A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Wednesday, August 12, 2026, beginning at 6:00 PM in the Long Island Middle School, 627 Washington, Long Island, KS 67647.

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

In addition to the board, also in attendance: Ken Tharman (HS Principal and 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 Steven Whitney, Carried.

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

Yea: 5, Nay: 0, Absent: 2
III. Approval of Minutes 6
I recommend the board approve the minutes as presented. This motion, made by Laquita Smith and seconded by Brandi Keith, Carried.

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

Yea: 5, Nay: 0, Absent: 2
IV. Approval of Bills 13
I recommend the board approve the bills as presented. This motion, made by Rich Wenzl and seconded by Steven Whitney, Carried.

| | |
|---|---|
| Shanna Hammond: | Absent |
| Brandi Keith: | Yea |
| Christopher Rogers: | Absent |
| 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. Tharman gave a brief overview of the vehicle inspections and drivers for this year.

B. Summer Projects

A huge thank you to those that helped: Shelby Preston, Mitch Pugh, Cindy Mordecai, Marvin Gebhard, Jessica and Matt Ledbetter, Ryan Hopkins ... as well as the summer helpers: Noah Hansen, Silvia Marquez, Dean Lewis, Jeremiah Kirkland, and Keelan Dockendorf. Lastly .... another Thank You to those businesses that were part of the summer projects: Carpet One, Hardy Electric, Hobarts, AquaShield, Culligan Casey Dole, Blue Dog Welding, INA Alert, KS Original Flooring, Cutting Edge Concrete Design, and Cody Nickel Concrete.

We are functional ... and as always ... not all things were done, but most completed.

C. HB 2299 (Personal Devices Policy) 51

I recommend the board approve the Student Personal Devices Policy as presented. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

Shanna Hammond: Absent
Brandi Keith: Yea
Christopher Rogers: Absent
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 5, Nay: 0, Absent: 2

D. K - 12 Student Handbook 56

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

Shanna Hammond: Absent
Brandi Keith: Yea
Christopher Rogers: Absent
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 5, Nay: 0, Absent: 2

E. Activity Handbook 96

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

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

Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 5, Nay: 0, Absent: 2
Mr. Gebhard joined the meeting at this time.

VII. New Business

A. Enrollment Numbers 119
Mr. Tharman shared a sheet of student enrollment numbers indicating that we are up this year compared to count day last year. This is a testament to the staff here at Northern Valley.

B. Out of District Students 120
Mr. Tharman shared the list of students that are from out of district. Notifications will be sent to those neighboring districts at the start of next week.

C. Building Needs Assessement 121
The annual needs assessment was shared with the board.

D. Budget Documents 131
The budget documents that were published in the newspaper was shared with the board. The September board meeting will follow the Revenue Neutral Rate and Budget Hearings.

VIII. Personnel

A. Staffing
I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individuals to be discussed; retaining Mr. Gebhard and Mr. Tharman and returning to open session in this room at 6:41 PM. This motion, made by Laquita Smith and seconded by Brandi Keith, Carried.

Shanna Hammond: Absent
Brandi Keith: Yea
Christopher Rogers: Absent
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 5, Nay: 0, Absent: 2
At 6:41 PM the meeting returned to open session.

B. Supplementals 133
I recommend the board approve Becky Delimont for Dance and Co - concession sponsor, Emily Lowry for JH Asst. VB and JH Cheer, Ross Cole for Cross Country, and Mitch Pugh for Driver's Education for the 2026 - 27 school year. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

Shanna Hammond: Absent
Brandi Keith: Yea
Christopher Rogers: Absent
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 5, Nay: 0, Absent: 2

C. High School Custodian 139
I recommend the board approve hiring Marta Marquez for the HS Janitor position. This motion, made by Rich Wenzl and seconded by Brandi Keith, Carried.

Shanna Hammond: Absent
Brandi Keith: Yea
Christopher Rogers: Absent
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 5, Nay: 0, Absent: 2

D. Leave Request 142

I recommend the board approve the leave request for Kacie Yocum. This motion, made by Rich Wenzl and seconded by Laquita Smith, Carried.

Shanna Hammond: Absent
Brandi Keith: Yea
Christopher Rogers: Absent
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 5, Nay: 0, Absent: 2

E. Teacher Evaluation Schedule 143

Mr. Tharman shared the schedule for this year's teacher evaluations.

F. Approve Individual Professional Development Plans (IDP's)

I recommend the board approve the IDP's as presented. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

Shanna Hammond: Absent
Brandi Keith: Yea
Christopher Rogers: Absent
Laquita Smith: Yea
Hilary Van Patten: Yea
Rich Wenzl: Yea
Steven Whitney: Yea
Yea: 5, Nay: 0, Absent: 2

The professional development plans were passed around for the board to view.

IX. Administrative Reports

A. Superintendent / 9-12 Principal Report

Mr. Tharman shared there is lots of excitement in the air. All staff back to school breakfast today. Followed by local teacher and group meetings. Tomorrow, SHESC presenting and AI Overview, iCEV training for HS teachers, and Mandt recertification training. Friday is a work day .... and students arrive on Monday, Aug. 17th.

Morning orientation and team building exercises. Sophomores and Seniors will be doing CPR certification in the afternoon. Freshmen and Juniors will be doing Stop the Bleed training, building orientation, and cleaning of concession stand.

First day of fall practices begin on the 17th as well.

KIDS Training on the 24th

VB jamboree on the 25th (Here).... FB scrimmage TBD
September 14th board meeting ..... RNR hearing, budget hearing, etc.
B. K-8 Principal Report
Mr. Gebhard shared some of Valeri Marble's comments about Beyond the Backpack. "I wanted to send you a final update now that we are officially at one of the most exciting parts of our first Beyond the Backpack project! First and foremost, I cannot thank all of you enough for your encouragement and support throughout this process. What started as an idea to help provide school supplies has turned into something much bigger, and our community's response has been incredible!! I'm excited to share that Beyond the Backpack raised a total of $12,385! Combined with what we've already spent, approximately 90% of the money raised this year will remain directly invested in Beyond the Backpack and Northern Valley students. Throughout this fundraiser, I've heard over and over again how fortunate Northern Valley is to have the teachers and staff that we do. People wanted to give because they believe in our students, our school and the people caring for these kids every day. Thank you for letting the Beyond the Match Foundation take the lead on this project!!" Mr. Gebhard added a huge thank you to all of those that donated time and money to this cause.
He also extended a thank you to Cody Nickel for the concrete work done in front of the GS and cafeteria.
A new para has been hired, Whitney Padgett, to fill the need in Long Island.

X. Reports of Board Members

XI. Adjournment

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

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

Yea: 5, Nay: 0, Absent: 2

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
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
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

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

HB 2299 was passed this past spring and forces school districts to have a policy in place by September 1st (and submitted to the state) that: "**1. 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. 2. 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. 3. Students must have a way to contact parents/guardians using a school phone provided by the school. 4. 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. 5. The rules do not apply during travel to or from off-campus learning."**

Mr. Tharman presented the sample language for policies from KASB. The board decided to review the samples and provide feedback throughout the next month so that Mr. Tharman may have a proposed policy to comply with HB 2299 at the August board meeting.

D. Negotiated Agreement

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

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

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

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 Governtmental 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

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

E. Student Accident Insurance

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

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

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

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

# USD 212

## Cash Summary Report

Accounting Cycle: FY 26-27; Beginning Period: Period 00 (05/01/2026 - 06/30/2026) ; Ending Period: Period 02 (08/01/2026 - 08/31/2026) ; Show Prior Year Expense/Encumbrance:
Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: Yes; Created On: 8/10/2026 11:14:03 AM

**Year**
Current

| Fund | Description | Beginning Balance | Revenue | Expenditure | Other | Ending Balance |
|---|---|---|---|---|---|---|
| 06 | GENERAL FUND | ($0.27) | $2,081.00 | ($65,999.85) | $0.00 | ($63,919.12) |
| 07 | FEDERAL FUNDS | ($0.20) | $0.00 | $0.00 | $0.00 | ($0.20) |
| 08 | SUPPLEMENTAL GENERAL FUND | $163,769.49 | $0.00 | ($70,704.76) | $0.00 | $93,064.73 |
| 11 | FOUR YEAR OLD AT RISK FUND | $17,737.36 | $0.00 | ($238.75) | $0.00 | $17,498.61 |
| 13 | K-12 AT RISK FUND | $25,788.41 | $0.00 | ($1,011.25) | $0.00 | $24,777.16 |
| 14 | BILINGUAL EDUCATION | $1,090.00 | $0.00 | $0.00 | $0.00 | $1,090.00 |
| 16 | CAPITAL OUTLAY | $150,293.95 | $0.00 | ($8,802.31) | $0.00 | $141,491.64 |
| 18 | DRIVER TRAINING | $3,699.82 | $0.00 | $0.00 | $0.00 | $3,699.82 |
| 24 | FOOD SERVICE | $45,989.01 | $100.00 | ($658.25) | $0.00 | $45,430.76 |
| 26 | PROFESSIONAL DEVELOPMENT FUND | $8,964.90 | $0.00 | ($1,620.58) | $0.00 | $7,344.32 |
| 30 | SPECIAL EDUCATION | $75,398.53 | $11,010.00 | ($1,774.81) | $0.00 | $84,633.72 |
| 34 | VOCATIONAL EDUCATION | $31,706.06 | $0.00 | ($439.07) | $0.00 | $31,266.99 |
| 35 | GIFTS/GRANTS | $77,588.13 | $0.00 | ($7,000.00) | $0.00 | $70,588.13 |
| 51 | KPERS RETIREMENT CONTRIBUTIONS | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 53 | CONTINGENCY FUND | $225,000.00 | $0.00 | $0.00 | $0.00 | $225,000.00 |
| 55 | TEXTBOOK RENTAL | $28,499.52 | $0.00 | $0.00 | $0.00 | $28,499.52 |
| 81 | LIBRARY GRANT | $911.02 | $0.00 | $0.00 | $0.00 | $911.02 |
| 85 | KS COORDINATED SCHOOL HEALTH | $1,958.14 | $0.00 | $0.00 | $0.00 | $1,958.14 |
| **Sub Total** | | **$858,393.87** | **$13,191.00** | **($158,249.63)** | **$0.00** | **$713,335.24** |
| **Grand Total** | | **$858,393.87** | **$13,191.00** | **($158,249.63)** | **$0.00** | **$713,335.24** |

Yes; Prior Year Ending Balance for Beginning Balance: Yes; Include

| Encumbrances | Liabilities | Available |
|---|---|---|
| $0.00 | $0.00 | ($63,919.12) |
| $0.00 | $0.00 | ($0.20) |
| $0.00 | $0.00 | $93,064.73 |
| $0.00 | $0.00 | $17,498.61 |
| $0.00 | $0.00 | $24,777.16 |
| $0.00 | $0.00 | $1,090.00 |
| $0.00 | $0.00 | $141,491.64 |
| $0.00 | $0.00 | $3,699.82 |
| $0.00 | $0.00 | $45,430.76 |
| $0.00 | $0.00 | $7,344.32 |
| $0.00 | $0.00 | $84,633.72 |
| $0.00 | $0.00 | $31,266.99 |
| $0.00 | $0.00 | $70,588.13 |
| $0.00 | $0.00 | $0.00 |
| $0.00 | $0.00 | $225,000.00 |
| $0.00 | $0.00 | $28,499.52 |
| $0.00 | $0.00 | $911.02 |
| $0.00 | $0.00 | $1,958.14 |
| **$0.00** | **$0.00** | **$713,335.24** |
| **$0.00** | **$0.00** | **$713,335.24** |

# USD 212

## Cash Summary Report

Accounting Cycle: FY 26-27; Beginning Period: Period 00 (05/01/2026 - 06/30/2026) ; Ending Period: Period 02 (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: None; Exclude Closing Entries: No; Include Unposted Transactions: Yes;
Created On: 8/10/2026 11:14:03 AM

| Fund | Description | Liabilities (Beginning) | Liabilities (Ending) | Payments on PY Expense | Cash Journal Entries | Other Total |
|---|---|---|---|---|---|---|
| 06 | GENERAL FUND | $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 |
| 16 | CAPITAL OUTLAY | $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 |
| **Sub Total** | | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 08/01/2025 to 08/31/2026.

| Site ID / Group ID | Activity ID | Activity Name | Beginning Cash | Receipts | Disbursements | Adjustments | Cash Balance |
|---|---|---|---|---|---|---|---|
| **NVHS** | **Northern Valley High School** | | | | | | |
| A | ATHLETICS | | | | | | |
| | 1010 | HIGH SCHOOL ATHLETICS | 9,148.17 | 23,108.49 | 22,324.65 | -319.05 | 9,612.96 |
| | 3022 | HS Football Team | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 3040 | High School Girls Basketball | 1,336.00 | 580.00 | 0.00 | 0.00 | 1,916.00 |
| | | A Totals: | 10,484.17 | 23,688.49 | 22,324.65 | -319.05 | 11,528.96 |
| B | CLUBS & ORGANIZATIONS | | | | | | |
| | 2010 | STUDENT COUNCIL | 10,777.84 | 3,910.69 | 7,753.46 | 0.00 | 6,935.07 |
| | 2020 | KAY | 4,359.08 | 4,269.00 | 3,789.74 | -400.00 | 4,438.34 |
| | 2050 | HUSKY MUSIC CLUB | 2,160.33 | 293.00 | 131.00 | 0.00 | 2,322.33 |
| | 2060 | FFA | 7,984.56 | 17,937.25 | 10,690.71 | 0.00 | 15,231.10 |
| | 2070 | SCHOLARS BOWL | 88.77 | 0.00 | 0.00 | 0.00 | 88.77 |
| | 2080 | DANCE ACCOUNT | 2,603.01 | 1,875.00 | 2,712.49 | -882.76 | 882.76 |
| | 2085 | Cheer Account | 0.00 | 3,470.00 | 2,071.05 | 882.76 | 2,281.71 |
| | 2090 | FORENSICS | 1,939.96 | 600.00 | 47.68 | 0.00 | 2,492.28 |
| | 3000 | TECHNOLOGY CLUB | 828.76 | 0.00 | 0.00 | 0.00 | 828.76 |
| | 3010 | Food Science | 66.10 | 0.00 | 0.00 | 0.00 | 66.10 |
| | 3020 | VOLLEYBALL CLUB | 1,288.33 | 580.00 | 99.26 | 0.00 | 1,769.07 |
| | 3030 | FACS | 1,324.23 | 241.00 | 77.01 | 0.00 | 1,488.22 |
| | 3050 | Interactive Media | 92.34 | 0.00 | 0.00 | 0.00 | 92.34 |
| | 7010 | National Honor Society | 0.00 | 250.00 | 0.00 | 0.00 | 250.00 |
| | FA | FACS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | B Totals: | 33,513.31 | 33,425.94 | 27,372.40 | -400.00 | 39,166.85 |
| C | GRADUATING CLASSES | | | | | | |
| | 3114 | CLASS OF 2014 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 3115 | CLASS OF 2015 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 3116 | CLASS OF 2016 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 3117 | CLASS OF 2017 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 3118 | CLASS OF 2018 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 3119 | CLASS OF 2019 | 2,003.91 | 0.00 | 0.00 | 0.00 | 2,003.91 |
| | 3120 | CLASS OF 2020 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 3121 | CLASS OF 2021 | 1,767.59 | 0.00 | 0.00 | 0.00 | 1,767.59 |
| | 3122 | CLASS OF 2022 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 3123 | CLASS OF 2023 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 3124 | CLASS OF 2024 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 3125 | CLASS OF 2025 | 27.00 | 0.00 | 0.00 | 0.00 | 27.00 |
| | 3126 | CLASS OF 2026-Seniors | 6,403.27 | 0.00 | 6,569.93 | 0.00 | -166.66 |
| | 3127 | Class Of 2027- Juniors | 1,653.47 | 27,592.79 | 20,601.76 | 719.05 | 9,363.55 |
| | 3128 | Class of 2028- Sophomores | 2,402.77 | 829.05 | 423.73 | 0.00 | 2,808.09 |
| | 3129 | Class of 2029- Freshmen | 122.67 | 700.00 | 43.71 | 0.00 | 778.96 |
| | 3130 | Class of 2030- Freshmen | 0.00 | 94.00 | 0.00 | 0.00 | 94.00 |
| | | C Totals: | 14,380.68 | 29,215.84 | 27,639.13 | 719.05 | 16,676.44 |

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 08/01/2025 to 08/31/2026.

Site ID Site Name
Group ID Group Name

| Group ID | Activity ID | Activity Name | Beginning Cash | Receipts | Disbursements | Adjustments | Cash Balance |
|---|---|---|---|---|---|---|---|
| D | DISTRICT MONIES | | | | | | |
| | 4020 | HIGH SCHOOL PETTY CASH | 1,125.00 | 0.00 | 0.00 | 0.00 | 1,125.00 |
| | | D Totals: | 1,125.00 | 0.00 | 0.00 | 0.00 | 1,125.00 |
| E | YEARBOOK | | | | | | |
| | 7000 | YEARBOOK | 12,146.85 | 6,143.00 | 6,156.37 | 0.00 | 12,133.48 |
| | | E Totals: | 12,146.85 | 6,143.00 | 6,156.37 | 0.00 | 12,133.48 |
| F | MISC | | | | | | |
| | 7030 | GREENHOUSE | 41.47 | 0.00 | 0.00 | 0.00 | 41.47 |
| | 7060 | BOX TOPS FOR EDUCATION | 2,263.18 | 2,897.95 | 1,563.74 | 0.00 | 3,597.39 |
| | 7102 | Unknown revenue from 2016-2017 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 8011 | Interest Paid To Account | 937.84 | 122.11 | 0.00 | 0.00 | 1,059.95 |
| | | F Totals: | 3,242.49 | 3,020.06 | 1,563.74 | 0.00 | 4,698.81 |
| G | SALES TAX | | | | | | |
| | 8010 | SALES TAX | -85.62 | 0.00 | 0.00 | 0.00 | -85.62 |
| | | G Totals: | -85.62 | 0.00 | 0.00 | 0.00 | -85.62 |
| | | NVHS Activity Totals: | 74,806.88 | 95,493.33 | 85,056.29 | 0.00 | 85,243.92 |

| | Begin Balance | Transfers | Receipts | Disbursements | Adjustments | End Balance |
|---|---|---|---|---|---|---|
| NVHS Checking: | | | 95,493.33 | 85,056.29 | | |
| NVHS Investment: | | | | | | |
| NVHS Bank Balances: | 74,806.88 | | 95,493.33 | 85,056.29 | 0.00 | 85,243.92 |

| | | | | | |
|---|---|---|---|---|---|
| Report Activity Totals: | 74,806.88 | 95,493.33 | 85,056.29 | 0.00 | 85,243.92 |

