expenses - $600 including costs for reading per Covered Accident
Diagnostic Imaging (MRI/CT/CAT) - $600 including costs for reading per Covered Accident
Dental (sound natural teeth) - $500 per tooth per Covered Accident
Ambulance - $800 per air and ground ambulance per Covered Accident limited to one trip
Durable Medical Equipment - $150 per Covered Accident
Prescription Drugs - $6,000 per Covered Accident

1 The maximum amount of benefits We will pay for any one Injury under the Accident Medical Expense Benefit.

2 Deductibles are "disappearing" deductibles, which allow payments by other insurance or plan to reduce or satisfy plan deductible.

3 The Reasonable & Customary percentage of Covered Charges We pay for each Injury.

4 Coverage can be expanded to include conditions, which result from participation in athletics; not necessarily the direct result of an accident. These conditions may include wear and tear damage caused by overuse, treatment of repetitive motion injuries, strains, hernia, tendinitis, bursitis, spondylolysis, osteochondritis dissecans, and heat exhaustion not related to a specific Injury. The onset of symptoms must have originated in your interscholastic sports program during the effective dates of coverage.

5 Coverage can be expanded to include benefits for HMO/PPO denials when an attempt for compliance has been made by the school district to utilize authorized medical providers and the HMO/PPO still requires the student-athlete to return to his/her home area for treatment to be covered.

6 Coverage can be expanded to cover the re-aggravation or re-injury of a pre-existing condition. A pre-existing condition is defined as a condition for which medical care, treatment, diagnosis, or advice was received or recommended within the 12 months prior to the Insured's effective date of coverage under this policy.

7 Coverage can be expanded to cover the treatment of heart and/or circulatory malfunction resulting from participation in a covered activity such as stroke, heat exhaustion, heart attack, and brain circulatory malfunctions.


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# Berkley Life and Health Insurance Company - Exclusions and Limitations

This Policy does not cover any loss resulting in whole or part from, or contributed to by, or as a natural or probable consequence of any of the following even if the immediate cause of the loss is an accidental bodily Injury, unless otherwise covered under this policy by Additional Benefits:

1. Suicide, self–destruction, attempted self–destruction or intentional self–inflicted Injury while sane or insane.
2. War or any act of war, declared or undeclared.
3. Service or Active Duty in the armed forces, National Guard, military, naval or air service or organized reserve corps of any country or international organization.
4. Sickness, disease or any bacterial infection, except one that results from an accidental cut or wound or pyogenic infections that result from accidental ingestion of contaminated substances.
5. Disease or disorder of the body or mind.
6. Intoxication or being under the influence of any drug or narcotic.
7. Violation or in violation or attempt to violate any duly–enacted law or regulation, or commission or attempt to commit an assault or felony, or that occurs while engaged in an illegal occupation.
8. Conditions that are not caused by a Covered Accident.
9. Covered Expenses for which the Covered Person would not be responsible in the absence of this Policy.
10. Injuries paid under Workers' Compensation, Employer's liability laws or similar occupational benefits or while engaging in activity for monetary gain from sources other than the Policyholder.
11. Travel or activity outside of the United States.
12. Participation in any motorized race or speed contest.
13. Aggravation or re–injury of a prior Injury that the Covered Person suffered prior to his or her coverage Effective Date, unless We receive a written medical release from the Covered Person's Physician.
14. Heart attack, stroke or other circulatory disease or disorder, whether or not known or diagnosed, unless the immediate cause of Loss is external trauma.
15. Any Injury requiring treatment which arises out of, or in the course of fighting, brawling assault or battery.
16. Injury caused by, contributed to or resulting from the Covered Person's use of alcohol, illegal drugs or medicines that are not taken in the dosage or for the purpose as prescribed by the Covered Person's Physician.
17. Services or treatment rendered by a Physician, Nurse or any other person who is employed or retained by the Policyholder; or an Immediate Family member of the Covered Person.
18. Treatment of a hernia whether or not caused by a Covered Accident.
19. Treatment of Osgood–Schlatter's disease, osteochondritis, appendicitis, osteomyelitis, cardiac disease or conditions, pathological fractures, congenital weakness, whether or not caused by a Covered Accident.
20. Treatment of a detached retina unless caused by an Injury suffered from a Covered Accident.
21. Pregnancy, childbirth, miscarriage, abortion or any complications of any of these conditions.
22. Mental or nervous disorders, except as specifically provided in this policy.
23. Damage to or loss of dentures or bridges or damage to existing orthodontic equipment, except as specifically provided in this Policy.
24. Expense incurred for treatment of temporomandibular or craniomandibular joint dysfunction and associated myofacial pain, except as specifically provided in this Policy.
25. Loss resulting from participation in any activity not specifically covered by this Policy.
26. Any treatment, service or supply not specifically covered by this Policy.
27. Eyeglasses, contact lenses, hearing aids.
28. Practice or play in any sports activity, including travel to and from the activity and practice, unless specifically provided for in the Policy.
29. Travel or flight in or on any vehicle for aerial navigation, including boarding or alighting from:
    i. While riding as a passenger in any aircraft not intended or licensed for the transportation of passengers; or
    ii. While being used for any test or experimental purpose; or
    iii. While piloting, operating, learning to operate or serving as a member of the crew thereof; or
    iv. While traveling in any such aircraft or device which is owned or leased by or on behalf of the Policyholder of any subsidiary or affiliate of the Policyholder, or by the Covered Person or any member of his household.