# USD 212

## Check Listing Report

Accounting Cycle: FY 26-27; Begin Date: 07/14/2026; End Date: 08/10/2026; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 8/10/2026 11:11:48 AM

| | | | |
|---|---|---|---|
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Student Insurance 2026-2027 | First National Bank & Trust | 003174 | 67895 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Iron Insurance Partners | 27-0867 | Student Insurance 2026-2027 | 08-2300-522-00-00 |
| **Sub Total** | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills paid 7/20/2026 | First National Bank & Trust | 003174 | 67896 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Almena Lumber & Supply | 27-0868 | Bills paid 7/20/2026 | 06-2600-626-00-01 |
| Almena Lumber & Supply | 27-0868 | Bills paid 7/20/2026 | 06-2720-626-00-05 |
| Almena Lumber & Supply | 27-0868 | Bills paid 7/20/2026 | 06-2720-626-00-06 |
| Almena Lumber & Supply | 27-0868 | Bills paid 7/20/2026 | 06-2720-626-00-07 |
| Almena Lumber & Supply | 27-0868 | Bills paid 7/20/2026 | 06-2720-626-00-14 |
| **Sub Total** | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills paid 7/20/2026 | First National Bank & Trust | 003174 | 67897 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Dealers First Financial L.L.C. | 27-0871 | Bills paid 7/20/2026 | 16-1000-700-01-00 |
| **Sub Total** | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills paid 7/20/2026 | First National Bank & Trust | 003174 | 67898 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| INA Alert Inc | 27-0870 | Bills paid 7/20/2026 | 08-2600-300-00-01 |
| **Sub Total** | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills paid 7/20/2026 | First National Bank & Trust | 003174 | 67899 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Joshua Hansen | 27-0874 | Bills paid 7/20/2026 | 08-3400-890-01-01 |
| **Sub Total** | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills paid 7/20/2026 | First National Bank & Trust | 003174 | 67900 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |

| | | | |
|---|---|---|---|
| Long Island Feed and Grain, LLC | 27-0869 | Bills paid 7/20/2026 | 06-2600-626-00-02 |
| Long Island Feed and Grain, LLC | 27-0869 | Bills paid 7/20/2026 | 06-2720-626-00-08 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills paid 7/20/2026 | First National Bank & Trust | 003174 | 67901 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Midwest Energy | 27-0873 | Bills paid 7/20/2026 | 06-2600-621-01-00 |
| Midwest Energy | 27-0873 | Bills paid 7/20/2026 | 06-2600-621-02-00 |
| Midwest Energy | 27-0873 | Bills paid 7/20/2026 | 06-2600-621-03-00 |
| Midwest Energy | 27-0873 | Bills paid 7/20/2026 | 34-2600-621-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills paid 7/20/2026 | First National Bank & Trust | 003174 | 67902 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Nex-Tech (Nex-Tech) | 27-0872 | Bills paid 7/20/2026 | 06-2300-532-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills paid 7/20/2026 | First National Bank & Trust | 003174 | 67903 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Noah Hansen | 27-0875 | Bills paid 7/20/2026 | 08-2600-400-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67921 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| AFPLANSERV | 27-0889 | 26063063020 | 06-2300-300-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67922 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Almena Market Inc. | 27-0905 | 08052026 | 08-3400-890-01-01 |
| Almena Market Inc. | 27-0905 | 08052026 | 24-3100-680-01-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67923 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Amy McKinney | 27-0907 | 08052026 | 06-2300-890-00-00 |
| **Sub Total** | | | |
| | | | |

| Voucher Number | Bank Name | Account Number | Check Number |
|---|---|---|---|
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67924 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Andrew Sheley | 27-0894 | 274677 | 08-2600-300-00-02 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67925 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Blossoms and Butterflies by Brenda | 27-0904 | 19670 | 06-2300-890-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67926 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Carpet One | 27-0892 | 08052026 | 08-2600-300-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67927 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| CDW Government, Inc. | 27-0884 | aj9xw9u / ak1md5a | 06-1000-700-00-00 |
| CDW Government, Inc. | 27-0884 | aj9xw9u / ak1md5a | 30-1000-700-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67928 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Cindy Mordecai | 27-0888 | 080526 | 06-1000-610-00-02 |
| Cindy Mordecai | 27-0890 | 08052026 | 26-2200-502-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67929 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| City Of Almena | 27-0901 | 08052026 | 08-2600-411-01-00 |
| City Of Almena | 27-0901 | 08052026 | 08-2600-411-02-00 |
| City Of Almena | 27-0901 | 08052026 | 08-2600-412-01-00 |
| City Of Almena | 27-0901 | 08052026 | 08-2600-412-02-00 |
| City Of Almena | 27-0901 | 08052026 | 08-2600-421-01-00 |
| City Of Almena | 27-0901 | 08052026 | 34-2600-411-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |

| | | | |
|---|---|---|---|
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67930 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| City Of Long Island | 27-0883 | 08082026 | 08-2600-411-03-00 |
| City Of Long Island | 27-0883 | 08082026 | 08-2600-412-03-00 |
| City Of Long Island | 27-0883 | 08082026 | 08-2600-421-03-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67931 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Cliff's Welding | 27-0913 | 65292 / 65169 | 16-2600-300-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67932 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| ComplianceOne | 27-0914 | 342169 | 06-2720-890-00-17 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67933 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Dealers First Financial L.L.C. | 27-0902 | 213897 | 16-1000-700-02-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67934 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Dean Lewis Main Street Construction | 27-0895 | 08052026 | 08-2600-300-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67935 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Hardy Electric L.L.C. | 27-0881 | 903611/ 903613/ 903612/ 903617 | 08-2600-400-00-02 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67936 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Heartland Coca-Cola | 27-0910 | 08052026 | 08-3400-890-01-01 |
| **Sub Total** | | | |
| | | | |

| Voucher Number | Bank Name | Account Number | Check Number |
|---|---|---|---|
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67937 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Hop-A-Long IT Services | 27-0878 | 4066 | 08-2300-500-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67938 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Kowpoke Supply | 27-0906 | 08052026 | 06-2400-890-00-00 |
| Kowpoke Supply | 27-0906 | 08052026 | 08-2600-430-00-01 |
| Kowpoke Supply | 27-0906 | 08052026 | 08-2600-430-00-02 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67939 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Mapes & Miller, CPA, LLP | 27-0911 | 08052026 | 06-2300-300-00-04 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67940 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Marvin Gebhard | 27-0896 | 08052026 | 08-2600-400-00-02 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67941 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Max Boehler | 27-0898 | 08052026 | 06-2720-626-00-15 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67942 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Menards | 27-0908 | 10263/ 11369/ 11452 | 08-2600-430-00-01 |
| Menards | 27-0908 | 10263/ 11369/ 11452 | 08-2600-430-00-02 |
| Menards | 27-0908 | 10263/ 11369/ 11452 | 08-2600-700-00-02 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67943 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Mitch Pugh | 27-0900 | 08052026 | 26-2200-500-00-00 |

| | | | |
|---|---|---|---|
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67944 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| NEX-Tech Wireless | 27-0882 | 12176159 | 06-2720-890-00-17 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67945 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Northwestern Office Supplies | 27-0897 | 1588 | 06-1000-610-01-11 |
| Northwestern Office Supplies | 27-0897 | 1588 | 06-1000-610-03-09 |
| Northwestern Office Supplies | 27-0899 | 1576 | 06-2300-890-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67946 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Norton County Solid Waste | 27-0912 | 74747 / 74748 | 08-2600-421-01-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67947 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Open Spaces Sports | 27-0879 | 6053 | 06-2300-500-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67948 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Sawyer's Ace Hardware | 27-0886 | 7312026 | 08-2600-400-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67949 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| School Specialty | 27-0877 | 403691 | 06-2400-890-00-00 |
| School Specialty | 27-0885 | 208137286581 | 06-2400-890-00-00 |
| School Specialty | 27-0903 | 308104906966 | 06-1000-610-01-09 |
| School Specialty | 27-0877 | 403691 | 30-1000-610-00-00 |
| **Sub Total** | | | |
| | | | |

| Voucher Number | Bank Name | Account Number | Check Number |
|---|---|---|---|
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67950 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Seesaw Learning, Inc. | 27-0891 | 2026-93440 | 06-1000-590-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67951 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Twin Valley Automotive LLC | 27-0887 | 3483 | 06-2720-730-00-11 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67952 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| VISA (VISA1) | 27-0909 | 08052026 | 06-1000-590-00-00 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-1000-610-00-01 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-1000-610-00-02 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-1000-610-01-03 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-1000-610-01-09 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-1000-610-01-10 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-1000-610-02-01 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-1000-610-02-02 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-1000-610-02-03 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-1000-610-02-05 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-1000-610-02-09 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-1000-700-00-00 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-1000-890-01-01 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-2200-640-01-00 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-2300-590-00-01 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-2300-700-00-00 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-2300-890-00-00 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-2300-890-00-01 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-2400-890-00-00 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-2720-626-00-06 |
| VISA (VISA1) | 27-0909 | 08052026 | 06-2720-626-00-14 |
| VISA (VISA1) | 27-0909 | 08052026 | 08-2600-300-00-01 |
| VISA (VISA1) | 27-0909 | 08052026 | 08-2600-610-00-01 |
| VISA (VISA1) | 27-0909 | 08052026 | 08-3400-890-01-01 |
| VISA (VISA1) | 27-0909 | 08052026 | 11-1000-610-00-00 |
| VISA (VISA1) | 27-0909 | 08052026 | 11-1000-700-00-00 |
| VISA (VISA1) | 27-0909 | 08052026 | 26-2200-502-00-00 |
| VISA (VISA1) | 27-0909 | 08052026 | 30-1000-610-00-00 |
| **Sub Total** | | | |

| | | | |
|---|---|---|---|
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| Bills for August board mtg. | First National Bank & Trust | 003174 | 67953 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Yanda's Music & Pro Audio | 27-0893 | 08052026 | 06-1000-610-00-02 |
| **Sub Total** | | | |
| **Grand Total** | | | |

| Payee | Amount | Type |
|---|---|---|
| Iron Insurance Partners | $15,785.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| 2026-2027 Student Insurance | 07/14/2026 | $15,785.00 |
| | | **$15,785.00** |

| Payee | Amount | Type |
|---|---|---|
| Almena Lumber & Supply | $851.33 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| June 2026 Statement | 07/20/2026 | $134.00 |
| June 2026 Statement | 07/20/2026 | $331.10 |
| June 2026 Statement | 07/20/2026 | $149.80 |
| June 2026 Statement | 07/20/2026 | $130.90 |
| June 2026 Statement | 07/20/2026 | $105.53 |
| | | **$851.33** |

| Payee | Amount | Type |
|---|---|---|
| Dealers First Financial L.L.C. | $295.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 213383 | 07/20/2026 | $295.00 |
| | | **$295.00** |

| Payee | Amount | Type |
|---|---|---|
| INA Alert Inc | $4,266.21 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 24438 | 07/20/2026 | $4,266.21 |
| | | **$4,266.21** |

| Payee | Amount | Type |
|---|---|---|
| Joshua Hansen | $85.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Coaching Course | 07/20/2026 | $85.00 |
| | | **$85.00** |

| Payee | Amount | Type |
|---|---|---|
| Long Island Feed and Grain, LLC | $256.83 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |

| | | |
|---|---|---|
| June 2026 Statement | 07/20/2026 | $31.58 |
| June 2026 Statement | 07/20/2026 | $225.25 |
| | | **$256.83** |
| | | |
| **Payee** | **Amount** | **Type** |
| Midwest Energy | $296.67 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| July 2026 | 07/20/2026 | $64.90 |
| July 2026 | 07/20/2026 | $67.73 |
| July 2026 | 07/20/2026 | $60.68 |
| July 2026 | 07/20/2026 | $103.36 |
| | | **$296.67** |
| | | |
| **Payee** | **Amount** | **Type** |
| Nex-Tech (Nex-Tech) | $61.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Acct: 15740 | 07/20/2026 | $61.00 |
| | | **$61.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| Noah Hansen | $24.36 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Reimbursement for Belt | 07/20/2026 | $24.36 |
| | | **$24.36** |
| | | |
| **Payee** | **Amount** | **Type** |
| AFPLANSERV | $17.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| 26063063020 | 08/07/2026 | $17.00 |
| | | **$17.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| Almena Market Inc. | $47.11 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| july 2026 statement | 08/07/2026 | $20.45 |
| july 2026 statement | 08/07/2026 | $26.66 |
| | | **$47.11** |
| | | |
| **Payee** | **Amount** | **Type** |
| Amy McKinney | $72.53 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Class Composite | 08/07/2026 | $72.53 |
| | | **$72.53** |
| | | |

| Payee | Amount | Type |
|---|---|---|
| Andrew Sheley | $550.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| 274677 | 08/07/2026 | $550.00 |
| | | **$550.00** |

| Payee | Amount | Type |
|---|---|---|
| Blossoms and Butterflies by Brenda | $50.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 19670 | 08/07/2026 | $50.00 |
| | | **$50.00** |

| Payee | Amount | Type |
|---|---|---|
| Carpet One | $3,200.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| 2nd Payment | 08/07/2026 | $3,200.00 |
| | | **$3,200.00** |

| Payee | Amount | Type |
|---|---|---|
| CDW Government, Inc. | $3,101.34 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN's: AJ9xw9U and AK1MD5A | 08/07/2026 | $1,550.67 |
| IN's: AJ9xw9U and AK1MD5A | 08/07/2026 | $1,550.67 |
| | | **$3,101.34** |

| Payee | Amount | Type |
|---|---|---|
| Cindy Mordecai | $195.88 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Reimbursement for Band | 08/07/2026 | $165.88 |
| KBA Conference Meals | 08/07/2026 | $30.00 |
| | | **$195.88** |

| Payee | Amount | Type |
|---|---|---|
| City Of Almena | $1,290.87 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| August 2026 bill | 08/07/2026 | $662.05 |
| August 2026 bill | 08/07/2026 | $158.60 |
| August 2026 bill | 08/07/2026 | $71.49 |
| August 2026 bill | 08/07/2026 | $140.72 |
| August 2026 bill | 08/07/2026 | $150.00 |
| August 2026 bill | 08/07/2026 | $108.01 |
| | | **$1,290.87** |

| Payee | Amount | Type |
|---|---|---|

| City Of Long Island | $208.15 | Accounts Payable |
|---|---|---|
| **Description** | **Issue Date** | **Amount** |
| July 2026 Bill | 08/07/2026 | $147.15 |
| July 2026 Bill | 08/07/2026 | $40.00 |
| July 2026 Bill | 08/07/2026 | $21.00 |
| | | **$208.15** |

| **Payee** | **Amount** | **Type** |
|---|---|---|
| Cliff's Welding | $1,652.71 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Materials for bleachers (Blue Dog Welding) Invoice #65292 and #65169 | 08/07/2026 | $1,652.71 |
| | | **$1,652.71** |

| **Payee** | **Amount** | **Type** |
|---|---|---|
| ComplianceOne | $55.35 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| For the month of July / Invoice # 342169 | 08/07/2026 | $55.35 |
| | | **$55.35** |

| **Payee** | **Amount** | **Type** |
|---|---|---|
| Dealers First Financial L.L.C. | $490.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| In: 213897 | 08/07/2026 | $490.00 |
| | | **$490.00** |

| **Payee** | **Amount** | **Type** |
|---|---|---|
| Dean Lewis Main Street Construction | $828.01 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Jeremiah Labor | 08/07/2026 | $828.01 |
| | | **$828.01** |

| **Payee** | **Amount** | **Type** |
|---|---|---|
| Hardy Electric L.L.C. | $18,057.26 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN's: 903611,903612,903613, 903617 | 08/07/2026 | $18,057.26 |
| | | **$18,057.26** |

| **Payee** | **Amount** | **Type** |
|---|---|---|
| Heartland Coca-Cola | $1,142.75 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Beginning inventory for Junior's concession stand. | 08/07/2026 | $1,142.75 |
| | | **$1,142.75** |

| Payee | Amount | Type |
|---|---|---|
| Hop-A-Long IT Services | $7,500.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 4066 | 08/07/2026 | $7,500.00 |
| | | **$7,500.00** |

| Payee | Amount | Type |
|---|---|---|
| Kowpoke Supply | $4,670.02 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| July 2026 Statement | 08/07/2026 | $30.44 |
| July 2026 Statement | 08/07/2026 | $197.15 |
| July 2026 Statement | 08/07/2026 | $4,442.43 |
| | | **$4,670.02** |

| Payee | Amount | Type |
|---|---|---|
| Mapes & Miller, CPA, LLP | $400.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Second quarter report | 08/07/2026 | $400.00 |
| | | **$400.00** |

| Payee | Amount | Type |
|---|---|---|
| Marvin Gebhard | $615.25 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| July Yardwork in Long Island | 08/07/2026 | $615.25 |
| | | **$615.25** |

| Payee | Amount | Type |
|---|---|---|
| Max Boehler | $25.01 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Fuel Reimbursement | 08/07/2026 | $25.01 |
| | | **$25.01** |

| Payee | Amount | Type |
|---|---|---|
| Menards | $1,936.16 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Invoices 10263, 11369, & 11452 | 08/07/2026 | $87.62 |
| Invoices 10263, 11369, & 11452 | 08/07/2026 | $41.26 |
| Invoices 10263, 11369, & 11452 | 08/07/2026 | $1,807.28 |
| | | **$1,936.16** |

| Payee | Amount | Type |
|---|---|---|
| Mitch Pugh | $1,046.34 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Drivers Ed Class | 08/07/2026 | $1,046.34 |

| | | |
|---|---|---|
| | | **$1,046.34** |
| | | |
| **Payee** | **Amount** | **Type** |
| NEX-Tech Wireless | $96.55 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 12176159 | 08/07/2026 | $96.55 |
| | | **$96.55** |
| | | |
| **Payee** | **Amount** | **Type** |
| Northwestern Office Supplies | $515.50 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Invoice: 1588 | 08/07/2026 | $396.89 |
| Invoice: 1588 | 08/07/2026 | $26.61 |
| Invoice: S 1576 | 08/07/2026 | $92.00 |
| | | **$515.50** |
| | | |
| **Payee** | **Amount** | **Type** |
| Norton County Solid Waste | $136.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Invoice #74747 and #74748 | 08/07/2026 | $136.00 |
| | | **$136.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| Open Spaces Sports | $5,000.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| IN: 6053 | 08/07/2026 | $5,000.00 |
| | | **$5,000.00** |
| | | |
| **Payee** | **Amount** | **Type** |
| Sawyer's Ace Hardware | $53.97 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Closing date statement 7-31-26. Called and talked with Sherri | 08/07/2026 | $53.97 |
| | | **$53.97** |
| | | |
| **Payee** | **Amount** | **Type** |
| School Specialty | $1,699.30 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Customer: 403691 | 08/07/2026 | $1,266.82 |
| IN: 208137286581 | 08/07/2026 | $43.02 |
| IN:308104906966 | 08/07/2026 | $224.30 |
| Customer: 403691 | 08/07/2026 | $165.16 |
| | | **$1,699.30** |
| | | |

| Payee | Amount | Type |
|---|---|---|
| Seesaw Learning, Inc. | $2,755.00 | Accounts Payable |

| Description | Issue Date | Amount |
|---|---|---|
| IN: 2026-93440 | 08/07/2026 | $2,755.00 |
| | | **$2,755.00** |

| Payee | Amount | Type |
|---|---|---|
| Twin Valley Automotive LLC | $3,681.20 | Accounts Payable |

| Description | Issue Date | Amount |
|---|---|---|
| In:3483 | 08/07/2026 | $3,681.20 |
| | | **$3,681.20** |

| Payee | Amount | Type |
|---|---|---|
| VISA (VISA1) | $16,541.00 | Accounts Payable |

| Description | Issue Date | Amount |
|---|---|---|
| July bill | 08/07/2026 | $288.00 |
| July bill | 08/07/2026 | $54.69 |
| July bill | 08/07/2026 | $25.00 |
| July bill | 08/07/2026 | $1,768.20 |
| July bill | 08/07/2026 | $399.44 |
| July bill | 08/07/2026 | $1,237.00 |
| July bill | 08/07/2026 | $111.61 |
| July bill | 08/07/2026 | $239.09 |
| July bill | 08/07/2026 | $404.74 |
| July bill | 08/07/2026 | $209.00 |
| July bill | 08/07/2026 | $575.17 |
| July bill | 08/07/2026 | $285.90 |
| July bill | 08/07/2026 | $551.97 |
| July bill | 08/07/2026 | $48.12 |
| July bill | 08/07/2026 | $9.65 |
| July bill | 08/07/2026 | $456.91 |
| July bill | 08/07/2026 | $3,401.59 |
| July bill | 08/07/2026 | $150.08 |
| July bill | 08/07/2026 | $3,244.48 |
| July bill | 08/07/2026 | $75.91 |
| July bill | 08/07/2026 | $134.51 |
| July bill | 08/07/2026 | $646.45 |
| July bill | 08/07/2026 | $1,263.53 |
| July bill | 08/07/2026 | $117.99 |
| July bill | 08/07/2026 | $153.39 |
| July bill | 08/07/2026 | $85.36 |
| July bill | 08/07/2026 | $544.24 |
| July bill | 08/07/2026 | $58.98 |
| | | **$16,541.00** |

| | | |
|---|---|---|
| **Payee** | **Amount** | **Type** |
| Yanda's Music & Pro Audio | $403.70 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Summer Repairs | 08/07/2026 | $403.70 |
| | | **$403.70** |
| | | **$99,955.36** |

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## Check Listing Report

Accounting Cycle: FY 26-27; Begin Date: 07/14/2026; End Date: 08/10/2026; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 8/10/2026 11:11:49 AM

| Check Date | Check Number | Payee | Type | Amount |
|---|---|---|---|---|
| 07/14/2026 | 67895 | Iron Insurance Partners | Accounts Payable | $15,785.00 |
| 07/20/2026 | 67896 | Almena Lumber & Supply | Accounts Payable | $851.33 |
| 07/20/2026 | 67897 | Dealers First Financial L.L.C. | Accounts Payable | $295.00 |
| 07/20/2026 | 67898 | INA Alert Inc | Accounts Payable | $4,266.21 |
| 07/20/2026 | 67899 | Joshua Hansen | Accounts Payable | $85.00 |
| 07/20/2026 | 67900 | Long Island Feed and Grain, LLC | Accounts Payable | $256.83 |
| 07/20/2026 | 67901 | Midwest Energy | Accounts Payable | $296.67 |
| 07/20/2026 | 67902 | Nex-Tech (Nex-Tech) | Accounts Payable | $61.00 |
| 07/20/2026 | 67903 | Noah Hansen | Accounts Payable | $24.36 |
| 08/07/2026 | 67921 | AFPLANSERV | Accounts Payable | $17.00 |
| 08/07/2026 | 67922 | Almena Market Inc. | Accounts Payable | $47.11 |
| 08/07/2026 | 67923 | Amy McKinney | Accounts Payable | $72.53 |
| 08/07/2026 | 67924 | Andrew Sheley | Accounts Payable | $550.00 |
| 08/07/2026 | 67925 | Blossoms and Butterflies by Brenda | Accounts Payable | $50.00 |
| 08/07/2026 | 67926 | Carpet One | Accounts Payable | $3,200.00 |
| 08/07/2026 | 67927 | CDW Government, Inc. | Accounts Payable | $3,101.34 |
| 08/07/2026 | 67928 | Cindy Mordecai | Accounts Payable | $195.88 |
| 08/07/2026 | 67929 | City Of Almena | Accounts Payable | $1,290.87 |
| 08/07/2026 | 67930 | City Of Long Island | Accounts Payable | $208.15 |
| 08/07/2026 | 67931 | Cliff's Welding | Accounts Payable | $1,652.71 |
| 08/07/2026 | 67932 | ComplianceOne | Accounts Payable | $55.35 |
| 08/07/2026 | 67933 | Dealers First Financial L.L.C. | Accounts Payable | $490.00 |
| 08/07/2026 | 67934 | Dean Lewis Main Street Construction | Accounts Payable | $828.01 |
| 08/07/2026 | 67935 | Hardy Electric L.L.C. | Accounts Payable | $18,057.26 |
| 08/07/2026 | 67936 | Heartland Coca-Cola | Accounts Payable | $1,142.75 |
| 08/07/2026 | 67937 | Hop-A-Long IT Services | Accounts Payable | $7,500.00 |
| 08/07/2026 | 67938 | Kowpoke Supply | Accounts Payable | $4,670.02 |
| 08/07/2026 | 67939 | Mapes & Miller, CPA, LLP | Accounts Payable | $400.00 |
| 08/07/2026 | 67940 | Marvin Gebhard | Accounts Payable | $615.25 |
| 08/07/2026 | 67941 | Max Boehler | Accounts Payable | $25.01 |
| 08/07/2026 | 67942 | Menards | Accounts Payable | $1,936.16 |
| 08/07/2026 | 67943 | Mitch Pugh | Accounts Payable | $1,046.34 |
| 08/07/2026 | 67944 | NEX-Tech Wireless | Accounts Payable | $96.55 |
| 08/07/2026 | 67945 | Northwestern Office Supplies | Accounts Payable | $515.50 |
| 08/07/2026 | 67946 | Norton County Solid Waste | Accounts Payable | $136.00 |
| 08/07/2026 | 67947 | Open Spaces Sports | Accounts Payable | $5,000.00 |
| 08/07/2026 | 67948 | Sawyer's Ace Hardware | Accounts Payable | $53.97 |

| | | | | |
|---|---|---|---|---|
| 08/07/2026 | 67949 | School Specialty | Accounts Payable | $1,699.30 |
| 08/07/2026 | 67950 | Seesaw Learning, Inc. | Accounts Payable | $2,755.00 |
| 08/07/2026 | 67951 | Twin Valley Automotive LLC | Accounts Payable | $3,681.20 |
| 08/07/2026 | 67952 | VISA (VISA1) | Accounts Payable | $16,541.00 |
| 08/07/2026 | 67953 | Yanda's Music & Pro Audio | Accounts Payable | $403.70 |
| **Sub Total** | | | | **$99,955.36** |

# USD 212

## Check Listing Report

Accounting Cycle: FY 26-27; Begin Date: 07/14/2026; End Date: 08/10/2026; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 8/10/2026 11:11:49 AM

| Check Date | Check Number | Payee | Description | Type |
|---|---|---|---|---|
| 08/07/2026 | 67921 | AFPLANSERV | Inv: 26063063020 | Accounts Payable |
| 07/20/2026 | 67896 | Almena Lumber & Supply | June 2026 Statement | Accounts Payable |
| 08/07/2026 | 67922 | Almena Market Inc. | Inv: 08052026 | Accounts Payable |
| 08/07/2026 | 67923 | Amy McKinney | Inv: 08052026 | Accounts Payable |
| 08/07/2026 | 67924 | Andrew Sheley | Inv: 274677 | Accounts Payable |
| 08/07/2026 | 67925 | Blossoms and Butterflies by Brenda | Inv: 19670 | Accounts Payable |
| 08/07/2026 | 67926 | Carpet One | Inv: 08052026 | Accounts Payable |
| 08/07/2026 | 67927 | CDW Government, Inc. | Inv: aj9xw9u / ak1md5a | Accounts Payable |
| 08/07/2026 | 67928 | Cindy Mordecai | Inv: 08052026 | Accounts Payable |
| 08/07/2026 | 67928 | Cindy Mordecai | Inv: 080526 | Accounts Payable |
| 08/07/2026 | 67929 | City Of Almena | Inv: 08052026 | Accounts Payable |
| 08/07/2026 | 67930 | City Of Long Island | Inv: 08082026 | Accounts Payable |
| 08/07/2026 | 67931 | Cliff's Welding | Inv: 65292 / 65169 | Accounts Payable |
| 08/07/2026 | 67932 | ComplianceOne | Inv: 342169 | Accounts Payable |
| 07/20/2026 | 67897 | Dealers First Financial L.L.C. | IN:213383 | Accounts Payable |
| 08/07/2026 | 67933 | Dealers First Financial L.L.C. | Inv: 213897 | Accounts Payable |
| 08/07/2026 | 67934 | Dean Lewis Main Street Construction | Inv: 08052026 | Accounts Payable |
| 08/07/2026 | 67935 | Hardy Electric L.L.C. | Inv: 903611/ 903613/ 903612/ 903617 | Accounts Payable |
| 08/07/2026 | 67936 | Heartland Coca-Cola | Inv: 08052026 | Accounts Payable |
| 08/07/2026 | 67937 | Hop-A-Long IT Services | Inv: 4066 | Accounts Payable |
| 07/20/2026 | 67898 | INA Alert Inc | IN:24438 | Accounts Payable |
| 07/14/2026 | 67895 | Iron Insurance Partners | Student Insurance 2026-2027 | Accounts Payable |
| 07/20/2026 | 67899 | Joshua Hansen | Coaching Course | Accounts Payable |
| 08/07/2026 | 67938 | Kowpoke Supply | Inv: 08052026 | Accounts Payable |
| 07/20/2026 | 67900 | Long Island Feed and Grain, LLC | June 2026 Statement | Accounts Payable |
| 08/07/2026 | 67939 | Mapes & Miller, CPA, LLP | Inv: 08052026 | Accounts Payable |
| 08/07/2026 | 67940 | Marvin Gebhard | Inv: 08052026 | Accounts Payable |
| 08/07/2026 | 67941 | Max Boehler | Inv: 08052026 | Accounts Payable |
| 08/07/2026 | 67942 | Menards | Inv: 10263/ 11369/ 11452 | Accounts Payable |
| 07/20/2026 | 67901 | Midwest Energy | July 2026 | Accounts Payable |
| 08/07/2026 | 67943 | Mitch Pugh | Inv: 08052026 | Accounts Payable |
| 07/20/2026 | 67902 | Nex-Tech (Nex-Tech) | acct:15740 | Accounts Payable |
| 08/07/2026 | 67944 | NEX-Tech Wireless | Inv: 12176159 | Accounts Payable |
| 07/20/2026 | 67903 | Noah Hansen | Reimbursement for Belt | Accounts Payable |
| 08/07/2026 | 67945 | Northwestern Office Supplies | Inv: 1576 | Accounts Payable |
| 08/07/2026 | 67945 | Northwestern Office Supplies | Inv: 1588 | Accounts Payable |
| 08/07/2026 | 67946 | Norton County Solid Waste | Inv: 74747 / 74748 | Accounts Payable |

| | | | | |
|---|---|---|---|---|
| 08/07/2026 | 67947 | Open Spaces Sports | Inv: 6053 | Accounts Payable |
| 08/07/2026 | 67948 | Sawyer's Ace Hardware | Inv: 7312026 | Accounts Payable |
| 08/07/2026 | 67949 | School Specialty | Inv: 208137286581 | Accounts Payable |
| 08/07/2026 | 67949 | School Specialty | Inv: 308104906966 | Accounts Payable |
| 08/07/2026 | 67949 | School Specialty | Inv: 403691 | Accounts Payable |
| 08/07/2026 | 67950 | Seesaw Learning, Inc. | Inv: 2026-93440 | Accounts Payable |
| 08/07/2026 | 67951 | Twin Valley Automotive LLC | Inv: 3483 | Accounts Payable |
| 08/07/2026 | 67952 | VISA (VISA1) | Both Visa Cards | Accounts Payable |
| 08/07/2026 | 67953 | Yanda's Music & Pro Audio | Inv: 08052026 | Accounts Payable |
| **Sub Total** | | | | |

| Amount |
|---|
| $17.00 |
| $851.33 |
| $47.11 |
| $72.53 |
| $550.00 |
| $50.00 |
| $3,200.00 |
| $3,101.34 |
| $30.00 |
| $165.88 |
| $1,290.87 |
| $208.15 |
| $1,652.71 |
| $55.35 |
| $295.00 |
| $490.00 |
| $828.01 |
| $18,057.26 |
| $1,142.75 |
| $7,500.00 |
| $4,266.21 |
| $15,785.00 |
| $85.00 |
| $4,670.02 |
| $256.83 |
| $400.00 |
| $615.25 |
| $25.01 |
| $1,936.16 |
| $296.67 |
| $1,046.34 |
| $61.00 |
| $96.55 |
| $24.36 |
| $92.00 |
| $423.50 |
| $136.00 |

| |
|---|
| $5,000.00 |
| $53.97 |
| $43.02 |
| $224.30 |
| $1,431.98 |
| $2,755.00 |
| $3,681.20 |
| $16,541.00 |
| $403.70 |
| **$99,955.36** |

# USD 212

## Check Listing Report

Accounting Cycle: FY 26-27; Begin Date: 08/11/2026; End Date: 08/11/2026; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 8/11/2026 1:32

| | | | |
|---|---|---|---|
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| 2 - Bills for August board mtg. | First National Bank & Trust | 003174 | 67954 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| 6 Man Association | 27-0917 | 08112026 | 06-1000-890-01-01 |
| **Sub Total** | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| 2 - Bills for August board mtg. | First National Bank & Trust | 003174 | 67955 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Almena Agri Services | 27-0916 | 08112026 | 08-2600-610-00-01 |
| **Sub Total** | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| 2 - Bills for August board mtg. | First National Bank & Trust | 003174 | 67956 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2600-626-00-01 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-626-00-06 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-626-00-15 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-629-00-01 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-629-00-05 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-629-00-06 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-629-00-07 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-629-00-11 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-629-00-15 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-629-00-20 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-629-00-20 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-730-00-12 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-730-00-15 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-730-00-19 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-890-00-01 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-890-00-05 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-890-00-06 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-890-00-07 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-890-00-11 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-890-00-12 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-890-00-14 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-890-00-15 |

| | | | |
|---|---|---|---|
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-890-00-18 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-890-00-19 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-890-00-22 |
| Almena Lumber & Supply | 27-0932 | 08112026 | 06-2720-890-00-23 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| 2 - Bills for August board mtg. | First National Bank & Trust | 003174 | 67957 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Ideal Linen & Uniform | 27-0919 | 22236821 | 08-2600-610-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| 2 - Bills for August board mtg. | First National Bank & Trust | 003174 | 67958 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Jacobs Sales | 27-0920 | 08112026 | 06-2600-626-00-01 |
| Jacobs Sales | 27-0920 | 08112026 | 06-2600-626-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| 2 - Bills for August board mtg. | First National Bank & Trust | 003174 | 67959 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Long Island Redi-Mix LLC | 27-0923 | 1306 | 08-2600-300-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| 2 - Bills for August board mtg. | First National Bank & Trust | 003174 | 67960 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Midwest Energy | 27-0926 | 08112026 | 06-2600-621-01-00 |
| Midwest Energy | 27-0926 | 08112026 | 06-2600-621-02-00 |
| Midwest Energy | 27-0926 | 08112026 | 06-2600-621-03-00 |
| Midwest Energy | 27-0926 | 08112026 | 34-2600-621-00-00 |
| Midwest Energy | 27-0926 | 08112026 | 34-2600-621-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| 2 - Bills for August board mtg. | First National Bank & Trust | 003174 | 67961 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Mitch Pugh | 27-0931 | 08112026 | 08-2600-430-00-02 |
| Mitch Pugh | 27-0931 | 08112026 | 26-2200-502-00-00 |
| **Sub Total** | | | |
| | | | |

| Voucher Number | Bank Name | Account Number | Check Number |
|---|---|---|---|
| 2 - Bills for August board mtg. | First National Bank & Trust | 003174 | 67962 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Nippon Sanso Matheson Inc. | 27-0925 | 08112026 | 34-1000-610-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| 2 - Bills for August board mtg. | First National Bank & Trust | 003174 | 67963 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Norton Glass Co., Inc | 27-0922 | 08112026 | 06-2720-730-00-01 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| 2 - Bills for August board mtg. | First National Bank & Trust | 003174 | 67964 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Ostmeyer Inc dba Culligan Soft Water Service | 27-0918 | 08112026 | 08-2600-411-01-00 |
| Ostmeyer Inc dba Culligan Soft Water Service | 27-0918 | 08112026 | 08-2600-411-02-00 |
| Ostmeyer Inc dba Culligan Soft Water Service | 27-0918 | 08112026 | 08-2600-411-02-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| 2 - Bills for August board mtg. | First National Bank & Trust | 003174 | 67965 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Phillips County Review | 27-0915 | 08112026 | 06-2300-590-00-02 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| 2 - Bills for August board mtg. | First National Bank & Trust | 003174 | 67966 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Prairie Land Electric Cooperative, Inc. | 27-0928 | 08112026 | 06-2600-622-01-00 |
| Prairie Land Electric Cooperative, Inc. | 27-0928 | 08112026 | 06-2600-622-01-00 |
| Prairie Land Electric Cooperative, Inc. | 27-0928 | 08112026 | 06-2600-622-01-00 |
| Prairie Land Electric Cooperative, Inc. | 27-0928 | 08112026 | 06-2600-622-01-00 |
| Prairie Land Electric Cooperative, Inc. | 27-0928 | 08112026 | 06-2600-622-03-00 |
| Prairie Land Electric Cooperative, Inc. | 27-0928 | 08112026 | 34-2600-622-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| 2 - Bills for August board mtg. | First National Bank & Trust | 003174 | 67967 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Vicki Dinkel | 27-0930 | 08112026 | 06-1000-700-00-00 |
| **Sub Total** | | | |
| | | | |

| Voucher Number | Bank Name | Account Number | Check Number |
|---|---|---|---|
| 2 - Bills for August board mtg. | First National Bank & Trust | 003174 | 67968 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| WoodRiver Energy LLC | 27-0927 | 08112026 | 06-2600-621-01-00 |
| WoodRiver Energy LLC | 27-0927 | 08112026 | 06-2600-621-02-00 |
| WoodRiver Energy LLC | 27-0927 | 08112026 | 06-2600-621-03-00 |
| WoodRiver Energy LLC | 27-0927 | 08112026 | 24-2600-621-00-00 |
| **Sub Total** | | | |
| | | | |
| **Voucher Number** | **Bank Name** | **Account Number** | **Check Number** |
| 2 - Bills for August board mtg. | First National Bank & Trust | 003174 | 67969 |
| **Vendor** | **PO Number** | **Invoice #** | **Account Code** |
| Yanda's Music & Pro Audio | 27-0921 | 817687/ 817987/ 819680 | 06-1000-610-00-02 |
| Yanda's Music & Pro Audio | 27-0921 | 817687/ 817987/ 819680 | 06-1000-610-00-02 |
| Yanda's Music & Pro Audio | 27-0921 | 817687/ 817987/ 819680 | 06-1000-610-00-02 |
| **Sub Total** | | | |
| **Grand Total** | | | |