    Except as a fare paying passenger on a regularly scheduled commercial airline.


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# Berkley Life and Health Insurance Company – Carrier and Claims Company Infirmation

| Carrier Name | Berkley Life and Health Insurance Company |
|---|---|
| City, State | Ubrandale, IA |
| A.M. Best Rating | A+ |
| Financial Size Category | VIII |
| **Claims Company Name** | **A-G Specialty Insurance** |
| City, State | Valley Forge, PA |
| Years of serving student insurance industry | 30 years |
| **Claims Submission Information** | |
| Nationwide Toll Free Number | 1-800-634-8628 |
| Claim Form Required? Yes/No | Yes |
| Claim lookup online? Yes/No | Yes |
| Claim Submission Deadline | 90 days or as soon as possible, or within 90 days of date of injury or first treatment for the injury. Medical bill, HCFA 1500 or UB92 should be used to submit expenses |
| Mailing address for claim submission | PO Box 21013<br>Eagan, MN 55121 |
| E-mail address for claim submission | claims@agadm.com |
| Website | www.agadministrators.com |
| Customer Service Hours | Monday - Friday 8:00am – 6:00pm EST |
| Assigned Specific Claims Examiner? Yes/No | Yes |
| Claims Processing Time for a complete claim while maintaining a more than 98.9% accuracy (# of days/range) | 5-7 business days |
| HIPAA Compliance with federal privacy and confidentiality requirements Yes/No | Yes |


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# Premium Quotation

Carrier Name: Berkley Accident & Health
2026-2027 Premium

## Current Year to Date:

| Carrier | Premium |
|---|---|
| Berkley Life and Health<br>$0 - $25,000/ 1 Year Benefit Period | $15,785 |

## Premium for the Coming Year

The underwriting company is pleased to offer the 2025-2026 student accident renewal at **NO INCREASE** in premium.

**2026-2027 Premium** $15,785 (NO INCREASE)

**Additional riders desired?**

| | | |
|---|---|---|
| Expanded Medical Coverage | ☐ Yes | ☐ No |
| HMO/PPO Limitation Waiver | ☐ Yes | ☐ No |
| Pre-Existing Conditions Coverage | ☐ Yes | ☐ No |
| Heart/Circulatory Coverage | ☐ Yes | ☐ No |
| 2-Year Benefit Period | ☐ Yes | ☐ No |


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## Base Student & Athletic Accident Insurance

| Carrier Name | Medical Maximum | Deductible | 2026-2027 Annual Premium |
|---|---|---|---|
| Berkley Life and Health | $25,000 | $0 | $15,785 |

NOTE: The information contained in this proposal is only an outline of the benefits offered. It is NOT a complete explanation of the policy provisions or specifics of the policy benefits. No coverage is extended via this proposal and no representations are made other than what is stated in the policy. To review a complete description of the program coverage, exclusions, and benefits, please contact us for a specimen copy of the policy.