2:57 PM

| Payee | Amount | Type |
|---|---|---|
| 6 Man Association | $50.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Association Dues | 08/11/2026 | $50.00 |
| | | **$50.00** |

| Payee | Amount | Type |
|---|---|---|
| Almena Agri Services | $76.50 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| 2.5 gallons Lo Vol 6 (2-4-D) | 08/11/2026 | $76.50 |
| | | **$76.50** |

| Payee | Amount | Type |
|---|---|---|
| Almena Lumber & Supply | $3,055.73 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Fuel | 08/11/2026 | $117.06 |
| Fuel | 08/11/2026 | $174.25 |
| Fuel | 08/11/2026 | $83.11 |
| Oil | 08/11/2026 | $89.31 |
| Oil change | 08/11/2026 | $66.30 |
| Oil change | 08/11/2026 | $69.44 |
| Oil change | 08/11/2026 | $60.78 |
| Oil Change | 08/11/2026 | $123.66 |
| Oil Change | 08/11/2026 | $66.30 |
| Oil Change | 08/11/2026 | $68.22 |
| Oil filter / inspection / etc. | 08/11/2026 | $122.55 |
| Repairs | 08/11/2026 | $75.06 |
| Wiper blades | 08/11/2026 | $20.56 |
| Starter, batteries, labor | 08/11/2026 | $675.45 |
| Oil filter / inspection / etc. | 08/11/2026 | $153.87 |
| Oil filter / inspection / etc. | 08/11/2026 | $76.87 |
| Oil filter / inspection / etc. | 08/11/2026 | $75.36 |
| Oil filter / inspection / etc. | 08/11/2026 | $70.69 |
| Oil filter / inspection / etc. | 08/11/2026 | $156.00 |
| Inspection | 08/11/2026 | $100.00 |
| Inspection | 08/11/2026 | $50.00 |
| Oil filter / inspection / etc. | 08/11/2026 | $77.89 |

| | | |
|---|---|---|
| Inspection | 08/11/2026 | $125.00 |
| Inspection | 08/11/2026 | $100.00 |
| Inspection and DEF | 08/11/2026 | $133.00 |
| Inspection | 08/11/2026 | $125.00 |
| | | **$3,055.73** |
| | | |
| **Payee** | **Amount** | **Type** |
| Ideal Linen & Uniform | $81.03 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Invoice # 22236821 | 08/11/2026 | $81.03 |
| | | **$81.03** |
| | | |
| **Payee** | **Amount** | **Type** |
| Jacobs Sales | $156.96 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Belt #601528 | 08/11/2026 | $118.73 |
| Ignition switch | 08/11/2026 | $38.23 |
| | | **$156.96** |
| | | |
| **Payee** | **Amount** | **Type** |
| Long Island Redi-Mix LLC | $2,276.75 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| 11.75 yards concrete for work in front of cafeteria and grade school. Invoice # 1306 | 08/11/2026 | $2,276.75 |
| | | **$2,276.75** |
| | | |
| **Payee** | **Amount** | **Type** |
| Midwest Energy | $313.25 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Meter # 1293368-5 | 08/11/2026 | $67.41 |
| Meter 1293366-9 | 08/11/2026 | $69.17 |
| Meter # 1293585-4 | 08/11/2026 | $64.78 |
| Meter # 1293442-8 | 08/11/2026 | $62.50 |
| Meter # 2007580-0 | 08/11/2026 | $49.39 |
| | | **$313.25** |
| | | |
| **Payee** | **Amount** | **Type** |
| Mitch Pugh | $149.82 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Reimbursement of paint and brush for room in Long Island | 08/11/2026 | $139.82 |
| Coaching clinic travel expense - Meal reimbursement | 08/11/2026 | $10.00 |
| | | **$149.82** |
| | | |

| Payee | Amount | Type |
|---|---|---|
| Nippon Sanso Matheson Inc. | $270.44 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Tank rentals | 08/11/2026 | $270.44 |
| | | **$270.44** |

| Payee | Amount | Type |
|---|---|---|
| Norton Glass Co., Inc | $228.81 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Grey plexiglass for bus #1 window | 08/11/2026 | $228.81 |
| | | **$228.81** |

| Payee | Amount | Type |
|---|---|---|
| Ostmeyer Inc dba Culligan Soft Water Service | $301.10 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Upstairs filter system (HS) | 08/11/2026 | $101.70 |
| Basement filter system (GS) | 08/11/2026 | $143.15 |
| Monthly rental | 08/11/2026 | $56.25 |
| | | **$301.10** |

| Payee | Amount | Type |
|---|---|---|
| Phillips County Review | $330.04 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Custodial advertisement and Notice of Budget and RNR Hearings | 08/11/2026 | $330.04 |
| | | **$330.04** |

| Payee | Amount | Type |
|---|---|---|
| Prairie Land Electric Cooperative, Inc. | $2,515.51 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Meter #127977851 | 08/11/2026 | $997.56 |
| Meter #127977853 | 08/11/2026 | $732.26 |
| Meter #184316525 | 08/11/2026 | $43.66 |
| Meter #184316526 | 08/11/2026 | $41.40 |
| Meter #127977850 | 08/11/2026 | $603.61 |
| Meter #115343917 | 08/11/2026 | $97.02 |
| | | **$2,515.51** |

| Payee | Amount | Type |
|---|---|---|
| Vicki Dinkel | $650.00 | Accounts Payable |
| **Description** | **Issue Date** | **Amount** |
| Cindy Mordecai purchased a trombone and clarinet | 08/11/2026 | $650.00 |
| | | **$650.00** |

| Payee | Amount | Type |
|---|---|---|
| WoodRiver Energy LLC | $40.66 | Accounts Payable |

| Description | Issue Date | Amount |
|---|---|---|
| HS Heating | 08/11/2026 | $18.40 |
| GS Heating | 08/11/2026 | $13.70 |
| LI Heating | 08/11/2026 | $8.13 |
| Vo Ag Heating | 08/11/2026 | $0.43 |
| | | **$40.66** |

| Payee | Amount | Type |
|---|---|---|
| Yanda's Music & Pro Audio | $204.00 | Accounts Payable |

| Description | Issue Date | Amount |
|---|---|---|
| Invoice #817687 | 08/11/2026 | $67.50 |
| Invoice #817987 | 08/11/2026 | $129.25 |
| Invoice #819680 | 08/11/2026 | $7.25 |
| | | **$204.00** |
| | | **$10,700.60** |

# USD 212

## Check Listing Report

Accounting Cycle: FY 26-27; Begin Date: 08/11/2026; End Date: 08/11/2026; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 8/11/2026 1:32:57 PM

| Check Date | Check Number | Payee | Type | Amount |
|---|---|---|---|---|
| 08/11/2026 | 67954 | 6 Man Association | Accounts Payable | $50.00 |
| 08/11/2026 | 67955 | Almena Agri Services | Accounts Payable | $76.50 |
| 08/11/2026 | 67956 | Almena Lumber & Supply | Accounts Payable | $3,055.73 |
| 08/11/2026 | 67957 | Ideal Linen & Uniform | Accounts Payable | $81.03 |
| 08/11/2026 | 67958 | Jacobs Sales | Accounts Payable | $156.96 |
| 08/11/2026 | 67959 | Long Island Redi-Mix LLC | Accounts Payable | $2,276.75 |
| 08/11/2026 | 67960 | Midwest Energy | Accounts Payable | $313.25 |
| 08/11/2026 | 67961 | Mitch Pugh | Accounts Payable | $149.82 |
| 08/11/2026 | 67962 | Nippon Sanso Matheson Inc. | Accounts Payable | $270.44 |
| 08/11/2026 | 67963 | Norton Glass Co., Inc | Accounts Payable | $228.81 |
| 08/11/2026 | 67964 | Ostmeyer Inc dba Culligan Soft Water Service | Accounts Payable | $301.10 |
| 08/11/2026 | 67965 | Phillips County Review | Accounts Payable | $330.04 |
| 08/11/2026 | 67966 | Prairie Land Electric Cooperative, Inc. | Accounts Payable | $2,515.51 |
| 08/11/2026 | 67967 | Vicki Dinkel | Accounts Payable | $650.00 |
| 08/11/2026 | 67968 | WoodRiver Energy LLC | Accounts Payable | $40.66 |
| 08/11/2026 | 67969 | Yanda's Music & Pro Audio | Accounts Payable | $204.00 |
| **Sub Total** | | | | **$10,700.60** |

# USD 212

## Check Listing Report

Accounting Cycle: FY 26-27; Begin Date: 08/11/2026; End Date: 08/11/2026; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 8/11/2026 1:32:57 PM

| Check Date | Check Number | Payee | Description | Type | Amount |
|---|---|---|---|---|---|
| 08/11/2026 | 67954 | 6 Man Association | Inv: 08112026 | Accounts Payable | $50.00 |
| 08/11/2026 | 67955 | Almena Agri Services | Inv: 08112026 | Accounts Payable | $76.50 |
| 08/11/2026 | 67956 | Almena Lumber & Supply | Inv: 08112026 | Accounts Payable | $3,055.73 |
| 08/11/2026 | 67957 | Ideal Linen & Uniform | Inv: 22236821 | Accounts Payable | $81.03 |
| 08/11/2026 | 67958 | Jacobs Sales | Inv: 08112026 | Accounts Payable | $156.96 |
| 08/11/2026 | 67959 | Long Island Redi-Mix LLC | Inv: 1306 | Accounts Payable | $2,276.75 |
| 08/11/2026 | 67960 | Midwest Energy | Inv: 08112026 | Accounts Payable | $313.25 |
| 08/11/2026 | 67961 | Mitch Pugh | Inv: 08112026 | Accounts Payable | $149.82 |
| 08/11/2026 | 67962 | Nippon Sanso Matheson Inc. | Inv: 08112026 | Accounts Payable | $270.44 |
| 08/11/2026 | 67963 | Norton Glass Co., Inc | Inv: 08112026 | Accounts Payable | $228.81 |
| 08/11/2026 | 67964 | Ostmeyer Inc dba Culligan Soft Water Service | Inv: 08112026 | Accounts Payable | $301.10 |
| 08/11/2026 | 67965 | Phillips County Review | Inv: 08112026 | Accounts Payable | $330.04 |
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| 08/11/2026 | 67967 | Vicki Dinkel | Inv: 08112026 | Accounts Payable | $650.00 |
| 08/11/2026 | 67968 | WoodRiver Energy LLC | Inv: 08112026 | Accounts Payable | $40.66 |
| 08/11/2026 | 67969 | Yanda's Music & Pro Audio | Inv: 817687/ 817987/ 819680 | Accounts Payable | $204.00 |
| **Sub Total** | | | | | **$10,700.60** |

# Student Handbook:

**Messaging Between Students and Employees**

Safety of our students and staff is our top priority. Ensuring digital safety requires district oversight in the use of digital communication tools.. At Northern Valley, messaging between staff and students will use the district's email system, texting, SeeSaw, and/or Google Team Chat. Private two – way communication between employees and students is not permitted through any social media platforms; no exceptions to this prohibition will be granted.

Response Time

Regardless of the means by which communication occurs, 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. As such, requests sent after the last school day of the week dismisses may not be answered until the end of the next school day.

If you have an urgent need, please contact the District Office or proper authorities 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 and specified above. Individuals making unauthorized private two-way communications using social media may be subject to disciplinary action.

# 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 8:00 AM until the dismissal bell at 4:00 PM. This policy is intended to support student engagement, minimize distractions, and maintain a positive and productive classroom environment.

We encourage students to leave personal electronic communication devices at home or in a locked vehicle during the school day. If students choose to bring any personal electronic communication devices into the school building with them, the following policy will be followed:

1. When entering the school each day, students will be required to stop in the office to check in their personal electronic devices.

2. School district personnel will be responsible for properly storing them away from the student during the school day.

3. Students will retrieve their phones and other personal electronic communication devices after the last bell or before they leave for the day.

Exceptions:

1> Seniors with open lunch may take their phones with them when leaving school but must be turned back in upon returning to school.

2> Students leaving for school sponsored activities are permitted to take their phones with them.

At Northern Valley, we value the partnership of parents and guardians. We ask that families discuss the expectations of this policy and determine how they will follow this policy before the school year starts. If you need to contact your child during the school day for any reason, please call the office 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 or stop in the office during passing period let them know.

Please note that students failing to comply with this policy will be subject to disciplinary action.

- 1st Offense – Staff member turns cell phone into office and student may pick up after serving 30-minute detention.
- 2nd Offense – Staff member turns cell phone into office and student may pick up after serving 60-minute detention & parent/guardian is notified.
- 3rd Offense – Staff member turns cell phone into office and will result in 1 Day of In School Suspension & parent/guardian in notified.
- Further Violations will result in doubling of ISS days and parent/guardian notification.

We acknowledge the complexity of this issue and we hope to use this new law and policy to help reduce distractions and enhance the learning environment.

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# Northern Valley
# USD 212



## K – 12 Handbook

Approved by the USD 212 Board of Education on
~~July~~ August 12, 2026~~13~~2, ~~2022~~1

**WELCOME TO NORTHERN VALLEY**

Dear Students:

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

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

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

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

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

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

GO HUSKIES!

**CITIZENSHIP STATEMENT**

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

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

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

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

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

**PHILOSOPHY OF EDUCATION**

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

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

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

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

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

A. Develop intellectual curiosity and eagerness for lifelong learning.
B. Develop a positive attitude toward learning.
C. Develop a positive attitude toward continuing independent education.

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

**AN EQUAL EMPLOYMENT EDUCATION OPPORTUNITY AGENCY**

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

**FACULTY & STAFF**

OFFICE STAFF

Ken Tharman .....Superintendent & HS Principal
Marvin Gebhard.....Pre-K – 8 Principal
Amber Brown .....Board Clerk
Kacie YocumKinze Cox .....Treasurer & HS Secretary
Sommer Yocum.....Junior High Secretary
Kenzi SheleyKenzi Sheley Sheri Sammons .....Elementary School Secretary / Food Service Director

TEACHING STAFF

Jim ColeMax Boehler .....K – 128 PE / Junior High Athletic DirectorMS Technology
Mitch Pugh.....MS/JHJHS Social Science
Amy McKinney .....9-12 Computers & Business / StuCo
Nita Lewis ??????? Hannah Mongeau.....9-12 English / KAY / Student Success Coordinator
Jessie Thalheim.....75 – 12 8 Science / HS Activities Director
Emily Lowry.....6- 12 Math
Jessica Ledbetter ..... 9 – 12 FACS
Cindy MordecaiSarah Rudd .....HS Vocal & Band / K-12 Music 5 – 12 Band4 Music / Student Success Coordinator5-12 Instrumental / HS Technology
Ellen KuhlCindy Mordecai .....6-8 Language Arts / 5K – 8 Vocal & Band
Ross Cole ..... 9 – 12 PE / HS Technology
(PT) Dean LewisEd SchurmanAlissa Krafft .....9-12 Vocational Agriculture & FFA / FACS
Kara Stanton ..... K – 4 Title (.5)Jessica Reeves 9-12 Science / Student Success Coordinator
Darci Davis .....5 – 8 Title (.5)
Suzanne BrooksSandra Dole .....Preschool
Shelby PrestonAngie Knuth .....Kindergarten
Angela KnuthTammy Vincent.....First Grade
Melinda Davis Katie Grote.....Second Grade
Jill Gebhard.....Third Grade
Amy Chandler.....Fourth Grade
Kirsten Baird.....Fifth Grade
Kelli Hueneke .....5PreK 6th Title I / 6-8 Social Studies/At Risk
Terry Logemann .....5-12 Interrelated Teacher
Katie Grote Tami Dubois.....K-4th Interrelated Teacher
John Vincent .....Library Media Tech
Judy Wenzl Brandi Shelton .....Nurse
Ryan Hopkins .....Technology Coordinator

CUSTODIANS

Noah HansenAlan Brown Hal Hansen (ES)
Kassandra Speer & Laurie Alsdurf???????????? (JH)
??????????????Noah Hansen (HS / Almena Maint.)
Dean Lewis – Maintenance Director (PT)
Silvia Marquez (JH)

CAFETERIA STAFF

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

**BOARD MEMBERS**

Hilary Van Patten
Christopher Rogers
Laquita Smith
Shanna Hammond

Rich Wenzl Steven Whitney
Brandi Keith

**SCHOOL TELEPHONE NUMBERS**

Almena High School – 785-669-2445
Long Island Junior High School – 785-669-6497854-7681
Almena Elementary School – 785-664-2446

**WEBSITE**

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

**SCHOOL CLOSING/STORM ROUTES**

Listen to the following stations for school closings during stormy weather:
KQNK – Norton Radio – AM 1530/FM 106.7
KKAN/KQMA – Phillipsburg Radio – AM 1490/FM92.5
KRVN – Lexington Radio – AM 880/FM 93.1
KSNK – TV Channel 8
NTV – TV – Channel 13
KOLN – TV – Channel 11
KAKE – TV – Channel 10
KWCH – TV – Channel 7

**HANDBOOK PURPOSE**

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

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

~~**PLANNER USE**~~

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

**PASSES OR PERMITS**

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

**INCLUSION STATEMENT**

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

**FRIABLE ASBESTOS CONTAINING MATERIAL**

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

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

**STUDENT GRIEVANCE PROCEDURES**

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

A. The Local Education Agency recognizes the right of students to express their grievances, and to seek a solution concerning disagreements arising from differences of interpretation of policy, which might arise between the LEA and its students.

B. The procedures for processing grievances shall be as follows:

1. Should a grievant or the representative find, after oral discussion with the principal, that Grievant rights under LEA Policy have been violated, they may originate a grievance. The grievant and/or the representative shall, within 20 days of the date the grievance occurred, present the facts, in writing, to the principal. The decision of such official shall be made in writing, to the grievant within ten (10) working days.

2. Should the grievant decide that the reply of the principal is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the chief school officer. The decision of the chief school officer shall be made in writing, to the grievant or the representative within ten (10) working days.

3. Should the grievant decide the reply of the chief school officer is unsatisfactory, the matter may be appealed, within ten (10) working days, to a grievance Committee which shall be established as follows:

    a. The grievant or the representative may designate one (1) member.

    b. The chief school officer or the representative shall appoint one (1) member.

    c. The two members appointed, as provided in (a) and (b) above, shall agree upon a third member.

    d. In the event the grievant representative and the LEA representative cannot agree upon a third member of the Grievance committee within a period of ten (10) working days the President of the local board shall designate a third member.

    e. The Grievance Committee as provided in "c", shall meet within a period of ten (10) working days after the appointment of the third member of the Committee and a set decision of the grievance Committee may be reached upon the concurrence of any two (2) of the three members.

    f. The Grievance Committee shall keep a complete record of any hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the chief school officer and shall be available to the grievant, the Grievant representative or the LEA's representative.

4. In the event the decision of the grievance Committee is unsatisfactory to either the grievant or the chief school officer, either may, within ten (10) days after receipt of the decision of the grievance committee, file a written notice of appeal to the Local Board of Education.

5. Upon receipt of the notice of appeal, the President of the local board shall cause the transcript of the hearing before the Grievance committee to be filed with the local Board of Education who shall review such record. <u>The decision of the local board of Education, upon such review, shall be final.</u>

6. If the decision is deemed unsatisfactory by the complainant(s), a complaint of alleged Discrimination may be filed with the:

Kansas Commission of Civil Rights
214 West 6th
Topeka, KS 66603

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

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

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

It is the intent of Northern Valley Schools, Almena, Kansas 67622, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

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

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

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

Regional Office for Civil Rights
324 East 11th
Kansas City, MO 64106

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

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

Under 34 CFR 299.10 to 299.12;

1. Any organization or individual may file a written, signed complaint with the Commissioner of Education, 120 East Tenth Street, Topeka, KS, 66612, alleging that the state or a school district or consortium of school districts is violating a federal statute or regulation that applies to any of the following programs:

    - Part A of Title I (Improving Basic Programs Operated by Local Education Agencies),
    - Part B of Title I (Even Start Family Literacy Programs),
    - Part C of Title I (Migrant Education),
    - Part D of Title I (Children and Youth Who are Neglected, Delinquent, or At-Risk of Dropping Out),
    - Title II (Eisenhower Professional Development Program),
    - Subpart 2 of Part A of Title III (State and Local Programs for School Technology Resources),
    - Part VI (Innovative Education Program Strategies),
    - Part C of Title VII (Emergency Immigrant Education), and
    - National and Community Service Trust Act of 1993 and subsequent reauthorization.

2. Any organization or individual also may appeal a decision by a local school district or consortium of school districts regarding an alleged violation of federal statute or regulation that applies to the above listed programs. The appeal must be written and signed by the appellant and contain the information described in paragraph 3. The appeal shall be filed with the Commissioner of Education within 30 days of the date of the local decision.
3. Any complaint or appeal must include:
    (a) A statement that the state or a sub-grantee has violated a requirement of a federal statute or regulation that concerns a covered program.
    (b) the facts on which the statement is based; and
    (c) the specific requirement allegedly violated.
4. Upon receiving a complaint or appeal meeting the above requirements, an investigation shall be made to determine the merits of the complaint or appeal. This may include the conduct of an on-site investigation, if it is determined that an on-site investigation is necessary.
5. Each complaint or appeal shall be investigated and resolved within 60 calendar days after it is received. However, if the Commissioner determines that exceptional circumstances exist with respect to a particular complaint or appeal, an extension of the time may be granted.

6. Any person who is dissatisfied with a final decision of the Commissioner regarding a complaint or an appeal shall have the right to request the Secretary of the U.S. Department of Education to review the decision.

## EMERGENCY SAFETY INTERVENTIONS

Policy may be found on the school website/ documents/district information

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/2121/NVSUSD/3239916/GAAF_Emergency_Safety_Interventions.pdf

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

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

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

## POLICY OF PROOF OF IDENTITY OF STUDENTS

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

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

## CHILD HEALTH ASSESSMENT FOR NEW SCHOOL ENTRANTS

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

1. Applies to new school entrants (not previously enrolled in any school in Kansas).
2. Applies to both public and private schools.
3. Applies to children ages 8 and under. This would include preschool children enrolling in school for the first time.
4. The health assessment definition includes: health history, physical exam, and other screening tests as medically indicated. The provider determines which lab and other screening tests will be done.
5. No specific health assessment form is required. A sample form can be obtained by phoning 785-296-1217.
6. Qualified providers include physicians, other providers working under direct supervision of physicians or nurses certified by KDHE. Questions regarding nursing certifications should be addressed to KDHE at 785-296-6651.
7. Health assessment information should be forwarded to the school by the parent/guardian.
8. The health assessment must be done within 12 months prior to school entry or within 90 days after school entry. A student may be excluded from school without the health assessment.
9. When provided to a Medicaid participant child, Medicaid requires certain tests be done as part of the Kan-BE-Healthy program. Questions: Contact DCF at 785-296-1491.

## USD 212: DRUG FREE SCHOOLS AND COMMUNITES ACT

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

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

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

## TOBACCO POLICY
### Tobacco Free Campus

Use and/or possession of any tobacco product or nicotine delivery device is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property.
Student violations may result in parent/guardian notification, participation in tobacco education program, suspension and/or expulsion from school and/or extracurricular activities, community service, and/or notification of law enforcement.
The following definitions apply to this policy.

"Nicotine delivery device" means any device that can be used to deliver nicotine or nicotine salts to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.
"Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus.

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

Visitors who are not district employees or students will be prohibited from using tobacco in and on all district real or personal property, whether owned, leased, or rented, or at any school sponsored event. If the visitor does not comply he or she will be asked to leave the school property for the rest of the day. If the visitor refuses to cease using tobacco products or refuses to leave, they should

be advised that continued refusal to leave school property may be referred to local law enforcement. The law enforcement authority may be called to deal with the person and a complaint may be filed with the local law enforcement agency. **All staff members are expected to assist in the enforcement of this policy.**

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

**STUDENT SUBSTANCE ABUSE POLICY**

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

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

(1) First Offense. A first time violator shall be subject to the following sanctions:
   (a) A punishment up to and including short term suspension;
   (b) Suspension from all student activities for a period of one competition.

(2) Second Offense. A second time violator shall be subject to the following sanctions:
   (a) A punishment up to and including long term suspension;
   (b) Suspension from all student activities for a period of not less than two months.
   (c) A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. **Name(s) of the acceptable programs are on file with the board clerk**. If at any time the student fails to make satisfactory progress in the program, the suspension shall be imposed.

(3) Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
   (a) A punishment up to and including expulsion from school for the remainder of the school year;
   (b) Suspension from participation in and attendance at all school activities for 18 weeks.
   (c) A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

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

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

**AVAILABLE DRUG PROGRAMS**

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|---|---|
| **Valley Hope Alcoholism Treatment Center**<br>Main Office<br>W. Hwy 36<br>Norton, KS 67654<br>785-877-5101 | **High Plains Mental Health**<br>Norton Office<br>211 S. Norton<br>Norton KS 67654<br>785-877-5141 |

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| w<br>**High Plains Mental Health**<br>Phillipsburg Office<br>783 7th Street<br>Phillipsburg, KS 67661<br>785-543-5284 | **High Plains Mental Health**<br>Center<br>208 E. 7th St.<br>Hays, KS 67601<br>785-628-2871 or 1-800-432-0333 |

**USD 212: SEXUAL HARASSMENT POLICY**

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

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

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

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

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

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

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

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

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

1. Any student who believes he or she has been subjected to sexual harassment should report the problem to the principal, guidance counselor, or another certified staff member. Any student may report the harassment directly to the superintendent or a school board member.
2. The person seeking information will be counseled as to the options for action available under this policy and will be provided a copy of this policy. They will be informed about resources available, such as videos or books, which provide information regarding sexual harassment. They will be informed that they will have the opportunity to participate in decisions regarding the method of resolving the matter.
3. Informal resolution will be attempted. Resolution may be as simple as conducting refresher training, having a discussion with the alleged offender, or sending a memo to all students indicating concern about sexual harassment in the district. The alleged offender will not be contacted without permission of the complainant.
4. If the problem is resolved informally, a written summary will be made and kept in a confidential file. The compliance coordinator will follow up within one month to determine whether the victim has been subjected to any further sexual harassment or retaliation.
5. If the problem cannot be resolved informally, or is not resolved within five workdays, the complainant will be advised of formal complaint procedures. The filing of a written complaint is required for a matter to be formally investigated. Formal sexual harassment complaints will be in accordance with the district's discrimination complaint procedure.

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

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

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

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

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

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

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

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

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

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

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

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

## DISCLOSURE OF DIRECTORY INFORMATION UNDER FERPA

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

## SPECIAL EDUCATION INFORMATION

This school district and the North Central Kansas Special Education Cooperative (NCKSEC) work together to identify every student, age birth through 21, living within the district boundaries, that has developmental delays or may be in need of special education. If you have a child or know of a child who you think has development delays or special needs, contact the administrator in your district or Cher Greving ~~Deb Reha~~, Director for the NCKSEC at ~~205 F S~~494 B Street~~. Suite 235~~; PO Box 369; Phillipsburg, KS 67661 (785-543-2149).

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

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

## BUILDING AND SCHOOL PROPERTY

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

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

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

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

## ENTERING AND LEAVING THE BUILDING AND SCHOOL SCHEDULE

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

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

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

## ***ORGANIZATION***

The Northern Valley Schools shall be organized under a PreK-5-3-4 plan offering grades PreK-34 at the Almena Elementary Center, grades ~~5~~4-8 at the Long Island Middle School Center and grades 9-12 at the Northern Valley High School Center at Almena.

## ***AGE OF ENTRANCE***

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

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

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

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

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

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

**HS SCHEDULING OF CLASSES**

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

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

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

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

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

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

Requirements for Graduation from Northern Valley High School Starting with the class of 2020.
In order to receive a Northern Valley High School Diploma, students must now earn 25 units. Minimum requirements for graduation from Northern Valley High School will reflect standards set by the Kansas State Department of Education and by the Board of Education of Northern Valley Unified District #212 as outlined below:

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

8. Two (2) units of Career Exploration, Business Essentials, Introductions to Agriculture and Introduction to Family and Consumer Science

A total of 25 units are required for graduation.

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

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

| Students shall have completed the following courses: | |
|---|---|
| **9th Grade**<br>English I – 1 credit<br>Earth Science – 1 credit<br>PE/Wellness – 1 credit -<br>Algebra I – 1 credit<br>Graphic Design – 1 credit<br>Business Essentials -1 credit<br>Intro to Human Services – ½ credit<br>Intro to Agriculture – ½ credit | **10th Grade**<br>English II – 1 credit<br>Biology – 1 credit<br>World History – 1 credit<br>Geometry – 1 credit<br>Technology elective – 1 credit (can be taken during 10th, 11th or 12th grade) |
| **11th Grade**<br>American History – 1 credit<br>English III – 1 credit<br>Science elective – 1 credit<br>Algebra II – 1 credit | **12th Grade**<br>Government – 1 credit<br>English IV/English Comp. – 1 credit |
| **9th-12th Grade**<br>A minimum of 7 additional electives – (1 must be fine arts) | |

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

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

## ADMISSION STANDARDS FOR STATE UNIVERSITIES IN KANSAS

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

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

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

One unit is equal to two semesters.

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

## ATTENDANCE

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

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

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

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

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

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

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

*Excused and Unexcused Absences*

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

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

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

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

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

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

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

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

**STUDENT PARTICIPATION AND ATTENDANCE AT SCHOOL ACTIVITIES**

When a student is absent from school, the student shall not participate or attend a school activity that day except in emergency situations. If a co-curricular activity falls under the jurisdiction of KSHSAA the student must be in attendance ~~for at least the last three hours of the school day to be~~by 9:00 am to be eligible to participate in the activity that day or evening, unless other arrangements have been made by parents with the coach or sponsor involved.
Participants who are absent the day before a game scheduled for a non-school day shall not be eligible to participate in that activity unless the absence was due to illness or other extenuating circumstances. In such cases, approval to play must come from the Athletic Director or Superintendent. It is the responsibility of the student sponsor, or coach to secure the approval (a note or a call from the parent(s) / guardian(s)).

**Attendance at Games**

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

**COMPUTER USE**

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

**GRADES**

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

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

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

100-90% = A  69-60% = D

89-80% = B
79-70% = C
59% and below = F

Northern Valley Junior and Senior High School will utilize a 4-point grade system.
A = 4 points, B = 3 points, C = 2 points, D = 1 point and F or I = 0 points, for Failing or Incomplete.

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

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

**HONOR ROLL**

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

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

**SELECTION OF VALEDICTORIAN AND SALUTATORIAN**

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

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

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

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

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

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

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

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

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

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

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

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

## CHANGE IN ENROLLMENT

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

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

**BOOK RENTAL**
Grades K-8 ..... $305.00
Grades 9-12 ..... $4035.00
This covers workbook and textbook usage.

**OTHER FEES**
Vocational Agriculture ..... $15.00
FACS ..... $15.00
Band – all students ..... $5.00
~~(5th & 6th grade band students also purchase band books)~~
Band Horn Rental ..... $30.00
Percussion Rental ..... $15.00

**LUNCHES**
Grades K-4 ..... $3.600
Grades 5-8 ..... $3.800
Grades 9-12 ..... $3.900
Adults ..... $4.9500
Reduced ..... $.40

**BREAKFAST**
Grades K-4 ..... $2.800
Grades 5-12 ..... $2.900
Adults ..... $32.4050
Reduced ..... $ .30

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

Payments for school meals may be made at the school or district office. Students, parents, and guardians of students are encouraged to prepay meal costs. Extra milk must also be purchased for 20-day periods.

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

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

School lunch tickets will not be used. No cash will be accepted in the lunchroom. One carton of milk is paid for in the cost of the lunch. ***If extra milk is purchased for mealtime, the cost is $0.32 per carton and does not qualify for the free / reduced program.*** Morning PreK may have snack milk. Grades PreK 3 yr olds – 4th may have afternoon milk. There will be snacks provided for these times. ~~K-4th grade may purchase extra milk if they wish in the afternoon.~~

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

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

***OFFER VERSUS SERVE PROGRAM***

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

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

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

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

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

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

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

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**CLOSED NOON HOUR**

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

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

**LOST AND DAMAGED BOOKS**

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

**CERTIFICATE OF IMMUNIZATION**

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

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

**VISUAL COMPETENCY**

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

**ACCIDENTS AND SICKNESS**

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

**COMMUNICABLE DISEASES – STUDENTS**

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

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

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

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

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

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

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

**SUPERVISION OF MEDICATIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

Student Self-Administration of Medications

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

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

***Student Eligibility***

An eligible student shall meet all the following requirements:

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

***Authorization Required***

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

### *Employee Immunity*

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

### *Waiver of Liability*

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

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

### *Additional Requirements*

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

## ANIMALS AND PLANTS IN THE SCHOOL

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

## WEAPONS

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

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

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

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

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

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

## BULLETINS FROM SCHOOL

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

## FIRE DRILLS

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

## TORNADO DRILLS

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

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

## FIRE AND TORNADO EVACUATION FOR HANDICAPPED STUDENTS

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

## PARTIES

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

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

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

## HAZING/BULLYING

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

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

## SCHOOL BUS PASSENGER CONDUCT

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

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

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

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

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

**TRAFFIC RULES AND REGULATIONS**

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

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

## STUDENT 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 8:00 AM until the dismissal bell at 4:00 PM. This policy is intended to support student engagement, minimize distractions, and maintain a positive and productive classroom environment.

We encourage students to leave personal electronic communication devices at home or in a locked vehicle during the school day. If students choose to bring any personal electronic communication devices into the school building with them, the following policy will be followed:

1. When entering the school each day, students will be required to stop in the office to check in their personal electronic devices.

2. School district personnel will be responsible for properly storing them away from the student during the school day.

3. Students will retrieve their phones and other personal electronic communication devices after the last bell or before they leave for the day.

Exceptions:

1. Seniors with open lunch may take their phones with them when leaving school but must be turned back in upon returning to school.

2. Students leaving for school sponsored activities are permitted to take their phones with them.

At Northern Valley, we value the partnership of parents and guardians. We ask that families discuss the expectations of this policy and determine how they will follow this policy before the school year starts. If you need to contact your child during the school day for any reason, please call the office 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 or stop in the office during passing period let them know.

Please note that students failing to comply with this policy will be subject to disciplinary action.

- 1st Offense – Staff member turns cell phone into office and student may pick up after serving 30-minute detention.
- 2nd Offense – Staff member turns cell phone into office and student may pick up after serving 60-minute detention & parent/guardian is notified.
- 3rd Offense – Staff member turns cell phone into office and will result in 1 Day of In School Suspension & parent/guardian in notified.
- Further Violations will result in doubling of ISS days and parent/guardian notification.

We acknowledge the complexity of this issue and we hope to use this new law and policy to help reduce distractions and enhance the learning environment.

## STUDENT CONDUCT (Kindergarten – 5th Grade)

1. A student shall be corrected when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees, or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
    a. The seriousness of the offense
    b. The student's age
    c. The frequency of misconduct
    d. The student's attitude
    e. The potential effect of the misconduct on the school environment
3. Guidelines for discipline apply to all school sponsored activities as well as the school day. Students, when in attendance at any athletic event, contest, dance, school programs, or other activity sponsored by the school, will be required to obey all rules and regulations which govern the regular school day.
4. Students who cause major code infractions will receive out of school suspensions. The suspension from school can be from one to ten days depending upon the code infraction. When a student is suspended they cannot take part in any school function or activity. This also means that they cannot be on school grounds during the duration of the suspension. Students'

parents will be notified by phone and also by mail if a suspension is assigned. A parent conference is required before the student will be admitted back to school after serving the assigned suspension.

5. A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent or principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings shall be conducted by the superintendent or other certified employee or committee of certified employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.
6. Electronic Devices and Cell Phones have no place in the classroom during school hours. They are to be silenced during the school day. Exceptions will be determined by the classroom teacher. 1st Offense – Staff member turns cell phone into office and student may pick up after serving 30 minute detention. 2nd Offense – Staff member turns cell phone into office and student may pick up after serving 60 minute detention & parent/guardian is notified. 3rd Offense – Staff member turns cell phone into office and will result in 1 Day of In School Suspension & parent/guardian in notified. Further Violations will result in doubling of ISS days and parent/guardian notification.

| **Level I Acts of Misconduct**<br>**May Include, but not limited to** | **Possible Discipline Options/Responses**<br>**May Include, but not limited to** |
|---|---|
| - Noncompliant Behavior<br>- Violation of Classroom Rules<br>- Misbehavior<br>- Act that disrupts the classroom<br>- Disrespectful Behavior<br>- Failure to be Honest | - Verbal Correction<br>- In class disciplinary action<br>- Teacher-student conference<br>- Parent contact: note/email/phone call |

| **Level II Acts of Misconduct**<br>**May Include, but not limited to** | **Possible Discipline Options/Responses**<br>**May Include, but not limited to** |
|---|---|
| - Repeated infractions<br>- Cheating or Plagiarism<br>- Inappropriate Language: Verbal or Written<br>- Unapproved use of electronic devices<br>- Bus Conduct Notice<br>- Fighting<br>- Destruction of Property<br>- Stealing<br>- Conduct that impinges on the safety of others<br>- Skipping Class<br>- Computer Violation | - Detention<br>- Principal-student conference<br>- Parent Contact: note/email/phone call<br>- Office Referral<br>- Missed Recess |

| **Level III Acts of Misconduct**<br>**May Include, but not limited to** | **Possible Discipline Options/Responses**<br>**May Include, but not limited to** |
|---|---|
| - Repeated infractions<br>- Terrorist Threats<br>- Bullying<br>- Possession of Illegal Weapon | - Principal-Parent conference<br>- Involvement of Support Services<br>- Exclusion from extracurricular activities or trips<br>- Implementation of a Behavior Plan |

| **Level IV Acts of Misconduct**<br>**May Include, but not limited to** | **Possible Discipline Options/Responses**<br>**May Include, but not limited to** |
|---|---|
| - Repeated infractions<br>- Use of tobacco products on school property<br>- Use of alcoholic beverages on school property<br>- Use of illegal drugs on school property | - In School Suspension<br>- Out of School Suspension |

*All disciplinary guidelines are subject to administrative discretion.

**STUDENT CONDUCT (6th-12th Grade)**

1. Repeated instances of almost any offense will result in suspension or expulsion. Also, if multiple violations are contained on a disciplinary referral, the totality of the offenses will be considered when implementing disciplinary action.
2. Terrorist threats which would include bomb threats, false fire alarms, death threats, or threats to inflict bodily harm will result in suspension or expulsion.

3. The consumption, possession, use, transfer, or to be under the influence of any narcotic, controlled substance, or illegal drug anywhere on school property or at any school sponsored activity, whether within the school district or out of town, is expressly prohibited and will result in suspension or expulsion and referral to the appropriate legal authorities.
4. Possession, use, or transfer of any weapon by students inside the school building, on school property, or at school sponsored activities, inside the district or out of town, is expressly prohibited. Illegal weapons would include firearms, replica firearms, starter guns, air propulsion rifles or pistols, BB guns or any other type of apparatus that could be used to propel projectiles that could cause injury to others. This policy would also include pocket knives, switchblade knives, gravity operated knives, knives with blades in excess of 1.5 inches, knives containing pocket or belt clips, martial arts weapons including "butterfly knives", clubs or other bludgeoning instruments, metal or brass knuckles, stun guns, bombs, explosives, grenades, rockets, missiles, or other destructive devices including incendiary devices or poisonous gases. Violation of this policy will result in immediate and appropriate disciplinary action and referral to the appropriate legal authorities. This policy is in effect before school, during the regular school day, after school or at any school sponsored activity. Possession of a firearm shall result in expulsion from school for a period of one year. Students violating this policy shall be suspended and/or expelled and referred to the appropriate law enforcement agency (agencies).
5. The mischievous or malicious setting of fires or other acts of arson inside of any school building or on any school property will result in suspension or expulsion and referral to the appropriate legal authorities.
6. Conduct which endangers the safety or substantially impinges on or invades the rights of others- will result in suspension or expulsion and referral to the appropriate legal authorities.
7. Theft-misdemeanor or felony-will result in suspension or expulsion and referral to the appropriate legal authorities.
8. Vandalism- misdemeanor or felony-will result in suspension or expulsion and referral to the appropriate legal authorities.
9. Inappropriate behavior towards any administrator, instructor, staff member, or school guest will result in suspension or expulsion. Repeated instances of open defiance or refusal to obey any reasonable request, inappropriate remarks or comments and acts of disrespect will result in suspension or expulsion. Repeated disrespect in a class may require a parent, student, teacher, and administrator conference which would require a behavior contract before the student can re-enter the class.
10. Instances of harassment, intimidation, threats, and extortion could result in suspension or expulsion.
11. Any involvement in gang or gang related activities such as wearing of gang apparel, exhibition of gang signs or symbolism, graffiti, (including cult or satanic symbolism) at school property will result in suspension or expulsion.
12. Students will not be allowed to make any inappropriate remarks or exhibit any behavior that demeans, ridicules, or "puts down" any race, religion, creed, sex, national origin, or handicapping condition. Any student or group of students who possess, attempt to distribute, or distribute any unauthorized material at school or on school property which is racially derogatory, divisive, inflammatory, supremacist oriented, or who vandalize or deface school property with racially derogatory, inflammatory, or divisive graffiti, slogans, or symbols will be suspended or expelled.
13. Sexual harassment is defined as a practice which undermines the learning process of a school by creating an environment which is upsetting, threatening, or degrading to the student being harassed. Examples of sexual harassment would be, but are not limited to the following, uninvited or unwelcome notes, letters, telephone calls, or other materials of a sexual nature. It could also involve uninvited and deliberate touching, groping, leaning on or over, or cornering, uninvited sexually suggestive looks, gestures, pressure for sexual favors, persistent pressure for dates and other intimate situations. Sexual harassment could also involve sexual teasing, making of suggestive remarks, asking improper questions or telling jokes that are off color explicitly related to sex. Sexual harassment could also include attempted or actual rape or sexual assault or the visual display of materials that may be perceived as offensive to either male or female, i.e., posters, calendars, photographs, graffiti or signs. Violations of this regulation will result in suspension or expulsion.
14. Boy and girl relationships are a normal part of growing and maturing. In the school, however, there is to be no public display of affection. Parents/guardians will be contacted for those who cannot refrain from improper displays. Repeated violations of this regulation will result in detention and/or suspension.
15. When a substitute teacher has taken the place of a regularly assigned teacher, the expectation is, students will be on their "best" behavior. Any student referred to the office for disciplinary reasons can expect consequences resulting in detention(s) and/or suspension.
16. ~~Electronic Devices and Cell Phones are to be silenced during the school day and not to be used during class time. Exceptions will be determined by the classroom teacher. 1st Offense – Staff member turns cell phone into office and student may pick up after serving 30 minute detention. 2nd Offense – Staff member turns cell phone into office and student may pick up after serving 60 minute detention & parent/guardian is notified. 3rd Offense – Staff member turns cell phone into office and will result in 1 Day of In School Suspension & parent/guardian in notified. Further Violations will result in doubling of ISS days and parent/guardian notification.~~

~~17.~~16. Cell phones, cameras, and/or video recorders are NOT permitted to be used in ANY LOCKER ROOM AT ANY TIME including before and after school or any school sponsored events.