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# Did you know that Gallagher Special Risk also offers the following?

| | |
|---|---|
| **Individual Primary Insurance Plans**<br>Plans for uninsured students & athletes to help reduce your claims costs.<br>– **Short Term Medical Plan:** That includes coverage for Interscholastic Sports injuries | **International Student Health Plans**<br>Plans that include coverage for Interscholastic Sports injuries.<br>– Individual Plans on Gallagher Special Risk website<br>– Group Plans with tailored benefits and group enrollment |

| | |
|---|---|
| **Sports Camps Coverage**<br>– Accident Medical & General Liability Coverage for your Sports Camps | **International Travel Coverage**<br>– Coverage for trips or for inbound/outbound Students |

| | |
|---|---|
| **Club & Intramural Sports Coverage**<br>– Accident Medical Coverage to cover your Club & Intramural Participants | **Youth Sports Teams & Leagues** |


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Outlook

## Resignation

**From** Jim Cole <jdcole1988@icloud.com>
**Date** Mon 6/29/2026 11:21 AM
**To** Ken Tharman <ktharman@nvhuskies.org>

Northern Valley School Board USD 212,

Please accept my resignation as driver education instructor at NV. I have enjoyed teaching the students in our community the basics of driving since 2002.

Jim Cole
6/29/2026

Sent from my iPhone

June 10, 2026

Northern Valley School Board,

It is with deep regret that I am resigning from my coaching positions: Assistant JH Volleyball and Assistant JH Girls Basketball. The needs of Lochlan and our farm are changing so I need to be present to help with both of these. Thank you for the opportunity to get to coach our stellar, young athletes during these last five seasons.

Sincerely,

Amy McKinney

Outlook

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XC

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**From** Angela Knuth <aknuth@nvhuskies.org>
**Date** Mon 7/13/2026 10:58 AM
**To** Ken Tharman <ktharman@nvhuskies.org>

Ken,
Due to some upcoming family obligations, I am formally resigning as the Northern Valley Cross Country Coach. I apologize for the short notice. Thank you for the opportunity you have given me. I truly enjoyed it.

Angela Knuth
First Grade Teacher
Northern Valley Elementary School

NORTHERN VALLEY USD#212
512 W. Bryant PO Box 217
Almena, KS 67622
Email: ktharman@nvhuskies.org

APPLICATION FOR EMPLOYMENT

## Personal Information

| Name (Last Name First) | | | | |
|---|---|---|---|---|
| Davis, Darci | | | | |
| Present Address: 618 Main St. | | City: Almena | State: KS | Zip: 67622 |
| Present Address: " | | City: " | State: " | Zip: " |
| Are 18 Years Old Or Older? ☑ YES ☐ NO | Phone: 785-871-7730 | | | |

## Desired Employment

| Position | Date You Can Start |
|---|---|
| Title teacher | Aug 2026 |

| Are You Employed Now? | If So May We Contact You Current Employer? |
|---|---|
| ☑ YES ☐ NO | ☑ Yes ☐ NO |

| Have You Ever Worked For Northern Valley USD212 Before? | When? | What Position Did You Hold? |
|---|---|---|
| ☑ Yes ☐ NO | Present | Para Educator |

Reason For Leaving: NA

Name Of Last Supervisor At Northern Valley USD212: Adriana Ankeman

## High School

| Name And Location of School | Diploma | If Not, GED |
|---|---|---|
| Colby High School | ☐ Yes ☐ No | ☑ Yes ☐ No |

## Post Secondary Education

| Name and Location of School | Credits Earned | Degree | Major |
|---|---|---|---|
| Colby Community College | 60 | Associates Arts | Social Work |
| | | | |
| | | | |
| | | | |