~~18.~~17. NO BULLYING: bullying is defined as any non-instigated, unprovoked, and intentional gesture; written, verbal, or electronic communication; physical act; or threat that a reasonable person would find severe or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or staff member.

~~19.~~18. Food or drinks obtained during lunch must stay outside the school building and are to be disposed of properly ***prior*** to entering the building.

*All disciplinary guidelines are subject to administrative discretion.

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

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

| **Offense** | **Points** | **Penalty** |
|---|---|---|
| Weapons Violation | 13 | Long Term Suspension/Expulsion |
| Arson | 13 | Long Term Suspension/Expulsion |
| Terroristic Threat | 13 | Long Term Suspension/Expulsion |
| Conduct which impinges on the safety of others | 13 | Long Term Suspension/Expulsion |
| Alcohol or Drugs | 5 | 1-10 Day Suspension |
| Fighting/Use of Physical Force | 2-5 | 1-10 Day Suspension |
| Tobacco | 5 | 1-10 Day Suspension |
| Theft | 2-5 | 1-10 Day Suspension |
| Disrespect & Insubordination | 2-5 | Detention/Suspension |
| Destruction of Property | 2-5 | Detention/Suspension |
| Bullying or Harassment | 2-5 | Detention/Suspension |
| Cheating or Plagiarism | 1-5 | Detention/Suspension & Zero on Assignment |
| Disruptive Behavior | 1-2 | Detention 1 to 6 Hours |
| Skipping Class or School | 1-2 | Detention 1 to 6 Hours |
| Inappropriate Language | 1-2 | Detention 1 to 6 Hours |
| Skipping After School | 0-2 | Detention 1 to 6 Hours |
| Bus Referral | 0-1 | 3 Points = loss of bus privilege |
| PDA | 0-1 | And/or 1 to 4 Hours of Detention |
| Repeatedly Unprepared for Class | 0-1 | And/or 1 to 4 Hours of Detention |
| Food/Drink Violation | 0-1 | And/or 1 to 4 Hours of Detention |
| Every 3rd Tardy | 0-1 | And/or 1 to 4 Hours of Detention |
| Computer Network | 0-1 | And/or 1 to 4 Hours of Detention |
| Lying | 0-1 | And/or 1 to 4 Hours of Detention |
| Miscellaneous Violation | 0-1 | And/or 1 to 4 Hours of Detention |
| Unexcused Absences All Day (1st Offense) | 0 | 2 Hours Detention |
| Unexcused Absences All Day (2nd Offense) | 1 | 4 to 6 Hours Detention |
| Unexcused Absences All Day (3rd Offense) | 2 | 2 Days ISS |
| Unexcused Absences All Day (4th Offense) | 3 | 5 Days ISS |
| Unexcused Absences From Class or Activity (1st Offense) | 0 | Time Missed During Detention |
| Unexcused Absences From Class or Activity (2nd Offense) | 1 | Double Time Missed During Detention |
| Unexcused Absences From Class or Activity (3rd Offense) | 2 | 1 Days ISS |
| Unexcused Absences From Class or Activity (4th Offense) | 3 | 3 Days ISS |

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

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

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

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

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

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

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

## SCHOOL TELEPHONE

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

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

## LOCKERS

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

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

## SEARCHES OF LOCKERS AND STUDENTS

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

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

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

## DRESS CODE

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

## GUESTS

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

## POSTING OF MATERIALS ON SCHOOL PREMISES

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

## PUBLIC DISPLAY OF AFFECTION

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

## PLAGIARISM

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

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

## SPORTS AND ACTIVITIES

### *ELIGIBILITY*

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

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

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

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

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

### *LEAGUE*

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

### *ACADEMIC LETTERS*

9th-12th Students may letter academically by making a 3.3 GPA or above for the last semester of previous year and the first semester periods of each school year and having no grade below a B (no C, D, or F grades). Classes which will not be included in the GPA for

Academic lettering are; Band, Vocal, PE (Except for Freshmen PE/Wellness), and Teacher Aide. Freshmen letters will be used on the first semester of the school year.

### *PHYSICAL FORMS*

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

### *TRAVELING TO AND FROM ACTIVITIES*

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

### *AGE RULE*

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

### ALCOHOL TESTING AT SCHOOL ACTIVITIES

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

### *INSURANCE*

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

### *INDIVIDUAL ENTRY FEES*

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

### ACTIVITY FUND

The activity fund is the financial headquarters for all the extracurricular funds. All high school organizations that have funds in their treasuries are required to deposit their money in this fund. The school secretary is the bonded treasurer and the custodian of these accounts that are subject to audit annually. **Purchases are to be made only with a purchase order issued by the office.** The purchase order is presented to the supplier and is thus authorized to charge the items listed to the organization. Bills are then brought into the office, but should be recorded as expenditures by the treasurer of the class or organization. Class treasurers should check their books with the office secretary each month.

### REMOVED SPECTATOR POLICY

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

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

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

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

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

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

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

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

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

*NORTHERN VALLEY NHS ELIGIBILITY REQUIREMENTS:*

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

*SELECTION AND EVALUATION PROCESS:*

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

*MEMBERSHIP:*

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

*MEETINGS:*

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

*DUES:*

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

*DISMISSAL:*

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

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

## SCHOOL/ACTIVITY - SPONSORED ~~NEW YORK – WASHINGTON~~ TRIP POLICY

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

~~1.~~ The school sponsors this trip; therefore, all school rules will apply.

~~2.~~1. ~~Only juniors and seniors are eligible for this activity.~~

~~3.~~2. Students participating in this activity agree to abide by the rules established by the trip's organizer/director.

~~4.~~3. The person(s) going as the school representative shall have the authority to judge the actions and determine whether policies have been violated. They will have the authority to determine the proper response on the trip and will report all violations to the administration upon returning from the trip. All rule~~s~~ violations will be dealt with in the same manner as if the violation had occurred during school hours.

~~5.~~4. Before going on the trip, each student will have to meet certain eligibility requirements. Eligibility will be based upon ~~first~~ semester grades and discipline referrals. To be eligible academically, a student must have met the standards as prescribed by the Kansas State High School Activities Association. In addition, students who ~~have been~~have had discipline problems during the school year will have their situation reviewed to determine the advisability of allowing them to take part in this activity.

5. All students will make up all of their work in advance. A s~~S~~pecial assignment sheet will be circulated to all teachers who have students going, and copies will be made available to each student. All work not completed may be recorded as a 0%.

~~6.~~

## SENIOR END OF YEAR POLICY

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

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

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

**6 – 12 HANDBOOK AWARENESS STATEMENT**

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

**INSURANCE AWARENESS**

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

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

Student Name (PRINT) _____

Student Signature_____

Date_____ Grade_____

Parent's Signature_____

Date_____

**STUDENT COMPUTER/INTERNET USAGE AGREEMENT**

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

**Please check the appropriate response:**

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

_____My student may not use the computers/Internet while at school.

Parent's Signature_____

Date_____

Student Name (PRINT) _____

Student Signature_____

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

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

Date: _____

This to certify that_____ has my permission to ride from the
(Student Name)
_____activity contest on _____20____, at _____
(Activity) (Date) (Location)

I certify that I have made arranged transportation with _____ for this student.
(**Non-student** Adult transportation)

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

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

This form must be on file with the Activity Director prior to the dismissal of school on the day of the contest.
**(Parent/Guardian must sign this form; phone call requests will not be accepted)**

Parents will be called to verify permission.

_____ _____

Signature of Parent or Guardian Parent Phone Number

_____ Approved -- Not Approved

**Signature of Athletic/Activity Administrator**

☐ Parent called _____

Initials

☐ Parent not called _____ Reason: _____

Initials

# Lines of Effective Communication

| 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 | | |

# Northern Valley
# USD 212
# Activity Handbook



Students & Parents

Approved by the USD 212 Board of Education on

August 12, 2026

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

# Activities Handbook for Students and Parents

## I. Introduction

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

### A. To the Parents

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

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

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

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

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

### B. To the Students

Becoming a member of a Northern Valley 6-12 team is the fulfillment of many students' dreams. The attainment of this goal carries with it traditions and responsibilities. These traditions were not built overnight; it takes the hard work of many people over a long period of time. As a member of the **"Huskies,"** you have inherited a great tradition, and we challenge you to uphold the tradition.

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

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

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

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

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

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

# II. Activity/Athletic Department

## A. Philosophy

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

## B. Goal and Objectives

*Goal*-The student shall become an effective citizen.

*Objectives*- The student shall learn:

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

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

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

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

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

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

# III. Governances

### A. Board of Education

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

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

### B. Western Kansas Liberty League

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

### C. Kansas State High School Activities Association (KSHSAA)

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

# IV. Eligibility Requirements

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

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

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

***C. Physical Exams* -***

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

### *D. Insurance*

**(1)** The student and parents must sign an Insurance Verification form before the student begins active participation in the activity or sport.

**(2)** The school district carries catastrophic insurance coverage through KSHSAA.
   a. This insurance covers school-time activities with a $10,000 (ten thousand dollar) deductible.
   b. Coverage is limited to catastrophic accidents.
   c. ***The school insurance will not cover expenses for injuries that occur as a result of horseplay or fighting.***

**(3)** Parents/guardians are required to have health insurance coverage on their student. They may choose to purchase activity-specific insurance, or they may opt for their student's existing health insurance to cover any potential accidents or injuries.

**(4)** Accidents and injuries must be reported in a timely manner. Should an accident or injury occur during the course of sports participation, insurance claims shall be processed as follows:
   **a. All expenses incurred must first be submitted to the parent/guardian's insurance company for payment.**
   **b. Expenses not covered by the parent/guardian's insurance can then be referred to the insurance carrier of the school district.**
   **c. *Expenses not covered by either will become the final responsibility of the parent/guardian.***

**(5) Medical Release Form**
   a. This form must be completed and signed prior to student participation in any activity.
   b. The student will provide the school with a medical release form, signed by the parents with the insurance company, policy number, family doctor, and a contact telephone number. The medical release will allow the school administration and/or coaches/sponsors to obtain medical treatment if the parents are not available. This form is a requirement to participate in an interscholastic activity. The form will be filed in the Activity Director's office and a copy will be carried by the coach and/or sponsor to each interscholastic contest.

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

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

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

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

**(1)** Each student must have passed at least five (5) new subjects of unit weight the previous semester or the last semester of attendance
   a. Summer school does not count
   b. Classes previously passed do not count

**(2)** Students must maintain eligibility by failing and/or having an incomplete in no more than one class.

**Commented [KT3]:** Where is this form?

### *H. Residence and Attendance*

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

### *I. Student in Good Standing*

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

**Commented [KT4]:** Insert electronic devices language from Rule 14 Art. 3 of KSHSAA handbook.

**Commented [KT5]:** Correct number order

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

***K. Outside Competition**** - a student who is a member of a school athletic, scholars' bowl, or debate squad effective Monday SCW #7 through Friday preceding Memorial Day may not participate as a member of an outside team or as an independent competitor in the same sport, scholars' bowl or debate activity.

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

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

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

### M. Risk of Participation

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

**(1)** Prior to the start of the school year, parents and participants should be fully informed of the athletic policies in order to advise, caution, and warn parents/students of the potential for possible injury.

**(2)** Coaching staff is knowledgeable in the most up-to-date techniques and skills to be taught in their assigned sport.

**(3)** Students shall receive annual instruction about the dangers of participation in the particular sport, and in their responsibility to follow safety procedures.

### N. Care of Equipment

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

*** Applies only to KSHSAA sponsored activities**

## V. Northern Valley School District Activity Code of Conduct

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

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

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

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

### A. Interscholastic Activity Code of Conduct and Contract

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

We encourage role modeling by our participants in order to set positive examples for the younger students to follow. This is best accomplished by the strict adherence to all elements of the activity code

of conduct, including avoidance of drugs and alcohol and displaying proper conduct and respect at all times.

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

Commented [KT6]: Add electronic device language.

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

## B. Interscholastic Activity Rules

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

## C. Activities

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

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

## D. Enforcement of the Code of Conduct

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

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

## E. Guidelines for Administration of the Code of Conduct

***Due Process***

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

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***Documentation***

School administrators are required to provide written notification to the student and parents/guardian when it has been determined that the student has violated a rule within this

code of conduct. The notification will identify the rule that has been violated and the consequence given as a result of the violation. Copies of the notification will be provided to the director or coach of the student.

## F. Procedures

1. When an incident is brought to the attention of an administrator by law enforcement, faculty, or staff, facts will be gathered and a determination of whether a violation has occurred will be made, and assessment of penalty, if appropriate, will be given.

2. The student and parent/guardian will be notified of the decision in person, if possible, or by telephone, with written confirmation to follow. The written confirmation will notify the student and his/her parent/guardian of the appeal procedure and will include a written statement of the violation.

3. The student or his/her parents may appeal the decision to a Review Board by submitting a written request to the Principal within five calendar days of the initial telephone or written notification. The Review Board will consist of an administrator (other than the person who initiated disciplinary action), the appropriate coach(es)/advisor(s) and the student success coordinator. The administrator presenting the evidence and the student will attend. The student's parent/guardian will be invited to attend. The student and his/her parent/guardian will be notified of the date, time, and place for the Review Board meeting in person or by telephone, if possible, with confirmation in writing.

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

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

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

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

## G. Penalties for Violating the Chemical Free Rules

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

***First Violation***

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

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

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

***Second Violation***

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

***Third Violation***

If there is a third or subsequent violation of the Chemical Free rules, it will result in removal from participation in all activities for 18 weeks.

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

### H. VIOLATIONS

**Violations of the Chemical Free rules will be cumulative throughout the student's high school career.** Upon entering high school, violations will not be transferred to the high school. (A high school student will start at the high school level with zero violations.) Violations will be cumulative through the student's high school career (starting in ninth grade). After a period of eighteen consecutive months, a student may petition the administration to clear his/her record of a violation if no subsequent violations on this policy have occurred during that period.

**Commented [KT7]:** Need consistent terminology for this and in the previous violation wording.

## VI. Provisions of Participation:

You are aware that you are bound by all provisions in the K – 12 Handbook and Code of Conduct.

**Commented [KT8]:** Change to K – 12 Handbook

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

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

In order to practice or play in a game on any school day, you must be in school by 9:00 AM and have a valid excuse; example (doctor's appointment).

**Commented [KT9]:** Possibly change to 9:30 AM …. Need something to help attendance.

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

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

### A. Authorized Transportation:

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

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

Parent(s)/Guardian(s) may transport their own children from an athletic/activity event. Parent(s)/Guardian(s) are only required to sign out their child before leaving the event. A student

may be allowed to ride from an event with another team member's parent/guardian or other non-student adult, once the first student's parent/guardian have signed a Transportation Waiver Form granting such permission. (Once parental permission is obtained the Athletic Director and/or Superintendent must approve the Transportation Waiver Form prior to the event).

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

### B. Responsibility for Equipment/Uniforms:

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

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

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

### C. Appearance:

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

### D. Language/Gestures:

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

### E. Sportsmanship:

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

### F. Season Defined:

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

**Commented [KT10]:** Indicates that this activity book agreement needs to be signed yearly …. Do we want to change wording?

### G. Acknowledgement of Risk:

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

### H. Rules for Teams and Clubs:

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

### I . Messaging Between Students and Employees

Safety of our students and staff is our top priority. Ensuring digital safety requires district oversight in the use of digital communication tools.. At Northern Valley, messaging between staff and students will use the district's email system, texting, SeeSaw, and/or Google Team Chat. Private two – way communication between employees and students is not permitted through any social media platforms; no exceptions to this prohibition will be granted.

Response Time

Regardless of the means by which communication occurs, 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. As such, requests sent after the last school day of the week dismisses may not be answered until the end of the next school day.

If you have an urgent need, please contact the District Office or proper authorities 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 and specified above. Individuals making unauthorized private two-way communications using social media may be subject to disciplinary action.

## VII. Basic Activity Policies

### A. Dual Participation

1. The following points are recommended as policy for students who wish to participate in more than one activity in the same season: Parents must make a written request to the 6 - 12 principal. The student must make a primary commitment to one activity; that is, in case of schedule conflicts, the student will participate without exception in the sport where the primary commitment is placed. Coaches of both sports in which the student shows interest must agree, in writing, to the dual participation of the student.

2. A student may participate in as many activities as they like as long as there is no conflict between the sport or activity according to the coach or sponsor.

3. Quitting a sport/activity should be discouraged, but if it is necessary the following procedure is to be used:
   (1) consult with the head coach or sponsor of the activity
   (2) report your situation to the Activities Director
   (3) check in all equipment issued to you

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

**Commented [VH11]:** Should we replace sport with activity? This might help with some of the tug-of-war in high school (e.g. FFA vs. Football), as it will then be the student, not the coach or sponsor, deciding which activity takes precedence.

## B. Vacations

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

**(1)** Be willing to assume the consequences related to their status on the squad.

**(2)** School vacations (Labor Day, Thanksgiving, Christmas or Easter) do not apply. No one will be penalized for going on a family vacation during these scheduled breaks.

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

## C. Injuries

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

## D. Locker Room

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

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

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

(3) no hazing of other students

(4) no glass containers are permitted

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

(6) no engaging in any other inappropriate behavior

## E. Parental Expectations

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

## F. Consequences

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

**Removed Spectator Policy**

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

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

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

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

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

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

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

**Commented [KT12]:** Move this to VII (F) Consequences.

# VIII. Lettering Policy

## A. Varsity Requirements

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

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

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

**Commented [KT13]:** Have email to coaches / sponsors to get updated criteria.

1. **Football -** participate in fifty percent of the varsity quarters or play a specialist position (punter, kicker, etc...) in fifty percent of the varsity games.
2. **Volleyball -** participate in fifty percent of the varsity matches.
3. **Cross Country -** at the end of the season the top seven times run in varsity meets, medals at any Varsity meet (top 15 runners), qualifies for the state meet as an individual or team member.
4. **Basketball -** participate in fifty percent of the quarters of the regular season varsity games OR if they start a varsity game.
5. **Track -** (Girls/Boys) - (1) earn one point at any track meet.
6. **Golf -** (Coed) - participate on the varsity team on fifty percent of the matches or medal in a varsity meet or qualify for a state meet.