## General

Special Training or Skills Relevant to This Position

Experience with the kids, experience in the classroom, patience, good classroom management, reliable

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

## Employment History

LIST BELOW START WITH THE MOST RECENT EMPLOYER

| | | | |
|---|---|---|---|
| Name of Previous Employer | | | |
| Address | City | State | Zip |
| Start Date | End Date | Job Title | |
| Starting Salary (Please Indicate Yearly / Weekly / Hourly) | Ending Salary (Please Indicate Yearly / Weekly / Hourly) | May We Contact Your Supervisor? ☐ Yes ☐ No | |
| Name Of Supervisor | Title | Phone | |
| Duties | | | |
| | | | |
| Reason For Leaving | | | |

| | | | |
|---|---|---|---|
| Name of Previous Employer | | | |
| Address | City | State | Zip |
| Start Date | End Date | Job Title | |
| Starting Salary (Please Indicate Yearly / Weekly / Hourly) | Ending Salary (Please Indicate Yearly / Weekly / Hourly) | May We Contact Your Supervisor? ☐ Yes ☐ No | |
| Name Of Supervisor | Title | Phone | |
| Duties | | | |
| | | | |
| Reason For Leaving | | | |

| | | | |
|---|---|---|---|
| Name of Previous Employer | | | |
| Address | City | State | Zip |

| Start Date | End Date | Job Title |
|---|---|---|
| Starting Salary (Please Indicate Yearly / Weekly / Hourly) | Ending Salary (Please Indicate Yearly / Weekly / Hourly) | May We Contact Your Supervisor? ☐ Yes ☐ No |
| Name Of Supervisor | Title | Phone |
| Duties | | |
| | | |
| Reason For Leaving | | |

| Name of Previous Employer | | | |
|---|---|---|---|
| Address | City | State | Zip |
| Start Date | End Date | Job Title | |
| Starting Salary (Please Indicate Yearly / Weekly / Hourly) | Ending Salary (Please Indicate Yearly / Weekly / Hourly) | May We Contact Your Supervisor? ☐ Yes ☐ No | |
| Name Of Supervisor | Title | Phone | |
| Duties | | | |
| | | | |
| Reason For Leaving | | | |

## References

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

| Name | Address | Title | Phone |
|---|---|---|---|
| Name | Address | Title | Phone |
| Name | Address | Title | Phone |

## AUTHORIZATION

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

| Signature Darci Davis | Date 6/23/26 |
|---|---|

You will be required to sign them application when you are interviewed for this position.

# Darci Davis

## Contact

618 Main St.
Almena, KS 67622
785.871.7730
homeremedies412@gmail.com

## Education

Colby Community College
AA in Social Work
Enrolled:
Fort Hays State University
Elementary Education K-6
Minor in Special Education

## Professional Summary

- Administrative Office Support
- Management and Leadership
- Service to vulnerable populations
- Strong Customer Service Skills

## Character

- Focused
- Dedicated
- Dependable
- Compassionate
- Attentive to Detail
- Strong Work Ethic
- Honesty & Integrity
- Leadership

## Professional Skills

- 10+ Years Customer Service
- Professional Communication
- Computer Proficiency
- Leadership
- Efficiency

## Work Experience

*August 2025-Present* •***Para Educator*** • ***Northern Valley Elementary***
**Almena, KS**
Supported educators with classroom management and provided one-on-one support for children with special educational and/or behavioral support needs

*June-December, 2024* •***Patient Care Aide*** • ***Valley Hope***
**Norton, KS**
Processed admitting clients, administered drug screenings, monitored and transported residents

*September 2023-June, 2024* •***Monitor*** • ***City on a Hill***
**Dighton, KS**
Provide peer leadership, social-emotional support, and behavioral supervision for up to 10 women in an inpatient substance abuse recovery setting.

*May 2023-present* • ***Office Manager*** • ***Home Remedies***
**Norton, KS**
Oversee scheduling, billing, customer service, technical support.

*2020-2023* • ***Paraprofessional*** •***Eisenhower Elementary***
**Norton, KS**
Supported educators with classroom management and provided one-on-one support for children with special educational and/or behavioral support needs.