7. **Cheerleaders** - must be a member throughout the fall and winter season, must meet all practice and performance requirements (no more than two practices may be missed), must not be benched more than once, must return all school property in good condition, and meet ninety percent of the contest and practice requirements.

8. **Scholar's Bowl** - participate in fifty percent of the varsity meets. OR score points for the team in Varsity competition.

9. **Forensics -** must accumulate a minimum of 10 points based upon the following criteria:
   **(a)** 1 point per event for each tournament
   **(b)** 2 points per event at the regional/ state contest
   **(c)** 1 point for medaling.

10. **Band/Vocal** - must be a member for one full year, participate in all scheduled events, receive a 'B' average or better for the year, participate in either the league or regional solo and ensemble festival, district band auditions or an approved comparable event, prepare for all performances, follow the rules established for proper conduct, be a credit to the school, the band, and themselves.

11. **Dance Team -** must meet practice and performance requirements and follow the rules established for proper conduct.

12. **Student Council - As per Student Council Constitution**

13. **KAY - As per KAY Constitution**

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

15. **Manager - Based upon recommendation of coach/sponsor and Athletic/Activity Director**

## B. Lettering (All Activities)

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

## C. Awards (All Activities)

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

**Commented [KT14]:** OR score points for the team in Varsity competition. Scheduling conflicts for scholar's bowl are rampant, scholars that contribute to scoring should letter. With kids in so many activities, sometimes it's hard to get the same group together through the entire season. (Mr. Pugh)

**Commented [KT15]:** Looks good to me ….. (Mrs. Rudd)

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

# PARENTAL PERMISSION TO PARTICIPATE AND STUDENT ACTIVITY CONTRACT

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

## Insurance Awareness

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

**Commented [VH16]:** Should we just exclude the name of the insurance carrier?

### CONSENT AND WARNING TO ATHLETE AND PARENT/GUARDIAN

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

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

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

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

**KSHSAA RECOMMENDED CONCUSSION & HEAD INJURY INFORMATION**
**Established 2013-2014**

Commented [VH17]: Do we need to update the year? If not, perhaps we should make the year a footnote, so it does not look like we failed to update it?

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

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

| **Symptoms may include one or more of the following:** | |
|---|---|
| • Headaches<br>• "Pressure in head"<br>• Nausea or vomiting<br>• Neck pain<br>• Balance problems or dizziness<br>• Blurred, double, or fuzzy vision<br>• Sensitivity to light or noise<br>• Feeling sluggish or slowed down<br>• Feeling foggy or groggy<br>• Drowsiness<br>• Change in sleep patterns | • Amnesia<br>• "Don't feel right"<br>• Fatigue or low energy<br>• Sadness<br>• Nervousness or anxiety<br>• Irritability<br>• More emotional<br>• Confusion<br>• Concentration or memory problems (forgetting game plays)<br>• Repeating the same question/comment |

| **Signs observed by teammates, parents, and coaches include:** |
|---|
| • Appears dazed<br>• Vacant facial expression<br>• Confused about assignment<br>• Forgets plays<br>• Is unsure of game, score, or opponent<br>• Moves clumsily or displays incoordination<br>• Answers questions slowly<br>• Slurred speech<br>• Shows behavior or personality changes<br>• Can't recall events prior to hit<br>• Can't recall events after hit<br>• Seizures or convulsions<br>• Any change in typical behavior or personality<br>• Loses consciousness |
| |

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

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

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

**If you think your child has suffered a concussion**

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

**Return to Practice and Competition**

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

For current and up-to-date information on concussions you can go to:
http://www.cdc.gov/concussion/HeadsUp/youth.html

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

Northern Valley Schools
Interscholastic Activity Program
Emergency Treatment Form

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

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

Allergies to medications_____

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

_____

_____

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

_____

_____

Date:_____ Grade of Student _____

**Emergency Information & Medical Treatment Consent**

In emergency, contact_____

Phone_____

Or contact _____

Phone _____

_____
Signature of Parent or Guardian

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

Northern Valley Schools
Interscholastic Activity Program
Parental Permission and Student Contract

**Parent/Guardian Consent and Contract**

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

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

_____ _____
Activity Year Signature of Parent/Guardian

_____
Dated

**Student Agreement**

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

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

_____ _____
Activity Year Student Signature

_____
Dated

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

| Enrollment Over the Years | | | | | | | |
|---|---|---|---|---|---|---|---|
| | 9/28/2020 | 10/7/2021 | 9/30/2022 | 9/28/2023 | 10/2/2024 | 9/20/2025 | 8/10/2026 |
| PreK | 19 | 22 | 18 | 14 | 13 | 13 | 15 |
| Kindergarten | 6 | 12 | 16 | 14 | 16 | 11 | 21 |
| First | 12 | 10 | 6 | 15 | 11 | 11 | 10 |
| Second | 6 | 11 | 10 | 8 | 18 | 16 | 9 |
| Third | 7 | 10 | 10 | 11 | 6 | 14 | 17 |
| Fourth | 7 | 10 | 8 | 12 | 12 | 6 | 10 |
| Fifth | 10 | 7 | 9 | 9 | 8 | 11 | 8 |
| Sixth | 8 | 13 | 5 | 9 | 8 | 8 | 14 |
| Seventh | 11 | 9 | 14 | 6 | 9 | 7 | 8 |
| Eighth | 9 | 12 | 8 | 14 | 6 | 9 | 8 |
| Freshmen | 13 | 10 | 11 | 8 | 14 | 8 | 11 |
| Sophomores | 12 | 14 | 12 | 9 | 8 | 14 | 7 |
| Juniors | 11 | 11 | 14 | 11 | 9 | 7 | 14 |
| Seniors | 13 | 10 | 12 | 15 | 10 | 8 | 7 |
| | 144 | 161 | 153 | 155 | 148 | 143 | 159 |

Out of District Students

| | | | |
|---|---|---|---|
| Kinslee | Ledbetter | PreK (4) | Norton |
| Davina | Sheley | PreK (4) | Norton |
| Daisey | Glennemieer | PreK (3) | Norton |
| Leeann | King | Kindergarten | Phillipsburg |
| Emerson | Land | Kindergarten | Norton |
| Gauge | Paxton | Kindergarten | Norton |
| Lane | King | First | Phillipsburg |
| Patrick | Pugh | First | Norton |
| Olivia | Stanton | First | Norton |
| Rowan | Whitney | First | Norton |
| Sam | McCue | Third | Norton |
| Jacen | Pugh | Third | Norton |
| Mason | Sheley | Third | Norton |
| | | | |
| Owen | Hopkins | Fifth | Beaver City |
| Aria | Sheley | Fifth | Norton |
| Maddix | Stanton | Fifth | Norton |
| Taylynn | Annon | Sixth | Norton |
| Kinsley | Burge | Sixth | Norton |
| Elizabeth | Mason | Sixth | Norton |
| Kyler | Stanton | Sixth | Norton |
| Colton | Ledbetter | Eighth | Norton |
| | | | |
| Brookelyn | Armbrister | Freshmen | Norton |
| Rowan | Bremer | Freshmen | Norton |
| Kaitlynne | Jones | Freshmen | Norton |
| Avreigh | McCue | Freshmen | Norton |
| Brielle | Britton | Sophomore | Norton |
| Kylee | Ledbetter | Junior | Norton |
| Conner | David | Senior | Norton |

**District:**

**School:**

**Please cons**

**SECTION 1: S**

a.

b.

c.

d.

e.

f.

g.

h.

i.

j.

k.

l.

**SECTION 2: S**

a.

b.

c.

d.

e.

f.

g

**SECTION 3: C**

a.

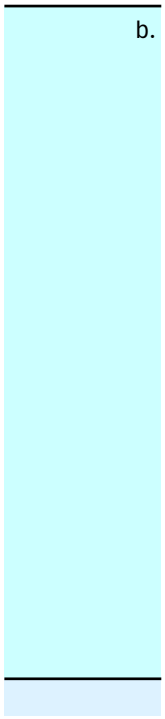
b.

c.

**SECTION 4: E**

a.

b.



**SECTION 5: S**

a.

b.

c.

d.

e.

SECTION 6:

a.

b.

c.

**SECTION 7: F**

a.

b.

c.

d.

e.

f.

**SECTION 8: S**

a.

b.

c.

d.

e.

**SECTION 9: C**

a.

# 2025 - 2026 School Year Needs Assessment fo

## Elementary / Middle / High Schools

| sider the following questions as you complete the needs assessment for your building. |
|---|
| **Student Needs** |
| Student Headcount |
| Percentage of students with an active IEP |
| Percentage of students enrolled in English Language Learner (ELL) services |
| Percentage of students identified as At-Risk (Free lunch)? |
| Pupil-Teacher Ratio Average |
| Are there gaps in student success among race/ethnicity student subgroups? |
| Is there a tiered system of support to target reading growth? |
| Is there a tiered system of support to target math growth? |
| Are there local assessments to measure reading growth? |
| Are there local assessments to measure math growth? |
| Reviewing state assessment data, what steps are you taking for all students to maximize their scores? |
| Are there set targets/goals to move students out of proficiency Levels 1 and 2 on state assessments? |
| **State Board of Education Outcomes (please utilize your district KESA (accreditation) and Star Recognit** |
| How is social/emotional growth being measured? |
| What are the targets/goals related to social/emotional growth? |
| How do you determine students are ready for Kindergarten? (only if building serves Kindergarteners) |
| What are the targets/goals related to Kindergarten Readiness? (only if building serves Kindergarteners) |
| How are successes of Individual Plans of Study being measured? |
| What are the targets/goals related to postsecondary completion/attendance? (only if building serves Grade 12) |
| How are you ensuring students are civically engaged? |
| **Curriculum Needs** |
| What extended learning opportunities are provided (after school programs, summer school programs, etc.)? |
| Are there appropriate and adequate instructional materials? |
| Is current technology appropriate? If no, what technology is needed to support the curriculum? |
| **Educational Capacities (pursuant to K.S.A. 72-3218)** |

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

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

| Staff Needs |
| --- |
| Is there adequate personnel/staff to meet the needs of the school and the needs of students under ESEA guidelines, which requires every classroom to contain an educator who is certified in the content area being taught in said classroom, and meet the goals of the school? |
| How many classified support staff are currently employed? |
| How many classified support staff are needed? |
| Are there enough appropriately licensed support personnel such as counselors, librarians, nurses, etc.? |
| What staff development is necessary for teachers to support student success and meet the school improvement goals? |
| |
| Is there adequate space for student learning? |
| Are there necessary repairs and/or adjustment to the existing space that need to be made? |
| Are additional School Buses needed or any additional Routes needed? |

| Family Needs/Community Relations |
| --- |
| Do you have regular events to engage parents with teachers? |
| What types of caregiver training programs (teaching guardians how to give students help with homework, use technology that students will be required to use, etc.) are provided? |
| Do you have an active Site Council? |
| Do you have active PTO, PTA, Booster Club, or other organizations with parent leadership? |
| What types of communication exists with families? Is it adequate? |
| What types of communication/social media exists with your community? Is it adequate? |

| School Data |
| --- |
| Building Attendance Rate |
| District Chronic Absenteeism Rate |
| District Graduation Rate |
| District Dropout Rate |
| What is our average comprehensive ACT score? |

| Other Data |
| --- |
| Based on the building leadership team's analysis, what are the barriers your school faces with non-assessment related issues? |
| 1. Can these be achieved with additional resources? |

# r 2026 - 2027 Budget Considerations

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

| | Notes |
|---|---|
| ES - 82 / MS - 38 / HS -39 | |
| ES - 15% / MS - 28% / HS - 10% | |
| N/A | There are no students enrolled in ELL services |
| ES - 350 / MS - 68% / HS - 50% | |
| ES - 8:1 / MS - 4:1 / HS - 4:1 | |
| No | |
| Yes | Multi - Tiered Systems of Support for grades K - 6 |
| Yes | Multi - Tiered Systems of Support for grades K - 6 |
| Yes | Aims-Web for grades K - 8 |
| Yes | Aims-Web for grades K - 8 |
| Yes | Curriculum aligned with state standards and continued opportunities for professional development. |
| No | KESA Goal: Continue to implement a rigorous curriculum that provides academic success for all students. We do not have a measurable goal at this time. |

| tion plans/rubrics) | Notes |
|---|---|
| MS - behavior points / HS - Office referals | |
| A more positive and open internal and external evironment. | |
| ASQ / ASQE / Recommendation of PreK teacher | |
| Make sure kids are ready for kindergarten | |
| IPS progress presented at spring student-led conferences for grades 6 - 12. | |
| Follow-up to determine individual post-secondary success. | |
| Teachers provide a variety of opportunities (ie. Job shadowing, trips, and careers) at all grade levels. | |

| | Notes |
|---|---|
| Teachers are available before and after school, students can set up appointments on Friday (no School on Fridays), and summer school for some IEP students. | |
| Yes | |
| Yes | One - to - one district wide Laptops and / or iPads. |

| | Notes |
|---|---|

| | |
|---|---|
| Yes | Requirements for Graduation from Northern Valley High School Starting with the class of 2020.<br>In order to receive a Northern Valley High School Diploma, students must now earn 25 units. Minimum requirements for graduation from Northern Valley High School will reflect standards set by the Kansas State Department of Education and by the Board of Education of Northern Valley Unified District #212 as outlined below:<br>1.Four (4) units of English language arts, three units will be in English.<br>2.Three (3) units of Social Studies is required which must include: United States History, World History, and one unit of United States Government including the constitution of the United States.<br>3.Three (3) units of Science, including one unit as a laboratory course. Earth Science and Biology plus one (1) unit of any of the following: Physics, Chemistry, Environmental Science, Anatomy and Physiology, Plant Science, Food Science, or Plant and Animal Science.<br>4.Three (3) units of Math. Prerequisite class Business Essentials to be completed prior to Accounting classes.<br>5.One (1) unit of Physical Education, which will include one-half unit of health, safety, first aid, or physiology.<br>6.Two (2) units of a technology based course including Computer Applications. The second unit chosen from Emerging Technology, Web Design, Video Production or Advanced Computer Applications.<br>7.One (1) unit of Fine Arts<br>8.Two (2) units of Career Exploration, Business |
| | Required classes that incorporate the following classes: |
| Yes | English Language Arts |
| Yes | Social Studies / Current Events / Business Essentials |
| Yes | Government / Social Studies / Current Events |
| Yes | Physical Education / Wellness / Family and Consumer Science classes |
| Yes | Music / Band / Art / Social Studies |
| Yes | Family and Consumer Science classes / Agriculture classess / Agriculture Business classes / Science classes. |
| Yes | Business classes / Entrepreneurship & Leadership classes / FACS / Ag classes / Ag Business classes / Science classes |
| | |

| | Notes |
|---|---|
| Certified - 18.5 / Classified - 18 | We have a low student / teacher ratio. |
| | |
| Depends on the student population and needs | |
| Yes | Many of these services are provided one day a week through our Co-op. |
| Yearly in-service and collaboration. | |

| | Notes |
|---|---|
| Yes | |
| Yes | Continuous maintenance and repairs. |
| Yes | Some are closing in on their expiration dates. |

| | Notes |
|---|---|
| Yes | Fall & Spring conferences, Open House, Fun Day, Awards Banquets, Concerts, Community Pep Rallies, etc. |
| Kansas Reads to Preschoolers / Week of the Young Child ? Parenting is Hard presentation | |
| Yes | They meet a minimum of two times per year. |
| Yes | Booster Club, Post Prom |
| Yes it is adequate | Website, Textcasters, Facebook, SeeSaw, Email |
| Yes it is adequate | Facebook, and local newspapers |

| | Notes |
|---|---|
| 98.2% | |
| 5.6% | |
| 100.0% | The high school graduation data for FY 2023 was 91%. The high school graduation data for FY 2024 was 100%. |
| 0.0% | |
| 18.4 | |

| | Notes |
|---|---|
| Teacher Retention / Hiring | |
| Yes | Additional funding |

. 8. On and after July 1, 2021, K.S.A. 72-1163 is eby amended to read as follows: 72-1163. (a) Each r the board of education of a school district shall duct an assessment of the educational needs of each ndance center in the district. Information obtained from h needs-assessment shall be used by the board when paring the budget of the school district to ensure rovement in student academic performance. The get of the school district shall allocate sufficient neys in a manner reasonably calculated such that all dents may achieve the goal set forth in K.S.A. 72-8(c), and amendments thereto. The board also shall pare a summary of the budget for the school district. budgets and summary shall be in the form prescribed he director pursuant to K.S.A. 79-2926, and endments thereto.

## Notice of Hearing 2026-2027 Budget

The governing body of Unified School District 212 will meet on the 14th day of September 2026 at 6:35 PM at 512 Bryant St., Almena, KS 67622 for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to be levied. Detailed budget information, including budget profile, building needs assessment and Board state assessments review is available at the district office. on the district website and will be available at this hearing.