*2019-2021* • ***Customer Service*** • ***Love's***
**Norton, KS**
Provided customer service in all areas of retail and food service.

*2017-2019* • ***Assistant Manager*** • ***Dollar General***
**Norton, KS**
Provided oversight for retail business operations, and shift leadership to staff.

# References


Dian Organ
Dian.organ@colbycc.edu
(785) 443-2766

Donna Daly
Donna.daly@cityonahillinc.com
(620)214-0412

Debbie Martinez
D.martin.1959@icloud.com
(785) 874-8510

Ellie Martin
Purelight91@gmail.com
(785) 202-2836

NORTHERN VALLEY USD#212
512 W. Bryant PO Box 217
Almena, KS 67622
Email: ktharman@nvhuskies.org

Personal Information

APPLICATION FOR EMPLOYMENT

| Name (Last Name First) | | | Social Security Number | |
|---|---|---|---|---|
| Stanton Kara | | | | |
| Present Address | | City | State | Zip |
| 610 E. Lincoln St. | | Norton | KS | 67654 |
| Present Address | | City | State | Zip |
| | | | | |
| Are 18 Years Old Or Older? | Phone | | | |
| X YES ☐ NO | 7852020458 | | | |

Desired Employment

| Position | Date You Can Start |
|---|---|
| Title 1 Teacher | 2026 school year |

| Are You Employed Now? | If So May We Contact You Current Employer? |
|---|---|
| X YES ☐ NO | X Yes ☐ NO |

| Have You Ever Worked For Northern Valley USD212 Before? | When? | What Position Did You Hold? |
|---|---|---|
| X Yes ☐ NO | 2025-26 school year | Paraprofessional |

Reason For Leaving

Name Of Last Supervisor At Northern Valley USD212

High School

| Name And Location of School | Diploma | If Not, GED |
|---|---|---|
| Norton Community High School | ☒ Yes ☐ No | ☐ Yes ☐ No |

Post Secondary Education

| Name and Location of School | Credits Earned | Degree | Major |
|---|---|---|---|
| CDA Council for Children Development | 120 | CDA | child developme |
| Southern New Hampshire University (in pro | 39 | BA | human services |
| | | | |
| | | | |

General

| Special Training or Skills Relevant to This Position |
|---|
| |
| |

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

## Employment History

LIST BELOW START WITH THE MOST RECENT EMPLOYER

| | | | |
|---|---|---|---|
| Name of Previous Employer: Norton Valley Hope | | | |
| Address: 709 W. Holme St | City: Norton | State: KS | Zip: 67654 |
| Start Date: April 28, 2026 | End Date: current | Job Title: PRN/PCA | |
| Starting Salary (Please Indicate Yearly / Weekly / Hourly): 18/hr | Ending Salary (Please Indicate Yearly / Weekly / Hourly): | May We Contact Your Supervisor? Yes: X No: | |
| Name Of Supervisor: Klare Bliss | Title: Director of Nursing | Phone: 7853020534 | |
| Duties: supports the nursing staff in executing patient treatment plans. Key duties include monitoring patient hea | | | |
| Reason For Leaving: part-time employed currently | | | |

| | | | |
|---|---|---|---|
| Name of Previous Employer | | | |
| Address | City | State | Zip |
| Start Date | End Date | Job Title | |
| Starting Salary (Please Indicate Yearly / Weekly / Hourly) | Ending Salary (Please Indicate Yearly / Weekly / Hourly) | May We Contact Your Supervisor? Yes: No: | |
| Name Of Supervisor | Title | Phone | |
| Duties | | | |
| | | | |
| Reason For Leaving | | | |

| | | | |
|---|---|---|---|
| Name of Previous Employer | | | |
| Address | City | State | Zip |

| Start Date | End Date | Job Title |
|---|---|---|
| Starting Salary (Please Indicate Yearly / Weekly / Hourly) | Ending Salary (Please Indicate Yearly / Weekly / Hourly) | May We Contact Your Supervisor? ☐ Yes ☐ No |
| Name Of Supervisor | Title | Phone |
| Duties | | |
| | | |
| Reason For Leaving | | |

| Name of Previous Employer | | | |
|---|---|---|---|
| Address | City | State | Zip |
| Start Date / End Date | Job Title | | |
| Starting Salary (Please Indicate Yearly / Weekly / Hourly) | Ending Salary (Please Indicate Yearly / Weekly / Hourly) | May We Contact Your Supervisor? ☐ Yes ☐ No | |
| Name Of Supervisor | Title | Phone | |
| Duties | | | |
| | | | |
| Reason For Leaving | | | |

## References

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

| Name | Address | Title | Phone |
|---|---|---|---|
| Melissa White | Lenora | Special Education Teacher | 7858717863 |
| Dayna Summers | Hill City | Health | 7852160151 |
| Graci Davis | Norton | Paraprofessional | 7852021688 |

## AUTHORIZATION

YEARS

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

| Signature | Date |
|---|---|
| Kara Stanton | 7/3/3036 |

You will be required to sign them application when you are interviewed for this position.

## EDDA Special Use of School Buses

The board may allow for special uses of district buses using guidelines established in this policy. Transportation fees may be charged to offset totally or in part the cost of approved special trips. Revenues received by the board under the provisions of this policy shall not be considered a reduction of operating expenses of the school district. Groups allowed use of buses under this policy are responsible for the care and cleaning of the buses, and for the supervision of passengers. The types of groups allowed, and the restrictions placed on the activities these groups may sponsor while using district transportation, shall be approved by the board and filed with the clerk. Groups allowed use of district buses may not travel outside Kansas.

Special uses will not be approved without insurance coverage.

Approved: KASB Recommendation–7/96; 9/97

EDDA-R Special Use of School Buses EDDA-R

The board may allow the following special uses for district owned buses:

- Parents and/or other adults when traveling to or from school-related functions or activities;
- Students traveling to or from functions or activities sponsored by organizations, the membership of which is principally composed of children of school age;
- Persons engaged in field trips related to an adult education program maintained by the district;
- Governing bodies of townships, city or county who transport individuals, groups or organizations;
- Nonpublic school students when traveling to or from interschool or intraschool functions or activities;
- Community college students enrolled in the community college to or from attendance at class at the community college or to and from functions or activities of the community college.
- A four-year college or university, area vocational school, or area vocational-technical school for transportation of students to or from attendance at class at the four-year college or university, area vocational school or area vocational-technical school, or for transportation of students, alumni and other members of the public to or from functions or activities of these organizations;
- Public recreation commissions, if travel is to or from an activity related to the operation of the commission;
- Another school district if there is a cooperative and shared-cost arrangement with that district.

Approved: KASB Recommendation–7/96; 9/97

Norton Glass

Enfield Glass Services, LLC
Andrew Enfield, Owner
116 N. Norton
Norton, KS. 67654
785-877-3282
Email- nortonglass@ruraltel.net

June 23, 2026

USD 212
Northern Valley

This is a bid to remove existing Steel frame windows and replace them with Manko Bone white frames with 1" gray insulated glass.
1 68" x 44" sliding window
2 49" x 80 ½" 3 section stacked window with panel/glass/vent
1 49" x 80 ½" 3 section stacked window with panel/glass/panel
2 49" x 32 ½" picture window
1 261 ¼" x 80 ¼" 6 x 3 with Panel on the top sections/Glass in the center/glass, vent, glass, vent, panel, glass on the bottom
1 215 ½" x 32 ¼" 5 section window with glass, glass, glass, panel, glass
1 173" x 32 ¼" 4 section window with glass
1 49" x 81 ¼" 3 section stacked window with panel/glass/vent
1 310 ¼" x 80 1/4" 6 x 3 window with panel on top sections, glass in center/glass, vent, glass, vent, glass, vent
1 733" x 33 ½" 14 x 2 with panel on top and glass on bottom

Installed 114,487.00

Price is good for 30 days

Thank you,

Andrew Enfield, Owner