The Amount of 2026 Tax to be Levied and Expenditures (published below) establish the maximum limits of the 2026-2027 Budget. The 'Est. Tax Rate' (column 7), shown for comparative purposes, is subject to slight change depending on final assessed valuation.

| | | 2024-2025 Actual | | 2025-2026 Actual | | 2026-2027 Proposed Budget | | |
|---|---|---|---|---|---|---|---|---|
| | Code 99 Line | Actual Expenditures (1) | Actual Tax Rate* (2) | Actual Expenditures (3) | Actual Tax Rate* (4) | Budgeted Expenditures (5) | Amount of 2026 Tax to be Levied (6) | Est. Tax Rate* (7) |
| **OPERATING** | | | | | | | | |
| General | 06 | 2,068,397 | 20.000 | 2,093,668 | 20.000 | 2,234,930 | 345,512 | 20.000 |
| Supplemental General (LOB) | 08 | 695,057 | 31.023 | 711,454 | 29.776 | 765,371 | 503,855 | 25.497 |
| **SPECIAL REVENUE** | | | | | | | | |
| Federal Funds | 07 | 114,763 | | 93,353 | | 82,638 | | |
| Adult Education | 10 | 0 | 0.000 | 0 | 0.000 | 0 | 0 | 0.000 |
| Preschool-Aged At-Risk | 11 | 38,491 | | 37,607 | | 52,738 | | |
| Adult Supplemental Education | 12 | 0 | | 0 | | 0 | | |
| At-Risk Education Fund | 13 | 340,834 | | 354,744 | | 410,788 | | |
| Bilingual Education | 14 | 0 | | 0 | | 1,090 | | |
| Virtual Education | 15 | 0 | | 0 | | 0 | | |
| Capital Outlay | 16 | 521,474 | 7.988 | 288,815 | 7.985 | 380,526 | 158,089 | 8.000 |
| Driver Training | 18 | 3,987 | | 4,046 | | 7,915 | | |
| Declining Enrollment | 19 | 0 | 0.000 | 0 | 0.000 | 0 | 0 | 0.000 |
| Extraordinary School Program | 22 | 0 | | 0 | | 0 | | |
| Food Service | 24 | 184,575 | | 214,040 | | 285,835 | | |
| Professional Development | 26 | 15,621 | | 13,525 | | 19,665 | | |
| Parent Education Program | 28 | 0 | | 0 | | 0 | | |
| Summer School | 29 | 0 | | 0 | | 0 | | |
| Special Education | 30 | 323,788 | | 353,142 | | 420,398 | | |
| Cost of Living | 33 | 0 | 0.000 | 0 | 0.000 | 0 | 0 | 0.000 |
| Career and Postsecondary Education | 34 | 17,480 | | 20,988 | | 52,906 | | |
| Gifts and Grants | 35 | 29,442 | | 21,997 | | 101,927 | | |
| Special Liability Expense Fund | 42 | 0 | 0.000 | 0 | 0.000 | 0 | 0 | 0.000 |
| School Retirement | 44 | 0 | 0.000 | 0 | 0.000 | 0 | 0 | 0.000 |
| Extraordinary Growth Facilities | 45 | 0 | 0.000 | 0 | 0.000 | 0 | 0 | 0.000 |
| Special Reserve Fund | 47 | 0 | | 0 | | | | |
| KPERS Special Retirement Contribution | 51 | 167,596 | | 181,169 | | 204,268 | | |
| Contingency Reserve | 53 | 0 | | 0 | | | | |
| Textbook & Student Material Revolving | 55 | 25,190 | | 31,901 | | | | |
| Activity Fund | 56 | 59,780 | | 80,665 | | | | |
| **DEBT SERVICE** | | | | | | | | |
| Bond and Interest #1 | 62 | 0 | 0.000 | 0 | 0.000 | 0 | 0 | 0.000 |
| Bond and Interest #2 | 63 | 0 | 0.000 | 0 | 0.000 | 0 | 0 | 0.000 |
| No-Fund Warrant | 66 | 0 | 0.000 | 0 | 0.000 | 0 | 0 | 0.000 |
| Special Assessment | 67 | 0 | 0.000 | 0 | 0.000 | 0 | 0 | 0.000 |
| Temporary Note | 68 | 0 | 0.000 | 0 | 0.000 | 0 | 0 | 0.000 |
| **COOPERATIVES1** | | | | | | | | |
| Special Education | 78 | 0 | | 0 | | 0 | | |
| **TOTAL USD EXPENDITURES** | 100 | 4,606,475 | 59.011 | 4,501,114 | 57.761 | 5,020,995 | 1,007,456 | 53.497 |
| Less: Transfers | 105 | 912,440 | | 934,798 | | 965,000 | | |
| NET USD EXPENDITURES | 110 | 3,694,035 | | 3,566,316 | | 4,055,995 | | |
| **TOTAL USD TAXES LEVIED** | 115 | 1,159,106 | | 1,092,624 | | 1,007,456 | | |

*1. Sponsoring District Only*

**Tax Rates are expressed in Mills*

| | | 2024-2025 Actual | | 2025-2026 Actual | | 2026-2027 Proposed Budget | | |
|---|---|---|---|---|---|---|---|---|
| | Code 99 Line | Actual Expenditures (1) | Actual Tax Rate* (2) | Actual Expenditures (3) | Actual Tax Rate* (4) | Budgeted Expenditures (5) | Amount of 2026 Tax to be Levied (6) | Est. Tax Rate* (7) |
| **OTHER** | | | | | | | | |
| Historical Museum | 80 | 0 | 0.000 | 0 | 0.000 | 0 | 0 | 0.000 |
| Public Library Board/District | 82 | 0 | 0.000 | 0 | 0.000 | 0 | 0 | 0.000 |
| Public Library Board Employee Benefits | 83 | 0 | 0.000 | 0 | 0.000 | 0 | 0 | 0.000 |
| Recreation Commission | 84 | 0 | 0.000 | 0 | 0.000 | 0 | 0 | 0.000 |
| Rec Comm Emp Benefits & Spec Liab | 86 | 0 | 0.000 | 0 | 0.000 | 0 | 0 | 0.000 |
| **TOTAL OTHER** | 120 | 0 | 0.000 | 0 | 0.000 | 0 | 0 | 0.000 |
| **TOTAL TAXES LEVIED** | 125 | $1,159,106 | | $1,092,624 | | $1,007,456 | | |
| | | | | | | | | |
| Assessed Valuation - General Fund | 128 | $17,959,261 | | $17,230,369 | | $17,275,581 | | |
| Assessed Valuation - All Other Funds | 130 | $20,321,882 | | $19,662,880 | | $19,761,081 | | |
| Assessed Valuation - Capital Outlay | 129 | $20,233,770 | | $19,606,638 | | $19,761,081 | | |
| | | | | | | | | |
| **Outstanding Indebtedness, July 1** | | 2024 | | 2025 | | 2026 | | |
| General Obligation Bonds | 135 | 0 | | 0 | | 0 | | |
| Capital Outlay Bonds | 140 | 0 | | 0 | | 0 | | |
| Temporary Note | 145 | 0 | | 0 | | 0 | | |
| No-Fund Warrant | 150 | 0 | | 0 | | 0 | | |
| Lease Purchase Principal | 153 | 347,749 | | 309,111 | | 270,472 | | |
| **TOTAL USD DEBT** | 165 | 347,749 | | 309,111 | | 270,472 | | |

**Tax Rates are expressed in Mills*

Board President

Clerk of the Board

## Exceeding Revenue Neutral for the 2026-2027 School Year

The governing body of Unified School District 212 will meet on the 14th day of September 2026 at 6:30 PM at 512 Bryant St., Almena, KS 67622 for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to be levied. Detailed budget information, including budget profile, is available at the district office. and will be available at this hearing.

**Revenue Neutral**

| | 2025-2026 | | | | 2026-2027 | |
|---|---|---|---|---|---|---|
| | Actual Taxes | Actual Tax Rate | Revenue | Revenue Neutral | Proposed Taxes to be Levied | Proposed Tax Rate |
| General | $344,607 | 20.000 | $344,607 | 19.948 | $345,512 | 20.000 |
| ALL OTHER FUNDS | | | | | | |
| Supplemental General (LOB) | $589,942 | 29.776 | $585,482 | 29.854 | $503,855 | 25.497 |
| Adult Education | $0 | 0.000 | | | $0 | 0.000 |
| Capital Outlay | $158,075 | 7.985 | $156,559 | 7.999 | $158,089 | 8.000 |
| Cost of Living | $0 | 0.000 | | | $0 | 0.000 |
| Special Liability Expense Fund | $0 | 0.000 | | | $0 | 0.000 |
| Extraordinary Growth Facilities | $0 | 0.000 | | | $0 | 0.000 |
| Bond and Interest #1 | $0 | 0.000 | | | $0 | 0.000 |
| Bond and Interest #2 | $0 | 0.000 | | | $0 | 0.000 |
| No-Fund Warrant | $0 | 0.000 | | | $0 | 0.000 |
| Special Assessment | $0 | 0.000 | | | $0 | 0.000 |
| Temporary Note | $0 | 0.000 | | | $0 | 0.000 |
| Historical Museum | $0 | 0.000 | | | $0 | 0.000 |
| Public Library Board/District | $0 | 0.000 | | | $0 | 0.000 |
| Public Library Board Employee Benefits | $0 | 0.000 | | | $0 | 0.000 |

**Revenue Neutral Calculation**

| | | | | | | |
|---|---|---|---|---|---|---|
| Total Taxes Levied Including General Fund | $1,092,624 | 57.761 | $1,086,648 | 57.801 | $1,007,456 | 53.497 |
| Total Taxes Levied Excluding General Fund | $748,017 | 37.761 | $742,041 | 37.853 | $661,944 | 33.497 |

Board President

Clerk of the Board

Outlook

## Re: Open Supplementals

**From** Ken Tharman <ktharman@nvhuskies.org>
**Date** Wed 7/15/2026 9:32 AM
**To** Mitchell Pugh <mpugh@nvhuskies.org>

Gotcha down. Thanks,

Ken Tharman
Superintendent / HS Principal
Northern Valley Schools
(785) 669 - 2445

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**From:** Mitchell Pugh <mpugh@nvhuskies.org>
**Sent:** Tuesday, July 14, 2026 10:17 AM
**To:** Ken Tharman <ktharman@nvhuskies.org>
**Subject:** Re: Open Supplementals

I would like to be considered for the drivers education position.

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**From:** Ken Tharman <ktharman@nvhuskies.org>
**Sent:** Tuesday, 14 July 2026 10:07:35
**To:** Grade School Staff DL <dlgstaff@nvhuskies.org>; Middle School Staff DL <dlmsstaff@nvhuskies.org>; High School Staff DL <dlhsstaff@nvhuskies.org>
**Subject:** Open Supplementals

| | | | | |
|---|---|---|---|---|
| *JH Cheer* Emily | Class II | 6.25% | $ | 2,484 |
| Cross Country Lesa Cole | | 9.75% | $ | 3 ,876 |
| Driver's Education MitchPugh | | 10.00% | $ | 3,975 |
| High School Dance Team Becky Dellinger | Class II | 6.25% | $ | 2,484 |
| JH Asst. Volleyball Coach Emily | Class II | 6.25% | $ | 2,484 |
| JH Asst. Girls Basketball | Class II | 6.25% | $ | 2,484 |

Ladies and Gentlemen,

These are the open supplementals. If you are interested in any of these, please let me know.

Ken Tharman
Superintendent / HS Principal
Northern Valley Schools
(785) 669 - 2445

Outlook

## Re: Supplementals

**From** Emily Lowry <elowry@nvhuskies.org>
**Date** Thu 7/23/2026 2:02 PM
**To** Nita Lewis <nlewis@nvhuskies.org>; Marvin Gebhard <mgebhard@nvhuskies.org>; Ken Tharman <ktharman@nvhuskies.org>

Yes I agree as long as Becky is willing 😊.

---

**From:** Nita Lewis <nlewis@nvhuskies.org>
**Sent:** Thursday, July 23, 2026 1:50 PM
**To:** Marvin Gebhard <mgebhard@nvhuskies.org>; Ken Tharman <ktharman@nvhuskies.org>; Emily Lowry <elowry@nvhuskies.org>
**Subject:** Re: Supplementals

Sounds like a plan!!! 🙂

Nita Lewis
Northern Valley High School
HS English
Student Success Coordinator
Asst. HS Volleyball
HS Scholars Bowl
KAY Sponsor

*"Tell me and I forget, teach me and I may remember, involve me and I learn."* *Ben Franklin*

---

**From:** Marvin Gebhard <mgebhard@nvhuskies.org>
**Sent:** Thursday, July 23, 2026 1:48 PM
**To:** Ken Tharman <ktharman@nvhuskies.org>; Nita Lewis <nlewis@nvhuskies.org>; Emily Lowry <elowry@nvhuskies.org>
**Subject:** Supplementals

After discussions with those involved.

Mrs. Lowry is willing to take on JH Asst. VB and JH Cheer. However, to fulfill those responsibilities, she will let go of Junior Class Concessions. Because Mrs. Lowry is so kind, she did not want to leave Nita high and dry therefore discussions with Becky occurred and she has agreed to help Nita with Junior Class Concessions.

Let me know if any of this is inaccurate or if this is the plan moving forward...

*Marvin J. Gebhard*

Outlook

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**Re: Dance**

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**From** Suzanne Brooks <sbrooks@nvhuskies.org>
**Date** Wed 7/22/2026 8:54 AM
**To** Ken Tharman <ktharman@nvhuskies.org>

Perfect!
I am always willing to help out if needed.
I know how much my daughter loved dance so I just wanted to be sure these girls had the opportunity to dance!!
Thank you!
Suzi

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---

**From:** Ken Tharman <ktharman@nvhuskies.org>
**Sent:** Wednesday, 22 July 2026 08:51:30
**To:** Suzanne Brooks <sbrooks@nvhuskies.org>
**Subject:** Re: Dance

Thank you.... I will keep you in mind. I believe I do have someone ... if they accept ... I could offer your name as a helper .... if they ever need it.

Ken Tharman
Superintendent / HS Principal
Northern Valley Schools
(785) 669 - 2445

---

**From:** Suzanne Brooks <sbrooks@nvhuskies.org>
**Sent:** Wednesday, July 22, 2026 8:36 AM
**To:** Ken Tharman <ktharman@nvhuskies.org>
**Subject:** Dance

Good morning,
I'm responding to the text sent out about needing a dance sponsor.
I would like to offer my name to help IF there are no other people interested. Basically I would be open to being the last choice just so the girls aren't left without a sponsor. (Hopefully that makes sense 🤪 )
I hope someone that knows all about dance submits their name! These girls deserve the best!
Thank you,
Suzi

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NORTHERN VALLEY USD#21
512 W. Bryant PO Box 217
Almena, KS 67622
Email: ktharman@nvhuskies

## Personal Information

APPLICATION FOR EMPLOYME

| Name (Last Name First) | | | |
|---|---|---|---|
| Delimont Rebecca | | | |
| Present Address: 7401 Mills St. | City: Almena | State: KS | Zip: 67622 |
| Present Address | City | State | Zip |

| Are 18 Years Old Or Older? | Phone |
|---|---|
| [X] YES [ ] NO | 785-664-8286 |

## Desired Employment

| Position | Date You Can Start |
|---|---|
| Dance Sponsor | 7/15/26 |

| Are You Employed Now? | If So May We Contact You Current Employer? |
|---|---|
| [ ] YES [X] NO | [ ] Yes [ ] NO |

| Have You Ever Worked For Northern Valley USD212 Before? | When? | What Position Did You Hold? |
|---|---|---|
| [X] Yes [ ] NO | 1986-2024 | FSD Dance Sponsor/Cheer Sponsor |

Reason For Leaving: Retired

Name Of Last Supervisor At Northern Valley USD212: Ken Tharman

## High School

| Name And Location of School | Diploma | If Not, GED |
|---|---|---|
| Norton Comm. | [X] Yes [ ] No | [ ] Yes [ ] No |

## Post Secondary Education

| Name and Location of School | Credits Earned | Degree | Major |
|---|---|---|---|
| Colby Comm. | 64 | Home Ec. Degree | |
| | | | |
| | | | |
| | | | |

## General

Special Training or Skills Relevant to This Position

Dance Sponsor 25 yrs.

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: Northern Valley School | | | | |
| Address: 512 W Bryant | | City: Almena | State: KS | Zip: 67622 |
| Start Date: 1986 | End Date: | Job Title: FSD Dance Sponsor Cheer Sponsor | | |
| Starting Salary (Please Indicate Yearly / Weekly / Hourly): | Ending Salary (Please Indicate Yearly / Weekly / Hourly): | May We Contact Your Supervisor? ☒ Yes ☐ No | | |
| Name Of Supervisor: Ken Thaman | Title: Superintendent | Phone: 785-686-2445 | | |
| Duties: | | | | |
| | | | | |
| Reason For Leaving: Retired | | | | |

| | | | |
|---|---|---|---|
| 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 |
|---|---|---|---|
| Pat Hammond | Long Island Ks. 678 Washington Ave | friend | 785-854-8031 |
| Jill Gebhard | Long Island Ks. | friend | 785-854-8128 |
| Kathy Baird | Almena, Ks. 4044 Walnut | friend | 785-864-8095 |

## 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 | Date |
|---|---|
| Rebecca Delamont | 7/14/26 |

You will be required to sign them application when you are interviewed for this position.

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 | |
|---|---|---|---|---|
| Marta B. Peña Marquez | | | | |
| Present Address | City | State | Zip | |
| 455 Topeka Ave | Long Island | KS | 67647 | |
| Present Address | City | State | Zip | |
| | | | | |
| Are 18 Years Old Or Older? ☑ YES ☐ NO | Phone | | | |
| | 402 270 6277 | | | |

## Desired Employment

| Position | Date You Can Start |
|---|---|
| Housekeeping | 8-10-26 |

| 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 | | |

Reason For Leaving

Name Of Last Supervisor At Northern Valley USD212

## High School

| Name And Location of School | Diploma | If Not, GED |
|---|---|---|
| Yuma High school Colorado | ☐ Yes ☑ No | ☑ Yes ☐ No |

## Post Secondary Education

| Name and Location of School | Credits Earned | Degree | Major |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

## General

Special Training or Skills Relevant to This Position

Housekeeping, cleaning and sanitizing, attention to detail ability to work independently and part of a team, reliable organized, and able to follow safety procedures. 80% English Proficiency. Hardworking.

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 Hospital | | | |
| Address | City: Norton | State: KS | Zip |
| Start Date: May 1 | End Date | Job Title: EVS Tech | |
| Starting Salary (Please Indicate Yearly / Weekly / Hourly): $15 | Ending Salary (Please Indicate Yearly / Weekly / Hourly): Same | May We Contact Your Supervisor? ☑ Yes ☐ No | |
| Name Of Supervisor: Eva | Title: EVS Supervisor | Phone: 785-202-2099 | |
| Duties: Cleaned and sanitized patient rooms and common areas. Followed infection control procedures, restocked supplies. | | | |
| Reason For Leaving | | | |

| | | | |
|---|---|---|---|
| Name of Previous Employer: Holland Feed lot | | | |
| Address: Wisner | City: Wisner | State: NE | Zip |
| Start Date: Oct-2022 | End Date: March | 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: moved to Tennessee | | | |

| | | | |
|---|---|---|---|
| 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 |
|---|---|---|---|
| Carmen Santos | Almena | | 785-473-8506 |
| 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 | Date |
|---|---|
| Maria Pena | 8-3-26 |

You will be required to sign them application when you are interviewed for this position.

To whom it may concern,

I, Kacie Yocum, am requesting September 3-7th off for a family vacation. In conjunction with the Labor Day Holiday.

Thank you,

Kacie Yocum

| | | | | | | |
|---|---|---|---|---|---|---|
| | Enter Dates as Process is completed. | | | | | |
| | | | | | | |
| First and Second Year Teachers must be evaluated at least once per semester by the 60th school | | | | | | |
| | **First Semester - Nov. 14th** | | | | **Second Semester Ap** | |
| | | Obs 1 | Obs 2 | Eval Conf | Obs 3 | Obs 4 |
| | | | | | | |
| **Third and Fourth Year Teachers Must be evaluated at least once per year by Februar** | | | | | | |
| | | Obs 1 | Obs 2 | Eval Conf | | |
| Boehler, Max (3) 3rd | | | | | | |
| Brooks, Suzie (3) 3rd | | | | | | |
| Cole, Ross (3) 3rd | | | | | | |
| Davis, Melinda (3) 3rd | | | | | | |
| Kuhl, Ellen (3) 3rd | | | | | | |
| Ledbetter, Jessica (3) 3rd | | | | | | |
| Preston, Shelby (3) 3rd | | | | | | |
| Lewis, Nita (4) 4th | | | | | | |
| | | | | | | |
| **Fifth Year Plus teachers must be evaluated at least once every three years by Febru** | | | | | | |
| | | Last Obs | | Obs 1 | Obs 2 | Eval Conf |
| Baird, Kirsten | | 2/11/2026 | 2028-29 | | | |
| Chandler, Amy | | 2/20/2024 | 2026-27 | | | |
| Gebhard, Jill | | 1/15/2026 | 2028-29 | | | |
| Gebhard, Marvin | | 4/22/2024 | 2026-27 | | | |
| Grote, Katie | | 4/16/2026 | 2028-29 | | | |
| Knuth, Angela | | 4/1/2024 | 2026-27 | | | |
| Logemann, Terry | | 2/10/2026 | 2028-29 | | | |
| Lowry, Emily | | 4/23/2025 | 2027-28 | | | |
| McKinney, Amy | | 2/26/2026 | 2028-29 | | | |
| Mordecai, Cynthia | | 2/22/2024 | 2026-27 | | | |
| Pugh, Mitch | | 1/15/2025 | 2027-28 | | | |
| Thalheim, Jessie | | 2/4/2025 | 2027-28 | | | |

| | | |
|---|---|---|
| | | |
| | | MR/ME |
| day of the | semester. | |
| **or 10th.** | | |
| Eval Conf. | Evaluator | |
| | | |
| **ry 15th.** | | |
| | | |
| | Mr. Gebhard | |
| | Mr. Gebhard | |
| | Mr. Tharman | ME |
| | Mr. Gebhard | |
| | Mr. Gebhard | |
| | Mr. Tharman | ME |
| | Mr. Gebhard | |
| | Mr. Tharman | ME |
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| **ary 15th.** | | |
| | | |
| | Mr. Gebhard | |
| | Mr. Gebhard | |
| | Mr. Tharman | |
| | Mr. Tharman | ME |
| | Mr. Gebhard | |
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| | Mr. Tharman | |
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| | Mr. Tharman | ME |
| | Mr. Tharman | |
| | Mr. Gebhard | |